



CA
1-15-2025

ROSEBURG LIBRARY COMMISSION AGENDA
Tuesday, January 21, 2025
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. ELECTION OF VICE CHAIR

IV. APPROVAL OF MINUTES

A. December 17, 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@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.

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: February 18, 2025

VII. INFORMATIONAL

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

VIII. ADJOURNMENT

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
December 17, 2024**

1. CALL TO ORDER

Chair Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:03 p.m. on December 17, 2024, in the South Umpqua Room at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon and electronically via Zoom.

2. ROLL CALL

Present Commissioners Paige Bentley, Mandy Elder (Zoom), Shirley Lindell, Marcy Tassano, and Andrea Zielinski

Absent Francesca Guyer and Brady McNulty

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 Tassano moved to approve the November 19, 2024, minutes. The motion was seconded by Commissioner Lindell and approved with the following vote: Commissioners Bentley, Elder, Lindell, Tassano, and Zielinski voted yes. No Commissioners voted no. The motion passed unanimously.

4. DISCUSSION ITEMS

A. Update Meeting Room Policy

Director Wiley stated the library proposes amending the Meeting Room Policy to clarify procedures and expectations. The amendments are:

- Adds language that use fees must be paid within 45 days of invoice date. Requires renters to initial acknowledgement.
- Adds language that renters may be required to park off site of the library.
- Requires renters to initial acknowledgement of each prohibited activity/use.
- Adds Enforcement of Policies section.

Commissioner comments and questions included that it sounds reasonable, whether there was a legal review, and when it will be adopted.

Director Wiley clarified that the initial legal review happened in 2018, this adds an appeal process, and it will be acted on by Council at the January 27th meeting.

Commissioner Tassano moved to recommend the City Council approve the updated Meeting Room Policy. The motion was seconded by Commissioner Bentley and approved with the following vote: Commissioners Bentley, Elder, Lindell, Tassano, and Zielinski voted yes. No Commissioners voted no. The motion passed unanimously.

B. Amend Fee Schedule

Director Wiley stated the library proposes adding a fee of \$100 for Appeal of Director's Decision under the library department.

Appeals of Director's Decision require staff time to prepare and deliver documentation and a report to the City Manager; staff time to schedule and follow up on the appeal; and the City Manager's time to review the case, hear the appeal and render a decision. The City's fee schedule assigns a \$250 fee for appeals to the City Manager unless defined under a department. Based on the nature of the library's appeals, it seems reasonable to establish a \$100 fee for each appeal.

Library policies that include an appeals process include:

- Circulation Policy
- Collection Policy
- Meeting Room Policy (if Item A. above approved)
- Programming Policy

Commissioner comments and questions included where the money goes, clarification of the \$100 fee for each appeal, seems reasonable for the Library and less complicated. Clarification was requested about appropriate places to park for volunteers.

Director Wiley clarified that reducing the appeal fee seemed reasonable because the process is less complicated for the Library, appeals fees are paid to the City, and volunteers do not necessarily need to park in another lot because they are rarely here more than two hours.

Commissioner Bentley moved to recommend the City Council approve the updated Meeting Room Policy. The motion was seconded by Commissioner Lindell and approved with the following vote: Commissioners Bentley, Elder, Lindell, 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 held a book sale on December 5th through December 7th, they made approximately \$4000 in sales, this was the best sale since month of the reopening, there was a lot of "keep the change"

donations, donations to the Dolly Parton Imagination Library and end-of-year donations totaled \$277, and a quarterly report will be emailed to the Commission by Management Staff Assistant Grace Jelks.

Commissioner comments and questions included a request for information about the adult craft kits.

Director Wiley said there were two adult craft kits this past month that did really well. There was an art canvas and a button gift tag kit.

7. NEXT MEETING DATE

Tuesday, January 21, 2025, at 4:00 p.m. This will be a hybrid meeting.

8. INFORMATIONAL

A. Monthly Statistics

Director Wiley reported there was a slight decrease in library use overall in November compared with previous months, including door count and circulation, which she attributed in part to the library's extended closure over the Thanksgiving holiday.

There were 516 digital magazine checkouts, an increase of 180 over October. Roseburg's checkouts are higher than most other libraries with a service population of 25,000.

The library added less than 200 items to the collection in November, primarily because of the holiday closure and a delay in receiving Spanish language materials from the vendor.

Commissioner comments and questions included the cost for digital magazines on the Libby app.

Director Wiley clarified digital magazines cost \$1,800 this year (the vendor provided a 10% discount).

B. Programming

Director Wiley reported the Americans and the Holocaust exhibition concluded Thursday, December 19. There were three public programs with a total attendance of 170, and more than 400 people have toured the exhibition.

The Winter Reading Program continued through the end of December. There were bingo sheets for readers of all ages.

The library will host an online video program with author Eileen Garvin on January 16, co-host Puzzle Palooza with Roseburg Parks and Rec on January 23, and host author Victor Lodato for an in-person program on February 13.

Librarian Ropp reported on youth programming, which included an introduction to the Holocaust, Legos, artist, STEM, and Storytime. We had lower attendance for programs this fall so conducted a survey, which showed support for continuing programs during the same dates and times. Legos will be shifted to 5:30 p.m. once a month. Teens are enjoying crafts but are not signing up to volunteer.

C. Grants Update

Director Wiley reported the library submitted a final report to the Douglas County Cultural Coalition for their grant to support the Anime Your Way workshops during the Summer Reading Program.

The final report for the Americans and the Holocaust project is due January 9.

The library submitted an application to the American Library Association to support programming and collection development for people with intellectual and physical disabilities.

Commissioner comments and questions included whether the kitchen had arrived for the children's area.

Director Wiley and Librarian Ropp clarified that the kitchen arrived damaged and the vendor is sending a replacement.

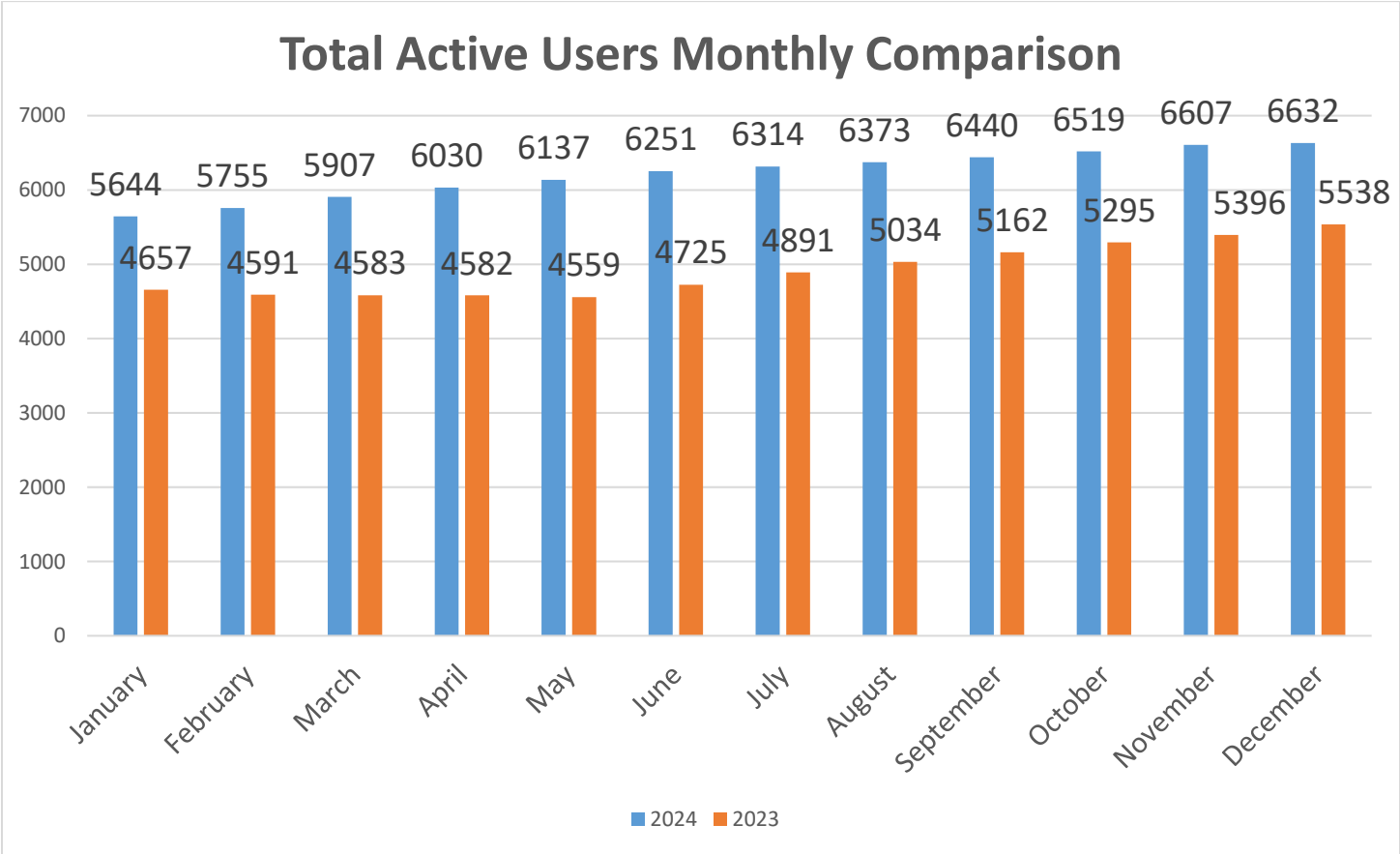
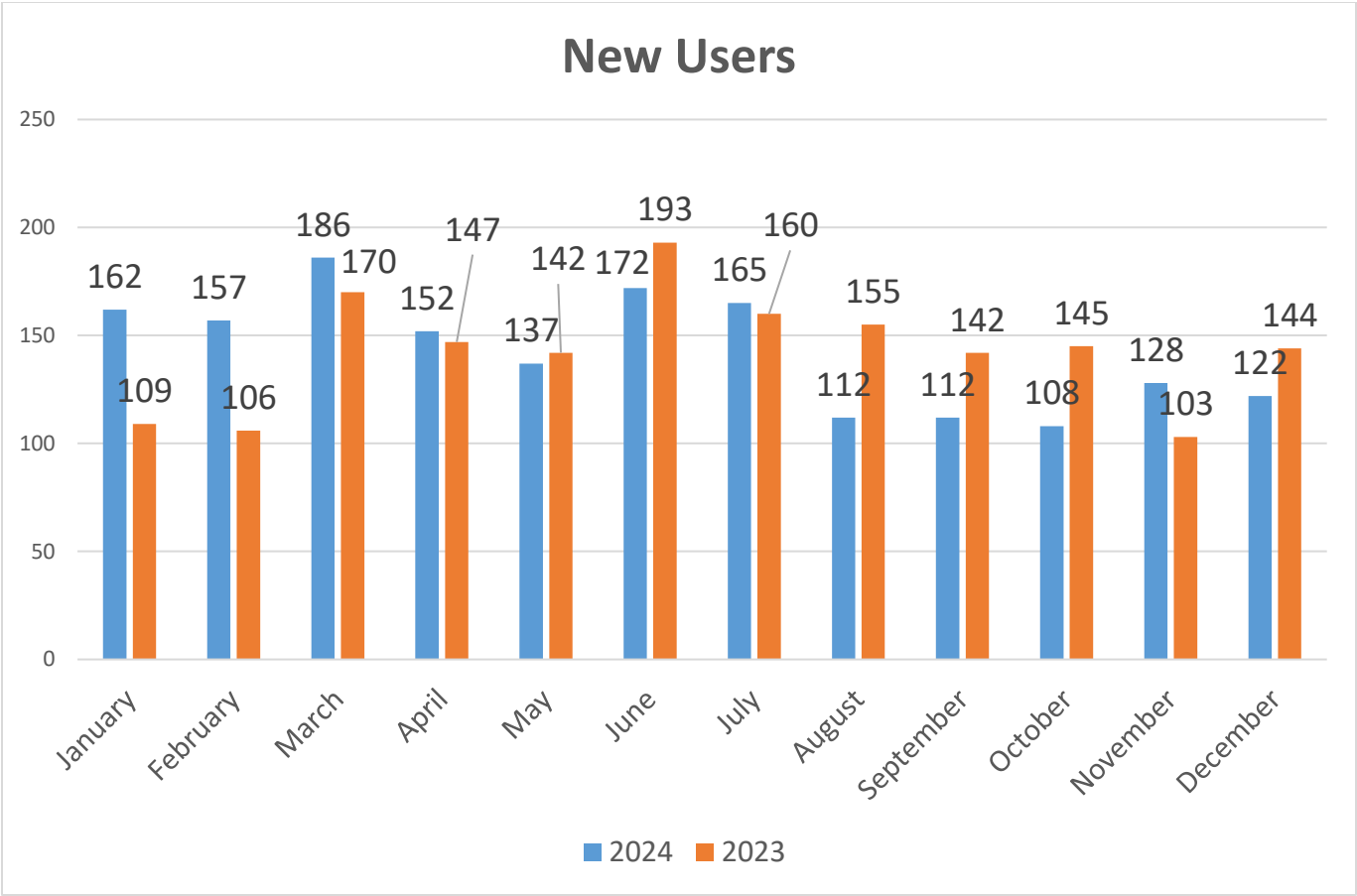
9. ADJOURNMENT

The Roseburg Library Commission meeting adjourned at 4:42 p.m.

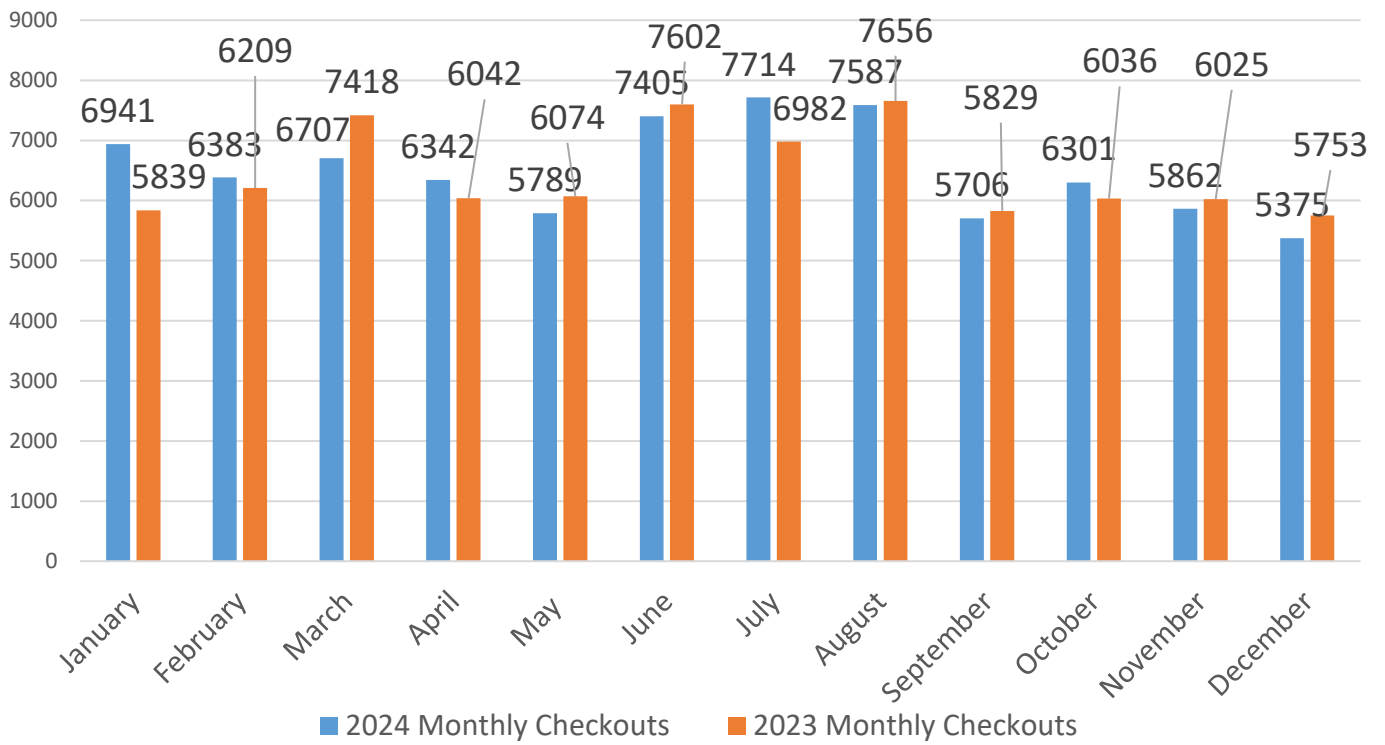
Respectfully submitted,

Grace Jelks

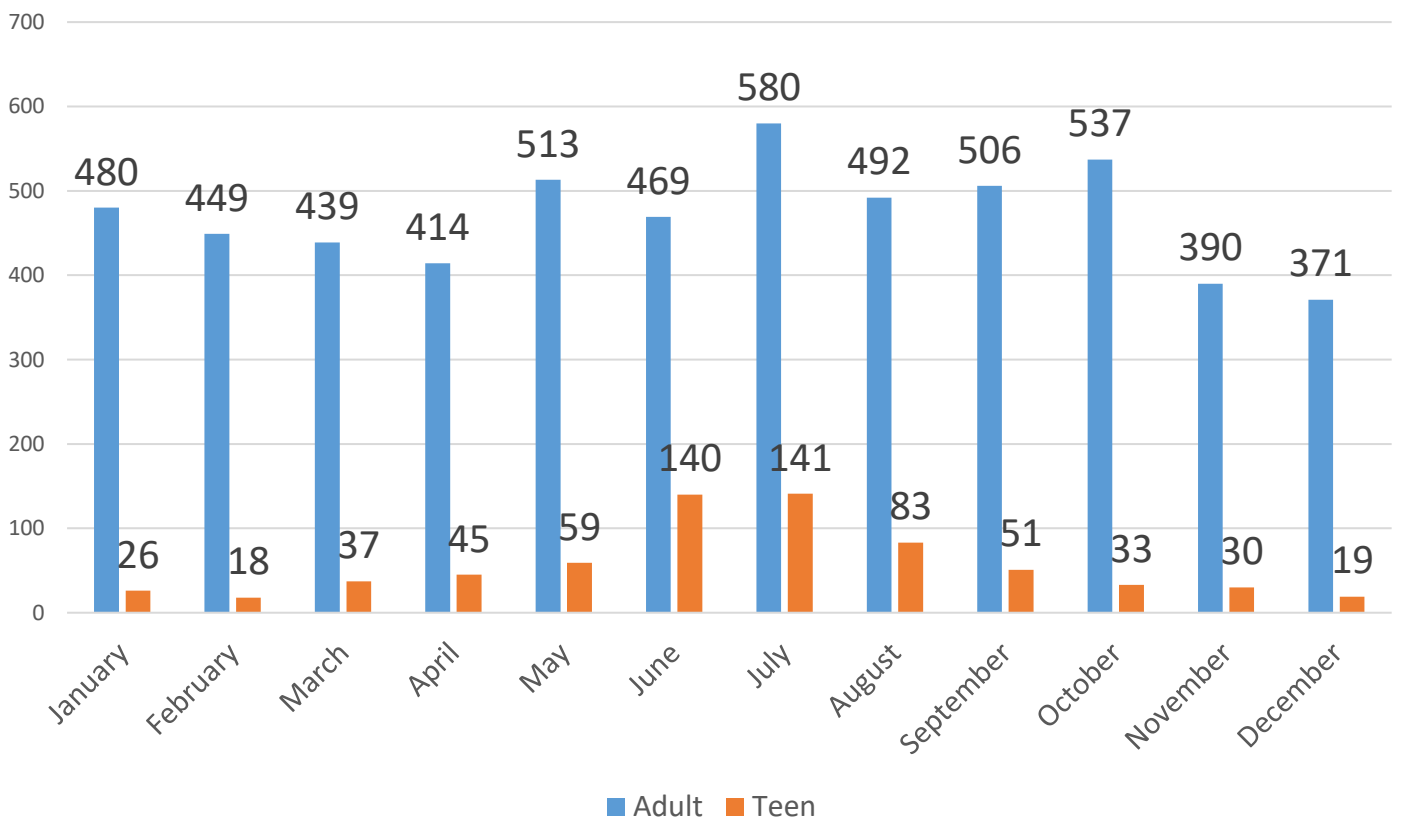
Management Staff Assistant



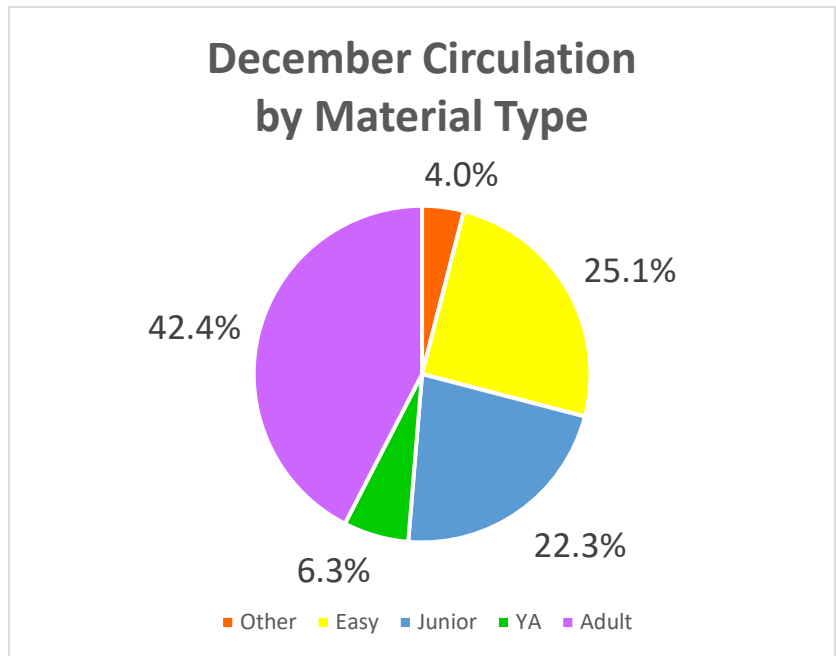
Physical Materials Checkouts



Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	4.0%	25.1%	22.3%	6.3%	42.4%
2 - Adult Audiobook	104	215	1347	1196	337	2280
3 - Adult DVDs	286					
4 - Adult Fiction	866					
5 - Adult Graphic Novel	9					
6 - Adult Nonfiction	492					
7 - Board Book	157					
8 - Children's CD Book	9					
9 - Children's Audiobook	24					
10 - Children's DVD	156					
11 - Children's Graphic Novel	1					
12 - Children's Reference	0					
14 - Equipment	0					
16 - Fantasy	24					
17 - Other Language F/NF	15					
19 - Junior Fiction	476					
20 - Junior Graphic Novel	244					
21 - Junior Nonfiction	296					
22 - Large Print	116					
23 - Magazine	6					
25 - Mystery	407					
30 - Oversize	0					
34 - Picture Book	881					
35 - Prof Collection	34					
36 - Reader	265					
37 - Reference	0					
39 - Science Fiction	61					
42 - Western	31					
44 - Young Adult Audiobook	2					
45 - Young Adult DVD	44					
46 - Young Adult Fiction	110					
47 - Young Adult Graphic Novel	159					
48 - Young Adult Nonfiction	22					
OTAP	16					
Off Site	0					
None/On-the-fly	62					
TOTAL	5375					



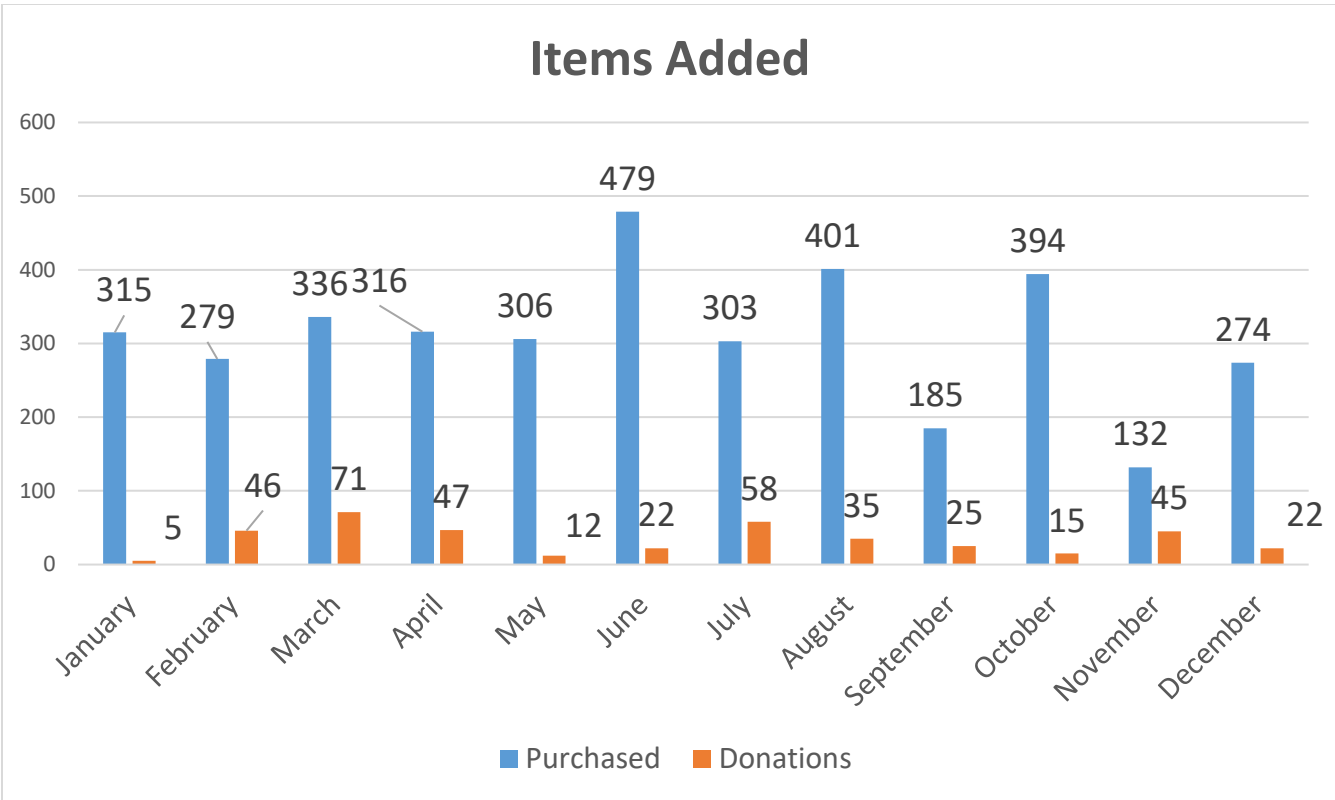
NEW Items Snapshot - January 6, 2025

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4240	922	21.75%
Picture Books	728	167	22.94%
Adult Fiction	629	245	38.95%
Junior Fiction	424	39	9.20%
YA Fiction	208	16	7.69%

Circulation Snapshot - January 6,
2025

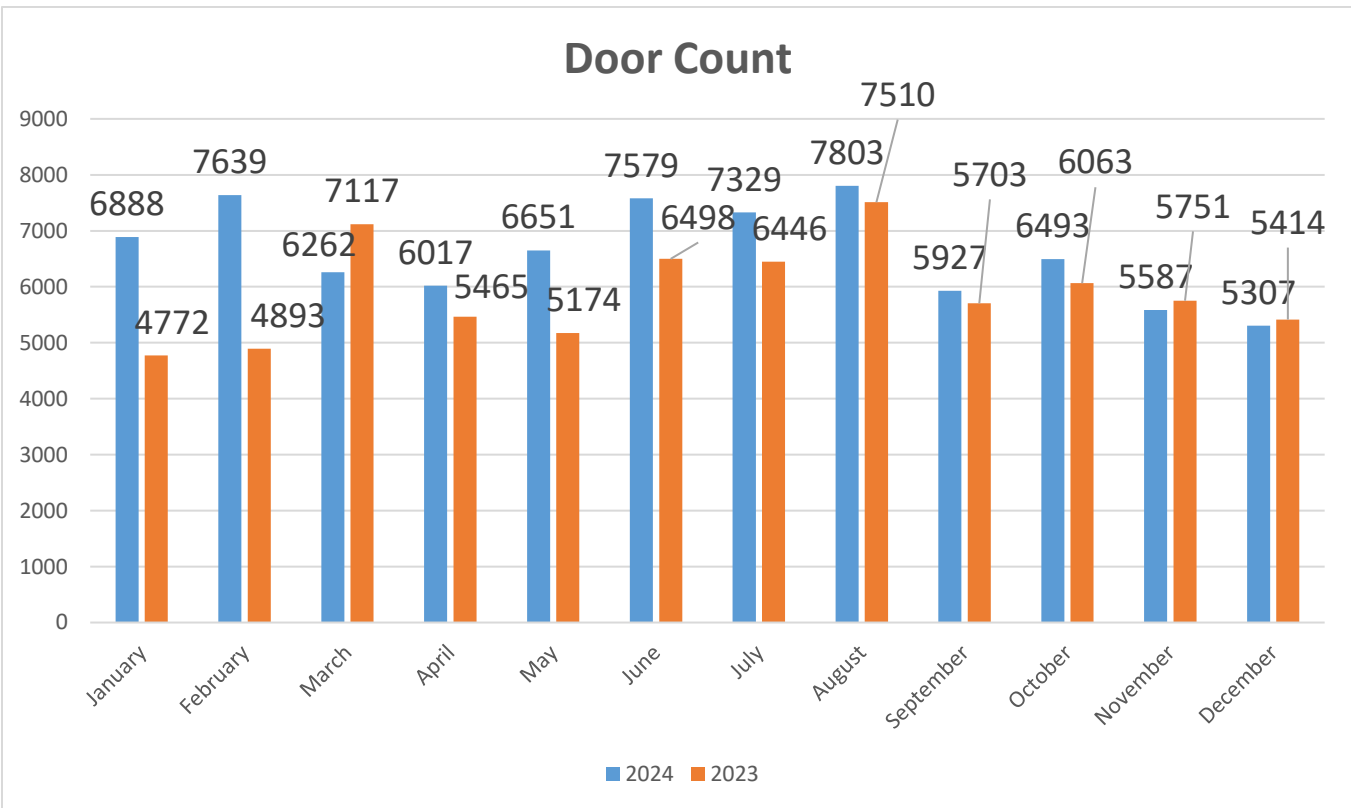
Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	30	0	0	0
2 - Adult Audiobook	1685	2.1	91	5.4
3 - Adult DVDs	1839	2.3	142	7.7
4 - Adult Fiction	13804	16.9	833	6
5 - Adult Graphic Novel	374	0.5	16	4.3
6 - Adult Nonfiction	13680	16.8	657	4.8
7 - Board Book	721	0.9	141	19.6
8 - Children's CD Book	109	0.1	13	11.9
9 - Children's Audiobook	681	0.8	35	5.1
10 - Children's DVD	878	1.1	102	11.6
11 - Children's Graphic Novel	6	0	1	16.7
12 - Children's Reference	177	0.2	0	0
14 - Equipment	12	0	2	16.7
16 - Fantasy	258	0.3	27	10.5
17 - Other Language F/NF	1141	1.4	22	1.9
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5859	7.2	693	11.8
20 - Junior Graphic Novel	1718	2.1	292	17
21 - Junior Nonfiction	8685	10.6	416	4.8
22 - Large Print	1547	1.9	109	7
23 - Magazine	3682	4.5	16	0.4
25 - Mystery	6121	7.5	326	5.3
27 - Newspaper	7	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	6255	7.7	836	13.4
35 - Prof Collection	314	0.4	37	11.8
36 - Reader	2208	2.7	425	19.2
37 - Reference	518	0.6	2	0.4
39 - Science Fiction	1327	1.6	59	4.4
42 - Western	786	1	31	3.9
44 - Young Adult Audiobook	292	0.4	8	2.7
45 - Young Adult DVD	444	0.5	37	8.3
46 - Young Adult Fiction	3364	4.1	221	6.6
47 - Young Adult Graphic Novel	1639	2	195	11.9
48 - Young Adult Nonfiction	943	1.2	45	4.8
49 - Young Adult Reference	0	0	0	0
50 - OTAP	436	0.5	23	5.3
51 - Off Site	1	0	0	0
52 - DESD	0	0	0	0
Total	81587		5853	7.2

Items Added



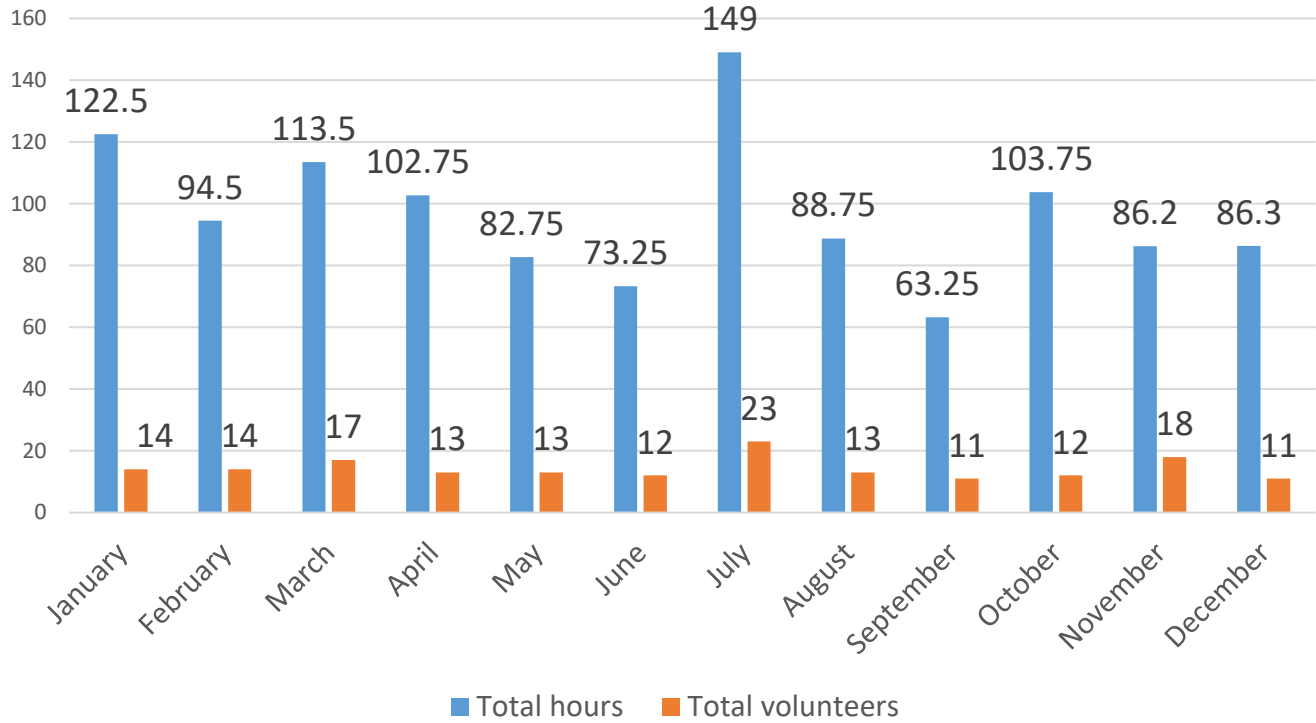
Total value added to collection
December 2024 - \$5727.43

Door Count

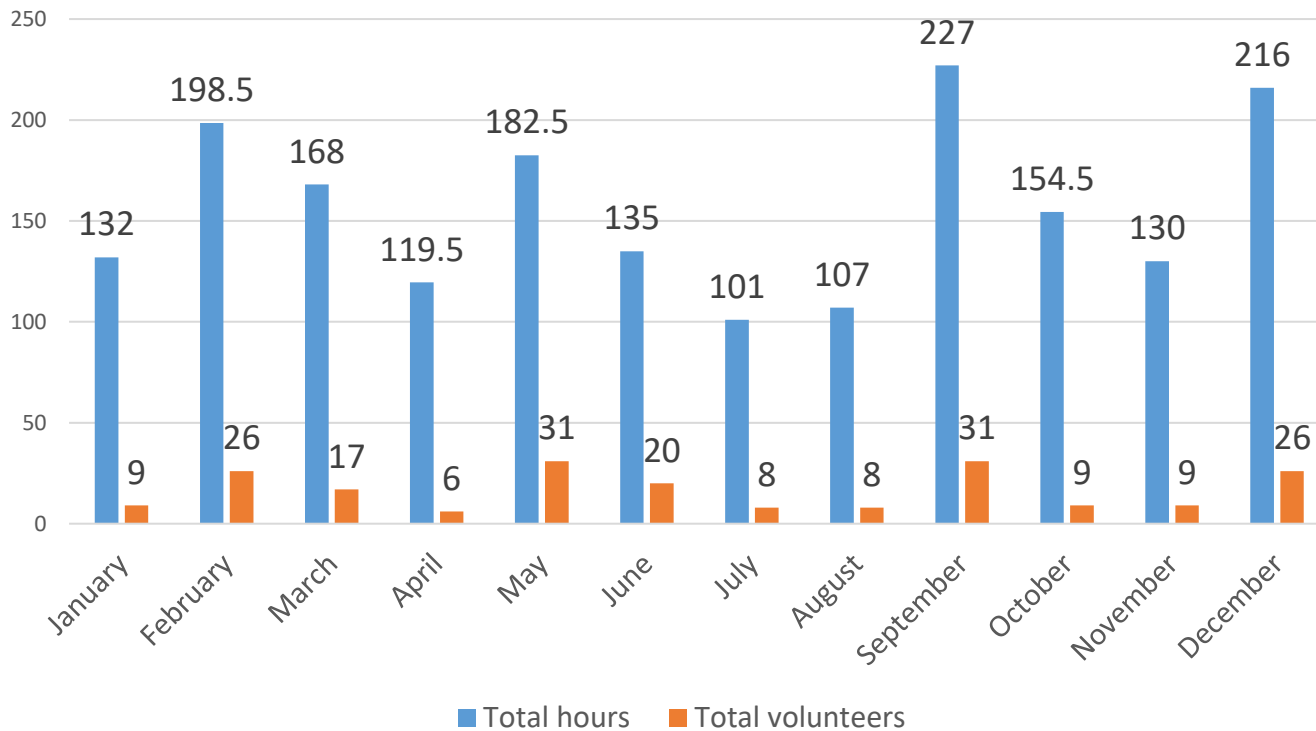


Library Card Sponsorship Program
Number of cards issued FY 2024-25 – 0

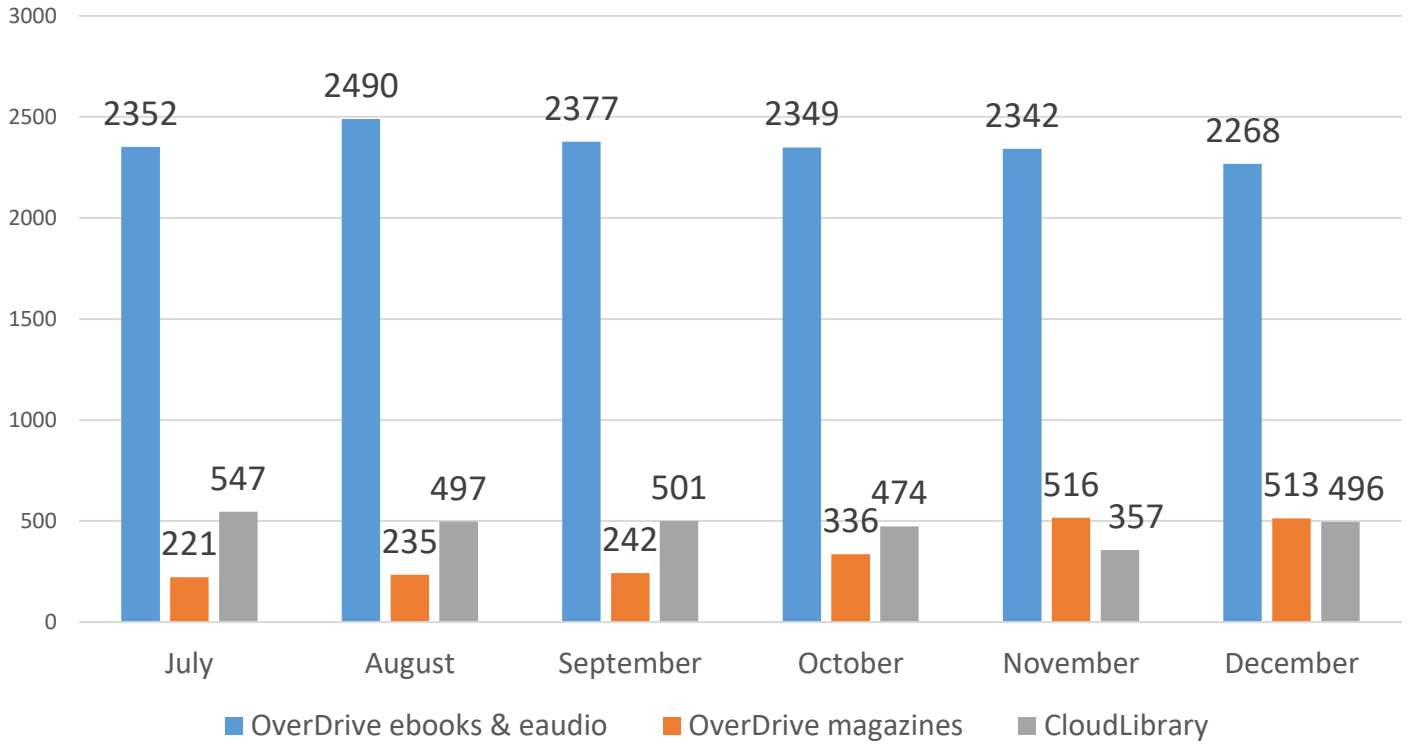
Volunteer Contribution - Library



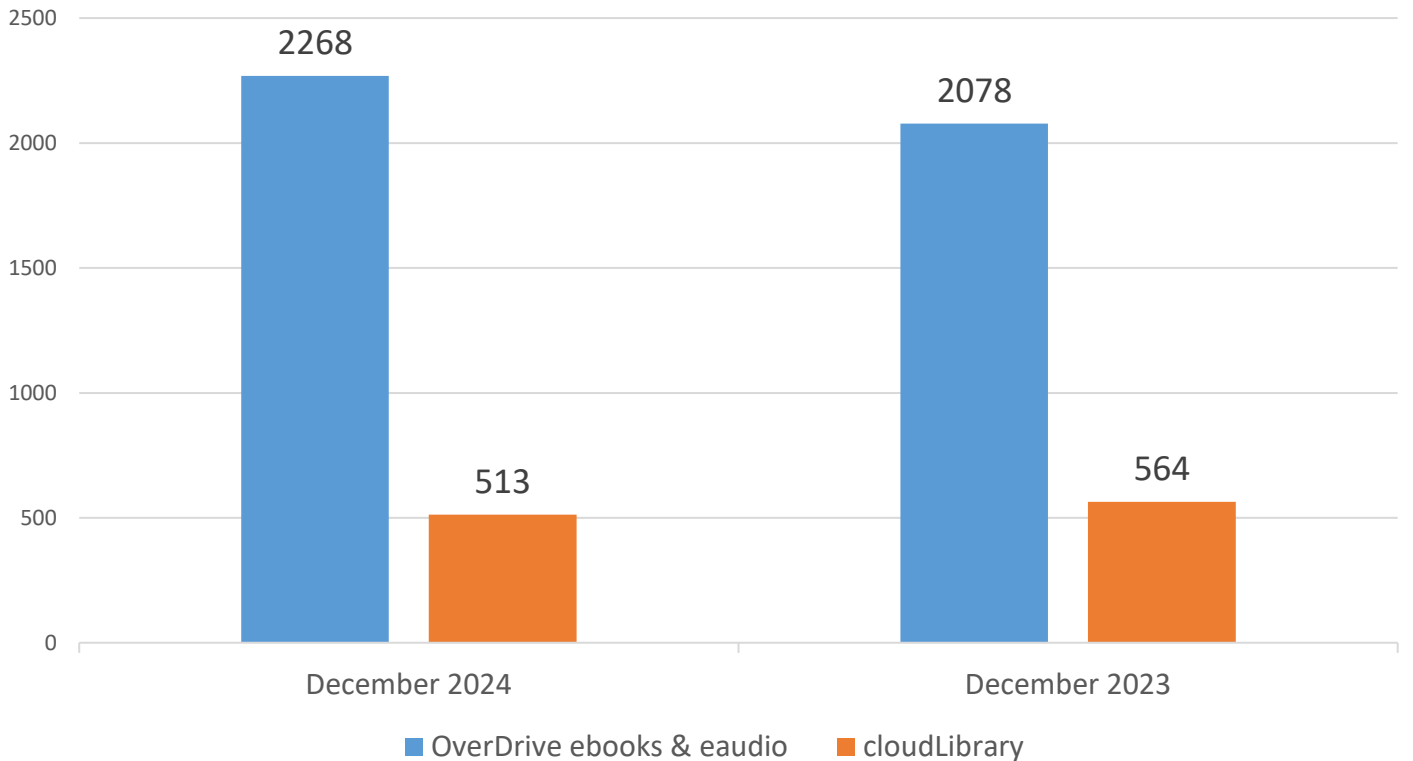
Volunteer Contribution - Friends of the Library



Electronic Materials Checkouts



Ebooks Monthly Comparison



Children's Programs - Live Sessions Ages 0-5					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
12/4/2024	Storytime	29	x		
12/4/2024	Winchester Preschool	41	x		
12/5/2024	storytime	17	x		
12/11/2024	Storytime	29	x		
12/11/2024	Eastwood Preschool	22	x		
12/12/2024	Storytime	10	x		
12/18/2024	Storytime	23	x		
12/18/2024	Green Preschool	35	x		
12/19/2024	Storytime	13	x		
	TOTAL	219			

Children's Programs - Live Sessions Ages 6-11					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
12/5/2024	Artist- Maria Martinez	9	x		
12/12/2024	Lego - Buildings	7	x		
12/19/2024	Craft - Christmas Ornaments	8	x		
	TOTAL	24			

Live Teen Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
12/4/2024	Teen Crafting - Ornaments	5	x		
12/10/2024	AATH-Jewish Museum	19	x		
12/19/2024	AATH-Jewish Museum	21	x		
	TOTAL	45			

Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
12/5/2024	AATH - Clarice Wilsey	67	x		
12/10/2024	Online Book Group	7			x
12/12/2024	AATH - Dr. Miriam Chorley-Schulz	37	x		
12/19/2024	Author Discussion Group	5			x
12/26/2024	Silent Book Group	3	x		
	TOTAL	119			

Live All Ages Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
12/31/2024	Maker Space	10	x		
	TOTAL	10			

Grab-and-Go Craft Kits					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
12/3/2024	wreath kit	100			
12/10/2024	Adult Craft Kit - Gift Tags	50			
12/10/2024	Felt Ornaments	100			
12/17/2024	snowflakes	100			
12/31/2024	reindeer	100			
	TOTAL	450			