



**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, September 15, 2020**

**4:00 P.M. Regular Meeting Ford Room
1409 NE Diamond Lake Boulevard Suite 100 Roseburg, Oregon 97470**

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 Belzner
Laura Harvey

Mandy Elder
Theresa Lundy

Francesca Guyer
Kelly Peter

III. APPROVAL OF MINUTES

A. June 16, 2020

IV. DISCUSSION ITEM

A. Reopening Procedure 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. The Commission reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

V. BUSINESS FROM THE COMMISSION

VI. NEXT MEETING DATE: October 20, 2020, in Ford Room at Roseburg Public Library

VII. INFORMATIONAL

- A. Annual Report to State Library
- B. Monthly Statistics
- C. Summer Reading Program Wrap-Up
- D. Fall Programming
- E. Grants Update

VIII. ADJOURNMENT

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the Office of the City Recorder, Roseburg City Hall, 900 SE Douglas Avenue, Roseburg, OR 97470-3397 (Phone 541-492-6700) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

**CITY OF ROSEBURG
LIBRARY COMMISSION MEETING MINUTES
June 16, 2020**

CALL TO ORDER:

Chair Andrea Zielinski called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on June 16, 2020, in the Ford Room at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon.

ROLL CALL:

Present: Chair Andrea Zielinski, Commissioners Marcy Belzner, Kelly Peter, Theresa Lundy, Laura Harvey, Mandy Elder, Francesca Guyer

Absent: None

Attending Staff: Library Director Kris Wiley, Youth Services Librarian Aurora Oberg, Circulation Supervisor Liz Hendershott, RARE AmeriCorps Participant Katie Fischer, City Recorder Amy Sowa, and City of Roseburg Communications Specialist Eric Johnson

Others Present: Douglas Education Service District Special Education Administrator Bryan Hinson

APPROVAL OF MINUTES:

Commissioner Belzner moved to approve the February 18, 2020, minutes. The motion was seconded by Commissioner Peter and approved with the following vote: Chair Zielinski and Commissioners Belzner, Lundy, Harvey, Elder, and Peter voted yes. No one voted no.

DISCUSSION ITEM:

Director Wiley presented the library's three-phase reopening plan beginning June 30, 2020. She stated library staff worked with City and Douglas Education Service District staff to draft a procedure that prioritizes the health and safety of patrons, volunteers, and staff. The plan was reviewed by the Library Commission and others present.

Commissioner Belzner reported that the Friends of the Library plans to move its fall sale in September out of the Deer Creek Room and back to the Ford Room because it is a larger space. The Friends will limit the room capacity and provide hand sanitizer, and volunteers will wear facemasks. The sale will be set up with wider aisles to keep people distanced.

There was discussion about educating patrons regarding the reasons why the library is encouraging everyone to wear facemasks and requiring public computers users to wear them.

There was discussion about the success of the library's drive-up service. Director Wiley recognized Librarians Oberg and Hendershott for their advocacy of the program.

Commissioner Elder asked what would force the library to pause or go back on its reopening plans. Director Wiley and Mr. Hinson stated that action would be in response to an increase in Douglas County cases, orders from the Governor, library staff becoming ill, and/or public response.

Mr. Hinson reported the Douglas ESD remains officially closed through June 30 with a small number of staff in the building on a daily basis. Most departments are staggering their shifts. The Douglas ESD plans to reopen with some people working from home and some staggering their shifts, especially when they work in a shared space. Plexiglas will be installed around standing desk cubicles. When the Douglas ESD reopens, summer hours typically are Monday through Thursday 8 a.m. to 4 p.m. A doorbell was installed outside the main door to facilitate service deliveries.

AUDIENCE PARTICIPATION:

None.

BUSINESS FROM THE COMMISSION:

None

NEXT MEETING DATE:

Tuesday, July 21, 2020, in the Ford Room at Roseburg Public Library

INFORMATIONAL:

Monthly Statistics

Director Wiley presented the monthly statistics. She reported the largest turnout for the library's drive-through pickup service was June 11 with 106 vehicles served. Library staff has continued to purchase physical materials. The library received a \$10,000 COVID-19 relief grant from The Ford Family Foundation to purchase electronic books and audiobooks, and circulation of ematerials has increased somewhat.

There was discussion about promoting the library's electronic materials platforms more broadly and informing the community that library staff continues to issue library cards through email. Mr. Johnson will share information with the Roseburg Tracker Facebook administrator and the Inform Me Douglas County Facebook Group administrator; both have large followings.

Programming

Librarian Oberg reported that the Summer Reading Program for Youth will not have in-person programs because the State Library recommends a limit of 10 people in a program. The library instead is preparing a craft kit every week, and staff will follow Roseburg School District's Lunchbox Express and give away books and craft kits.

The Douglas County Cultural Coalition awarded the library a \$1000 grant for performers, but library staff has adjusted to funding three online performances and using the rest of the funding to create a storywalk. This involves cutting apart and laminating giant books (donated by Altrusa), attaching them to reaty-size boards and stakes, and placing them in the ground along a park path so families can walk along and read a giant book together.

In addition, there will be online storytimes, which will be posted on the library's Facebook page according to publishing rights; some can remain posted indefinitely, some will be a Facebook Live performance that is not saved for future viewing.

Librarian Oberg stated there are bigger prizes this year, and the grand prize is a hover board and helmet. Youth also are encouraged to fill out book reviews for other prizes. Last year there was good program participation; this year the library wants to stress the reading component of the program.

Librarian Oberg reported the library received an LSTA (Library Services and Technology Act) grant from the State Library of Oregon. The library purchased 300 branded canvas bags as well as craft kits and books, and they will be compiled and distributed to local youth who live in low-income housing. Library staff is partnering with UCAN. The library purchased 400 additional canvas bags for youth participating in the Summer Reading Program as well as 100 bags that will be sold at \$5 each to the general public.

Director Wiley reported the Summer Reading Program for Adults includes a private Facebook Group with 25 members to date. Patrons also are invited to email or drop off book reviews. Prizes will include gift cards to local businesses, a pillow massager, and books.

Grants Update

Director Wiley reported the City applied for a federal Institute of Museum and Library Services grant for \$63,085 to purchase hardware and software in order to create digital content that can be shared online. The grant would fund a video panel and sound system in the Ford Room as well as portable camera and accessories, computers, and software to professionally package programs. If the grant is not successful, the Ford Room renovation will proceed with the original plans to install a sound system.

Budget Update

Director Wiley reported the library's operating budget of \$484,585 for fiscal year 2020-21 was approved by the City Council. This will maintain status quo operations.

ADJOURNMENT:

The meeting adjourned at 5:05 p.m. The next meeting is scheduled for Tuesday, July 21, 2020, at 4 p.m. in Roseburg Public Library's Ford Room.

Respectfully submitted,

Kristen L. Wiley

Kris Wiley, Library Director



ROSEBURG LIBRARY COMMISSION AGENDA ITEM SUMMARY

COMMISSION AGENDA

Meeting Date: September 15, 2020
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 September 15, 2020.

BACKGROUND

Discussion items.

The following is the discussion item on your agenda:

- A. Reopening Procedure Update – The library reopened with limited hours on June 30, 2020, and since July 1 library staff has enforced the Governor's Executive Order requiring patrons to wear a face covering in the library building. Beginning July 28, the library moved to Phase Three of the reopening process. An update on the library's reopening procedure is presented to the Library Commission for your discussion.

ATTACHMENTS

Roseburg Public Library Reopening Plan

Roseburg Public Library Reopening Plan

Updated information in red.

PHASE TWO

Tuesday, July 14 through Saturday, July 25

Hours of operation

Tuesday 11 a.m.-6 p.m.

Thursday 1 p.m.-8 p.m.

Saturday 10 a.m.-2 p.m.

- Add limited number of specific volunteers to serve when the library is not open to the public.
- Provide drive-up pickup service Thursdays from 3-6 p.m.

Evaluate sustainability and success. Upon City Manager approval, move to Phase III.

PHASE THREE

Tuesday, July 28 through Saturday, September 12

Hours of operation

Tuesday 11 a.m.-8 p.m.

Thursday 11 a.m.-8 p.m.

Saturday 10 a.m.-2 p.m.

- Continue to add volunteers to serve when the library is not open to the public as workload demands.
- Provide drive-up pickup service Thursdays from 3-6 p.m.

PHASE FOUR

Tuesday, September 15 through at least Saturday, October 2

Hours of operation

Tuesday 11 a.m.-8 p.m.

Wednesday 1 p.m.-5 p.m.

Thursday 11 a.m.-8 p.m.

Saturday 10 a.m.-2 p.m.

- Continue to add volunteers to serve when the library is not open to the public as workload demands.
- Provide drive-up pickup service Thursdays from 3-6 p.m.

Volunteers will not work public service hours for the foreseeable future.

Lobby

- Staff member continues to count those who enter/exit, provides masks, encourages using hand sanitizer through September 12.
- Limit of 50 in the building at one time continues because of staff capacity and to maintain distancing at the busiest areas, the holds/new adult books shelf and the main desk.

- Lobby restrooms unavailable for foreseeable future.
- Turn off water fountain for foreseeable future.
- Sandwich board in front of building that states: Limit of 50 people in building; lobby restrooms closed.
- Sign in lobby requiring masks and asking patrons to limit visit to one hour.
- One-way stickers on the floor indicating in and out.
- Hand sanitizer.

Main desk

- Permanent Plexiglas barrier installed.
- Require face coverings for all.
- Encourage gloves for staff.
- One self-check station available.
 - Automation vendor (Apollo) solution to allow patrons to self-check out materials with their personal devices went live, but we have not enabled it because of bugs.
- Staff computer stations are at least six feet apart.
- Two entry points to staff area are cordoned off.
- Stickers placed on floor for distancing patrons waiting to check out.
- Hand sanitizer.

Public computers

- Only eight available at one time in the main area.
- Main area cordoned off.
- All patrons required to get a log-in slip from staff.
 - Staff will instruct patrons:
 - Masks must be worn.
 - Limit of 1 hour per day per patron.
 - Only one person at a computer station at a time.
 - Staff will not be able to provide assistance. It is impossible to assist patrons and maintain the distance required for safety.
- Hand sanitizer and wipes.
- Children's and Young Adult computers not available.

Throughout the library

- One catalog computer moved to the stacks.
- Some tables in the stacks are not available for seating (chairs removed, signs posted).
- Lounge chairs spaced out.
- One-way stickers on the floor in the stacks.
- Hand sanitizer.
- Signs reminding people to social distance and wash hands.
- Children's toys, storytime area furniture removed.

Programs

- Limited in-person programming in Ford Room with maximum of 10 public participants.
 - Coding with Girls Who Code
 - Silent Book Group
 - Basic computer classes

Meeting Rooms

- Deer Creek Room used as quarantine space for returned materials, not available for foreseeable future.
- South Umpqua Room used by Douglas ESD staff, not available for foreseeable future.
- Two multipurpose rooms with maximum of capacity of three each.
- Ford Room capacity is 25.

**Roseburg Public Library
2020 Oregon Public Library Statistical Report**

CURRENT YEAR

PREVIOUS YEAR

Part 1 - GENERAL INFORMATION

Please refer to our online guide for specific instructions for answering each question: <http://libguides.osl.state.or.us/publiclibrarystats>

For answers that are auto-calculated, click the Save button to refresh and save these fields on each screen.

1.01	Official name of library	Roseburg Public Library	<i>Roseburg Public Library</i>
1.02	Street address	1409 NE Diamond Lake Blvd, Ste. 100	<i>1409 NE Diamond Lake Blvd, Ste. 100</i>
1.03	City (enter the city ONLY)	Roseburg	<i>Roseburg</i>
1.04	Zip	97470	<i>97470</i>
1.05	Mailing address	1409 NE Diamond Lake Blvd, Ste. 100	<i>1409 NE Diamond Lake Blvd, Ste. 100</i>
1.06	City (enter the city ONLY)	Roseburg	<i>Roseburg</i>
1.07	Zip	97470	<i>97470</i>
1.08	County	Douglas	<i>Douglas</i>
1.09	Library's main phone number (enter number without dashes or parentheses)	(541) 492-7051	<i>(541) 492-7051</i>
1.10	District or Cooperative Membership	NONE	<i>NONE</i>
1.11	Was there a boundary change in the legal service area in the last year?	No	<i>No</i>
1.12	Congressional District	4	<i>4</i>
1.13	Has the library or any of its branches moved or expanded in the last fiscal year?	No	<i>No</i>
Number of public service outlets			
1.14	Central library	1	<i>1</i>
1.15	Branches	0	<i>0</i>
1.16	Bookmobiles	0	<i>0</i>
1.17	Other public service outlets	0	<i>0</i>
1.18	Registered users	5,655	<i>3,993</i>
1.19	Registered users added	1,662	<i>3,993</i>

Part 2 - LIBRARY STAFF and VOLUNTEERS

Report figures as of June 30, 2020. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

2.01	Librarians with ALA/MLS	1.00	<i>1.00</i>
2.02	Other persons holding the title of librarian	1.00	<i>1.00</i>
2.03	Total librarians in FTE (Sum of Lines 2.01 and 2.02)		<i>2.00</i>
2.04	All other paid staff	1.50	<i>0.50</i>
2.05		3.50	<i>2.50</i>

INFORMATIONAL A
09/15/2020

	Total paid staff in FTE (Sum of Lines 2.03 and 2.04)		
2.06	Total number of volunteers (individuals)	45	79
2.07	Total volunteer hours	3,391	3,814
2.08	Library Board / District Board	Advisory board (appointed)	No
2.09	Does your library have a Friends of the Library group?	Yes	Yes
2.10	Does your library have a Library Foundation?	No	No

Part 3 - REVENUE

Part 3 is divided into two sections. Report all operating revenue in Section A and report capital revenue in Section B.

Local government sources			
3.01	City	\$452,026	\$355,535
3.02	County	\$0	\$0
3.03	District (Library district, community college district, school district)	\$0	\$0
3.04	Total local government (Sum of 3.01 - 3.03)	\$452,026	\$355,535
3.05	State government sources	\$3,184	\$3,028
Federal government sources			
3.06	LSTA grants	\$00.00	\$0
3.07	E-rate telecommunications discount	\$0	\$0
3.08	Other federal funds	\$0	\$0
3.09	Federal government revenue (Sum of 3.06 - 3.08)	\$0	\$0
3.10	Other operating revenue	\$67,231	\$186,174
3.11	Total library operating revenue (Sum of 3.04, 3.05, 3.09, 3.10)	\$522,441	\$544,737
SECTION B. CAPITAL REVENUE			
3.12	Local government capital revenue		\$130,000
3.13	State government capital revenue		\$0
3.14	Federal government capital revenue		\$0
3.15	Other capital revenue		\$330,866
3.16	Total capital revenue (Sum of 3.12 - 3.15)	\$0	\$460,866

Part 4 - EXPENDITURES

Part 4 is divided into two sections. Report all standard operating expenses in Section A and report capital outlay in Section B.

SECTION A. OPERATING EXPENDITURES

4.01	Salaries and wages	\$188,661	\$116,282
4.02	Employee benefits	\$80,569	\$35,378
4.03	Total staff expenditures (Sum of 4.01 and 4.02)	\$269,230	\$151,660

INFORMATIONAL A

09/15/2020

Library collection			
4.04	Books and other print materials	\$61,937	\$19,210
4.05	Periodicals and other serial subscriptions	\$2,064	\$2,069
4.06	Total expenditure on print materials (Sum of 4.04 and 4.05)	\$64,001	\$21,279
4.07	Electronic materials expenditures	\$25,859	\$6,651
4.08	Other materials expenditures	\$8,716	\$2,431
4.09	Total expenditures on collection (Sum of 4.06 + 4.07 + 4.08)	\$98,576	\$30,361
4.10	All other operating expenditures	\$167,669	\$142,645
4.11	Total library expenditures (Sum of 4.03 + 4.09 + 4.10)	\$535,475	\$324,666
SECTION B. CAPITAL OUTLAY			
4.12	Library construction and related expenditures (incl. building sites)	\$0	\$579,071
4.13	Capital equipment expenditures (e.g. new automated systems)	\$0	\$46,842
4.14	Other capital outlay	\$0	\$0
4.15	Total capital outlay (Sum of 4.12 - 4.14)	\$0	\$625,913

Part 5 - COLLECTIONS

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e. microform, scores, pictures, etc.) for which expenditures are reported under Part 4. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

SECTION A - PHYSICAL COLLECTION

Books and other print items			
5.01	Print items	69,796	68,247
5.02	Print items added	5,433	2,081
Audio materials			
5.03	Physical audio items	2,632	2,477
5.04	Physical audio items added	176	57
Video materials			
5.05	Physical video items	3,263	2,626
5.06	Physical video items added	568	267
Other library materials			
5.07	Other materials	0	0
5.08	Other materials added	0	0
Totals for the end of fiscal year			
5.09	Total physical units (Sum of 5.01 + 5.03 + 5.05 + 5.07)	75,691	73,389
5.10	Total physical units added (Sum of	6,177	2,444

5.02 + 5.04 + 5.06
+ 5.08)

SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

E-books

5.11	Library2Go e-books	60,360	47,875
5.12	Library2Go e-books added	15,909	6,887
5.13	Local e-books	228	12,029
5.14	Local e-books added	192	3,420
5.15	Total e-books (Sum of 5.11 and 5.13)	60,588	60,467
5.16	Total e-books added (Sum of 5.12 and 5.14)	16,101	10,307

Digital Audio Materials

5.17	Library2Go audiobook units	36,022	31,816
5.18	Library2Go audiobook units added	5,910	6,445
5.19	Local digital audiobook units	223	5,800
5.20	Local digital audiobook units added	179	2,361
5.21	Total digital audiobook units (Sum of 5.17 and 5.19)	36,245	33,602
5.22	Total digital audiobook units added (Sum of 5.18 and 5.20)	6,089	4,806

Digital Video Materials

5.25	Local digital video units	0	0
5.26	Local digital video units added	0	0
5.27	Total digital video units (Sum of 5.23 and 5.25)	0	0
5.28	Total digital video units added (Sum of 5.24 and 5.26)	0	0
5.29	Total digital units (Sum of 5.15, 5.21, 5.27)	96,833	94,069
5.30	Total digital or units added (Sum of 5.16, 5.22, 5.28)	22,190	15,113
5.31	Total physical and downloadable units (Sum of 5.09 and 5.29)	172,524	167,458
5.32	Total physical and downloadable units added (Sum of 5.10 and 5.30)	28,367	17,557

Electronic Collections

5.33	Statewide licensed databases	24	24
5.34	Statewide licensed databases added	0	02
5.35	Cooperative or locally licensed databases	0	0

5.36	Cooperative or locally licensed databases added	0	0
5.37	Total licensed databases (Sum of 5.33 and 5.35)	24.00	24.00
5.38	Total licensed databases added (Sum of 5.34 and 5.36)	0	2

Part 6 - CIRCULATION & COLLECTION USE

6.01	Successful retrievals from statewide databases	552	99
6.02	Successful retrievals from local Databases	0	0
6.03	Total Successful retrievals from databases (Sum of 6.01 and 6.02)	552.00	99.00
6.04	First-time circulation of adult materials	33,222	20,698
6.05	Renewals of adult materials	18,865	9,944
6.06	First-time circulation of young adult (YA) materials	5,361	3,964
6.07	Renewals of young adult (YA) materials	4,151	2,466
6.08	First-time circulation of children's materials	32,293	23,051
6.09	Renewals of children's materials	21,697	10,814
6.10	First-time circulation not separated into adult or children's materials	1,994	976
6.11	Renewals not separated into adult or children's materials	952	337
6.12	Total first-time circulation (Sum of 6.04, 6.06, 6.08, 6.10)	72,870	48,689
6.13	Total renewals (Sum of 6.05, 6.07, 6.09, 6.11)	45,665	23,561
6.14	Total circulation of adult materials (Sum of 6.04 and 6.05)	52,087	30,642
6.15	Total circulation of young adult (YA) materials (Sum of 6.06 and 6.07)	9,512	6,430
6.16	Total circulation of children's materials (Sum of 6.08 and 6.09)	53,990	33,865
6.17	Total circulation not separated into adult, YA or	2,946	1,313

	children's materials (Sum of 6.10 - 6.11)		
6.18	Total physical item circulation (Sum of 118,535 6.14 - 6.17)		72,250
6.19	Circulations of Library2Go 12,207 electronic materials		29
6.20	Circulations of local and/or other 6,443 electronic materials		3,229
6.21	Total circulation of electronic materials 18,650 (Sum of 6.19 and 6.20)		3,258
6.22	Total circulation (Sum of 6.18 + 6.21) 137,185		75,508
6.23	Electronic Content Use (Sum of 6.03 19,202 + 6.21)		3,357
6.24	Total Collection Use (Sum of 6.03 137,737 + 6.18 + 6.21)		75,607
6.25	ILLs made to libraries in own 0 resource sharing system		0
6.26	ILLs made to all other libraries 0		0
6.27	Total ILLs loaned (Sum of 6.25 + 6.26) 0		0
6.28	ILLs borrowed from other libraries 0 using own resource sharing system		0
6.29	ILLs borrowed from all other 0 libraries		0
6.30	Total ILLs borrowed (Sum of 0 6.28 + 6.29)		0
6.31	Circulations made without charge to 0 non-residents		0

Part 7 - PROGRAMS & OTHER SERVICES

7.01	Total reference transactions 697		433
7.02	Reference Transactions Estimate (using a sampling method) reporting method		
7.03	Children's programs 171		90
7.04	Children's programs 6,285 attendance		4,304
7.05	Young adult's programs 25		12
7.06	Young adult's programs 195 attendance		114
7.07	Number of programs for adults or multi- generational audiences 34		23
7.08	644		252

	Adult's or multi-generational audiences programs attendance		
7.09	Total programs (Sum 7.03 + 7.05 + 7.07)	230	125
7.10	Total program attendance (Sum 7.04 + 7.06 + 7.08)	7,124	4,670
7.11	Meeting Room Usage	503	396
7.12	Summer Reading Program provided	Yes	Yes
7.13	Outreach to children & families provided	Yes	Yes
7.14	Early literacy training provided	Yes	Yes

Part 8 - TECHNOLOGY & FACILITIES

8.01	Annual number of uses of public Internet computers	7,020	5,422
8.02	Public internet computers used by general public	18	15
8.03	Tell us about your library's wireless internet	Wi-Fi extends outside building, left on through evening hours (after library closes)	Yes
8.04	Wireless Sessions	0	761
8.05	Internet upload speed (main library), please report in Mbps	52.35	90.59
8.06	Internet download speed (main library), please report in Mbps	85.53	65.56
8.07	Shared ILS consortium name	None	None
8.08	Vendor of automated system	Other	Other
8.09	Website Visits	24,709	4,777
8.10	Typical week, total hours open M-F (open to 5:00 pm)	24	20
8.11	Typical week, total hours open M-F (5:00 pm to close)	6	6
8.12	Typical week, total hours open Saturday-Sunday (open to 5:00 pm)	4	4
8.13	Typical week, total hours open Saturday-Sunday (5:00 pm to close)	0	0
8.14	Total main library hours in a typical week (Sum of 8.10 - 8.13)	34.0	30.0
8.15	Weeks main library was open	37	27
8.16	Annual public service hours for main library	1,168	810
8.17	Total library visits	132,931	55,739
8.18	Actual count (you track each visit as it happens)		

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	Library visits reporting method		
8.19	Square footage of main library	23,657	23,657
8.20	Total square feet of all facilities	23,657	23,657

Part 9 - FINES & SALARY SURVEY

9.01	Overdue daily fine for adult materials	\$0.00 - We don't charge late fees	<i>\$0.00 - We don't charge late fees</i>
9.02	Overdue daily fine for children's materials	\$0.00 - We don't charge late fees	<i>\$0.00 - We don't charge late fees</i>
9.03	Overdue daily fine for other materials	\$0.00 - We don't charge late fees	<i>\$0.00 - We don't charge late fees</i>
9.04	Notes on fines		
9.05	Charge for interlibrary loans	We don't offer ILL at our library	<i>We don't offer ILL at our library</i>
9.06	Annual fee for non-resident individual patrons	\$60.00	<i>\$60.00</i>
9.07	Annual fee for non-resident households	\$60.00	<i>\$60.00</i>
9.50	Director hourly salary low	\$40.99	<i>\$40.20</i>
9.51	Director hourly salary high	\$52.48	<i>\$51.45</i>
9.52	Supervisory Librarian hourly salary low	\$24.84	<i>\$0.00</i>
9.53	Supervisory Librarian hourly salary high	\$31.70	<i>\$0.00</i>
9.54	Non-supervisory Librarian hourly salary low	\$0.00	<i>\$0.00</i>
9.55	Non-supervisory Librarian hourly salary high	\$0.00	<i>\$0.00</i>
9.56	Library assistant hourly salary low	\$18.54	<i>\$18.18</i>
9.57	Library assistant hourly salary high	\$23.66	<i>\$23.20</i>
9.58	Library clerk hourly salary low	\$12.50	<i>\$0.00</i>
9.59	Library clerk hourly salary high	\$12.50	<i>\$0.00</i>

Part 10 - CONTACT INFORMATION and ADMINISTRATIVE DETAILS

10.01	Population served	24,890	<i>24,820</i>
10.02	FSCS ID Admin	OR9013	<i>OR9013</i>
10.03	Interlibrary relationship code	NO	<i>NO</i>
10.04	Legal basis code	CI	<i>CI</i>
10.05	Administrative structure code	SO	<i>SO</i>
10.06	PLSC public library definition	Yes	<i>Yes</i>
10.07	Geographic code	C11	<i>C11</i>
10.08	URL to library's website	www.roseburgpubliclibrary.org	
10.09	URL to statewide periodical resources (Gale)	http://www.cityofroseburg.org/departments/library/library-resources	
10.10	URL to statewide career & testing resources (http://www.cityofroseburg.org/departments/library/library-resources	

- LearningExpress
Library)
- 10.11 URL to collection management policy <http://www.cityofroseburg.com/storage/app/media/LIB/librarypolicies/collectionpolicy.pdf>
- 10.12 URL to circulation policy <http://www.cityofroseburg.com/storage/app/media/LIB/librarypolicies/1908circulationpolicy.pdf>
- 10.13 URL to patron confidentiality policy <http://www.cityofroseburg.com/storage/app/media/LIB/librarypolicies/privacypolicy.pdf>
- 10.14 Person submitting report Kristen L. Wiley
- 10.15 Phone (541) 492-7051
- 10.16 Email kwiley@cityofroseburg.org
- 10.17 Estimated Time burden (in hours) to complete report 8.00

Kristen L. Wiley
(541) 492-7051
kwiley@cityofroseburg.org

10

COVID-19

CV01 Closed Outlets Due to COVID-19.

Answer Yes or No to the following question: *"Were any of the library's outlets physically closed to the public for any period of time due to the Coronavirus (COVID-19) pandemic?"* Yes

CV02 Public Services During COVID-19.

Answer Yes or No to the following question: *"Did library staff continue to provide services to the public during any portion of the period when the building was physically closed to the public due to the Coronavirus (COVID-19) pandemic?"* Yes

CV03 Electronic Materials Added Due to COVID-19.

Answer Yes or No to the following question: *"Did the library add or increase access to electronic collection materials due to the Coronavirus (COVID-19) pandemic?"* Yes

CV04 Electronic Library Cards Issued Before COVID-19. No

Answer Yes or No to the following

question: "Did the library issue registered user cards electronically before the Coronavirus (COVID-19) pandemic?"
CV05 Electronic Library Cards Issued During COVID-19.

Answer Yes or No to the following question: "Did the library issue registered user cards electronically during the Coronavirus (COVID-19) pandemic?" Yes

CV06 Reference Service During COVID-19.

Answer Yes or No to the following question: "Did the library provide reference service via the Internet or telephone during the Coronavirus (COVID-19) pandemic?" Yes

CV07 Curbside Service During COVID-19.

Answer Yes or No to the following question: "Did the library provide "outside" service for circulation of physical materials at one or more outlets during the Coronavirus (COVID-19) pandemic?" Yes

CV08 Live Virtual Programs During COVID-19.

Answer Yes or No to the following question: "Did the library provide live, virtual programs via the Internet during the Coronavirus (COVID-19) pandemic?" Yes

CV09 Recordings of Program Content During COVID-19. Yes

Answer es or o to the following question: "Did the library create and

provide recordings of programs via the Internet during the Coronavirus (COVID-19) pandemic?"

CV10 External WiFi Access Before COVID-19.

Answer Yes or No to the following question: *"Did the library provide WiFi Internet access to users outside the building at one or more outlets before the Coronavirus (COVID-19) pandemic?"* Yes

CV11 External WiFi Access Added During COVID-19.

Answer Yes or No to the following question: *"Did the library intentionally provide WiFi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?"* No

CV12 External WiFi Access Increased During COVID-19.

Answer Yes or No to the following question: *"Did the library increase access to Wi-Fi Internet access to users outside the building at one or more outlets during the Coronavirus (COVID-19) pandemic?"* No

CV13 Staff Re-Assigned During COVID-19.

Answer Yes or No to the following question: *"Were library staff re-assigned to assist other government agencies, other departments, or nonprofit organizations during the Coronavirus (COVID-19) pandemic?"* No

CV14 Number of Weeks 15
Library Was Closed
Due to COVID-19.

This is the number of weeks during the year that due to the Coronavirus (COVID-19) pandemic, your library building was physically closed and the public could not enter, when it otherwise would have been open.

For multi-outlet library systems, please report for the main or central branch here.

CV15 Number of Weeks
an Outlet Had
Limited Occupancy
Due to COVID-19.

This is the number of weeks during the year that an outlet implemented limited public occupancy practices for in- 0
person services at the library building in response to the Coronavirus (COVID-19) pandemic. *For*

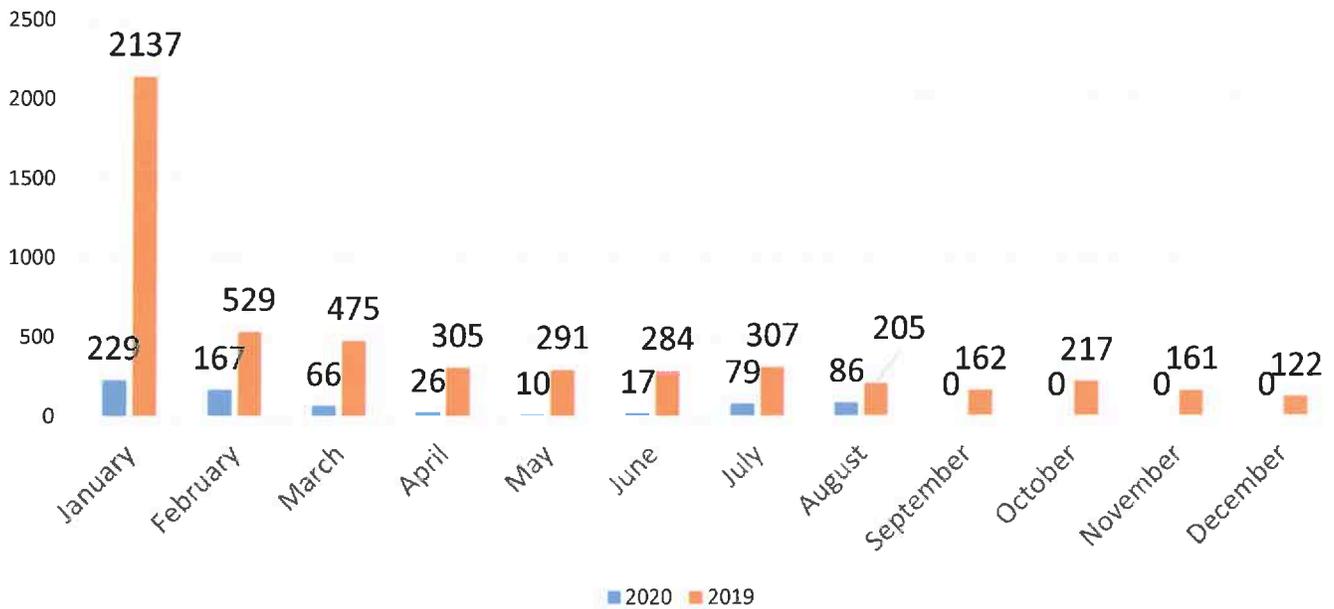
multi-outlet library systems, please report for the main or central branch here.

CV15 Other information
about COVID-19
pandemic?
(optional)

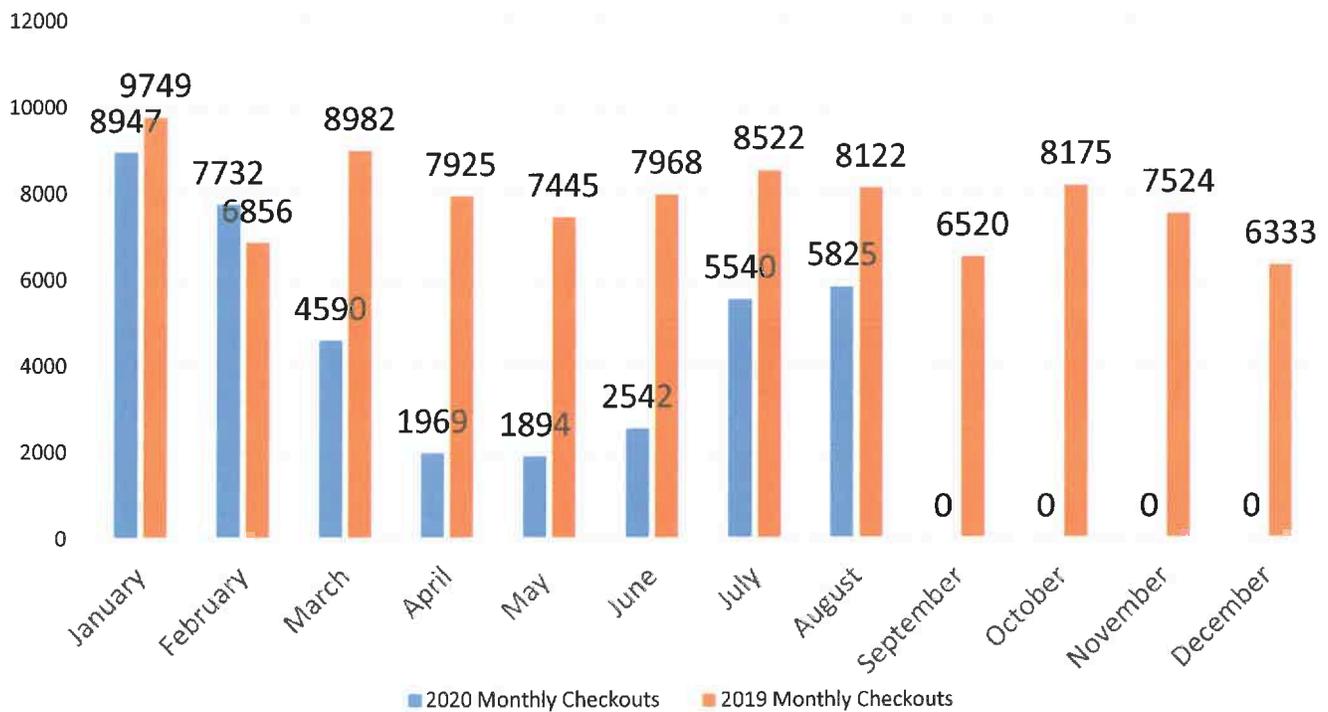
Free text area to provide a narrative (4000 character limit) about your library's experience navigating the COVID-19 pandemic.

Roseburg Public Library began limited occupancy on June 30, 2020, so I did not count that as a week in question CV15.

New Users Monthly Comparison

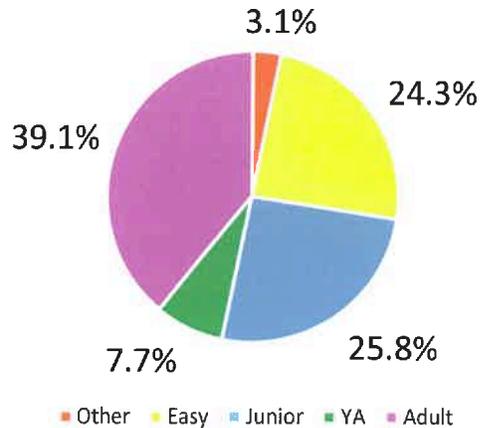


Physical Materials Checkouts



		Other	Easy	Junior	YA	Adult
1 - Unassigned	0	3.1%	24.3%	25.8%	7.7%	39.1%
2 - Adult Audiobook	133	182	1416	1500	449	2278
3 - Adult DVDs	222					
4 - Adult Fiction	860					
5 - Adult Graphic Novel	13					
6 - Adult Nonfiction	465					
7 - Board Book	149					
8 - Book-Disc	7					
9 - Children's Audiobook	42					
10 - Children's DVD	110					
11 - Children's Graphic Novel	3					
12 - Children's Reference	0					
16 - Fantasy	28					
17 - Foreign Language F/NF	5					
19 - Junior Fiction	796					
20 - Junior Graphic Novel	217					
21 - Junior Nonfiction	335					
22 - Large Print	128					
23 - Magazine	33					
25 - Mystery	495					
30 - Oversize	0					
34 - Picture Book	718					
35 - Prof Collection	36					
36 - Reader	503					
37 - Reference	0					
39 - Science Fiction	39					
42 - Western	23					
44 - Young Adult Audiobook	4					
45 - Young Adult DVD	62					
46 - Young Adult Fiction	230					
47 - Young Adult Graphic Novel	124					
48 - Young Adult Nonfiction	29					
OTAP	1					
Off Site	0					
None/On-the-fly	15					
TOTAL	5825					

**August Circulation
by Material Type**



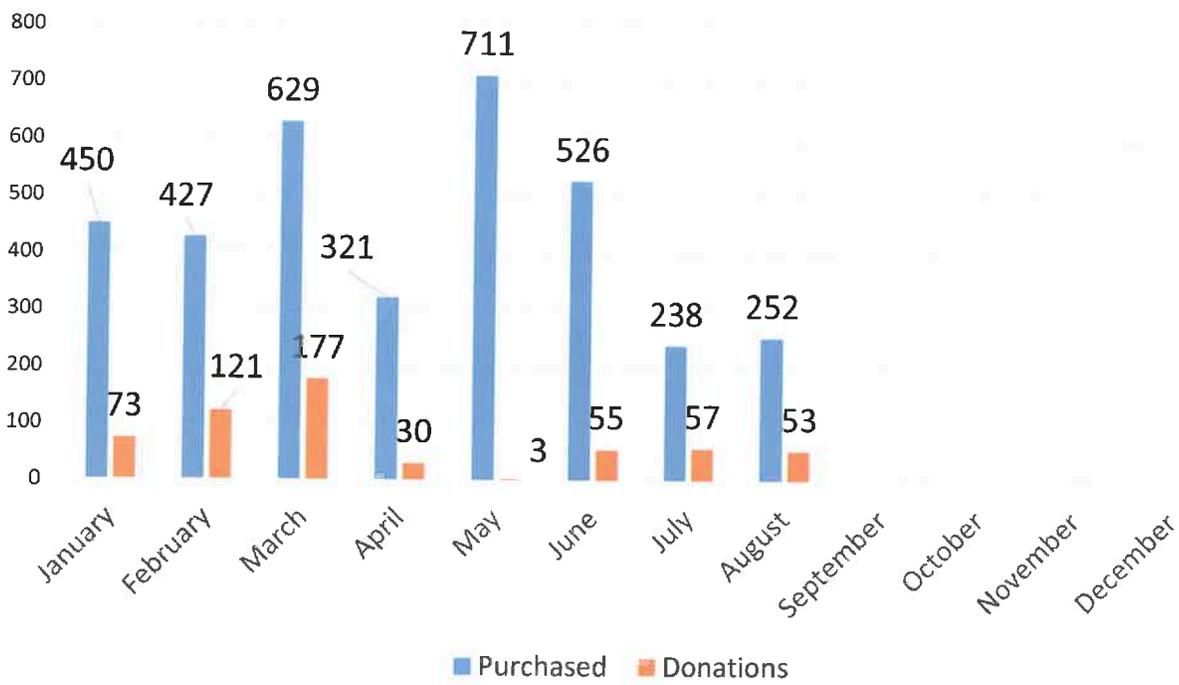
NEW Items Snapshot - September 1, 2020

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	3950	1055	26.71%
Picture Books	532	134	25.19%
Adult Fiction	702	260	37.04%
YA Fiction	166	19	11.45%

Circulation Snapshot - September 1, 2020

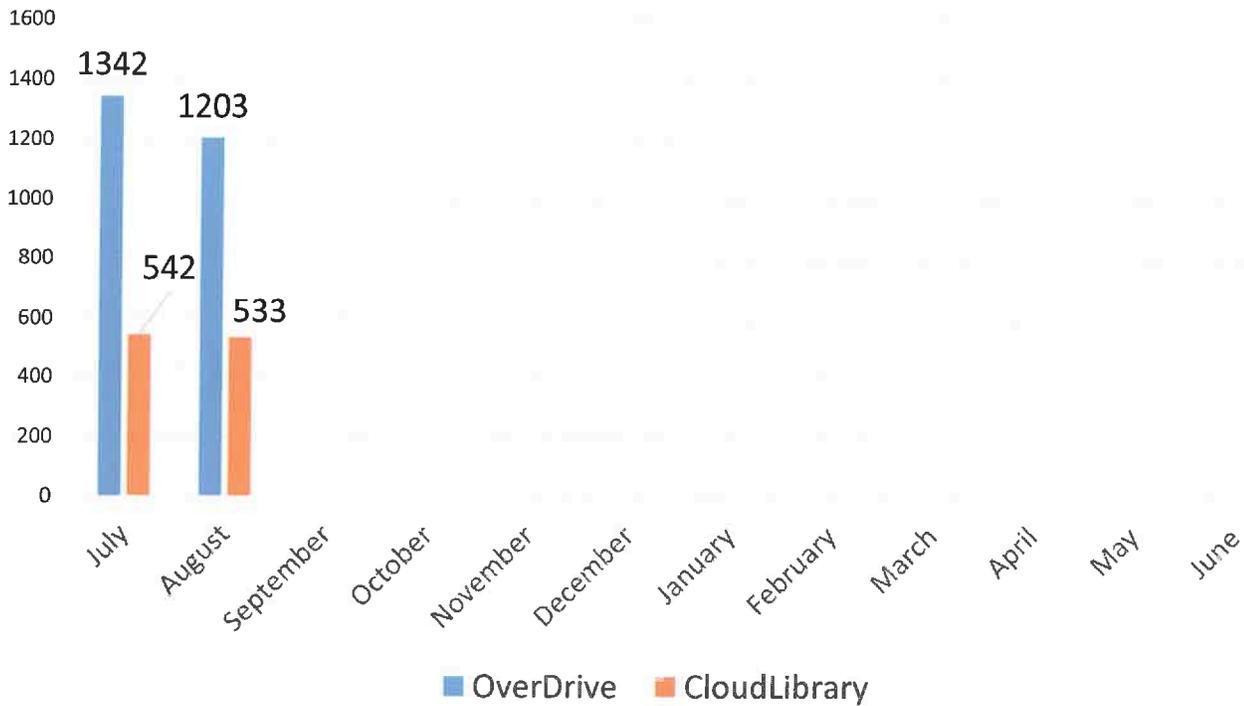
Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1779	2.3	141	7.9
3 - Adult DVDs	2231	2.9	178	8
4 - Adult Fiction	14047	18.4	881	6.3
5 - Adult Graphic Novel	354	0.5	22	6.2
6 - Adult Nonfiction	16051	21	724	4.5
7 - Board Book	380	0.5	142	37.4
8 - Children's CD Book	68	0.1	8	11.8
9 - Children's Audiobook	588	0.8	73	12.4
10 - Children's DVD	689	0.9	112	16.3
11 - Children's Graphic Novel	7	0	3	42.9
12 - Children's Reference	170	0.2	1	0.6
14 - Equipment	9	0	0	0
16 - Fantasy	122	0.2	20	16.4
17 - Foreign Language F/NF	729	1	9	1.2
18 - Govdoc	27	0	0	0
19 - Junior Fiction	4665	6.1	835	17.9
20 - Junior Graphic Novel	820	1.1	172	21
21 - Junior Nonfiction	8111	10.6	403	5
22 - Large Print	1715	2.2	116	6.8
23 - Magazine	2824	3.7	14	0.5
25 - Mystery	5662	7.4	387	6.8
27 - Newspaper	6	0	0	0
30 - Oversize	70	0.1	0	0
34 - Picture Book	4330	5.7	699	16.1
35 - Prof Collection	434	0.6	41	9.4
36 - Reader	1798	2.4	477	26.5
37 - Reference	615	0.8	1	0.2
39 - Science Fiction	1379	1.8	45	3.3
42 - Western	822	1.1	14	1.7
44 - Young Adult Audiobook	221	0.3	18	8.1
45 - Young Adult DVD	369	0.5	48	13
46 - Young Adult Fiction	3274	4.3	351	10.7
47 - Young Adult Graphic Novel	1026	1.3	127	12.4
48 - Young Adult Nonfiction	839	1.1	51	6.1
49 - Young Adult Reference	0	0	0	0
50 - OTAP	264	0.3	16	6.1
51 - Off Site	2	0	0	0
Total	76497		6129	8

Items Added

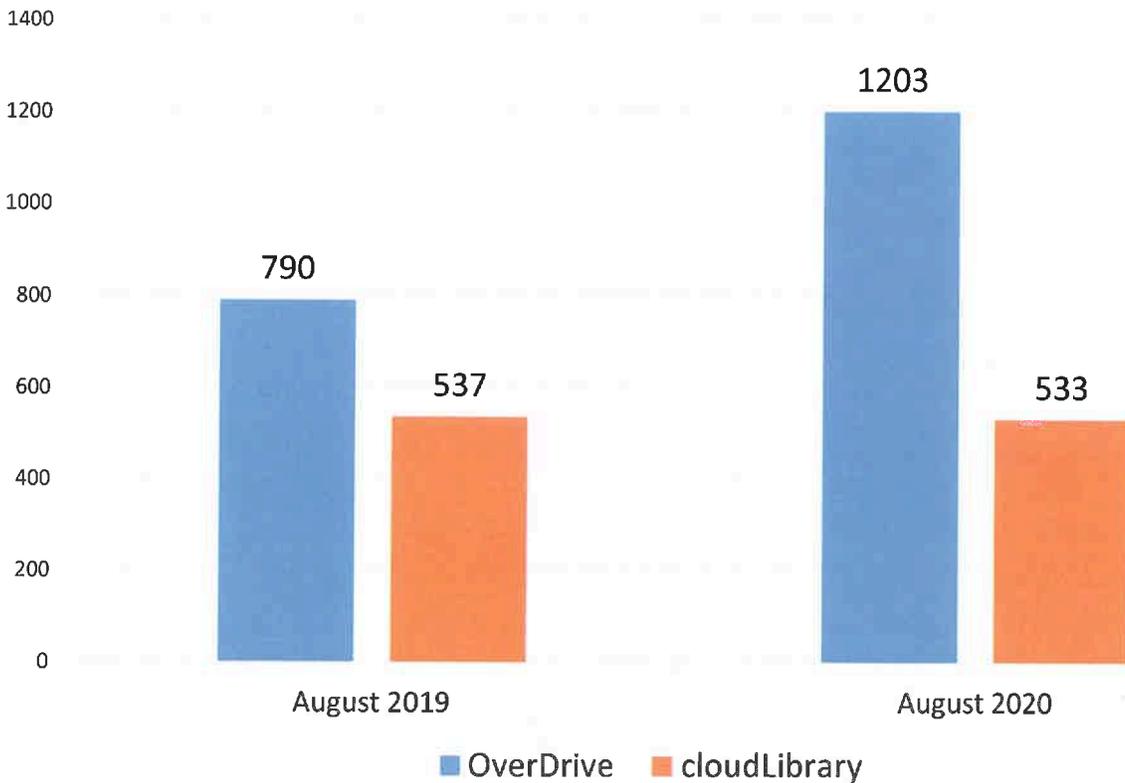


Total value added to collection
August - \$6125.68

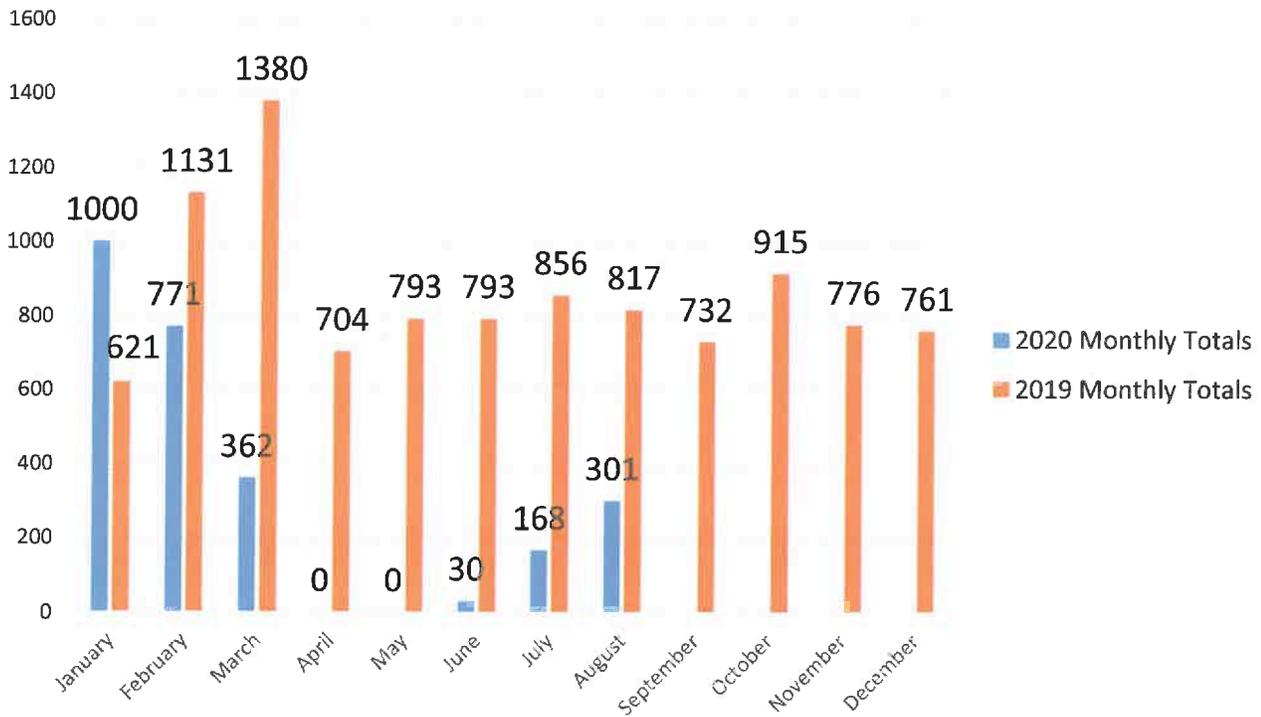
FY 2020-2021 OverDrive & cloudLibrary Circulation



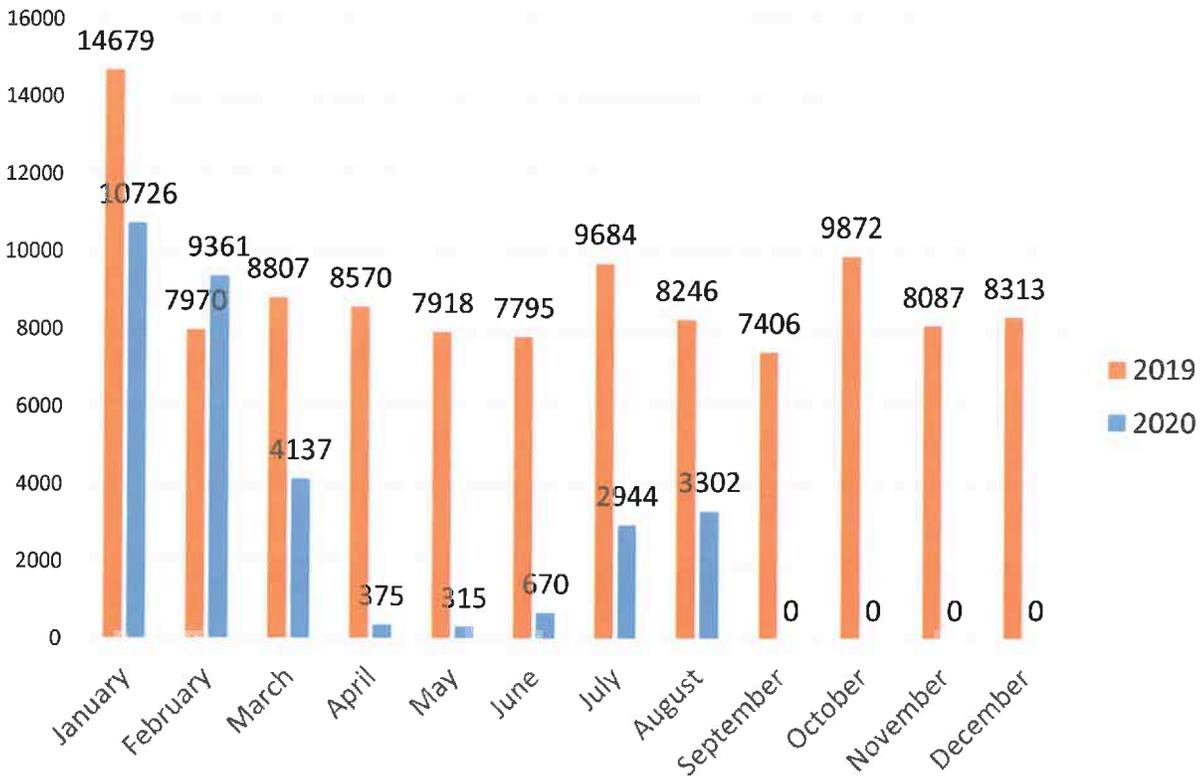
Ebooks Monthly Comparison



2020 VS 2019 Monthly Total Computer Sessions

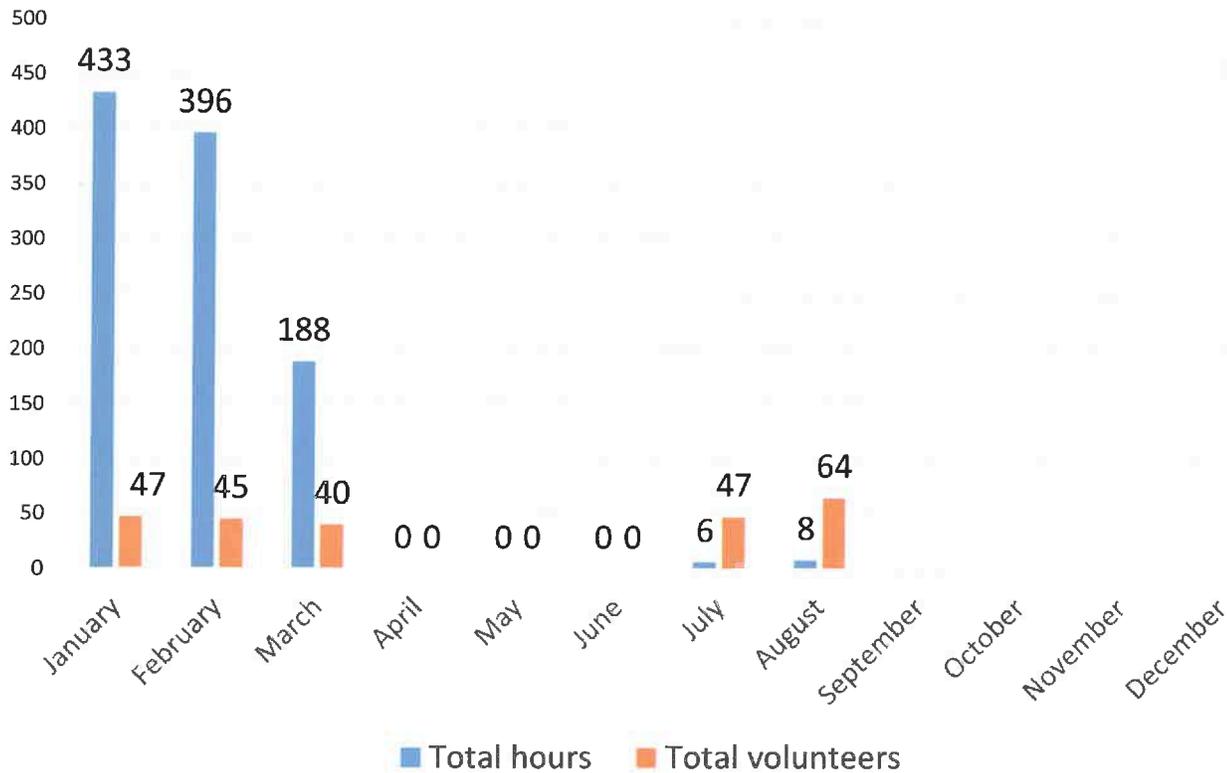


2019 VS 2020 Monthly Door Count Comparison



Library Card Sponsorship Program
Number of cards issued FY 2020-2021 – 16

Volunteer Contribution



Children's In-Person Programs

Date	Program	Attendance	Partner (if applicable)
8/6/2020	Lunchbox Express	54	
8/13/2020	Lunchbox Express	52	
8/20/2020	Lunchbox Express	85	
TOTAL		363	

Children's Virtual Programs

Date	Name	Live/Streaming Program	Recorded Program	One-Minute Views at 24-Hour Mark/Attendance
7/1/2020	Storytime		x	7
7/4/2020	4th of July Story		x	4
7/8/2020	Storytime		x	4
7/14/2020	Steve Chaney Ventriloquism		x	3
7/15/2020	Storytime	X		12
7/22/2020	Storytime	X		13

7/29/2020	Storytime	X		9
7/31/2020	Tonks Concert		x	4
8/4/2020	MNCH Video		x	4
8/5/2020	storytime	X		17
8/12/2020	Storytime		x	6
8/19/2020	Storytime	X		7
8/26/2020	Storytime		x	5

Teen Programs

Date	Program Name	Attendance	Partner (if applicable)
	No teen programs		
	TOTAL	0	

Adult In-Person Programs

Date	Program Name	Attendance	Partner (if applicable)
8/25/2020	Silent Book Group	3	
	TOTAL	3	

Adult Virtual Programs

Date	Name	Live/Streaming Program	Recorded Program	One-Minute Views at 24-Hour Mark/Attendance
7/28/2020	Virtual Book Group	x		4