

W
8-15-2024

ROSEBURG LIBRARY COMMISSION AGENDA

Tuesday, August 20, 2024

4:00 P.M. Regular Meeting

Deer Creek Room

Hybrid Meeting – In Person at Roseburg Public Library and Electronic

Public Access: Facebook Live at www.Facebook.com/CityofRoseburg

NOTE: IT IS UP TO EACH OF YOU AS COMMISSIONERS TO CALL 541-492-7051 AND LET STAFF KNOW BEFORE THE DAY OF THE MEETING IF YOU WILL NOT BE ATTENDING. THANK YOU.

I. CALL TO ORDER

II. ROLL CALL:

Chair: Andrea Zielinski
Commissioners: Mandy Elder Francesca Guyer Brady McNulty
 Shirley Lindell Juliet Rutter Marcy Tassano

III. APPROVAL OF MINUTES

A. July 16, 2024

AUDIENCE PARTICIPATION – At this time, anyone wishing to address the Commission concerning items of interest not included in the agenda may do so. The person addressing the Commission shall, when recognized, give his/her name for the record. All remarks shall be directed to the whole Commission.

Comments also can be provided via email to the Commission at kwiley@cityofroseburg.org or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to **1:00 p.m. on the day of the meeting**. Comments must include the person's name and address for the record. The Commission reserves the right to delay any action requested until they are fully informed on the matter.

IV. BUSINESS FROM THE COMMISSION

V. **NEXT MEETING DATE:** September 17, 2024

VI. INFORMATIONAL

- A. Monthly Statistics
- B. Summer Reading Program
- C. Fall Programming
- D. Staffing Update
- E. Grants Update

VII. ADJOURNMENT

Please contact the City Administration Office at least 48 hours prior to the scheduled meeting date if you need accommodations in accordance with the Americans with Disabilities Act.
TDD users, please call Oregon Telecommunications Relay Service at 800-735-2900.

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
July 16, 2024**

1. CALL TO ORDER

Chair Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on July 16, 2024, in the Ford Room at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon and electronically via Zoom.

2. ROLL CALL

Present Commissioners Francesca Guyer, Juliet Rutter (via phone), Marcy Tassano, and Andrea Zielinski

Absent Commissioners Mandy Elder, Shirley Lindell, and Brady McNulty

Attending Staff Library Director Kris Wiley, Youth Services Librarian Aurora Ropp, RARE AmeriCorps member Christian Sala, City Recorder Amy Nytes, and Management Staff Assistant Grace Jelks

Others Present None

3. INFORMATIONAL

A. RARE AmeriCorps Member Wrap-Up

Director Wiley thanked RARE AmeriCorps member Sala for sharing his time and expertise with the Roseburg community over the past 11 months.

RARE AmeriCorps member Sala reported that he will be ending his service term on July 27 and that this will be his final library commission meeting as a RARE AmeriCorps member. He will finish his time at the library by working at the library's largest event, Harry Potter Day, with two AmeriCorps peers volunteering.

Sala looks back at his time of service as a beautiful and insightful experience of the inner workings of such a valuable and pivotal community space as the library. He recounts many new and exciting services the library provides and its impact on the community. Specifically, he notes the technology assistance that the library and its staff offer to patrons and how doing so has bridged the technology gap in the community for so many patrons. The library also serves as a safe and welcoming space for young patrons and tries to develop and foster early learning in the community.

During his time, Sala worked on four main projects. The first was a library use assessment survey and a focus group, the results of which will be used to inform the library's next strategic plan. The second was a technology plan recommended by the State Library of Oregon. His recommendations included purchasing 3D pens for the maker space and future programming with youth. Third, he managed programming for adults and worked with authors and academics to bring insightful and thought-provoking talks to the community. Fourth, he supported the Youth Services Librarian with youth programming,

especially the Summer Reading Program, which is in full swing. He also compared the library's annual statistics with those of other similar libraries, demonstrating the real impact the library has on the community. Sala stated he hopes his work will lead to a continued effort to support the library and its growth in the future.

Sala thanked Director Wiley and Youth Services Librarian Ropp for their support and patience as he developed his skills in a work environment and for allowing him to contribute uniquely to the library. He is grateful for the experiences and valuable knowledge he gained. He has developed a great sense of professional confidence and an understanding of the intersection of nonprofit and local government. He hopes to continue working for nonprofits in the future but specialize in finance as he will be pursuing a Master of Business Administration at the University of Oregon, specializing in finance and securities analysis, in the fall.

Commissioner comments and questions included appreciation for Sala's hard work, supportive efforts to the Friends of the Library, and request for more information about cohort training.

Director Wiley clarified that cohort training happens several times of year for RARE AmeriCorps program participants and that Sala is scheduled to attend the upcoming training during the last three days in July.

4. APPROVAL OF MINUTES

Commissioner Tassano moved to approve the June 18, 2024, minutes. The motion was seconded by Commissioner Guyer and approved with the following vote: Commissioners Guyer, Rutter, Tassano, and Zielinski voted yes. No Commissioners voted no. The motion passed unanimously.

5. AUDIENCE PARTICIPATION

None.

6. BUSINESS FROM THE COMMISSION

Commissioner Tassano reported that the Friends of the Library had a prosperous second quarter, and she presented Director Wiley with a donation check in the amount of \$5951.77. Book sales on Amazon are doing really well, staff and volunteers have assisted with the backlog to get down to eight boxes of donations, and the next book sale is the first weekend in September. Books currently in the bookstore are selling for fifty cents, and sales are good.

Director Wiley clarified that funding is used for craft kits, reading programs, and a family YMCA membership as the grand prize for next year's Summer Reading Program. Grand prizes are now focused on experiences rather than more stuff.

7. NEXT MEETING DATE

Tuesday, August 20, 2024, at 4:00 p.m. This will be a hybrid meeting.

8. INFORMATIONAL

B. Monthly Statistics

Director Wiley reported that the library's statistics were near all-time highs in June, which is a reflection of the beginning of the Summer Reading Program. Digital circulation accounted for 28 percent of checkouts. There was a large bump in visitors and teen computer usage.

Commissioner comments and questions included whether the computer data tracks the number of users or hours, encouraged by the increase in the number of teens coming in to use the library, and whether it is too early for a report on digital magazine usage.

Director Wiley clarified it is the number of uses or logins, we have one teen who comes in every day, more teens are coming in to use that space, we have seen an increase in the number of teens in foster care using the library and participating in programming, we are fortunate to be building that relationship with them, and digital magazine usage statistics will be added next month.

C. Summer Reading Programming

Director Wiley reported that 249 people attended an Anime Your Way workshop in June. The response was overwhelmingly positive, and artist Carlos Nieto III was delightful.

Youth Services Librarian Aurora Ropp shared they have been going out with the summer Lunchbox Express, to the Boys and Girls Club, to Winchester school for their summer session, and to Sunshine Park Apartments. Storytimes and Friday activities at the park have been well attended. Our biggest program so far was the exhibit from the Museum of Natural and Cultural History, which was attended by 120 people in one hour. We continue to have a great response and participation by families looking to entertain children and grandparents trying to keep their grandchildren entertained. There were well over 500 book reviews turned in for a chance to win one of the prizes in the display case, and several entries were from participants who finished all three logs. We are looking forward to Harry Potter Day at the end of the month, there will be a magician this year, and appreciate Commissioner Tassano volunteering her time to assist with activities. The schedule includes the magician at 11:00 a.m., holding a drawing for the quilt and other prizes, wizard wands and magical ball crafts, keychains, Potter Stinks buttons, and a shimmering potion necklace. We have given away most all of the prize books that were ordered.

Commissioner comments and questions included clarification of the location for Harry Potter Day activities and adult reading program updates.

Director Wiley clarified that Harry Potter Day activities will take place at the library, adult reading progress is going well, we are getting a lot of book reviews back, positive reviews are being turned into Patron Picks, logs are due back on August 24th, and encouragement to go see the Storywalk at Beulah Park this week and engage with people.

D. Staffing Update

Director Wiley reported the City's Human Resources Department is managing the recruitment of two part-time library aides. Each will work 10 hours per week, including every other Thursday evening and every other Saturday.

Commissioner comments and questions included clarification that a diploma does not necessarily correlate to age, whether there are any updates on the Dolly Parton Imagination Library program, and tracking the number of participants.

Director Wiley clarified that applicants need to have a high school diploma or GED for this position. We have just over 1500 participants in the Dolly Parton Imagination Library program, there will be a 5-year anniversary celebration on Wednesday, October 2, 2024, at 10:15 a.m., major donors will be invited, there will be storytime and other activities, and we will ask Imagination Library state staffers to help with updating the number of eligible children in our service area.

E. Grants Update

Director Wiley reported the library will apply for the annual Ready to Read funding provided by the State Library of Oregon. We will request funding for staffing.

Commissioner comments included appreciation for light-duty staff assigned to assist the library.

9. ADJOURNMENT

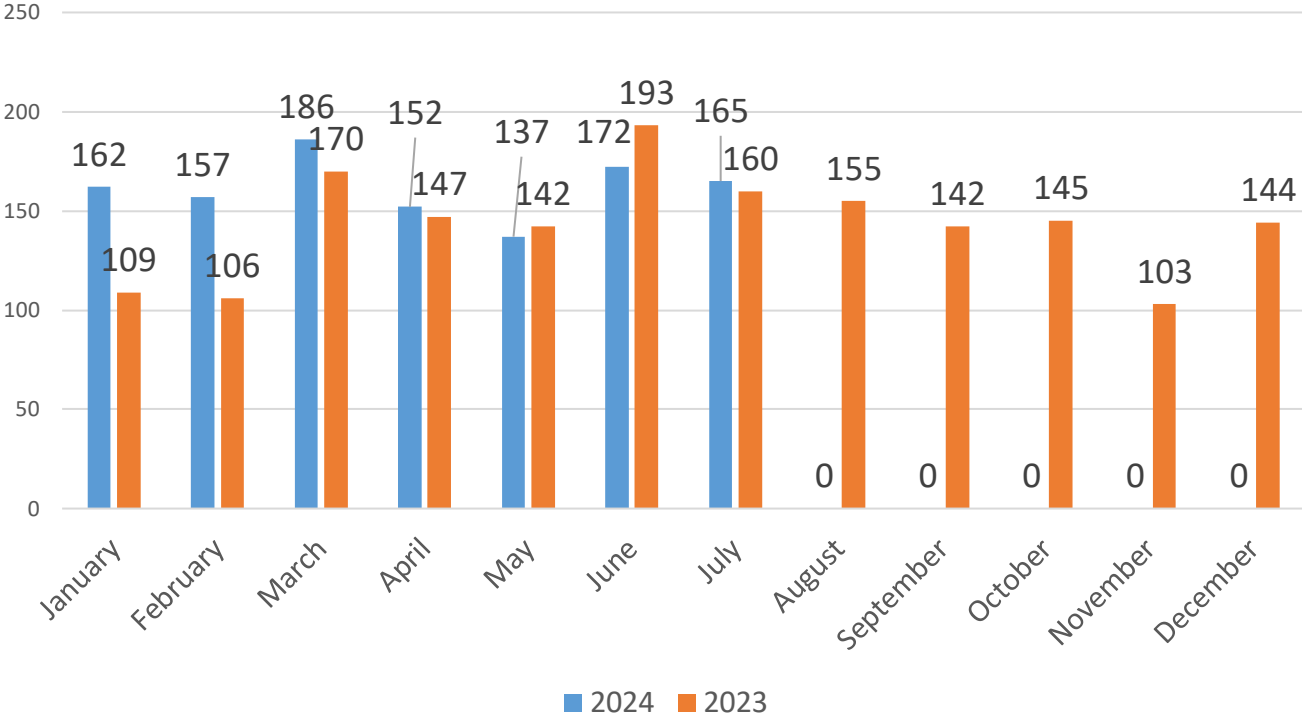
The Roseburg Library Commission meeting adjourned at 4:35 p.m.

Respectfully submitted,

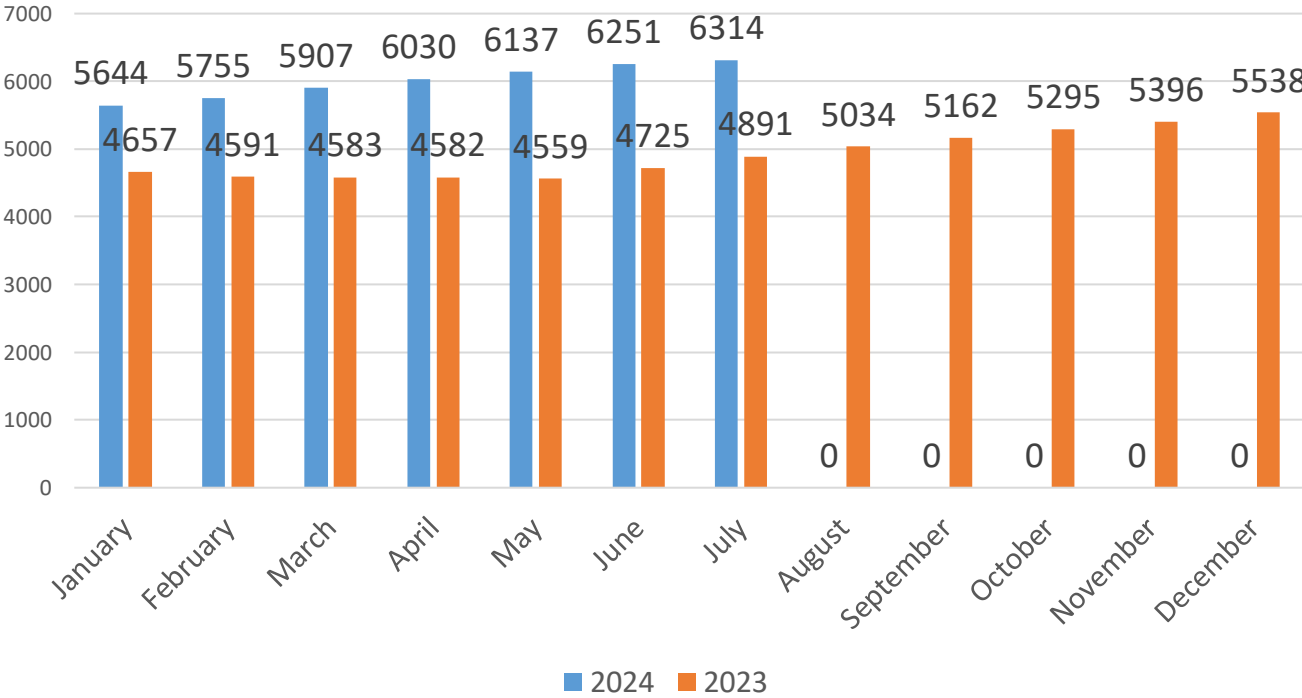
Grace Jelks

Grace Jelks, Management Staff Assistant

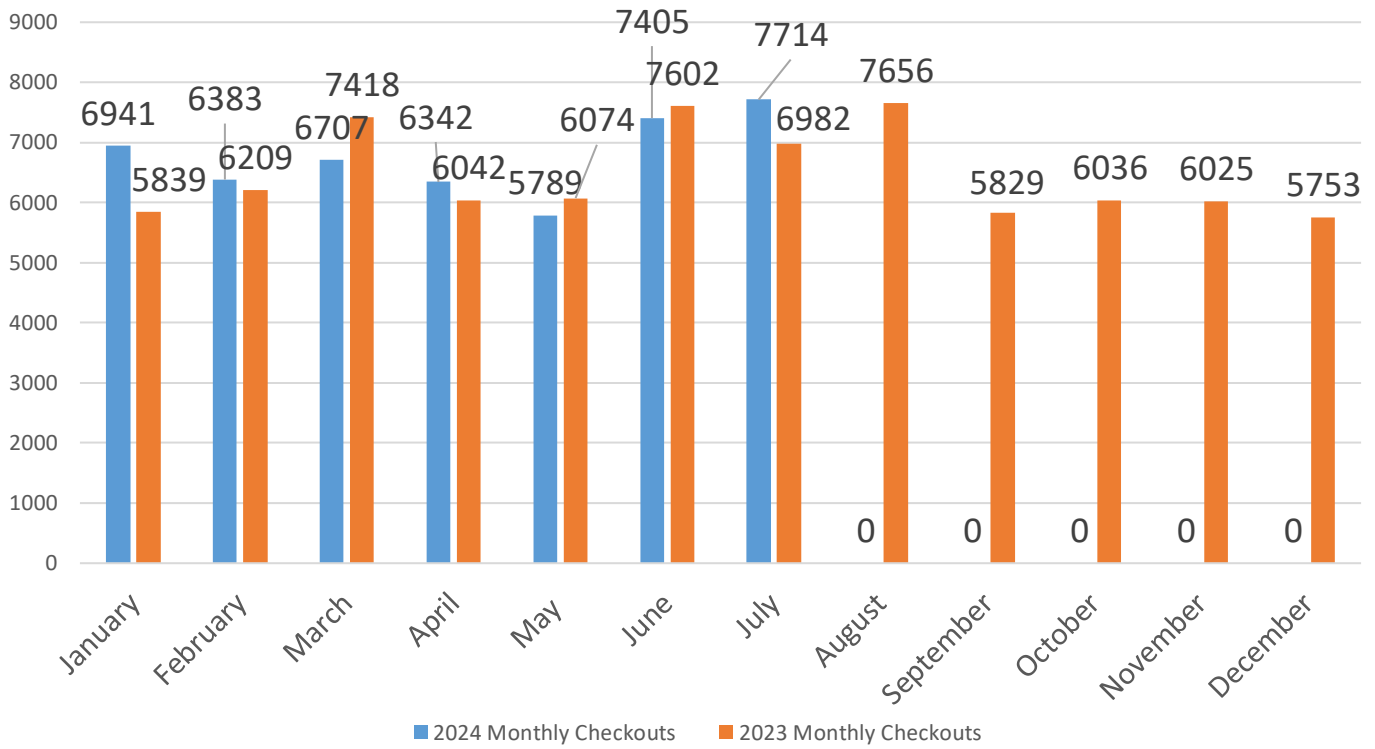
New Users



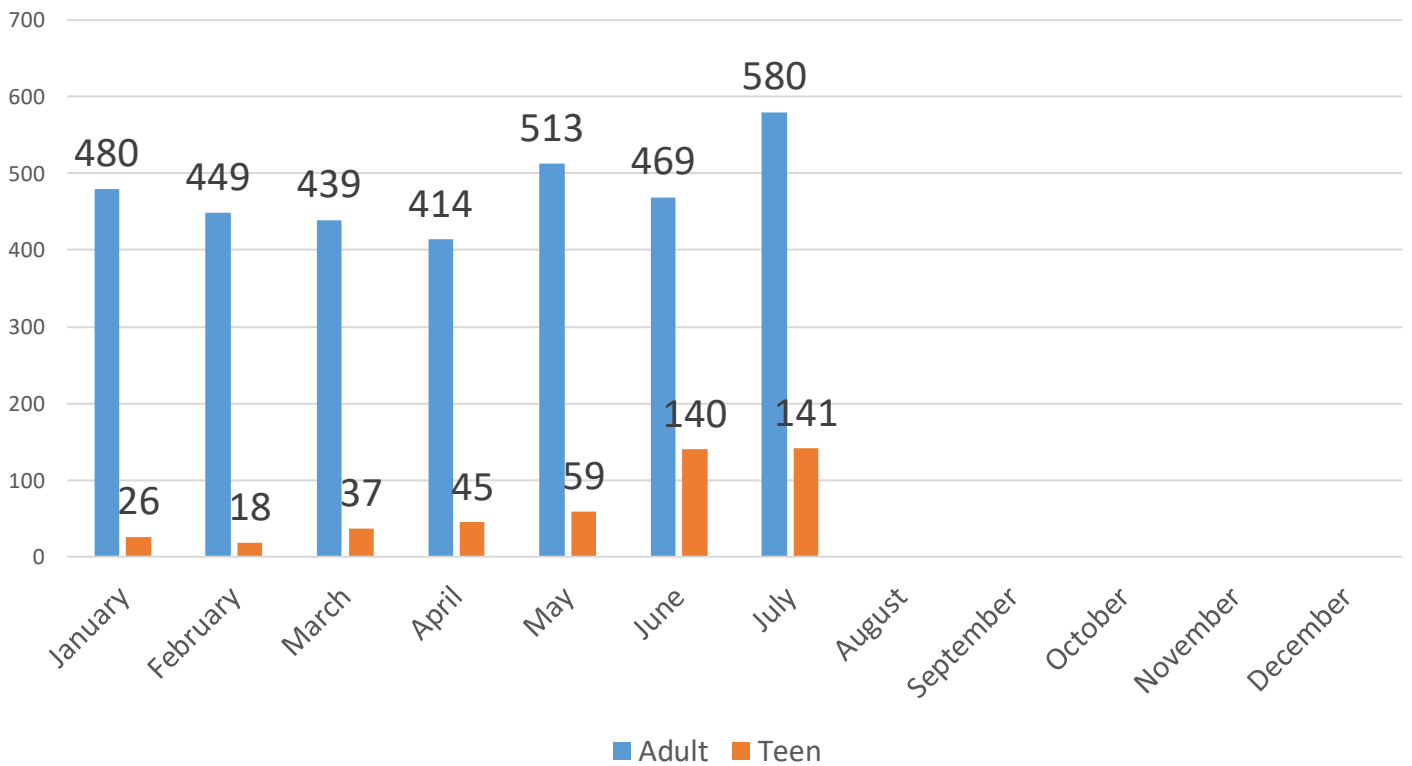
Total Active Users Monthly Comparison



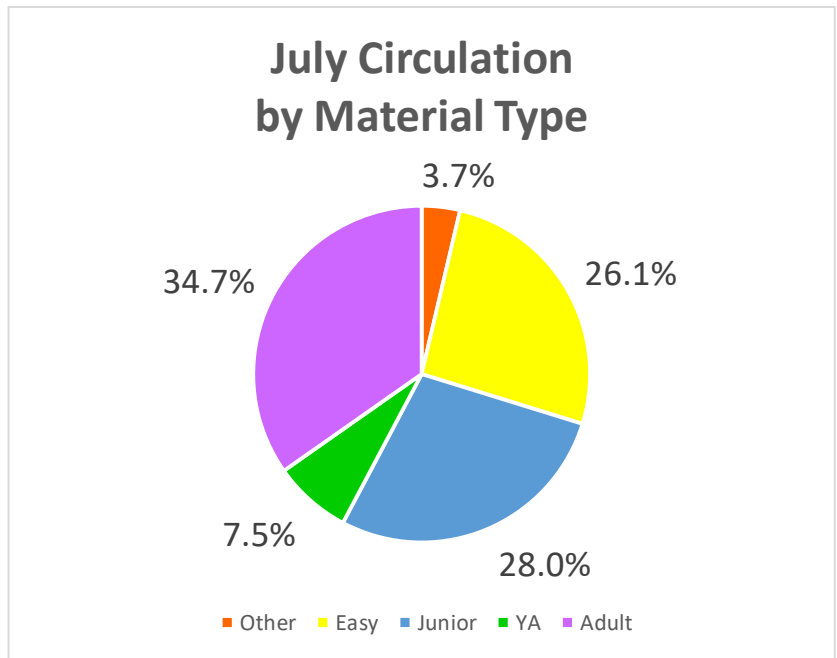
Physical Materials Checkouts



Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	3.7%	26.1%	28.0%	7.5%	34.7%
2 - Adult Audiobook	133	283	2014	2158	579	2680
3 - Adult DVDs	354					
4 - Adult Fiction	1010					
5 - Adult Graphic Novel	4					
6 - Adult Nonfiction	569					
7 - Board Book	209					
8 - Children's CD Book	7					
9 - Children's Audiobook	56					
10 - Children's DVD	139					
11 - Children's Graphic Novel	2					
12 - Children's Reference	0					
14 - Equipment	3					
16 - Fantasy	30					
17 - Other Language F/NF	23					
19 - Junior Fiction	918					
20 - Junior Graphic Novel	529					
21 - Junior Nonfiction	516					
22 - Large Print	133					
23 - Magazine	31					
25 - Mystery	472					
30 - Oversize	0					
34 - Picture Book	1250					
35 - Prof Collection	46					
36 - Reader	500					
37 - Reference	0					
39 - Science Fiction	66					
42 - Western	42					
44 - Young Adult Audiobook	3					
45 - Young Adult DVD	56					
46 - Young Adult Fiction	178					
47 - Young Adult Graphic Novel	301					
48 - Young Adult Nonfiction	41					
OTAP	0					
Off Site	0					
None/On-the-fly	93					
TOTAL	7714					



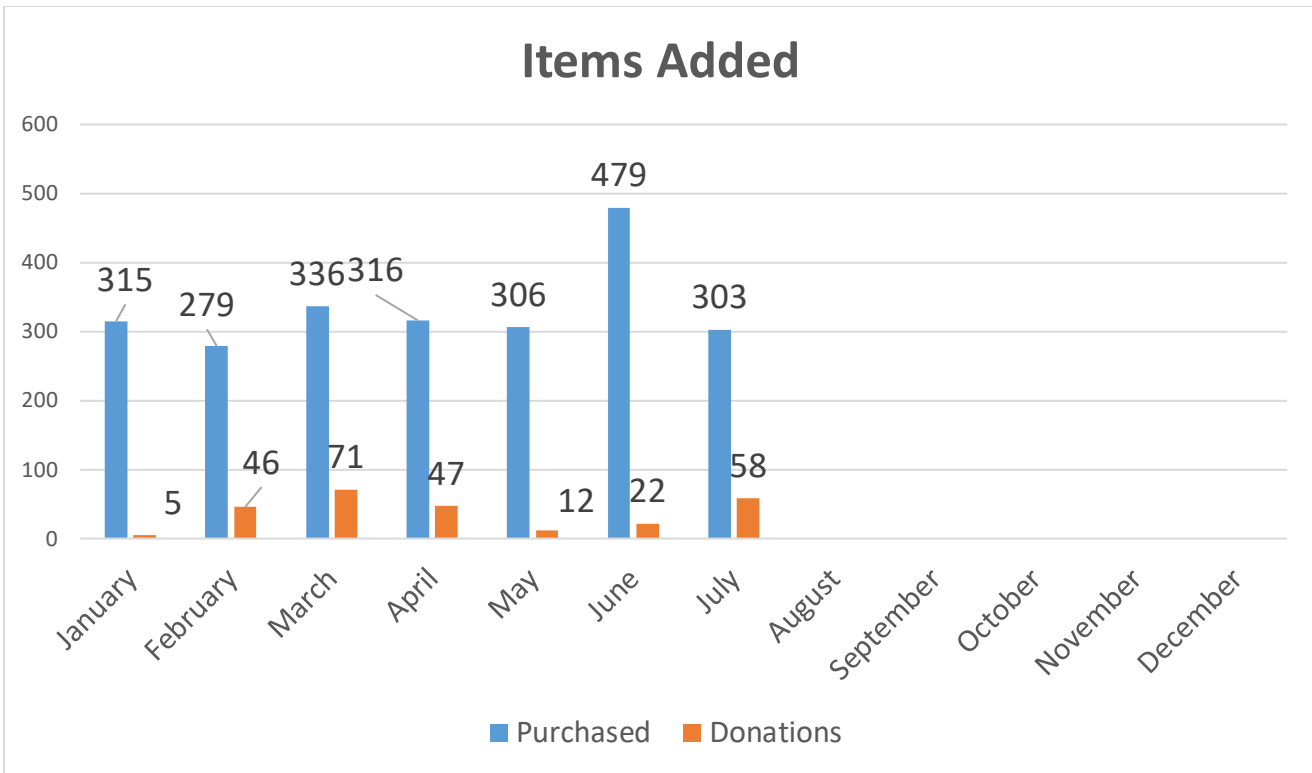
NEW Items Snapshot - August 1, 2024

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4388	1126	25.66%
Picture Books	849	245	28.86%
Adult Fiction	705	251	35.60%
Junior Fiction	470	63	13.40%
YA Fiction	274	25	9.12%

Circulation Snapshot - August 1,
2024

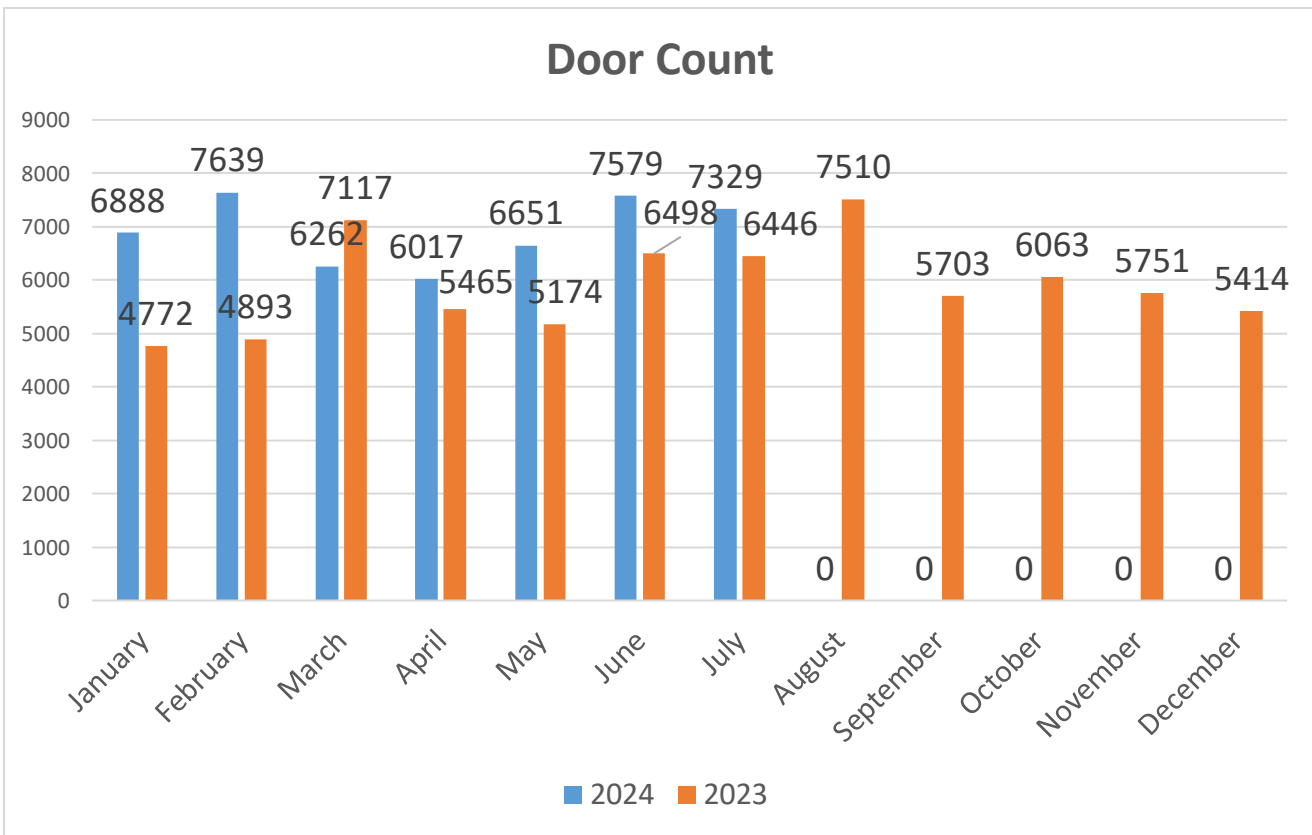
Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1668	2.1	107	6.4
3 - Adult DVDs	1828	2.3	134	7.3
4 - Adult Fiction	13924	17.2	902	6.5
5 - Adult Graphic Novel	372	0.5	30	8.1
6 - Adult Nonfiction	13621	16.8	712	5.2
7 - Board Book	708	0.9	211	29.8
8 - Children's CD Book	109	0.1	8	7.3
9 - Children's Audiobook	679	0.8	44	6.5
10 - Children's DVD	868	1.1	92	10.6
11 - Children's Graphic Novel	5	0	3	60
12 - Children's Reference	177	0.2	0	0
14 - Equipment	12	0	2	16.7
16 - Fantasy	247	0.3	33	13.4
17 - Other Language F/NF	1007	1.2	30	3
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5725	7.1	943	16.5
20 - Junior Graphic Novel	1655	2	462	27.9
21 - Junior Nonfiction	9077	11.2	519	5.7
22 - Large Print	1817	2.2	119	6.5
23 - Magazine	3610	4.4	22	0.6
25 - Mystery	6018	7.4	338	5.6
27 - Newspaper	7	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	6001	7.4	1105	18.4
35 - Prof Collection	315	0.4	51	16.2
36 - Reader	2155	2.7	520	24.1
37 - Reference	518	0.6	1	0.2
39 - Science Fiction	1331	1.6	79	5.9
42 - Western	727	0.9	33	4.5
44 - Young Adult Audiobook	292	0.4	3	1
45 - Young Adult DVD	446	0.5	42	9.4
46 - Young Adult Fiction	3320	4.1	271	8.2
47 - Young Adult Graphic Novel	1570	1.9	249	15.9
48 - Young Adult Nonfiction	938	1.2	41	4.4
49 - Young Adult Reference	0	0	0	0
50 - OTAP	386	0.5	11	2.8
51 - Off Site	1	0	0	0
52 - DESD	0	0	0	0
Total	81180		7117	8.8

Items Added



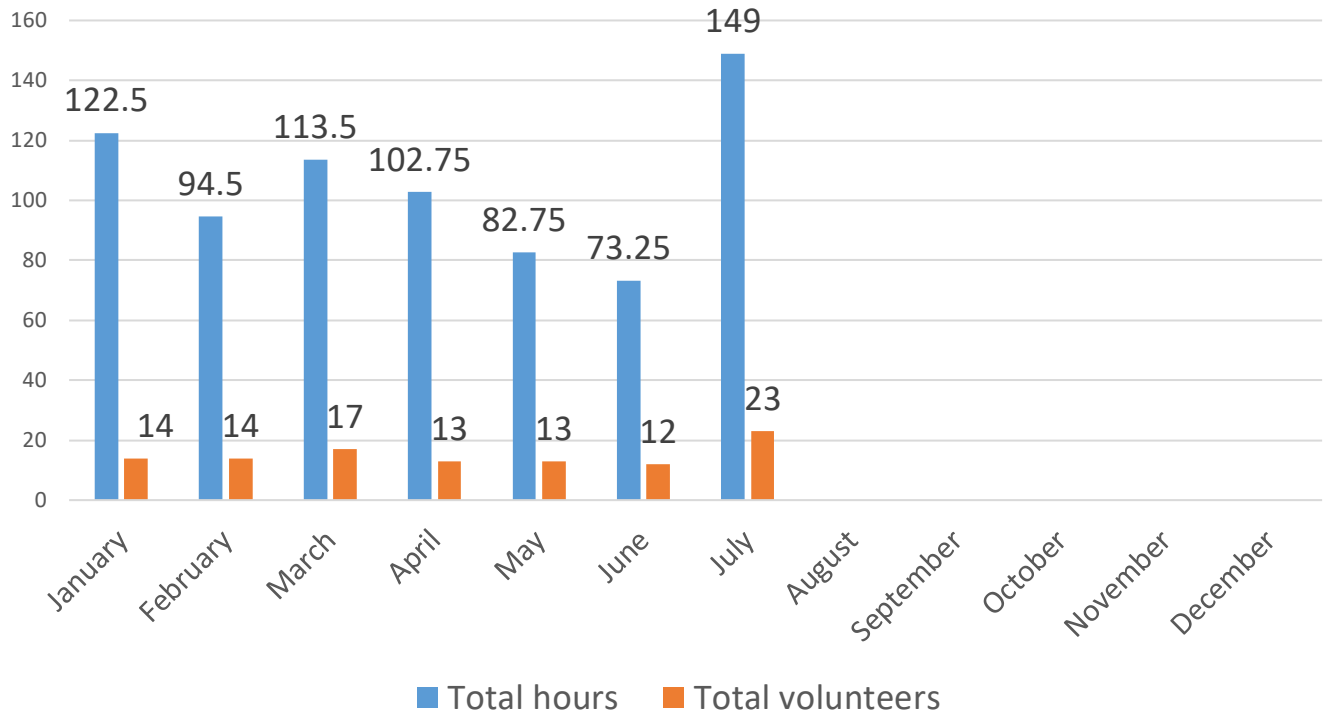
Total value added to collection
July 2024 - \$7455.96

Door Count

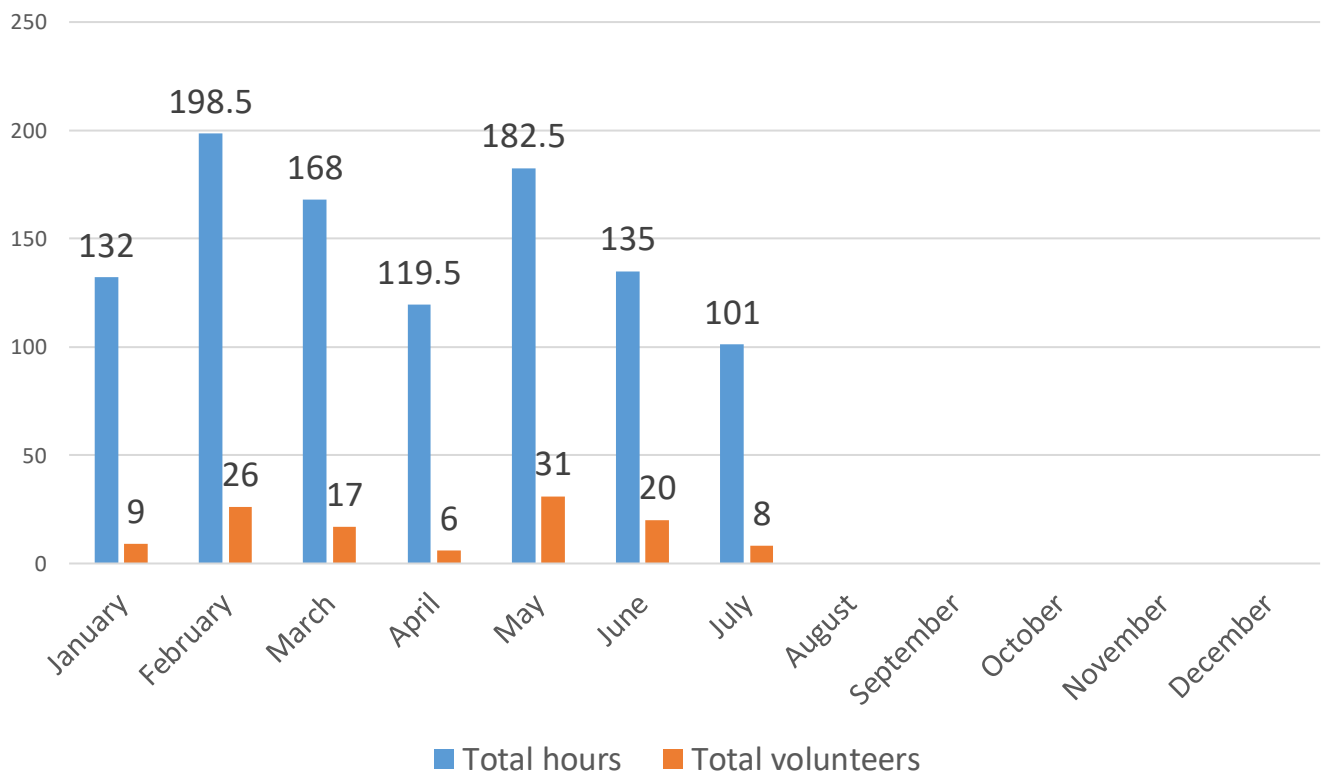


Library Card Sponsorship Program
Number of cards issued FY 2024-25 – 0

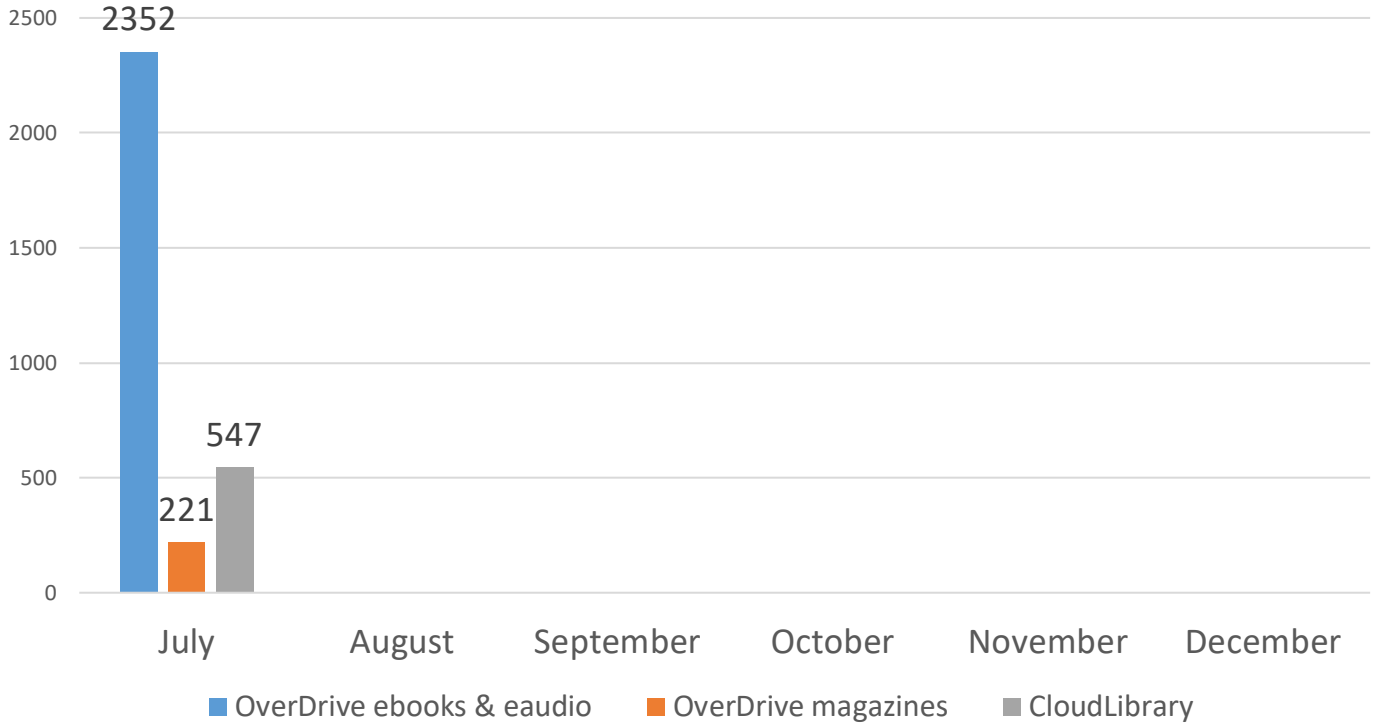
Volunteer Contribution - Library



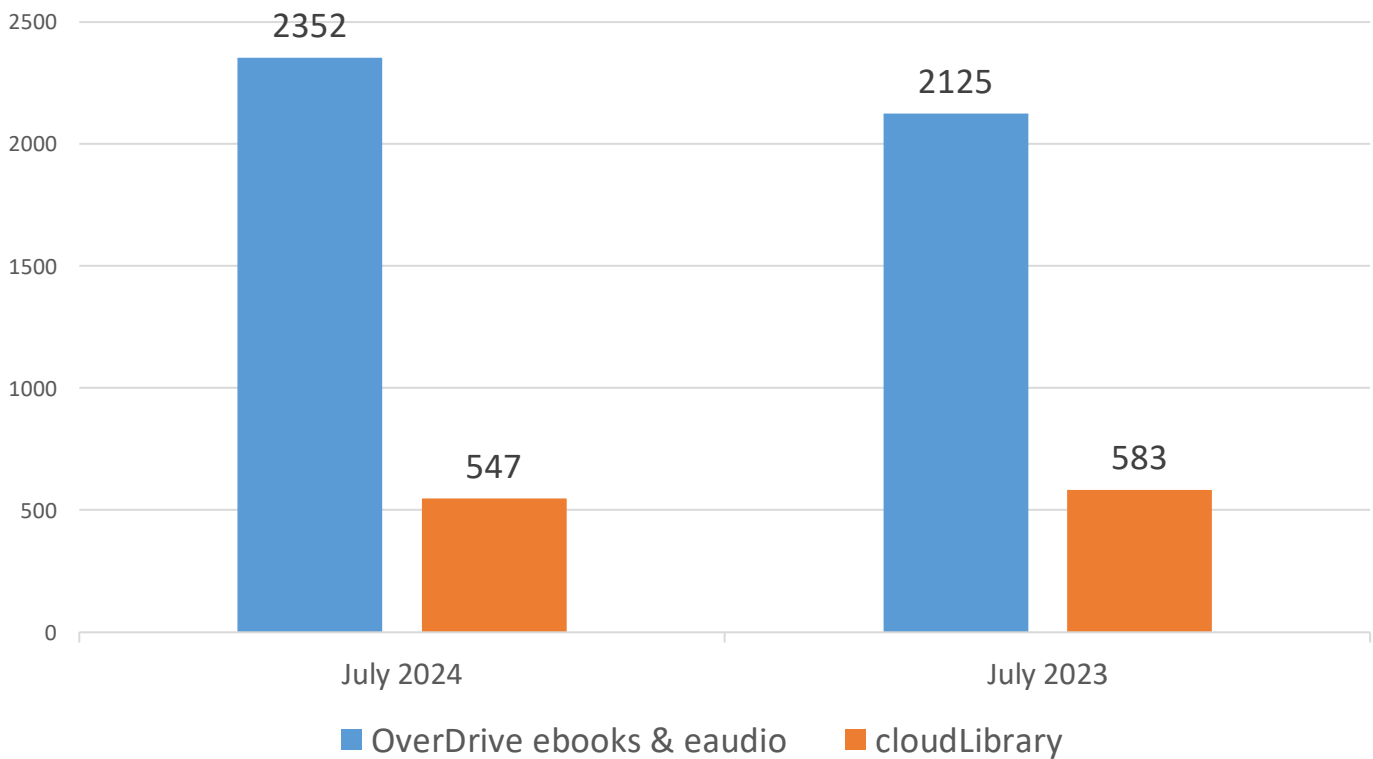
Volunteer Contribution - Friends of the Library



Electronic Materials Checkouts



Ebooks Monthly Comparison



Children's Programs - Live Sessions Ages 0-5					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/3/2024	Storytime@ Stewart Park	26		x	
7/10/2024	Storytime@ Stewart Park	34		x	
7/11/2024	Storytime	13	x		
7/17/2024	Storytime@ Stewart Park	24		x	
7/18/2024	Storytime	8	x		
7/24/2024	Storytime@ Stewart Park	27		x	
7/25/2024	Storytime	8	x		
7/31/2024	Storytime@ Stewart Park	25		x	
	TOTAL	165			

Children's Programs - Live Sessions Ages 6-11					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/1/2024	Lunchbox Express	108		x	
7/2/2024	Winchester Lunch	69		x	
7/2/2024	Tuesday- Umpqua Bee Keepers	38	x		
7/3/2024	B&G Club	83		x	
7/5/2024	Park-Painted Rock Picture Holder	24		x	
7/5/2024	Sunshine Apts	4		x	
7/8/2024	Lunchbox Express	10		x	
7/9/2024	Winchester Lunch	72		x	
7/9/2024	Tuesday - MNCH Dino Story Exhibit	122	x		
7/10/2024	B&G Club	75		x	
7/12/2024	Park-AlkaSeltzer Rockets	25		x	
7/12/2024	Sunshine apts	20		x	
7/15/2024	Lunchbox Express	90		x	
7/16/2024	Winchester Lunch	69		x	
7/16/2024	Tuesday- Makedos	17	x		
7/17/2024	B&G Club	79		x	
7/19/2024	Park - Messy Paints	29		x	
7/20/2024	Sherm's Safety Day	298		x	
7/22/2024	Lunchbox Express	119		x	
7/23/2024	Winchester Lunch	67		x	
7/23/2024	Tuesday - Fruit & Veggie Painting	49	x		
7/24/2024	B&G Club	83		x	

7/26/2024	Park - Paper Mache	35		x	
7/26/2024	Sunshine Apts	13		x	
7/29/2024	Lunchbox Express	166		x	
7/30/2024	Winchester Lunch	65		x	
7/30/2024	Tuesday- MNCH Under the Sea	74	x		
7/31/2024	B&G Club	82		x	
	TOTAL	1985			

Live Teen Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/11/2024	Teen-Found Item Painting	11	x		
7/18/2024	Teen-Tie Dye	31	x		
7/25/2024	Teen-Shell Wall Hanging	11	x		
	TOTAL	53			

Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/3/2024	Tech Time	0	x		
7/9/2024	Online Book Group	5			x
7/12/2024	Tech Time	0	x		
7/25/2024	Silent Book Group	8	x		
	TOTAL	13			

Live All Ages Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/21/2024	Mexican Consulate Event	62		x	
7/27/2024	Harry Potter Day	468	x		
	TOTAL	530			

Grab-and-Go Craft Kits					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/2/2024	Bead Animal Bee	245			
7/9/2024	Dinosaur Eggs	250			
7/16/2024	Craft Stick Kazoo	248			
7/23/2024	Button Bracelet	245			
7/30/2024	Wind Chime	246			
	TOTAL	1234			