

10.9.24
AN

ROSEBURG LIBRARY COMMISSION AGENDA
Tuesday, October 15, 2024
4:00 P.M. Regular Meeting

**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: Paige Bentley Mandy Elder Francesca Guyer
Brady McNulty Shirley Lindell Marcy Tassano

III. INTRODUCTIONS

IV. APPROVAL OF MINUTES

A. August 20, 2024

V. DISCUSSION ITEM

A. Meeting Room Policy Update

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@roseburgor.gov 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.

VI. BUSINESS FROM THE COMMISSION

VII. NEXT MEETING DATE: November 19, 2024

VIII. INFORMATIONAL

- A. Monthly Statistics
- B. Programming
- C. Grants Update

IX. ADJOURNMENT

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
August 20, 2024**

1. CALL TO ORDER

Chair Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:02 p.m. on August 20, 2024, in the Deer Creek 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, Mandy Elder (via Zoom), Shirley Lindell (via Zoom), Brady McNulty (via Zoom), Marcy Tassano, and Andrea Zielinski

Absent Commissioner Juliet Rutter

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

Others Present None

3. APPROVAL OF MINUTES

Commissioner Guyer moved to approve the July 16, 2024, minutes. The motion was seconded by Commissioner Tassano and approved with the following vote: Commissioners Guyer, Elder, Lindell, McNulty, Tassano, and Zielinski voted yes. No Commissioners voted no. The motion passed unanimously.

4. AUDIENCE PARTICIPATION

None.

5. BUSINESS FROM THE COMMISSION

Commissioner Tassano reported that the Friends of the Library will be holding a book sale on September 5th through September 7th, there will be bargain books for fifty cents, all books are free on Saturday, and we are looking for volunteers to help set up and take down.

6. NEXT MEETING DATE

Tuesday, September 17, 2024, at 4:00 p.m. This will be a hybrid meeting.

7. INFORMATIONAL

A. Monthly Statistics

Director Wiley reported library circulation in July was an all-time high of 10,834. 71% of checkouts were physical items, and 62% of those were youth materials.

Digital magazines circulated 221 times in the first month of the service. That compares favorably with other libraries with similar numbers of cardholders.

Attendance at youth programs was amazing, and Director Wiley thanked Librarian Ropp and the entire library staff for their work ensuring a successful summer. She especially thanked staff and volunteers for their contributions to prepare and deliver Harry Potter Day.

Commissioner comments and questions included clarification of the statistics for checkouts in a day, high number of junior nonfiction checkouts, and adult fiction checkouts.

Director Wiley clarified the data show physical checkouts are for the day the report is run, 28% of junior graphic novels were checked out, 5% of checkouts were junior nonfiction, which accounts for 11% of the library's entire collection, our checkouts normally see an increase during the summer break, and it is common for adults to check out junior nonfiction and graphic novels.

B. Summer Reading Programming

Director Wiley reported the Summer Reading Program ends Saturday, August 24. All book reviews and reading logs must be submitted by 2 p.m. Staff will report on participation at the September meeting. We have appreciated being able to provide outreach and free books at Lunchbox Express (ended last week), Boys and Girls Club (ends tomorrow), and Sunshine Park Apartments (ends this Friday).

Youth Services Librarian Aurora Ropp reported that it has been a great summer, we had 1,985 people attending our pre-K through fifth grade programs, and this is the last week of summer programs.

C. Fall Programming

Director Wiley reported author Eileen Garvin will visit by Zoom on Thursday, September 19 at 6:30 p.m. to discuss her second novel, "Crow Talk." For the first time, the library is hosting an in-person gathering in which the author will be projected on the large screen in the Deer Creek Room. The event will be streamed on Facebook Live for viewers at home.

Director Wiley is focused on delivering the Americans and the Holocaust exhibition in November and December. The exhibition will be on display in the Deer Creek Room, and there will be four live public programs tied into the exhibition.

Youth Services Librarian Aurora Ropp reported that she is taking a break in September to focus on fall and winter programming, the first kids event will be on October 2nd, the first storytime of the year will focus on celebrating our sponsors and Dolly Parton's Imagination Library, Lego Days will be returning, and we received 36 3D STEM pens from the Umpqua Valley STEAM Hub to use with our

3D printer and other programs. We do make an effort to talk to every kid that comes in to get them signed up with Dolly Parton's Imagination Library.

Commissioner comments and questions included request for more details on the October celebration event and whether any kid can sign up for Dolly Parton's Imagination Program.

Director Wiley clarified that Commissioners will be receiving an invitation to the Fifth Anniversary Dolly Parton Imagination Library Celebration on October 2nd, the local program started in 2019, we have about 1500 kids currently registered to receive a free book every month, tens of thousands of books have been mailed since the beginning of the program, all kids in a service area that is sponsored by an affiliate can sign up, our service area is sponsored by the Friends of the Library, and the State is really making an effort to make sure all kids in all service areas can sign up.

D. Staffing Update

Director Wiley reported the library received 90 applications for the two part-time library aide positions. Interviews are scheduled for August 26. Our goal is to onboard two aides by mid-September.

Commissioner comments and questions included clarification of staffing support for the Maker Space program.

Director Wiley clarified the Maker Space program was started by a RARE AmeriCorps member before COVID, we set it up by the front desk to get more engagement as people walk by, and we want to continue the program using what we have learned since it was first set up.

E. Grants Update

Director Wiley reported the library applied for the annual Ready to Read grant from the State Library of Oregon. We again are asking for support to add staff during the Summer Reading Program.

Director Wiley will meet with LeeAnn Grogan from The Ford Family Foundation to update her on the library's Spanish language collection. To date, the library has added 196 titles to the collection. There have been 73 checkouts of materials purchased since January 1, 2024. Most checkouts have been of picture books and junior titles.

The library has an ongoing survey for patrons to suggest types of Spanish materials they would like in the collection. Twelve people have responded to the survey. The most requested item is picture books. Fiction and nonfiction are requested. The vast majority of respondents are interested in books originally published in Spanish, especially books from Mexico.

Director Wiley is working on the annual report to the State Library, and it will be brought to the Commission at the next meeting. Commissioner Rutter has resigned her position, and we will be advertising the vacancy after the next Council meeting on August 26, 2024.

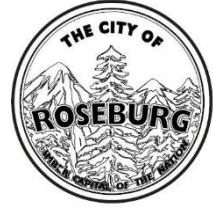
8. ADJOURNMENT

The Roseburg Library Commission meeting adjourned at 4:30 p.m.

Respectfully submitted,

Grace Jelks

Grace Jelks, Management Staff Assistant



ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY

COMMISSION AGENDA

Meeting Date: October 15, 2024

Department: Library

www.cityofroseburg.org

Agenda Section: Discussion Items

Staff Contact: Kris Wiley

Contact Telephone Number: 541-492-7051

ISSUE STATEMENT AND SUMMARY

The Library Commission will meet on its regularly scheduled date October 15, 2024.

BACKGROUND

Discussion item.

The following is the discussion item on the agenda:

- A. **Meeting Room Policy Update** – The library proposes updates to the Meeting Room Policy to align with current practice and capacity.

Multipurpose Room #1 no longer has a camera, which was not replaced when it malfunctioned because it was not used often. A computer and monitor are available. The rental fee remains \$25.

“Users are limited to reserving any room no more than 12 times in one year” replaced with “Users are limited to renting rooms no more than 12 times in one year” for clarity.

Added that fees may be paid by credit card to align with current practice.

SUGGESTED MOTION – I move that the Library Commission recommend the City Council approve the updated Meeting Room Policy.

MEETING ROOM POLICY

Roseburg Public Library has several meeting rooms available for public use.

- Ford Family Room: capacity 104
Available to the public when the building is occupied or unoccupied by staff. Wireless projector, sound system, and microphone available.
- Deer Creek Room: capacity 80
Available only when the building is occupied by staff. Projector available.
- South Umpqua Room: capacity 60
Available only when the building is occupied by staff. Projector available.
- Multipurpose Room #1: capacity 9
Available only when the building is occupied by staff. ~~Single-and-multipoint videoconferencing available. Computer and monitor available.~~
- Multipurpose Room #2: capacity 9
Available only when the building is occupied by staff. Single- and multipoint videoconferencing available.
- Study Room: capacity 6
Available only when the building is occupied by staff. No technology provided.

RESERVATION SYSTEM

Meeting room use is prioritized to Roseburg Public Library/City of Roseburg, Douglas Education Service District (ESD), and Friends of the Library. All other entities must contact Roseburg Public Library at 541-492-7051 to reserve a room.

Users are limited to ~~reserving any room renting rooms~~ no more than 12 times in one year. Reservations for the Ford Room will be accepted up to 12 months in advance of a meeting. Reservations for all other rooms will be accepted up to six months in advance.

USE FEES

Fees must be paid by ~~cash or check~~ cash, check or credit card to City of Roseburg.

Roseburg Public Library/City of Roseburg/Douglas Education Service District/Friends of the Library events: no charge

Recognized veterans organizations: no charge

For all other uses:

- Ford Family Room: \$25 when the ESD and/or Library are open to the public; \$75 when the ESD and Library are closed
- Deer Creek Room: \$25
- South Umpqua Room: \$25
- Multipurpose Room #1 (Room 17): ~~For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: Contact ESD for quote.~~

- Multipurpose Room #2 (Room 20): For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: Contact ESD for quote.
- Study Room (Room 18): Available at no charge on a drop-in basis for two hours; time may be extended if no one is waiting.

Re-keying fee assessed for lost key associated with Ford Room rental: \$150/incident

Owl technology fee: \$25/use

PARKING

Limited parking is available in the library lot.

PROHIBITED ACTIVITIES/USES

The following is prohibited in all meeting rooms:

- Alcoholic beverages allowed in Ford Room only. An Alcohol Use Application must be completed and submitted to City of Roseburg Administration at 900 SE Douglas Ave., along with required OLCC permits. Contact 541-492-6866 for information.
- Animals other than service animals. A service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the service animal must be directly related to the person's disability.
- Any event at which an admission fee is charged.
- Any event at which future business will be solicited by a speaker through literature available at the meeting.
- Any event at which merchandise is offered for sale. Exceptions are made for Douglas ESD/Roseburg Public Library/Friends of the Library-sponsored events as well as vendors who have a City of Roseburg business license.
- Burning of any items, including candles or incense.
- Commercial activities.
- Smoking, vaping, or aerosolizing. Roseburg Public Library is a tobacco-free facility.
- Staples, tacks, nails, tape, or adhesives on painted surfaces.
- Violations of State and local Fire Codes and OSHA Regulations.
- Weapons of any kind, except as permitted by ORS 166.370.

RESPONSIBILITIES

In case any claim, action, or proceeding is brought against the City in any forum whatsoever by reason of any obligation to be performed under the terms of meeting room use by the user or arising from any act or omission of the user or the attendees and the user shall, upon notice from City, defend at trial and on appeal the City at the sole expense of the user, by counsel of City's choosing. This obligation to defend extends to all manner of proceedings, whether in a judicial, administrative, or other forum.

To the fullest extent authorized by law, the user shall indemnify and hold harmless the City from and against any and all loss, cost, claim, damage, injury, illness, or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from the activities of the user, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act ORS 30.26030.300 and the Oregon Constitution.

By virtue of allowing use of a room, the City is not a partner or joint venturer with, or agent of, the user in connection with the activity carried on during use of the room.

Meeting rooms are provided in "as is" condition and order. During use of a room, the user must maintain and secure the room in good, clean, and safe condition. Before leaving, the room and any areas adjacent thereto affected by use of the room must be restored to the condition they were in immediately before commencement of use. Upon expiration of allotted time for use of room, users must peaceably and quietly quit and surrender the room in as good a condition as found. All extra materials must be removed. All garbage must be disposed of in the proper containers.

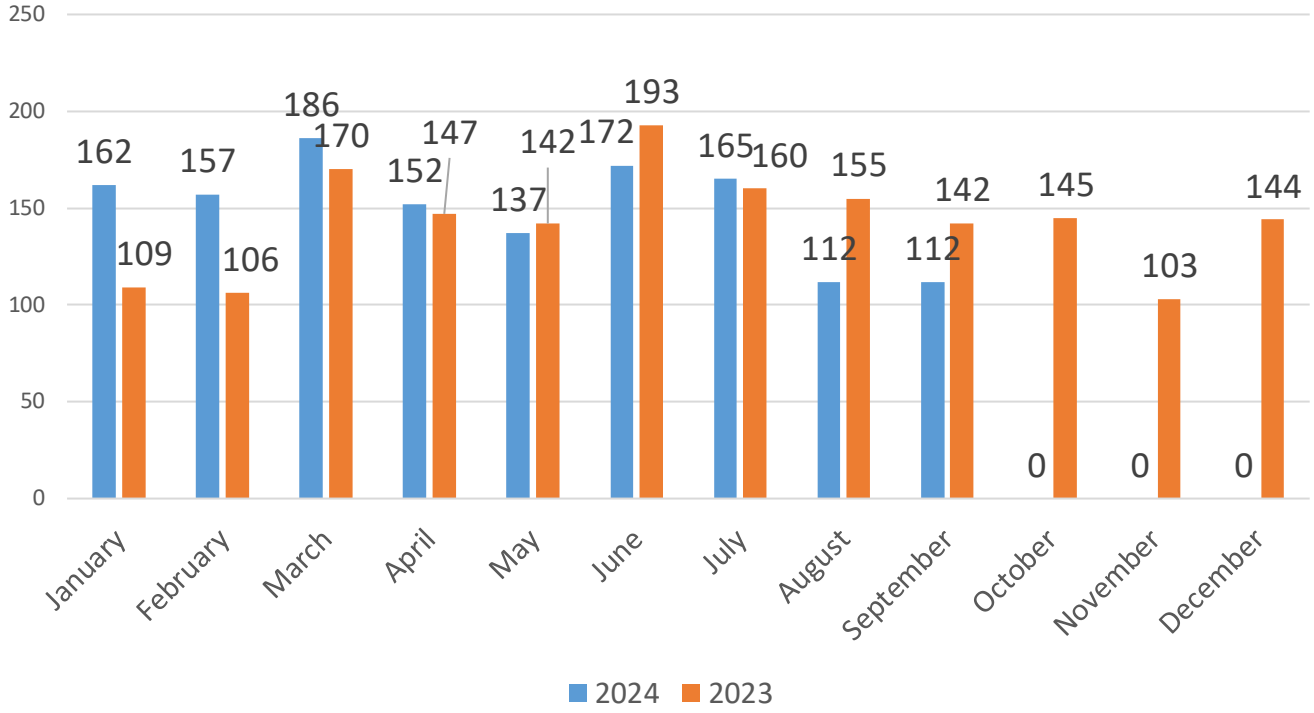
The user hereby fully and unconditionally waives its individual and collective rights to recover from the City any loss, damage, restitution, or compensation arising out of meeting room use or out of the use of any other City property associated with meeting room use. The City shall in no event be liable for any loss or damage suffered or incurred by the user for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, illness, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages and rights of subrogation.

Failure to comply with meeting room policies may result in revocation of meeting room use privileges.

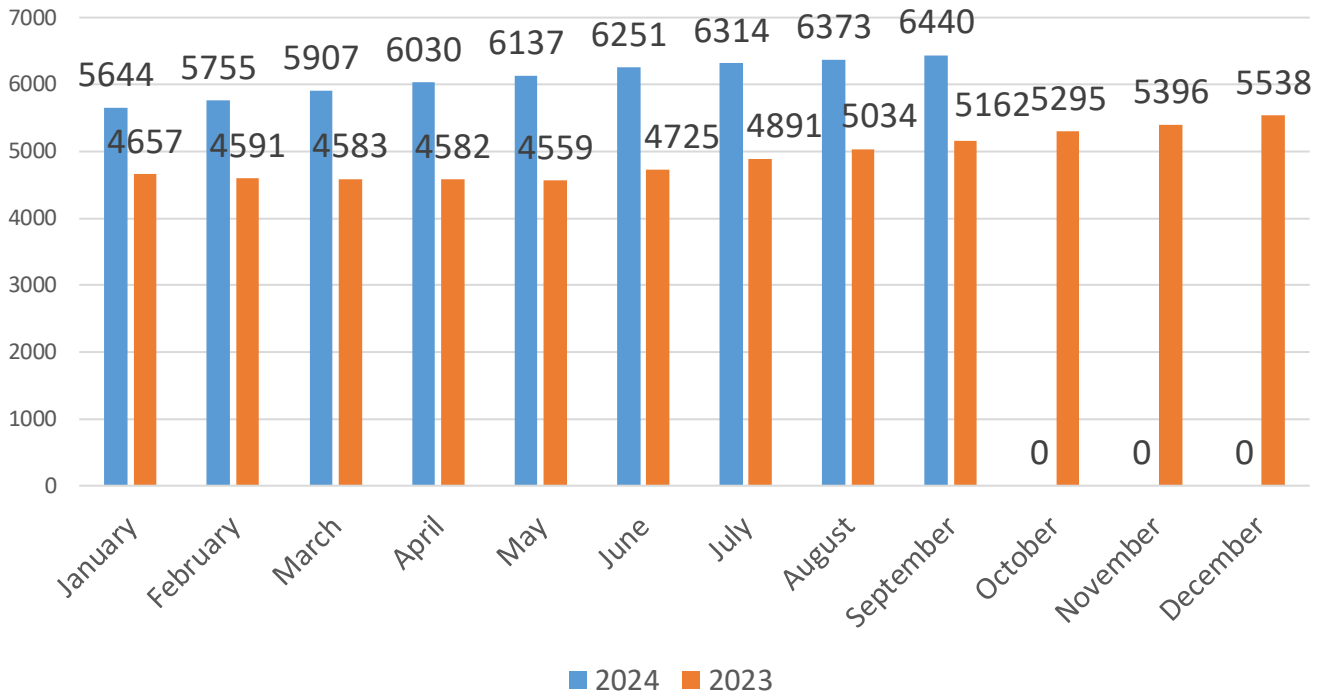
DISCLAIMER

The City of Roseburg neither approves nor disapproves of the content, topics, subject matter, or points of view of individuals or groups using the facilities.

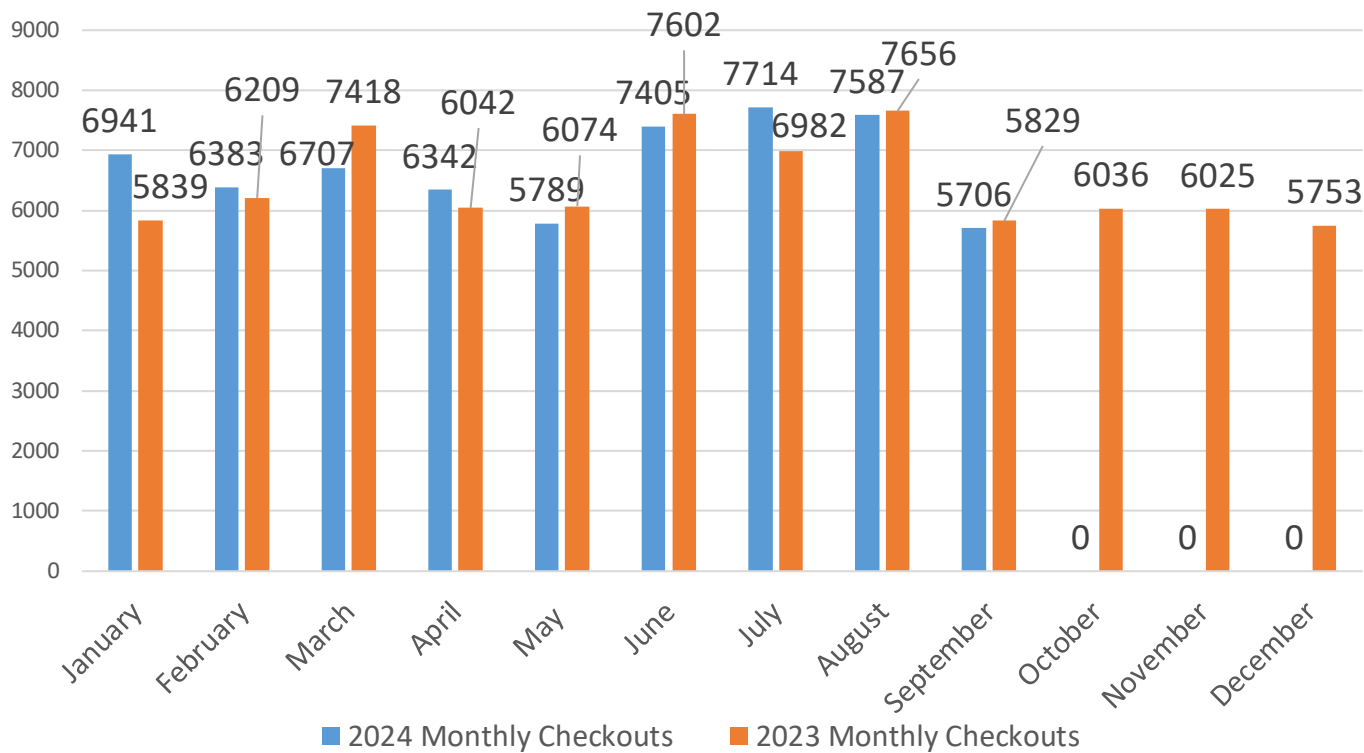
New Users



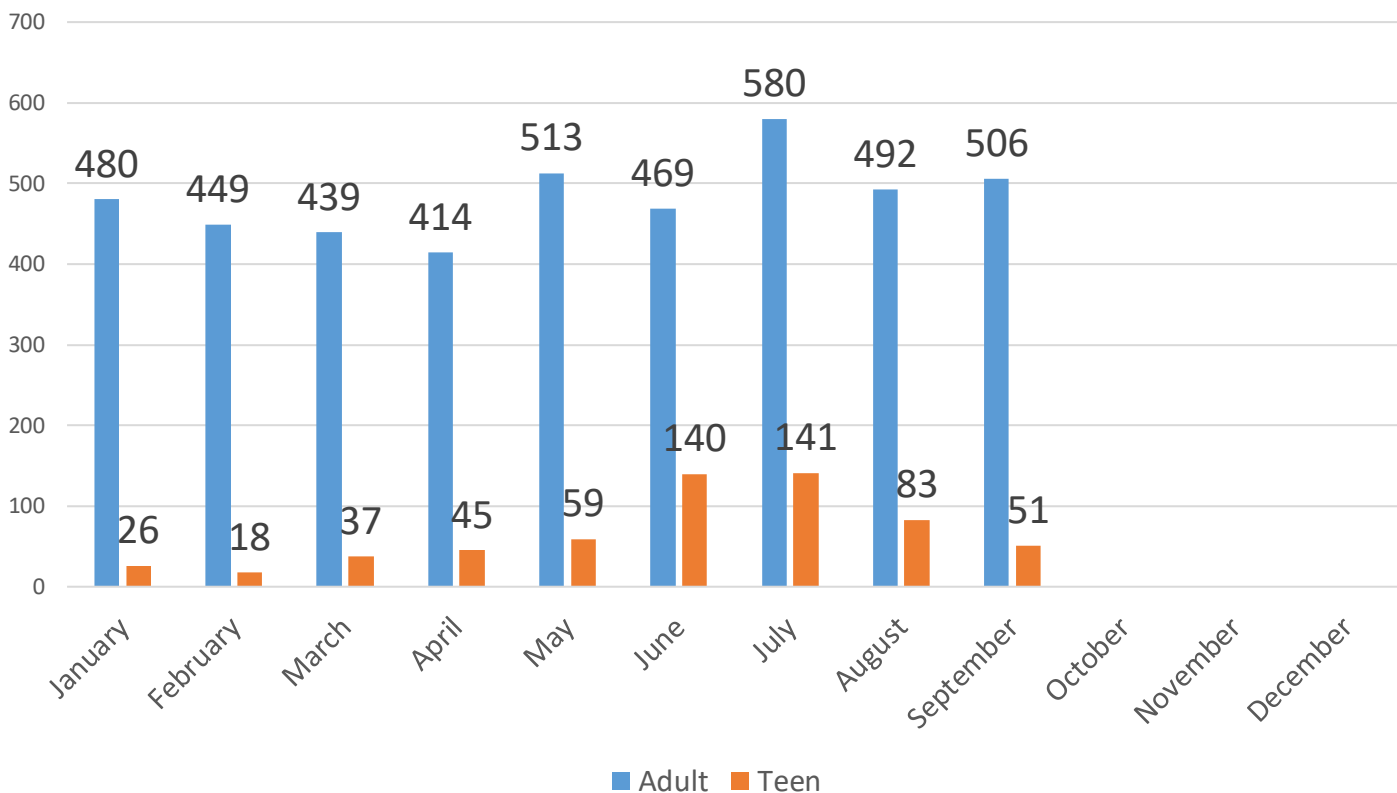
Total Active Users Monthly Comparison



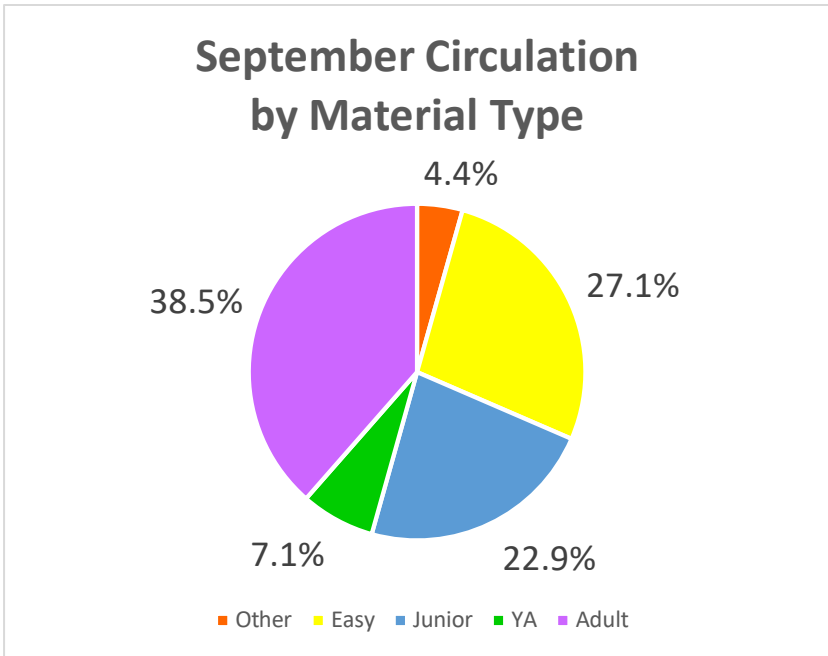
Physical Materials Checkouts



Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	4.4%	27.1%	22.9%	7.1%	38.5%
2 - Adult Audiobook	129	249	1548	1304	406	2199
3 - Adult DVDs	346					
4 - Adult Fiction	799					
5 - Adult Graphic Novel	16					
6 - Adult Nonfiction	425					
7 - Board Book	176					
8 - Children's CD Book	9					
9 - Children's Audiobook	61					
10 - Children's DVD	173					
11 - Children's Graphic Novel	1					
12 - Children's Reference	0					
14 - Equipment	1					
16 - Fantasy	25					
17 - Other Language F/NF	12					
19 - Junior Fiction	496					
20 - Junior Graphic Novel	283					
21 - Junior Nonfiction	291					
22 - Large Print	139					
23 - Magazine	14					
25 - Mystery	355					
30 - Oversize	0					
34 - Picture Book	986					
35 - Prof Collection	50					
36 - Reader	326					
37 - Reference	0					
39 - Science Fiction	64					
42 - Western	40					
44 - Young Adult Audiobook	2					
45 - Young Adult DVD	49					
46 - Young Adult Fiction	125					
47 - Young Adult Graphic Novel	208					
48 - Young Adult Nonfiction	22					
OTAP	4					
Off Site	0					
None/On-the-fly	79					
TOTAL	5706					

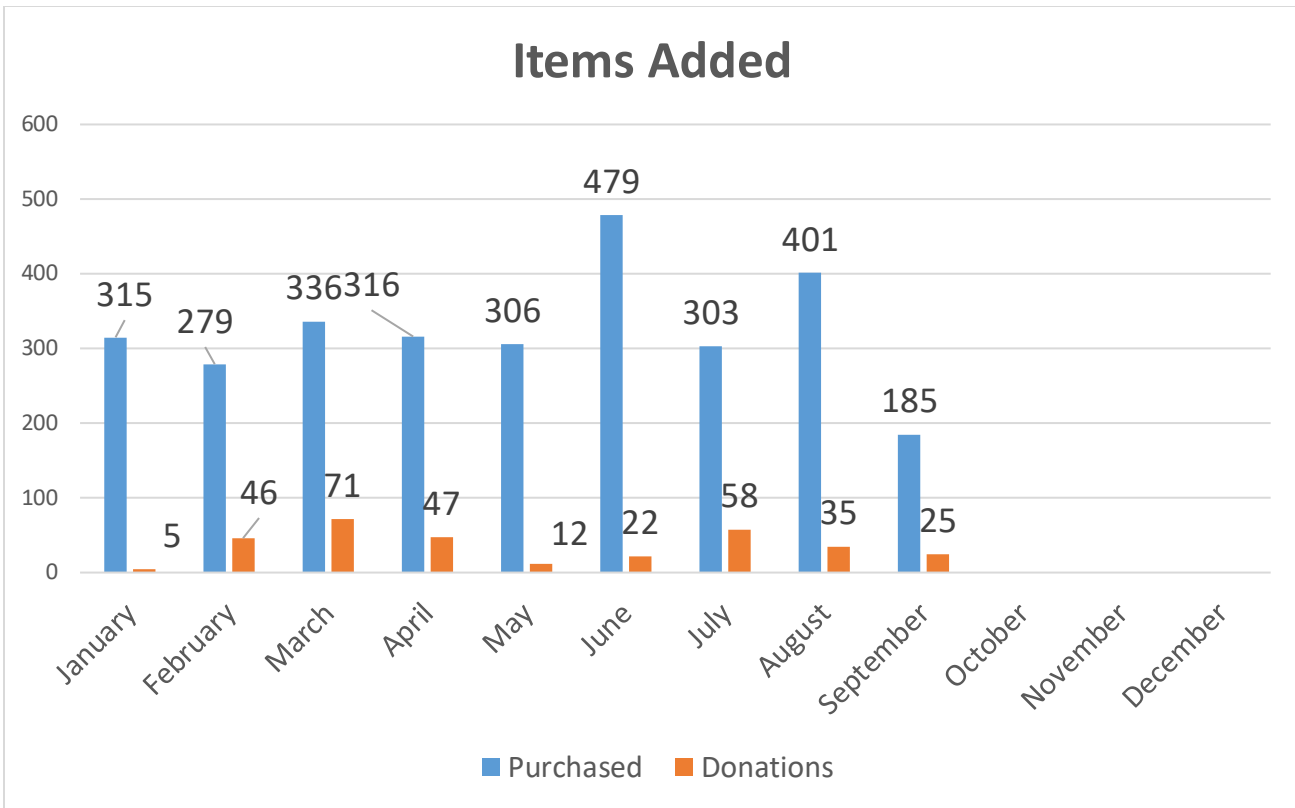


NEW Items Snapshot - October 3, 2024

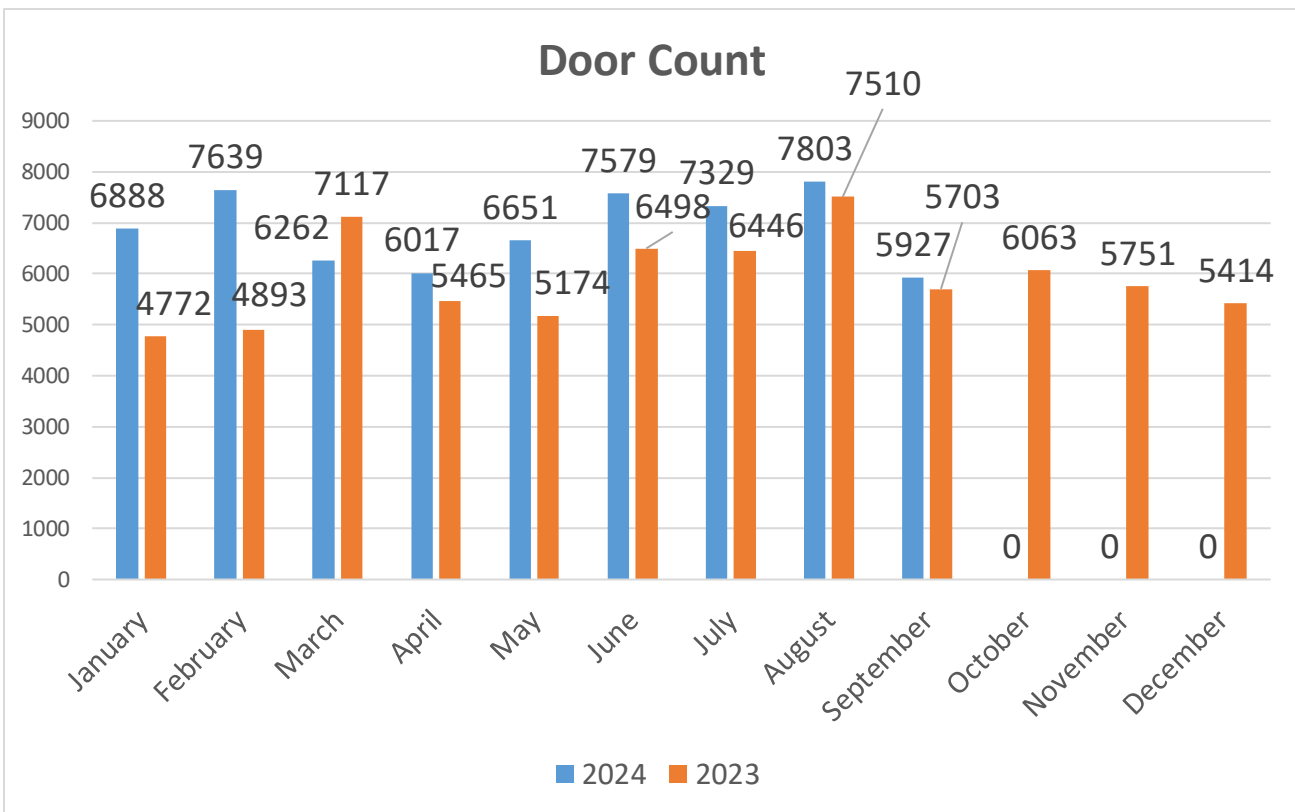
Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4265	1002	23.49%
Picture Books	728	187	25.69%
Adult Fiction	704	270	38.35%
Junior Fiction	436	49	11.24%
YA Fiction	275	19	6.91%

Circulation Snapshot - October 2, 2024

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	102	0.1	0	0
2 - Adult Audiobook	1683	2.1	105	6.2
3 - Adult DVDs	1831	2.2	132	7.2
4 - Adult Fiction	14018	17.1	848	6
5 - Adult Graphic Novel	374	0.5	29	7.8
6 - Adult Nonfiction	13671	16.7	664	4.9
7 - Board Book	711	0.9	211	29.7
8 - Children's CD Book	109	0.1	9	8.3
9 - Children's Audiobook	679	0.8	44	6.5
10 - Children's DVD	879	1.1	104	11.8
11 - Children's Graphic Novel	6	0	2	33.3
12 - Children's Reference	177	0.2	0	0
14 - Equipment	12	0	0	0
16 - Fantasy	247	0.3	32	13
17 - Other Language F/NF	1076	1.3	23	2.1
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5775	7	801	13.9
20 - Junior Graphic Novel	1678	2	346	20.6
21 - Junior Nonfiction	9101	11.1	427	4.7
22 - Large Print	1831	2.2	127	6.9
23 - Magazine	3637	4.4	19	0.5
25 - Mystery	6048	7.4	281	4.6
27 - Newspaper	7	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	6108	7.5	962	15.7
35 - Prof Collection	315	0.4	40	12.7
36 - Reader	2173	2.7	407	18.7
37 - Reference	518	0.6	1	0.2
39 - Science Fiction	1333	1.6	64	4.8
42 - Western	729	0.9	32	4.4
44 - Young Adult Audiobook	292	0.4	8	2.7
45 - Young Adult DVD	444	0.5	39	8.8
46 - Young Adult Fiction	3339	4.1	218	6.5
47 - Young Adult Graphic Novel	1614	2	228	14.1
48 - Young Adult Nonfiction	935	1.1	40	4.3
49 - Young Adult Reference	0	0	0	0
50 - OTAP	426	0.5	7	1.6
51 - Off Site	1	0	0	0
52 - DESD	0	0	0	0
Total	81925		6250	7.6

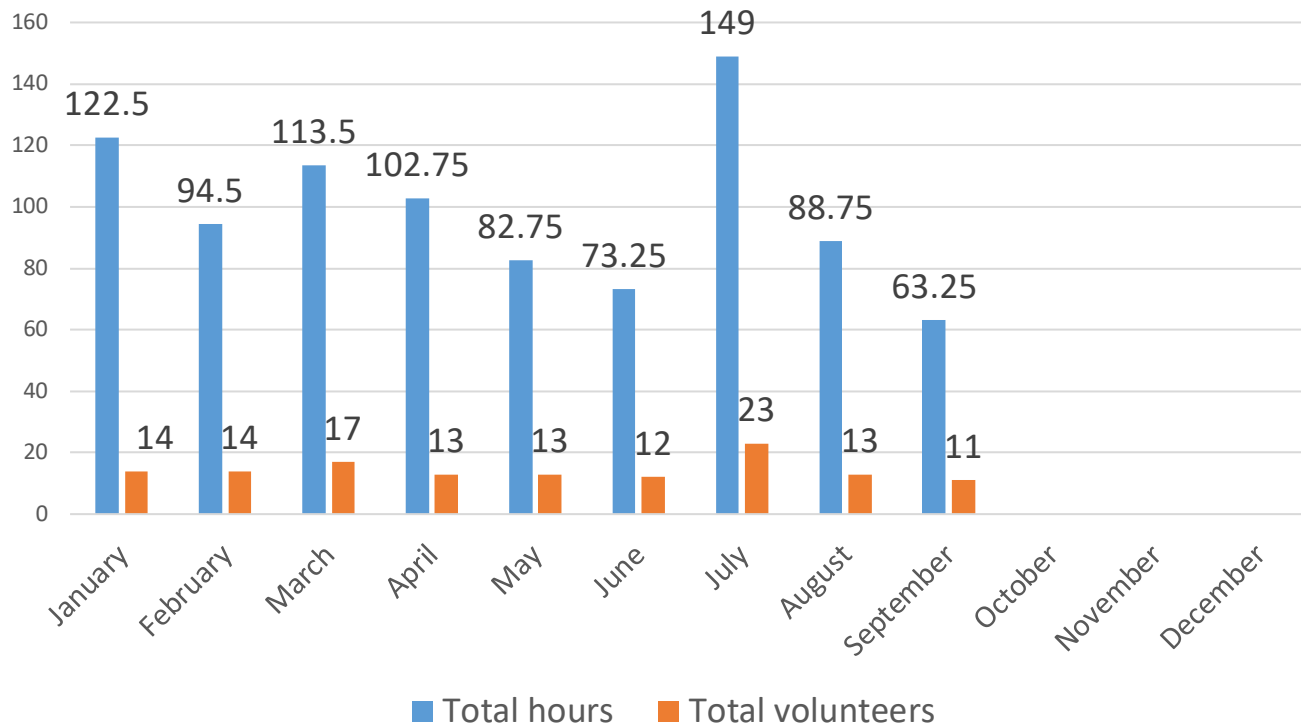


Total value added to collection
September 2024 - \$4124.60

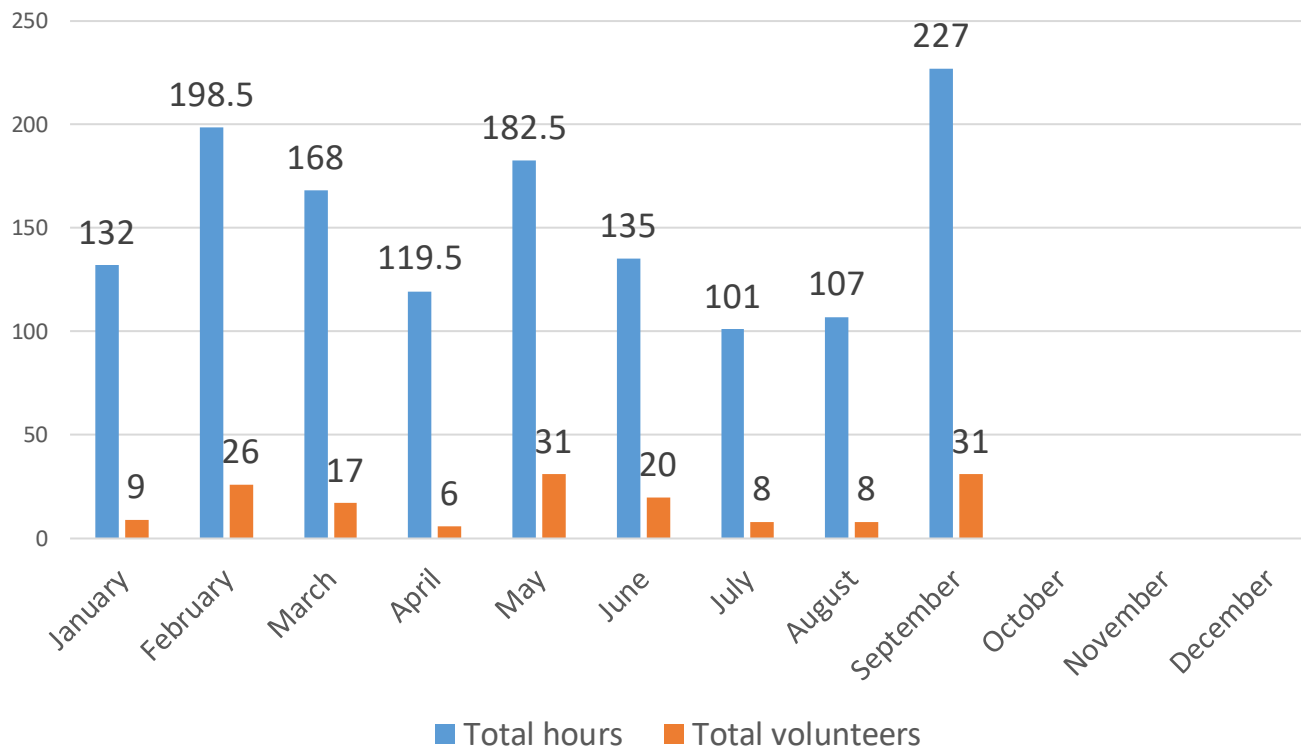


Library Card Sponsorship Program
Number of cards issued FY 2024-25 – 0

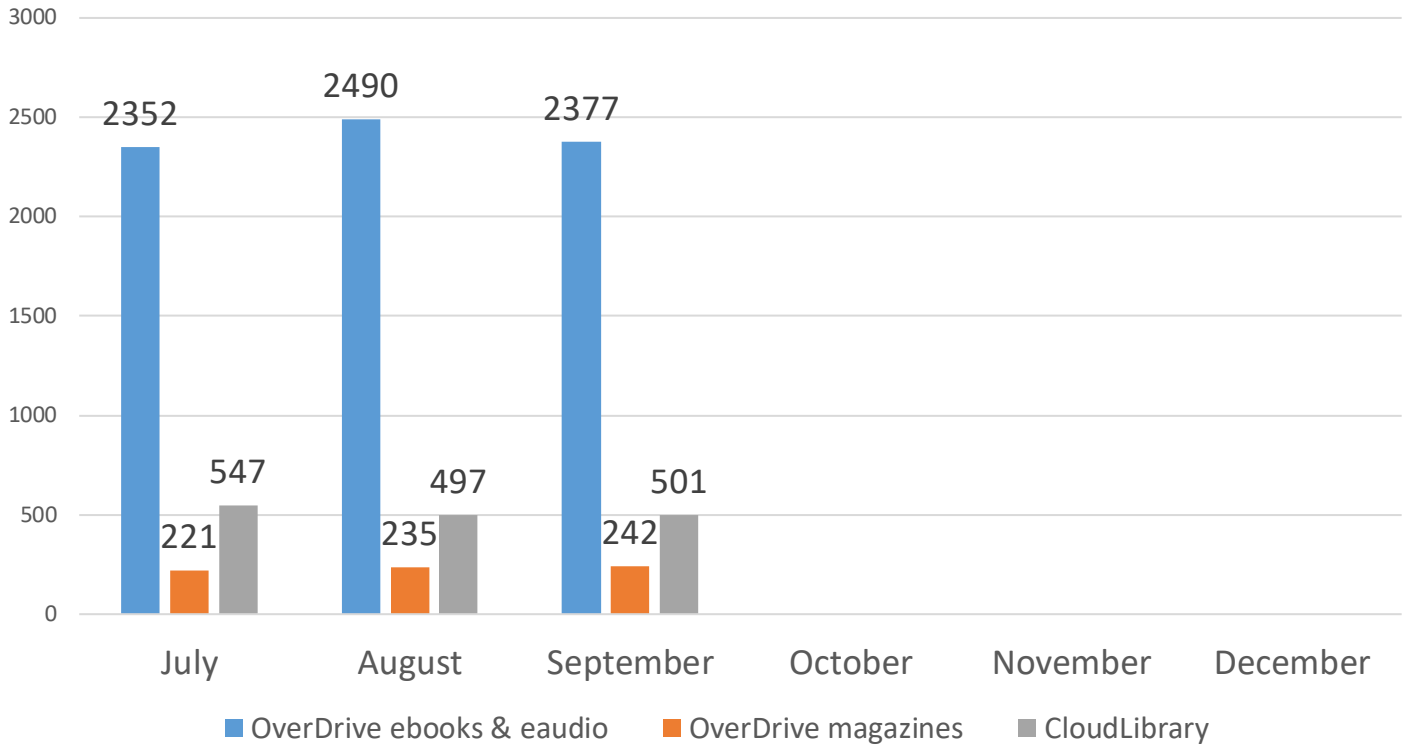
Volunteer Contribution - Library



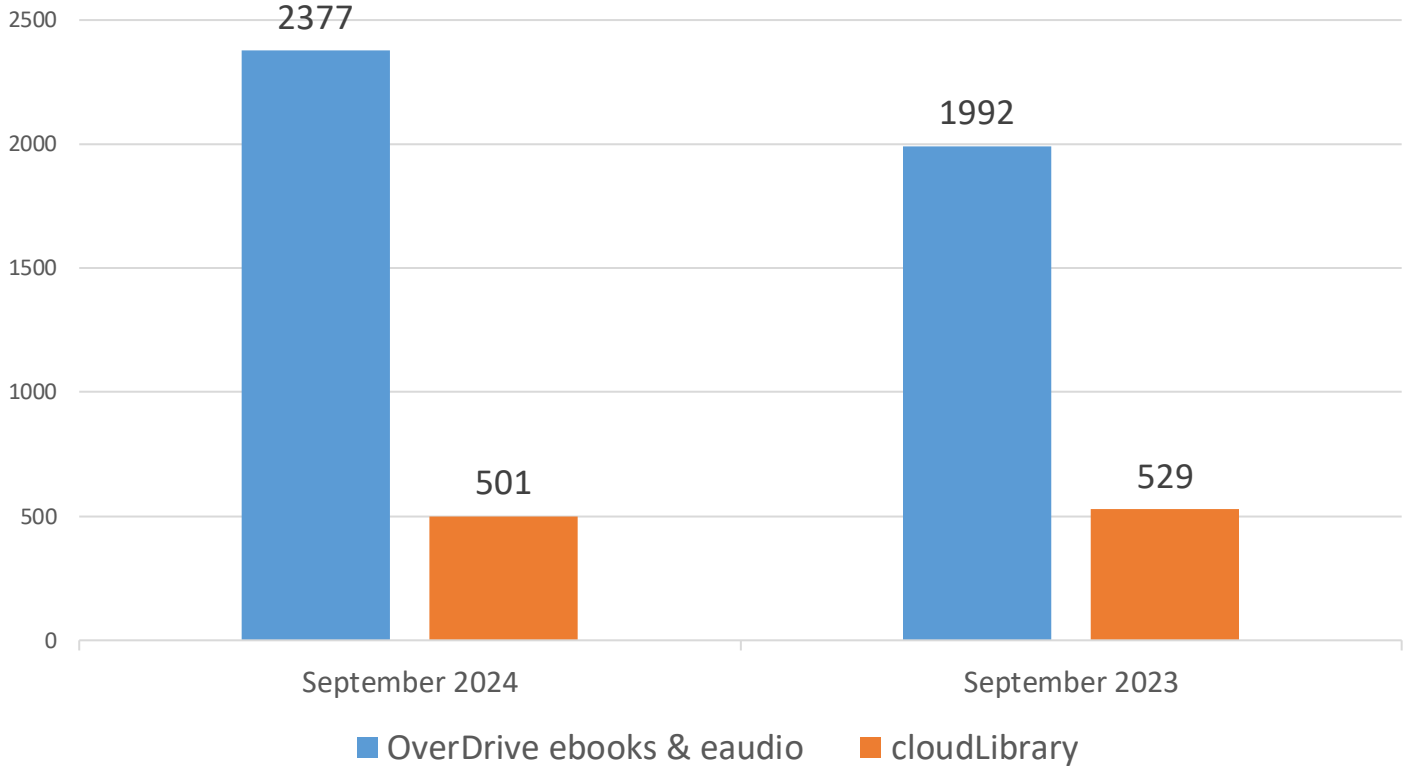
Volunteer Contribution - Friends of the Library



Electronic Materials Checkouts



Ebooks Monthly Comparison



Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
9/5/2024	Author Discussion Group	3			x
9/26/2024	Silent Book Group	7	x		
	TOTAL	10			