

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
February 18, 2025**

1. CALL TO ORDER

Chair Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:04 p.m. on February 18, 2025, at the 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 (via zoom), Francesca Guyer, Shirley Lindell, Brady McNulty (via zoom), Marcy Tassano, and Andrea Zielinski (via zoom, left at 4:48 p.m.)

Absent None

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 January 21, 2025, minutes. The motion was seconded by Commissioner Lindell and approved with the following vote: Commissioners Bentley, Elder, Guyer, 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 announced that the Friends of the Library's next book sale is scheduled for February 27th through March 1st. Volunteers are needed to assist with setup, and donations are accepted during regular library hours. Last year, the Friends of the Library raised \$23,000 in total, with approximately half of that amount contributed by the Amazon team, while book sales throughout the year accounted for the remainder of the funds donated to the library.

Commissioner comments and questions included where to make donations.

Director Wiley clarified library hours, donations are accepted at the front desk, and tax donation slips are available.

6. NEXT MEETING DATE

Tuesday, March 18, 2025, at 4:00 p.m. This will be a hybrid meeting.

7. INFORMATIONAL

A. Annual Report Comparison

Director Wiley shared a PowerPoint presentation comparing Roseburg Public Library to 24 other Oregon libraries with service areas of 17,000 to 30,000 people. Points of comparison were extracted from the annual report to the State Library for fiscal year 2023-2024.

Commissioner comments and questions included clarification of how the wait list for new digital materials is eliminated, cost difference, and report frequency.

Director Wiley clarified people can place holds on items, we can purchase licenses, add copies before they come out, they are not live until the publication date, there is a difference in cost, and this report can be updated annually.

B. Strategic Plan Annual Report

Director Wiley presented the year four update of the strategic plan, which is a five-year plan that ends in 2025. She reported that she contacted an Oregon-based consultant regarding updating the strategic plan in November.

Commissioner comments and questions included clarification of long-range enhanced funding, staffing grants, state and federal funding, and AmeriCorps programs.

Director Wiley clarified the goal is to evaluate if we can add staff and how that would work, staffing is typically not funded by grants because it's not sustainable, AmeriCorps has been a wonderful program for projects that we will explore in the future, and state and federal funding is very specific to a project.

C. Monthly Statistics

Director Wiley reported January statistics were up compared to the end of 2024 and very similar to January 2024. Digital checkouts accounted for 33% of all circulation. We seem to be holding steady at about 500 digital magazine checkouts every month. We issued 181 new cards, many because of school visits that Librarian Ropp supervised.

D. Programming

Director Wiley reported we are continuing to offer the maker space once a month and have a handful of people attend, mostly to make buttons and experiment with the 3D pens. A couple of people also have used the 3D printer.

Twelve people attended our visit with Oregon author Victor Lodato on February 13. Special thanks to the Friends of the Library for donating copies of his book "Honey" to give away to attendees.

Director Wiley continues to manage the monthly Online Book Group, which typically has six to eight attendees, and Silent Book Group, which typically has

four to six attendees. She also oversees the Author Discussion Group, which meets about four times a year.

Librarian Ropp reported that the library had three school visits, regular monthly programming is going well, staff changed the Lego program time and attracted new participants, one teen volunteer participated last month, planning special programs for this summer, looking at additional outreach opportunities, more school visits planned for March, and some teachers reported that kids had never been to the library before their school visit.

E. Grants Update

Director Wiley reported the library intends to apply to the C. Giles Hunt Charitable Trust for a \$15,000 grant for digital and physical materials.

8. ADJOURNMENT

The Roseburg Library Commission meeting adjourned at 4:56 p.m.

Respectfully submitted,

Grace Jelks

Management Staff Assistant

ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY



COMMISSION AGENDA

Meeting Date: March 18, 2025

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 March 18, 2025.

BACKGROUND

Discussion item

The following is the discussion item on your agenda:

- A. **Amend Fee Schedule** – The library proposes amending per-use fees for library meeting room rentals.

Room	Capacity	Current fee	Proposed fee
Ford Room when library or Douglas ESD is open	104	\$25	\$50
Ford Room when library and Douglas ESD are closed	104	\$75	\$150
Deer Creek Room	80	\$25	\$50
South Umpqua Room	60	\$25	\$50

The library recommends no change to the fee for the two multipurpose rooms, which is \$25 per use. The capacity of each room is nine.

Meeting room fees were adopted by the City Council on November 26, 2018. The Ford Room closed fee was increased from \$50 per use to \$75 per use by the City Council on May 11, 2020.

Costs associated with meeting room use include staff time to process registration and payment, technology assistance, ensuring required tables and chairs are available, cleaning the room and restrooms, and answering questions.

In 2024, library meeting rooms were rented 220 times.

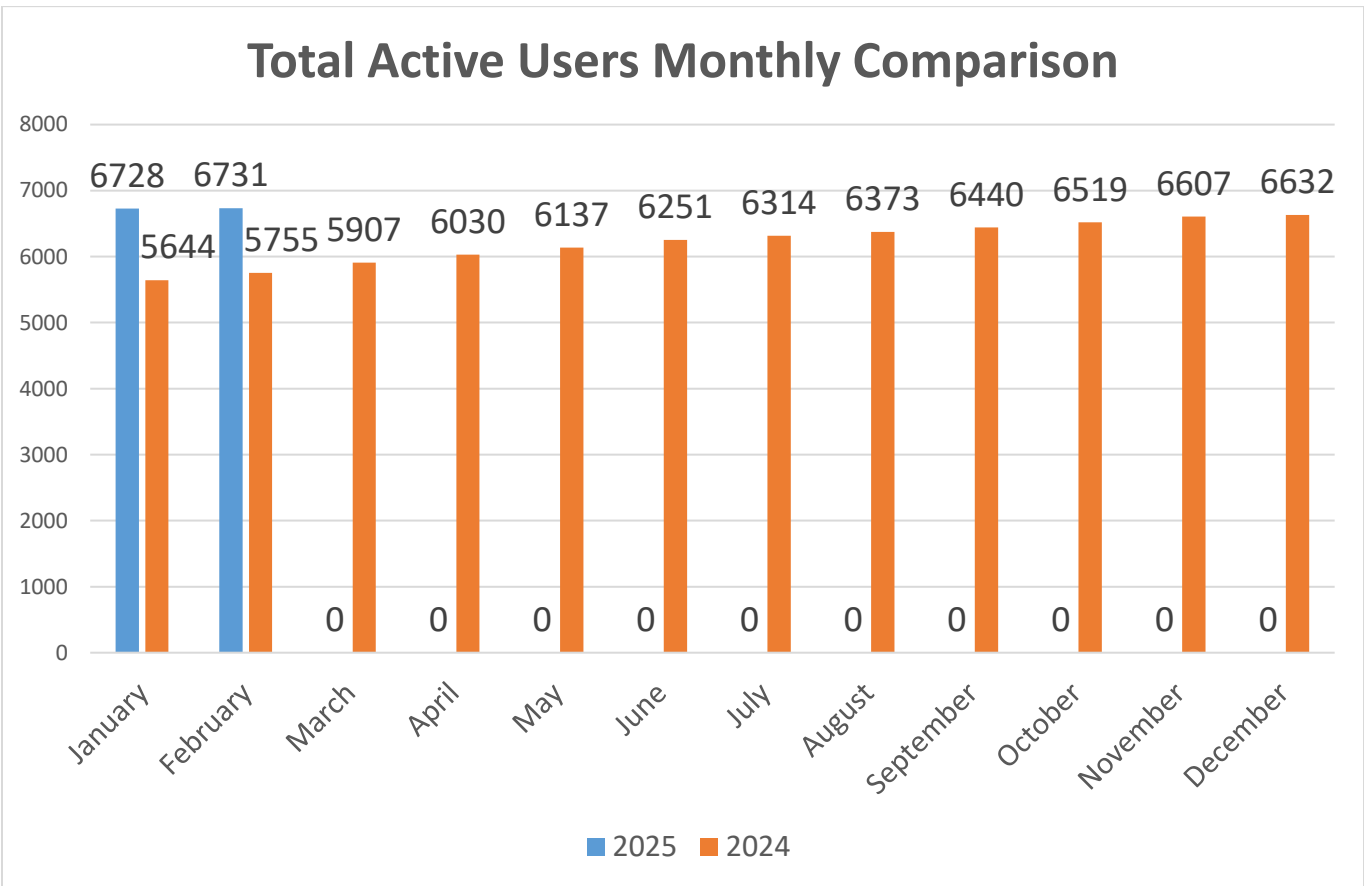
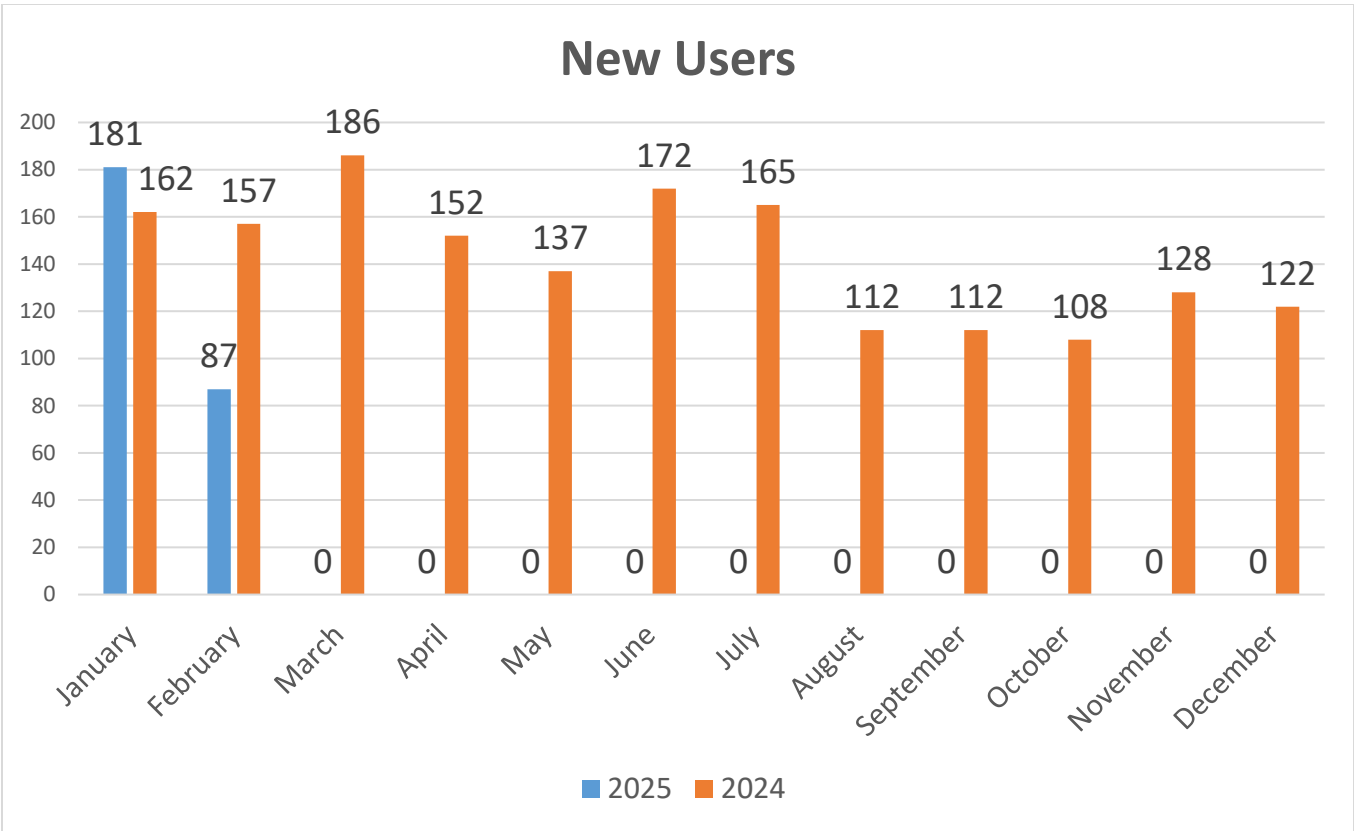
As a point of comparison, City staff received fee schedules from the following

meeting room providers in Roseburg:

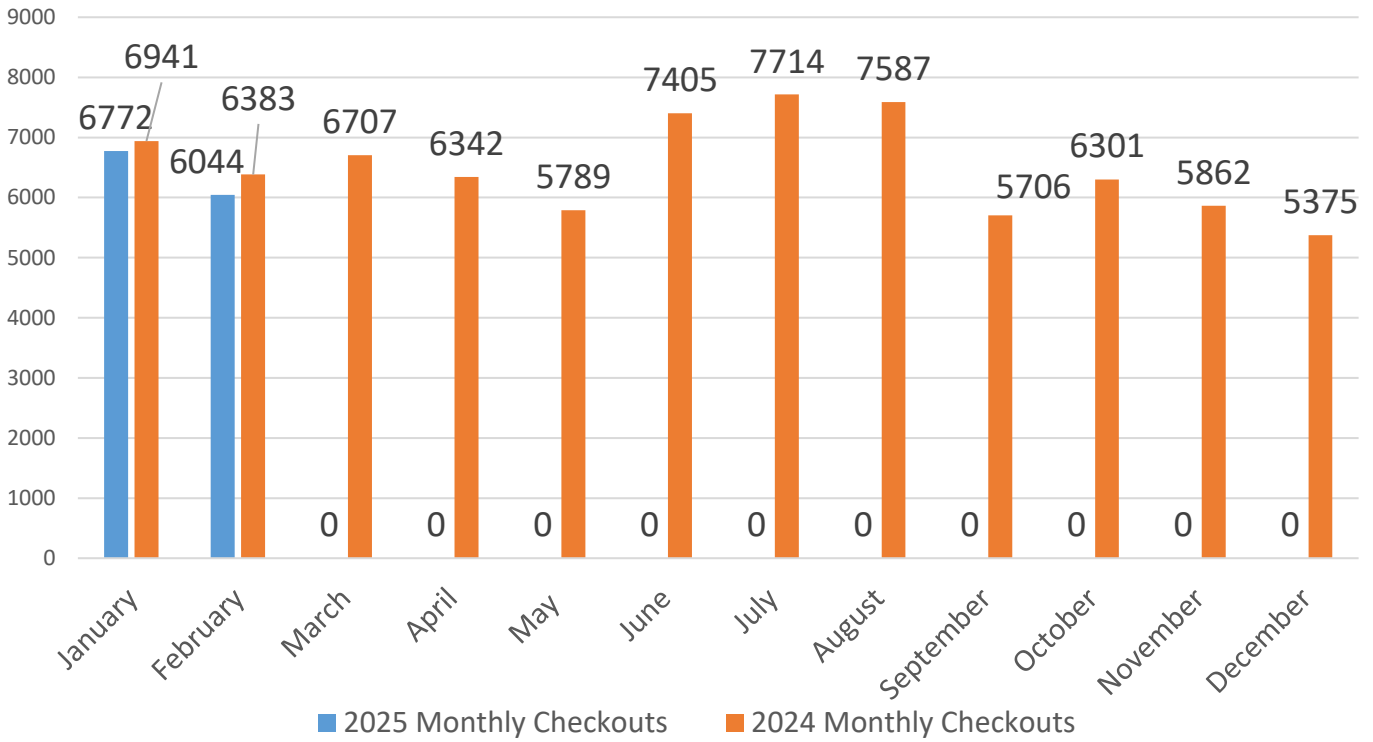
Venue	Capacity	Rates
Best Western Plus	70	Minimum 4 hours - \$250 Maximum 8 hours - \$350
Holiday Inn Express	100	Half day - \$275 Full day - \$500
Event Center Edenbower small room	14	\$25/hour
Event Center Edenbower event center room	75	Half day - \$200 Full day - \$300
Umpqua Valley Arts Center	80	When open/when closed Up to 5 hours - \$250/\$375 Up to 8 hours - \$500/\$700
*Aviva large room	180 auditorium style	When open/when closed Half day - \$325/\$425 Full day - \$650/750
*Aviva small room	24 classroom style	When open/when closed Half day - \$100/\$200 Full day - \$125/\$300
*Aviva room w/kitchenette	32 classroom style	When open/when closed Half day - \$125/\$225 Full day - \$250/\$350

*Nonprofits whose mission aligns with Aviva's work are not charged for meeting room use.

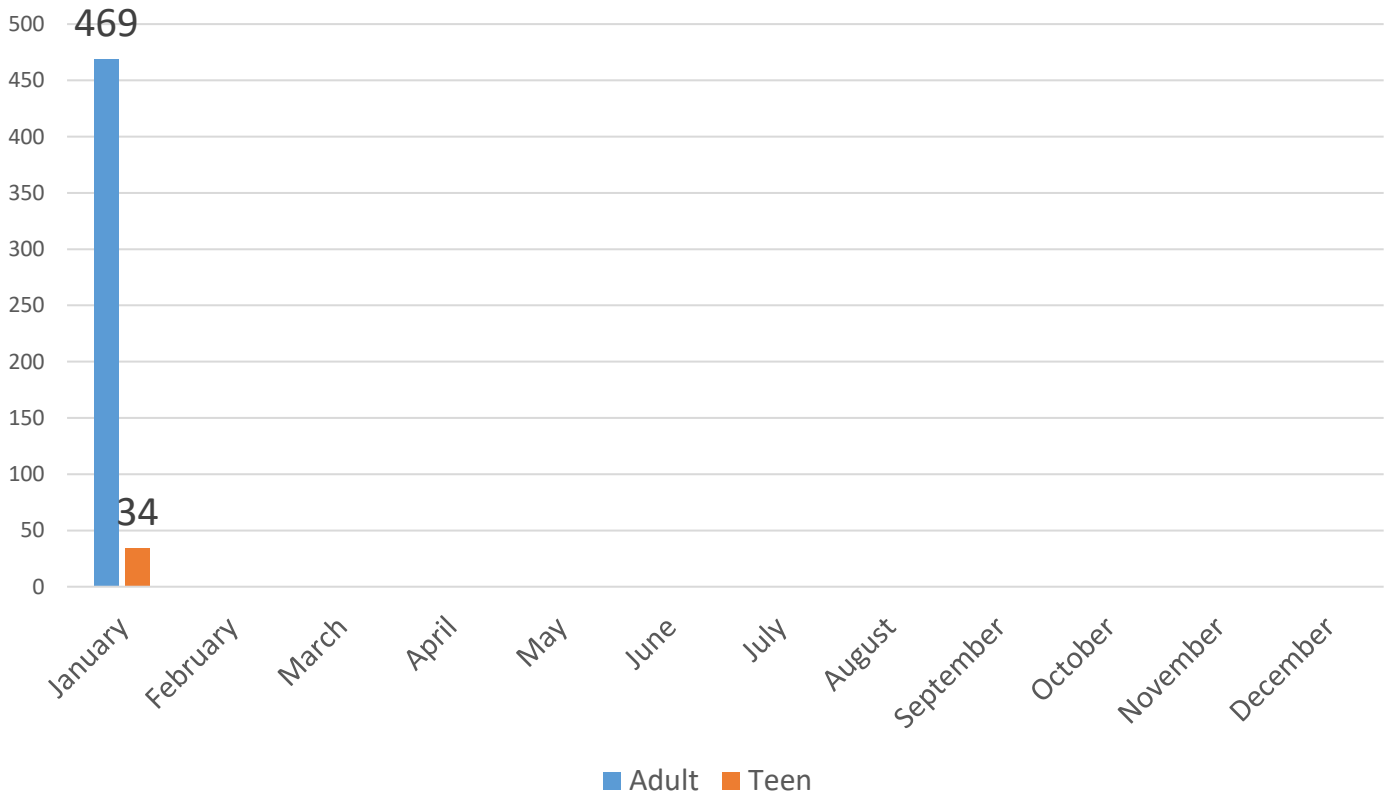
SUGGESTED MOTION – I move that the Library Commission forward the proposed meeting room fees to City Council for their adoption into the City Fee Schedule.



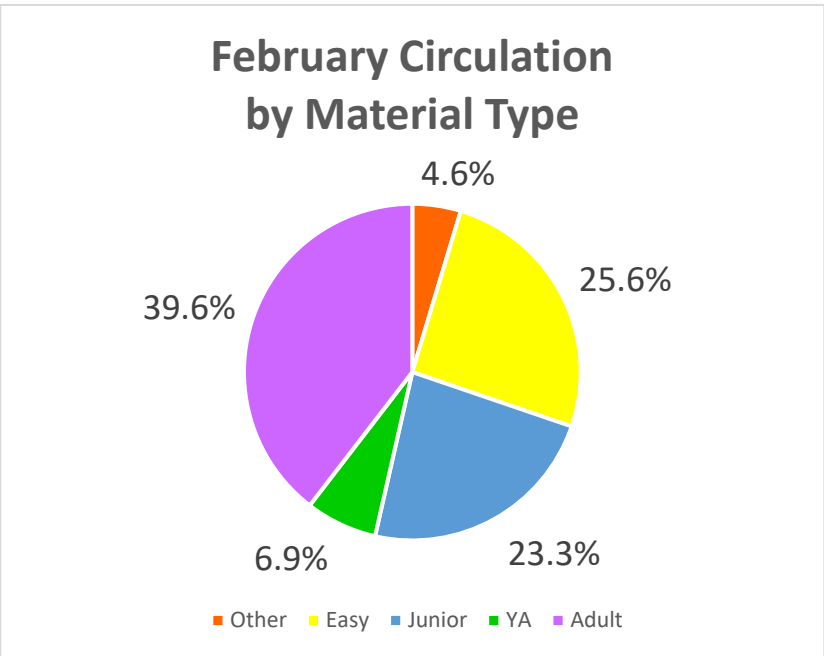
Physical Materials Checkouts



Public Computer Use



		Other	Easy	Junior	YA	Adult
1 - Unassigned	1	4.6%	25.6%	23.3%	6.9%	39.6%
2 - Adult Audiobook	142	281	1546	1410	416	2391
3 - Adult DVDs	310					
4 - Adult Fiction	925					
5 - Adult Graphic Novel	10					
6 - Adult Nonfiction	468					
7 - Board Book	153					
8 - Children's CD Book	14					
9 - Children's Audiobook	22					
10 - Children's DVD	138					
11 - Children's Graphic Novel	3					
12 - Children's Reference	1					
14 - Equipment	0					
16 - Fantasy	39					
17 - Other Language F/NF	29					
19 - Junior Fiction	498					
20 - Junior Graphic Novel	370					
21 - Junior Nonfiction	382					
22 - Large Print	143					
23 - Magazine	18					
25 - Mystery	414					
30 - Oversize	0					
34 - Picture Book	936					
35 - Prof Collection	33					
36 - Reader	406					
37 - Reference	0					
39 - Science Fiction	48					
42 - Western	35					
44 - Young Adult Audiobook	5					
45 - Young Adult DVD	48					
46 - Young Adult Fiction	108					
47 - Young Adult Graphic Novel	231					
48 - Young Adult Nonfiction	24					
OTAP	4					
Off Site	0					
None/On-the-fly	86					
TOTAL	6044					

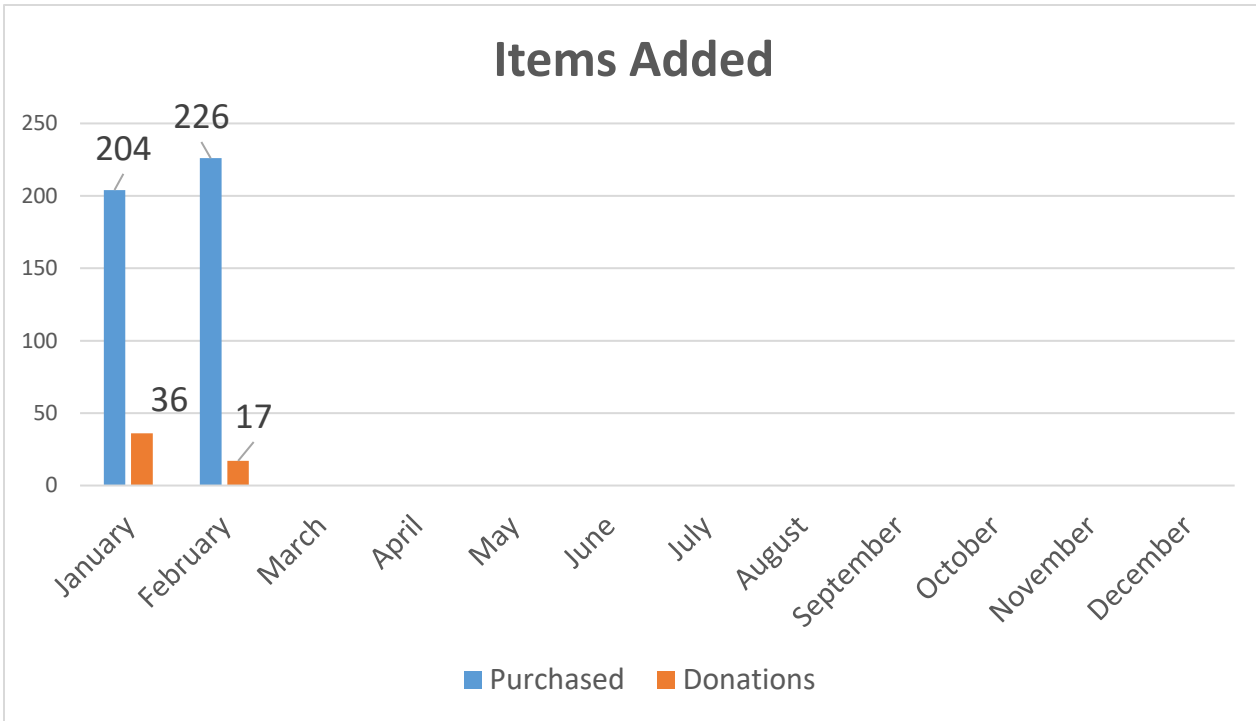


NEW Items Snapshot - March 5, 2025

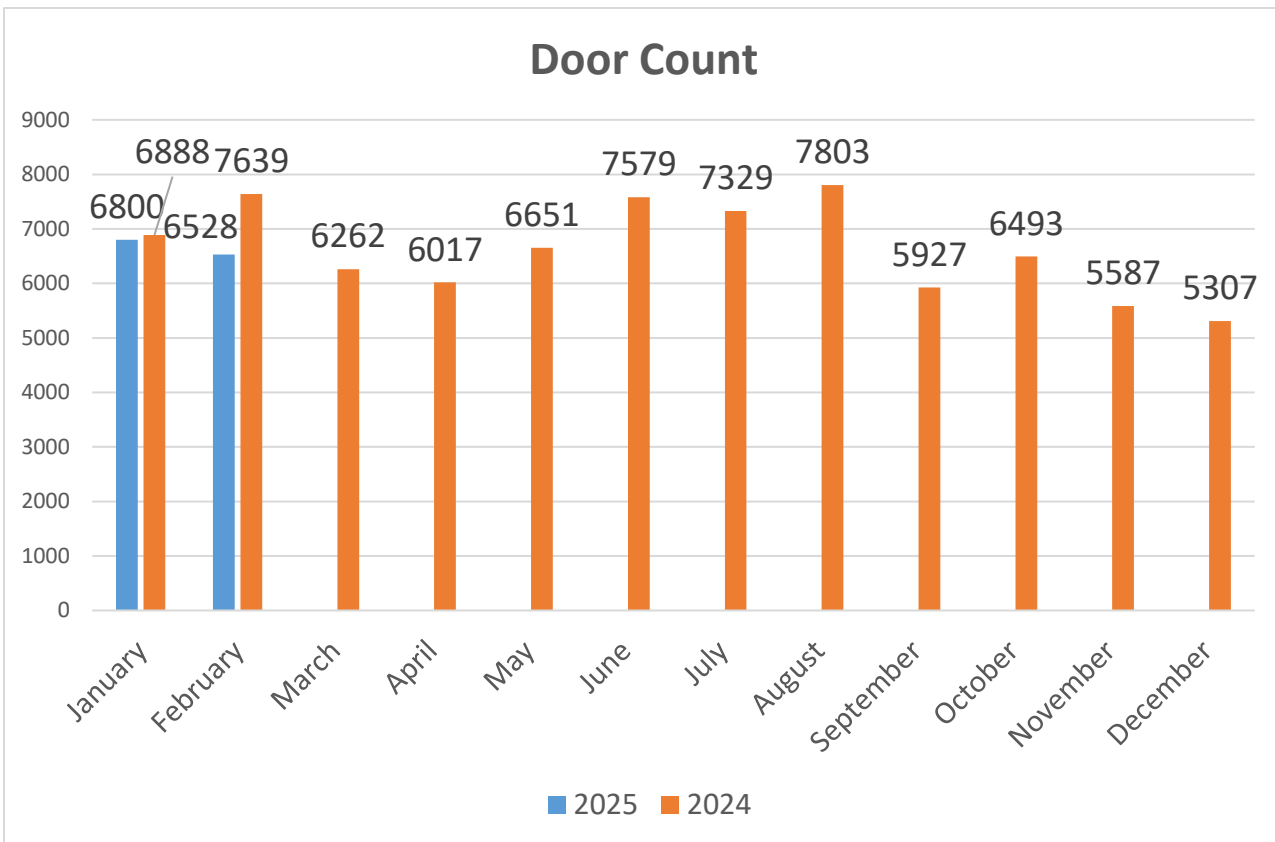
Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4186	902	21.55%
Picture Books	772	147	19.04%
Adult Fiction	673	244	36.26%
Junior Fiction	424	60	14.15%
YA Fiction	192	8	4.17%

Circulation Snapshot - March 1,
2025

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	54	0.1	0	0
2 - Adult Audiobook	1681	2.1	123	7.3
3 - Adult DVDs	1832	2.3	129	7
4 - Adult Fiction	13726	17.3	805	5.9
5 - Adult Graphic Novel	376	0.5	14	3.7
6 - Adult Nonfiction	13645	17.2	601	4.4
7 - Board Book	697	0.9	153	22
8 - Children's CD Book	105	0.1	9	8.6
9 - Children's Audiobook	680	0.9	33	4.9
10 - Children's DVD	876	1.1	109	12.4
11 - Children's Graphic Novel	6	0	3	50
12 - Children's Reference	177	0.2	1	0.6
14 - Equipment	12	0	2	16.7
16 - Fantasy	260	0.3	40	15.4
17 - Other Language F/NF	1209	1.5	39	3.2
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5889	7.4	747	12.7
20 - Junior Graphic Novel	1730	2.2	406	23.5
21 - Junior Nonfiction	6415	8.1	502	7.8
22 - Large Print	1551	2	131	8.4
23 - Magazine	3707	4.7	22	0.6
25 - Mystery	6157	7.8	334	5.4
27 - Newspaper	7	0	0	0
30 - Oversize	19	0	0	0
34 - Picture Book	6309	7.9	940	14.9
35 - Prof Collection	312	0.4	46	14.7
36 - Reader	2195	2.8	419	19.1
37 - Reference	518	0.7	2	0.4
39 - Science Fiction	1316	1.7	48	3.6
42 - Western	782	1	23	2.9
44 - Young Adult Audiobook	292	0.4	9	3.1
45 - Young Adult DVD	443	0.6	39	8.8
46 - Young Adult Fiction	3368	4.2	187	5.6
47 - Young Adult Graphic Novel	1641	2.1	271	16.5
48 - Young Adult Nonfiction	944	1.2	46	4.9
49 - Young Adult Reference	0	0	0	0
50 - OTAP	442	0.6	29	6.6
51 - Off Site	1	0	0	0
52 - DESD	0	0	0	0
Total	79401		6262	7.9

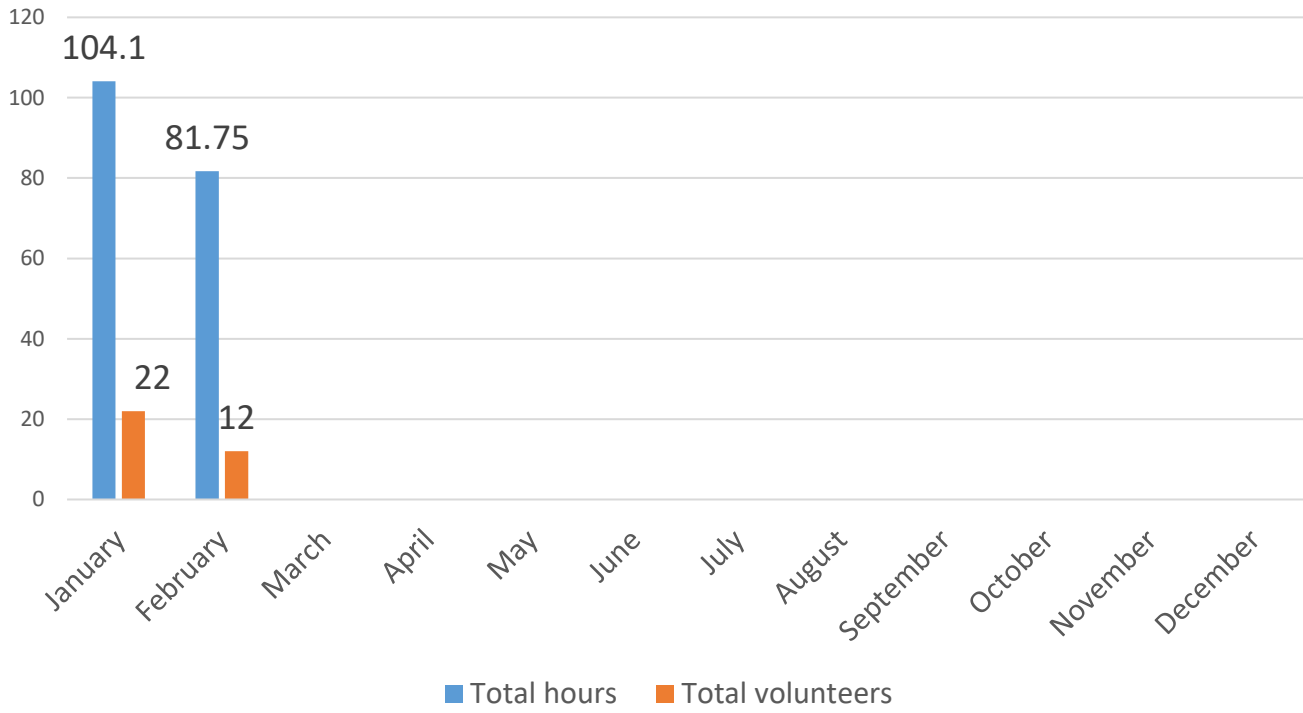


Total value added to collection
February 2025 - \$4894.29

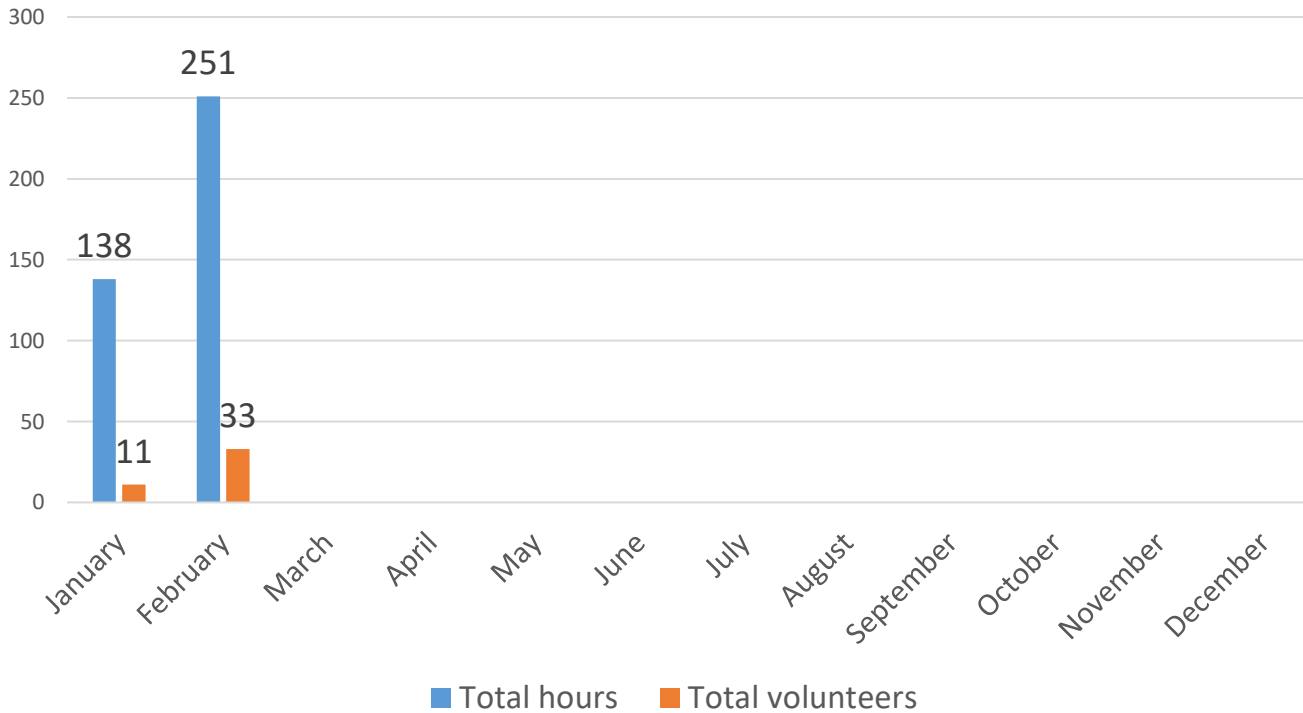


Library Card Sponsorship Program
Number of cards issued FY 2024-25 – 0

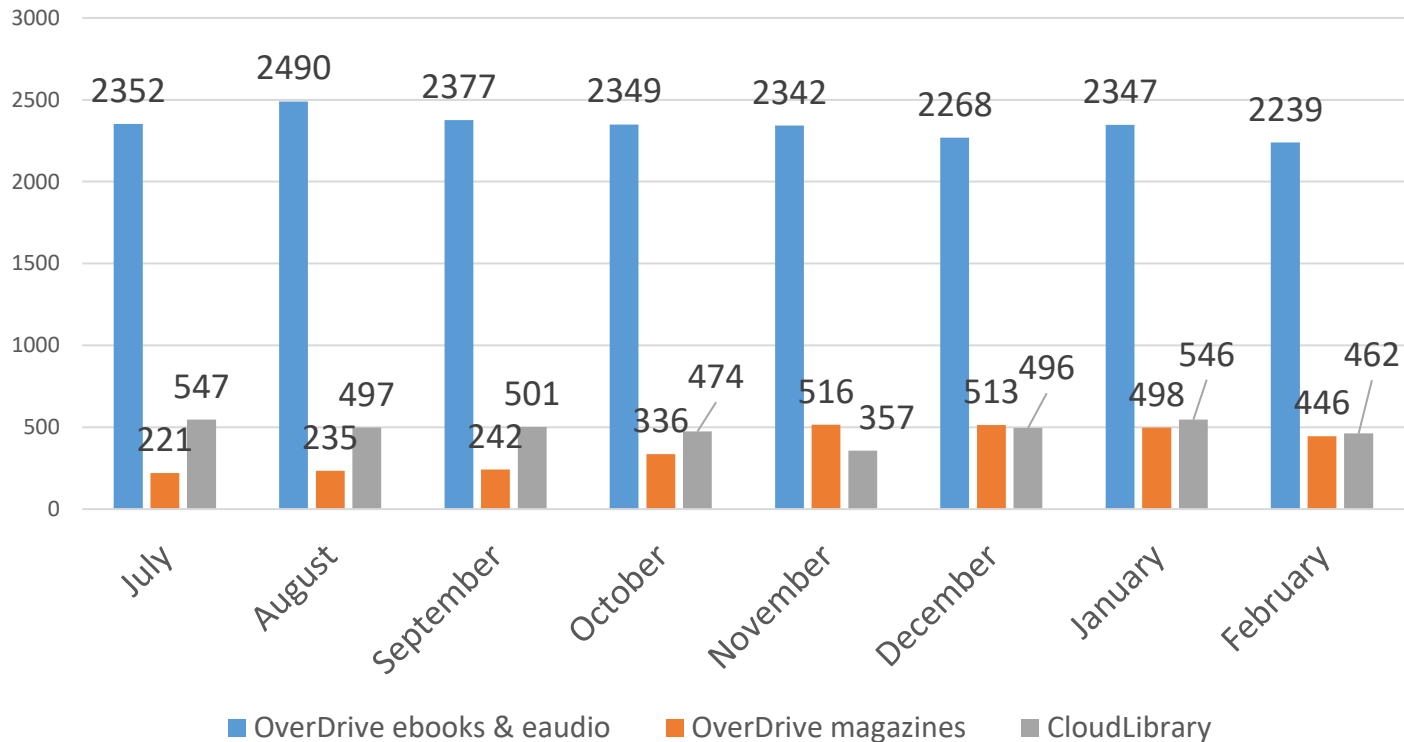
Volunteer Contribution - Library



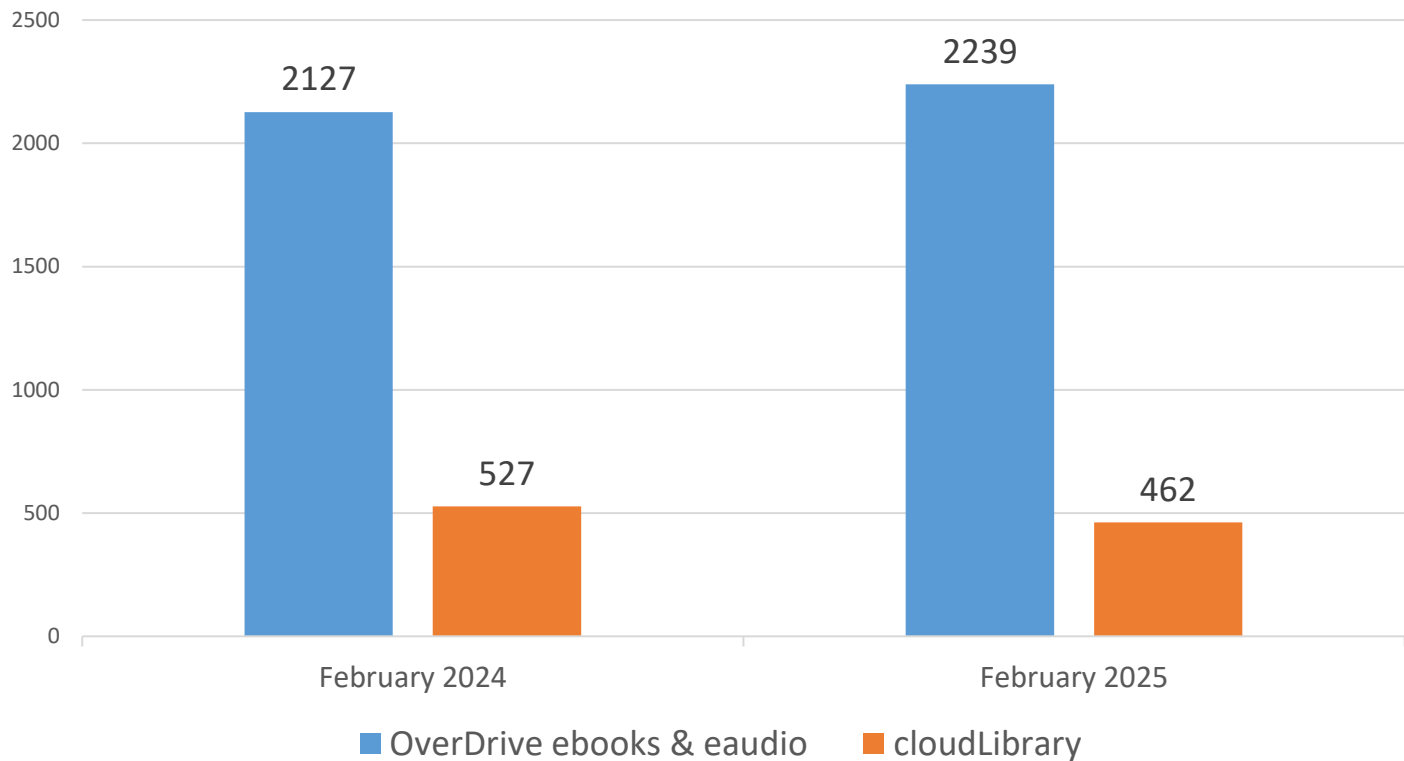
Volunteer Contribution - Friends of the Library



Electronic Materials Checkouts



Ebooks Monthly Comparison



Children's Programs - Live Sessions Ages 0-5					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
2/5/2025	storytime	21	x		
2/6/2025	storytime	18	x		
2/12/2025	storytime	43	x		
2/13/2025	storytime	9	x		
2/18/2025	Lapsit Storytime	7	x		
2/19/2025	storytime	37	x		
2/20/2025	storytime	32	x		
2/26/2025	storytime	31	x		
2/27/2025	storytime	29	x		
	TOTAL	227			

Children's Programs - Live Sessions Ages 6-11					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
2/6/2025	Artist - Lewis	13	x		
2/13/2025	Lego - Single Color Project	13	x		
2/20/2025	STEM- LED Flower	10	x		
2/28/2025	crafts	13	x		
	TOTAL	49			

Live Teen Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
2/5/2025	Teen- Origami	1	x		
2/11/2025	Horizons-origami	15	x		
2/19/2025	Teen Volunteering	1	x		
	TOTAL	17			

Live Adult Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
2/11/2025	Online Book Group	7			x
2/13/2025	Author Victor Lodato	12	x		
2/27/2025	Silent Book Group	4	x		
	TOTAL	23			

Live All Ages Programs					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
2/25/2025	Maker Space	0	x		
	TOTAL	0			

Grab-and-Go Craft Kits					
Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
2/11/2025	Heart Art - canvas board & sticker	80			
2/14/2025	Blind Date with a Book (adults)	45			
2/25/2025	Fox face Paper plate	80			
	TOTAL	205			