



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, JANUARY 18, 2022**

ajh

**4:00 P.M. Regular Meeting
Electronic Meeting**

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: Marcy Tassano
Theresa Lundy

Mandy Elder
Kelly Peter

Francesca Guyer
Juliet Rutter

III. APPROVAL OF MINUTES

A. November 16, 2021

AUDIENCE PARTICIPATION – Comments 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 Tuesday, January 18, 2022**. 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: February 15, 2022

VI. INFORMATIONAL

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

VII. ADJOURNMENT

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
November 16, 2021**

CALL TO ORDER:

Commissioner Elder called the regular meeting of the Roseburg Library Commission to order at 4:02 p.m. on November 16, 2021, electronically via Zoom in Roseburg, Oregon.

ROLL CALL:

Present: Commissioners Mandy Elder, Marcy Tassano, Theresa Lundy, Francesca Guyer (4:06 p.m.), Kelly Peter and Juliet Rutter

Absent: Chair Andrea Zielinski

Attending Staff: Library Director Kris Wiley, Youth Services Librarian Aurora Ropp, UCAN AmeriCorps Member Lydia Rathe and Management Staff Assistant Autumn David

Others Present: None

APPROVAL OF MINUTES:

Commissioner Lundy moved to approve the October 19, 2021, minutes. The motion was seconded by Commissioner Peter and approved with the following vote: Commissioners Elder, Tassano, Lundy, Peter and Rutter voted yes. No one voted no.

BUSINESS FROM THE COMMISSION:

Commissioner Tassano reported the Friends of Library book sale will be held the first weekend in December. The hours will be Thursday 10 a.m. to 6 p.m., Friday 9 a.m. to 4 p.m., and Saturday 10 a.m. to 2 p.m. She invited Commission members, if interested, to participate by volunteering at the sale.

In response to Commissioner Elder, Commissioner Tassano explained assistance is needed setting up displays the first morning of the book sale. Volunteers are also needed throughout each day to perform tasks such as organizing tables, assisting customers, and counting books.

Commissioner Elder thanked the library staff and Director Wiley for their assistance in distributing the recent Oregon Voices survey, a statewide household-level survey aimed to learn about the experiences of Oregonians across the state, especially in rural communities. Library staff distributed paper survey packets during Tuesday book pickups. Several surveys from the area have been returned. Data obtained will be broken down at a zip code level.

NEXT MEETING DATE:

Tuesday, December 21, 2021, at 4:00 p.m.

INFORMATIONAL:

Reopening Update

Director Wiley reported the library building will be open to the public on Tuesday, November 23 and Wednesday, November 24 from 10 a.m. to 6 p.m. The library will be closed the rest of the holiday week. Beginning November 30, regular hours will be Tuesdays, Wednesdays, and Thursdays from 10 a.m. to 6 p.m. and Saturdays from 10 a.m. to 2 p.m. This will continue for the foreseeable future.

Director Wiley stated there will be no in-person programs or meeting rooms available. The public is asked to limit their visit to one hour. Public computers will be available for one-hour sessions each day. Wifi will be available. Masks will be required.

There is no timeline for providing meeting rooms for the public and no schedule set for in-person programming. When the library returns to in-person programs, staff intends to remain open on Thursdays until 8 p.m. Friday hours will be added last.

In response to Commissioner Rutter, Director Wiley stated when the library returns to in-person programs, the goal is to continue to provide virtual programming along with in-person programming, creating a hybrid model of sorts.

In response to Commissioner Lundy, Director Wiley stated the Commissioner Board meetings do not have a requirement to provide a dual option for the public to view the meeting. They will continue to discuss options and decide on resuming in-person meetings after the first of the year.

In response to Commissioner Tassano, Director Wiley stated, once the library opens back up to the public, volunteers will likely work behind the scenes and directly with the public.

In response to Commissioner Rutter, Director Wiley stated the decision to continue to stream meetings via Facebook live, after resuming in-person meetings, will be made at an administrative level. The library has the technology to do so. However, whatever the decision is, it will likely be the same for all Commissions, not specific to Library Commission meetings.

Monthly Statistics

Director Wiley presented the monthly statistics. There is nothing out of the ordinary to report. Checkouts of physical materials will begin to increase once the building reopens.

Fall Programming

Ms. Rathe reported the "Trees to Know" program hosted by author Ed Jensen had a great turnout with 22 live views and 35 additional views after the live event ended.

Tonight with Thrive Umpqua, library staff will present a Friends at Five Book Exploration and recommend new books. On December 2, the library will host Eileen Garvin, author of "The Music of Bees," set in Oregon. On January 6, the library will host Pat Sherman, author of "American Tapestry."

On February 3, the library will host Lez Zaitz, who reported on the Rajneesh in the 1980s, and on February 17, in partnership with the Audubon Society, library staff will host Michael Baughman, author of "An Old Man Remembering Birds."

Ms. Rathe stated she continues to work on programming for next year, including additional partnerships with Umpqua Watersheds and Thrive Umpqua. She is working with City Horticulturist Tracy Pope to assist in planning the Arbor Day event for next year.

Librarian Ropp reported online storytimes continue weekly and receive a steady amount of views. Two of the big publishers extended their read-aloud permissions through March 2022. Storytimes continue to feature weekly storytimes with her, Spanish storytimes twice a month with Julia Masner, and musical storytimes once a month with Dr. Mark Breckenridge. There are grab-and-go kits every other week. In addition to handing out kits at the Tuesday book pickup, Ms. Rathe made some connections, and library staff delivered grab-and-go kits to places around the community, including the Boys and Girls Club, YMCA, Cow Creek Band of Umpqua Tribe of Indians, and FARA.

Winter Reading Program

Librarian Ropp reported the library again will sponsor a Winter Reading Program for all ages. There will be no in-person programming at this time. Youth will submit book reviews and be entered into a drawing for prizes. Staff will continue to prepare craft kits to be distributed weekly.

Director Wiley reported adults will have a reading log with winter-themed prompts, and participants will be eligible to win gift cards from local businesses.

The library contracted with Anvil Northwest to create a Winter Reading Program logo that can be used annually to brand the program. It will appear on the website, social media, and posters.

Grants Update

Director Wiley reported the library submitted an application to the Douglas County Library Foundation for collection materials. Staff is preparing a grant application to the Coquille Indian Tribe to fund early literacy kits for Safe Haven Maternity Home and Samaritan Inn clients. Staff also is preparing an application to the American Library Association to fund a humanities grant that would support a three-part course on Chicana literature with Dr. Alma Rosa Alvarez of Southern Oregon University.

The library's Ready to Read application was approved by the State Library, and it will fund a temporary staff member for the Summer Reading Program.

Final reports were submitted for the assistive listening system grant from the State Library and the Whipple Foundation for collection materials and an event planner contract.

In response to Commissioner Tassano, Director Wiley clarified that the assisted listening device is an ADA system in the Ford Room to assist the hearing impaired and is compatible with the recently installed audio system.

ADJOURNMENT:

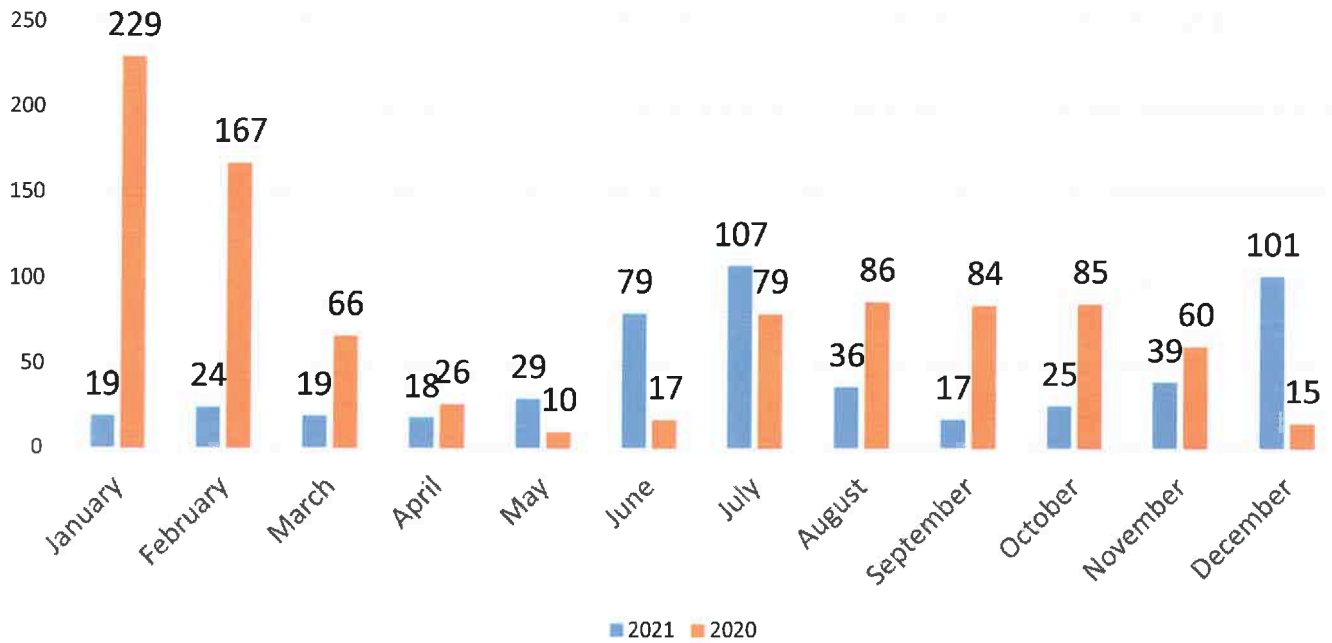
The meeting adjourned at 4:26 p.m. The next meeting is scheduled for Tuesday, December 21, 2021, at 4:00 p.m.

Respectfully submitted,

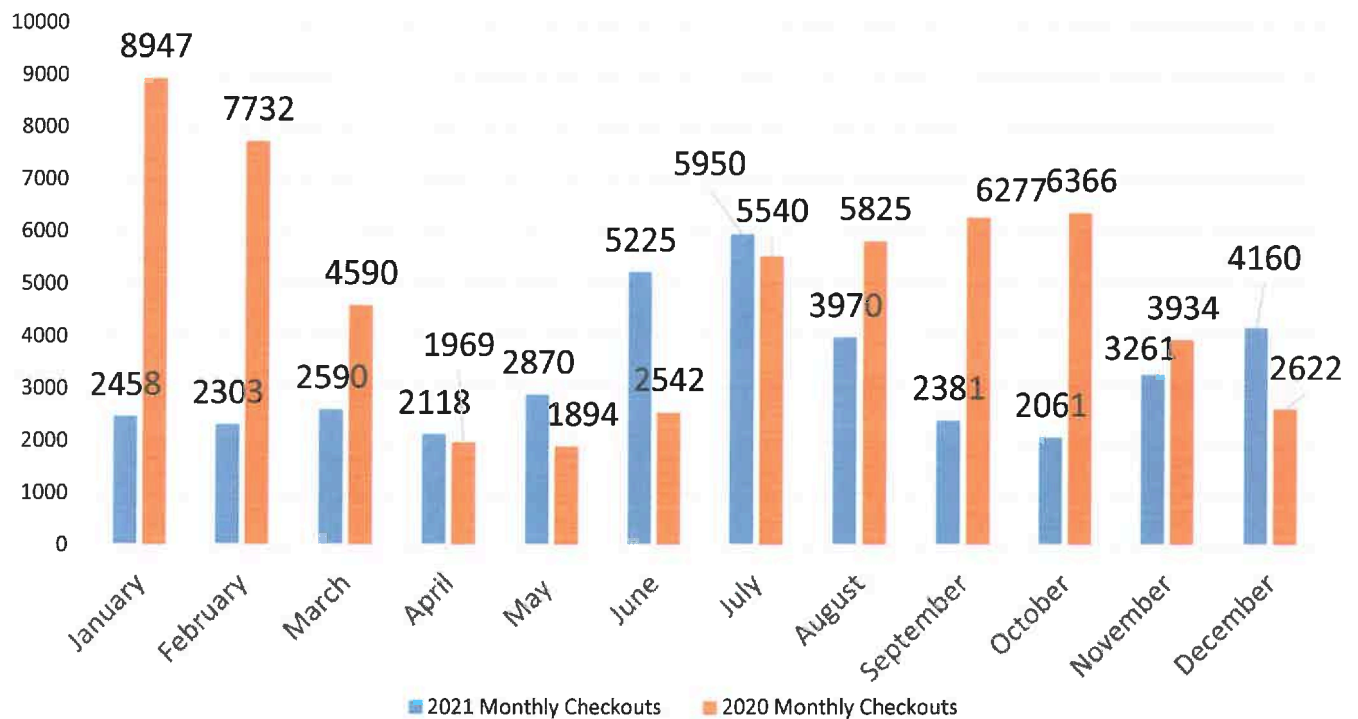
Autumn David

Autumn David, Management Staff Assistant

New Users Monthly Comparison

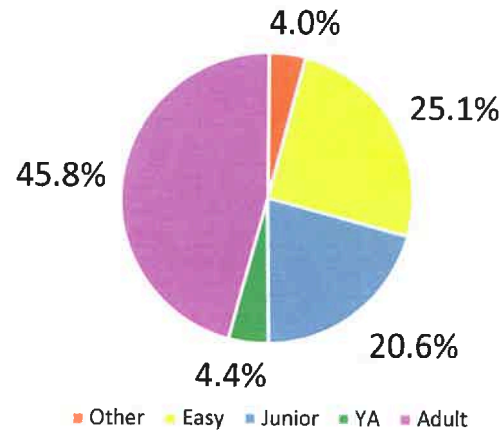


Physical Materials Checkouts



	Other	Easy	Junior	YA	Adult
1 - Unassigned	0				
2 - Adult Audiobook	77				
3 - Adult DVDs	201				
4 - Adult Fiction	708				
5 - Adult Graphic Novel	15				
6 - Adult Nonfiction	371				
7 - Board Book	130				
8 - Children's CD Book	10				
9 - Children's Audiobook	25				
10 - Children's DVD	66				
11 - Children's Graphic Novel	1				
12 - Children's Reference	0				
16 - Fantasy	17				
17 - Foreign Language F/NF	6				
19 - Junior Fiction	394				
20 - Junior Graphic Novel	141				
21 - Junior Nonfiction	231				
22 - Large Print	122				
23 - Magazine	17				
25 - Mystery	452				
30 - Oversize	2				
34 - Picture Book	688				
35 - Prof Collection	20				
36 - Reader	197				
37 - Reference	0				
39 - Science Fiction	24				
42 - Western	40				
44 - Young Adult Audiobook	2				
45 - Young Adult DVD	49				
46 - Young Adult Fiction	69				
47 - Young Adult Graphic Novel	50				
48 - Young Adult Nonfiction	14				
OTAP	0				
Off Site	0				
None/On-the-fly	21				
TOTAL	4160				

**December Circulation
by Material Type**



NEW Items Snapshot - January 5, 2022

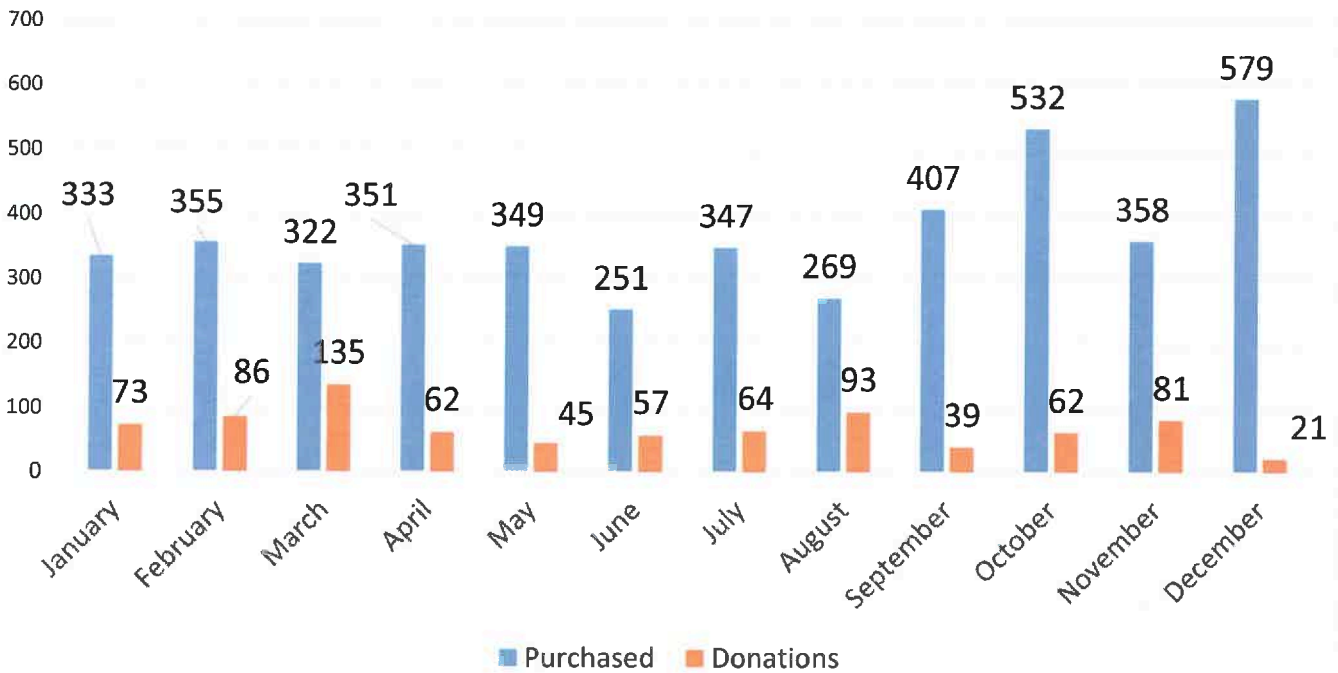
Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	3822	707	18.50%
Picture Books	564	73	12.94%
Adult Fiction	764	229	29.97%
Junior Fiction	356	45	12.64%
YA Fiction	146	6	4.11%

Circulation Snapshot - January 5,
2022

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1735	2.2	48	2.8
3 - Adult DVDs	2070	2.6	81	3.9
4 - Adult Fiction	14399	18.2	513	3.6
5 - Adult Graphic Novel	367	0.5	16	4.4
6 - Adult Nonfiction	15826	20	389	2.5
7 - Board Book	531	0.7	123	23.2
8 - Children's CD Book	115	0.1	3	2.6
9 - Children's Audiobook	643	0.8	26	4
10 - Children's DVD	749	0.9	46	6.1
11 - Children's Graphic Novel	5	0	2	40
12 - Children's Reference	178	0.2	0	0
14 - Equipment	9	0	0	0
16 - Fantasy	174	0.2	11	6.3
17 - Foreign Language F/NF	780	1	10	1.3
18 - Govdoc	27	0	0	0
19 - Junior Fiction	4760	6	448	9.4
20 - Junior Graphic Novel	1096	1.4	112	10.2
21 - Junior Nonfiction	8577	10.8	259	3
22 - Large Print	1792	2.3	114	6.4
23 - Magazine	3145	4	12	0.4
25 - Mystery	6098	7.7	302	5
27 - Newspaper	6	0	0	0
30 - Oversize	52	0.1	1	1.9
34 - Picture Book	5062	6.4	481	9.5
35 - Prof Collection	322	0.4	23	7.1
36 - Reader	2006	2.5	196	9.8
37 - Reference	510	0.6	0	0
39 - Science Fiction	1307	1.7	25	1.9
42 - Western	805	1	22	2.7
44 - Young Adult Audiobook	282	0.4	2	0.7
45 - Young Adult DVD	389	0.5	20	5.1
46 - Young Adult Fiction	3001	3.8	192	6.4
47 - Young Adult Graphic Novel	1176	1.5	57	4.8
48 - Young Adult Nonfiction	878	1.1	26	3
49 - Young Adult Reference	0	0	0	0
50 - OTAP	293	0.4	23	7.8
51 - Off Site	1	0	0	0
Total	79166		3583	4.5

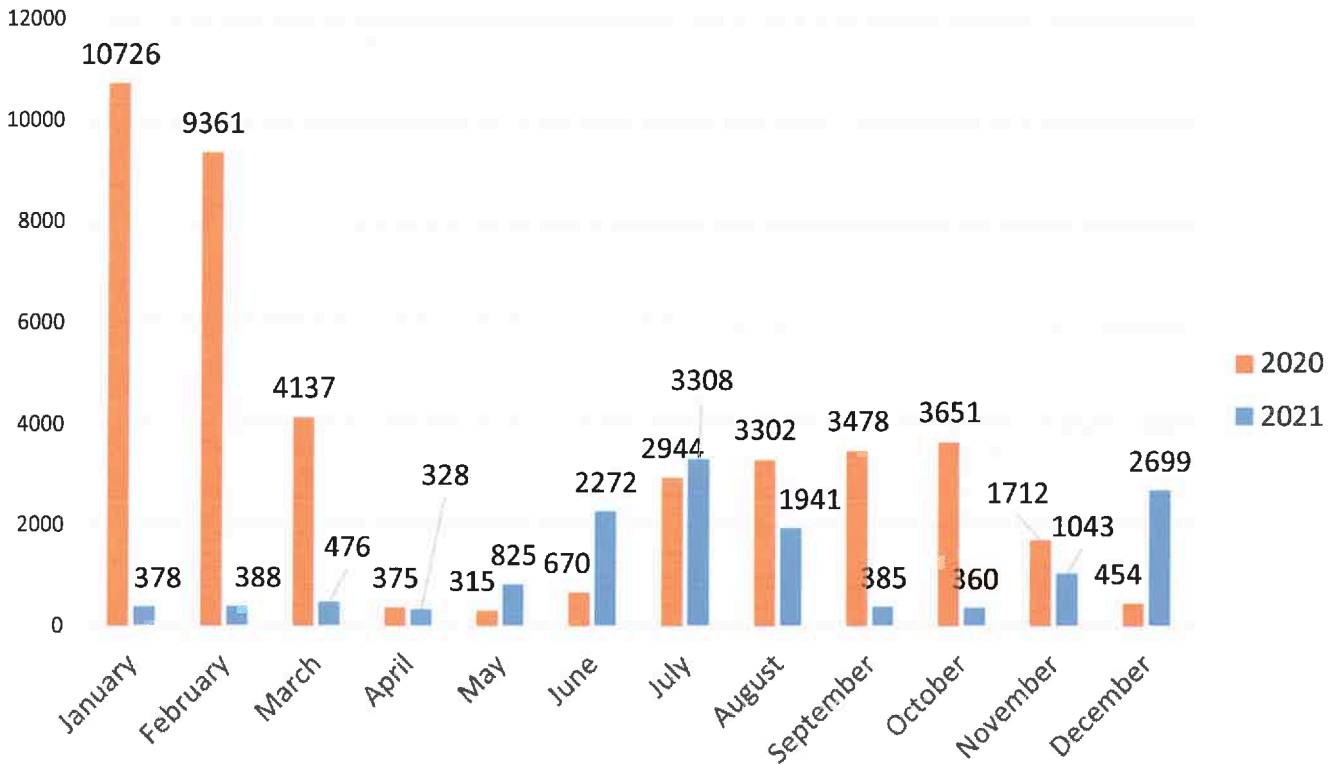
Library Card Sponsorship Program
Number of cards issued FY 2021-2022 – 29

Items Added

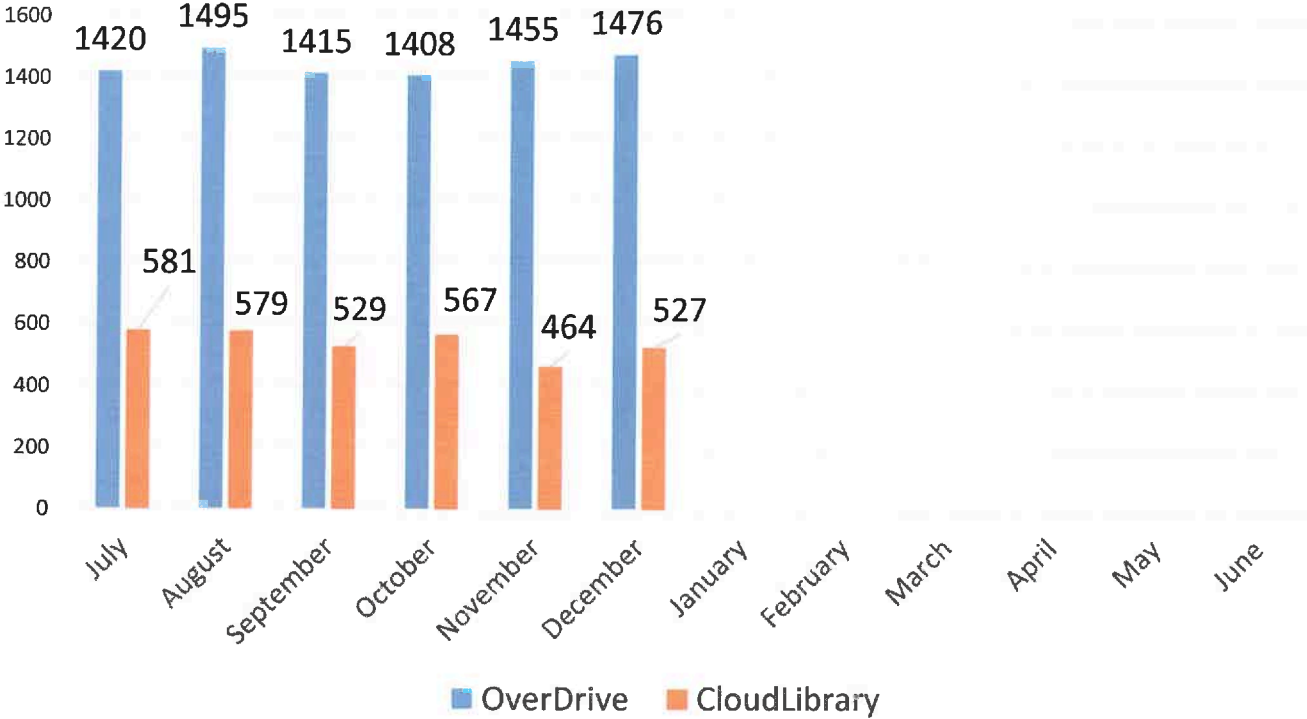


Total value added to collection
December 2021 - \$10,803.28

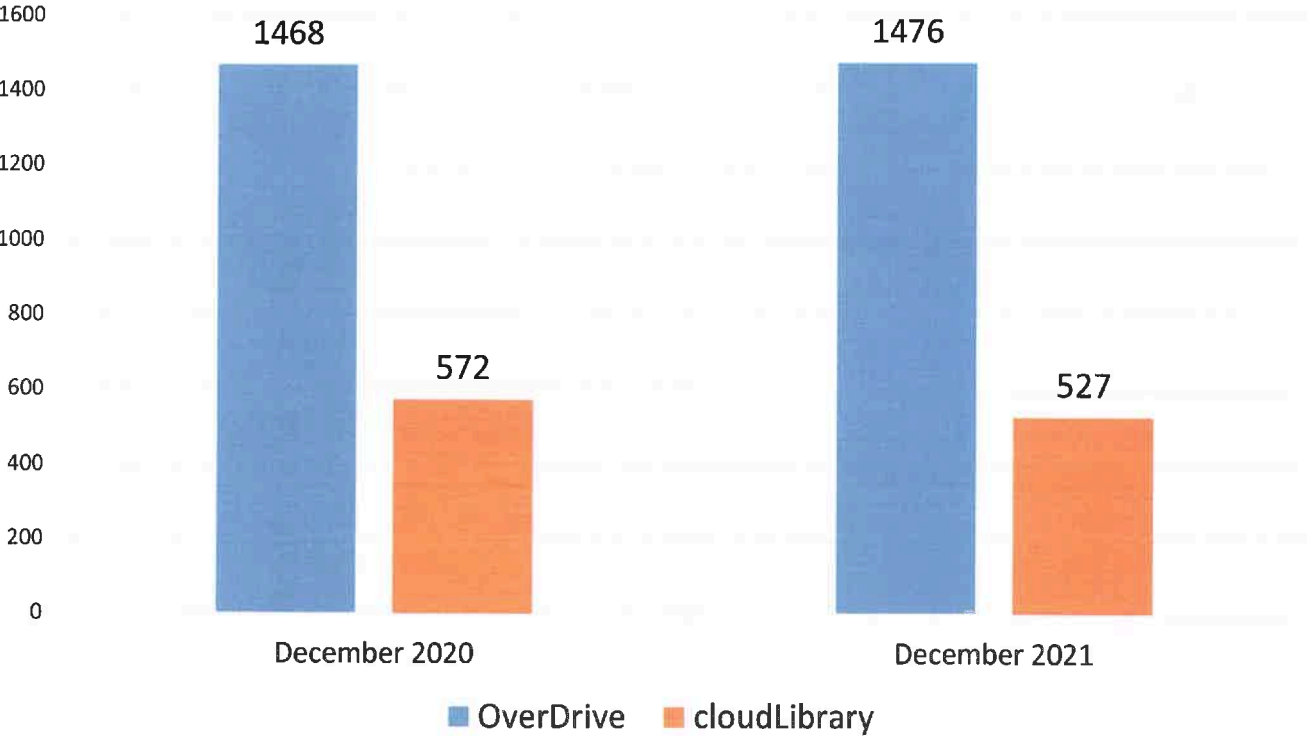
2020 VS 2021 Monthly Door Count Comparison



FY 2021-2022 OverDrive & cloudLibrary Circulation



Ebooks Monthly Comparison



Live Adult Programs

Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
11/4/2021	Trees to Know (with Umpqua Watersheds)	22			x
11/16/2021	Virtual Book Exploration (with Thrive Umpqua)	4			x
11/18/2021	Author Book Discussion	5			x
11/30/2021	Online Book Group	9			x
12/2/2021	Author Eileen Garvin	13			x
12/28/2021	Online Book Group	7			x
	TOTAL	60			

All recorded programs; includes all ages. This includes livestreamed events that remain on Facebook for future viewing. Attendance is 1-minute views after 7 days.

Date	Program Name	Attendance; 1-minute views after 7 days
11/3/2021	Storytime	13
11/4/2021	Trees to Know	35
11/10/2021	Storytime	5
11/11/2021	Spanish Storytime	20
11/16/2021	Virtual Book Talk	24
11/17/2021	Storytime	7
11/24/2021	Storytime	2
11/25/2021	Spanish Storytime	18
11/27/2021	Musical Storytime	60
12/1/2021	Storytime	0
12/2/2021	Author Eileen Garvin	12
12/8/2021	Storytime	3
12/9/2021	Spanish Storytime	12
12/15/2021	Storytime	2
12/22/2021	Storytime	5
12/23/2021	Spanish Storytime	7
12/25/2021	Musical Storytime	14
12/29/2021	Storytime	7
	TOTAL	246