



**ROSEBURG LIBRARY COMMISSION AGENDA  
TUESDAY, NOVEMBER 16, 2021**

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

**Electronic Meeting**

**Public Access: Facebook Live at [www.Facebook.com/CityofRoseburg](https://www.Facebook.com/CityofRoseburg)**

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**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. October 19, 2021

**AUDIENCE PARTICIPATION** — Comments can be provided via email to the Commission at [kwiley@cityofroseburg.org](mailto:kwiley@cityofroseburg.org) or hand delivered to City Hall, 900 SE Douglas Avenue in Roseburg, prior to **1:00 p.m. on Tuesday, November 16, 2021**. 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:** December 21, 2021

**VI. INFORMATIONAL**

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

**VII. ADJOURNMENT**

**CITY OF ROSEBURG  
LIBRARY COMMISSION MEETING MINUTES  
October 19, 2021**

**CALL TO ORDER:**

Commissioner Mandy Elder called the regular meeting of the Roseburg Library Commission to order at 4:01 p.m. on October 19, 2021, electronically via Zoom in Roseburg, Oregon.

**ROLL CALL:**

Present: Commissioners Mandy Elder, Marcy Tassano, Theresa Lundy, Kelly Peter and Juliet Rutter

Absent: Chair Andrea Zielinski and Commissioner Francesca Guyer

Attending Staff: Library Director Kris Wiley, City Manager Nikki Messenger, Assistant City Manager/City Recorder Amy Sowa, Youth Services Librarian Aurora Ropp and UCAN AmeriCorps Member Lydia Rathe

Others Present: None

**APPROVAL OF MINUTES:**

Commissioner Tassano moved to approve the September 21, 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.

**DISCUSSION ITEM:**

Director Wiley presented the Circulation Policy update. She stated the original policy was reviewed by the Library Commission and adopted by the City Council on September 24, 2018. It included information about selection and withdrawal of library materials and the procedure for reconsideration of library materials.

At this time, there are two items for the Library Commission to discuss.

First, staff asks the Library Commission to consider limiting the number of holds on DVDs that can be placed by resident and non-resident cardholders. The policy currently allows up to 25 holds at one time regardless of material type. However, these patrons are allowed a maximum of five DVD checkouts at one time because of the limited number of items in the collection and because of the shortened checkout time of one week. Making this change would align the holds limit with the checkout limit.

Second, when the library transitioned to drive-up pickup services, staff changed a setting in the catalog system that allowed student and transitional cardholders to place items on hold, simplifying the pickup process. Previously, patrons with these types of cards were unable to place holds.

Staff asks the Library Commission to consider a permanent change to the Circulation Policy that allows student cardholders to place up to 10 items, including one DVD, on hold



simultaneously. This equals the number of checkouts allowed at one time. Staff believes making this change will have minimal effect on the availability of materials for City of Roseburg residents and will facilitate student use of the library.

Staff recommends no change for transitional cards; they intend to disallow holds for these cards when the library building reopens. Transitional cards are issued to residents of the City of Roseburg without a permanent address.

If the Library Commission approves of the changes, the Circulation Policy will be presented to the City Council for final approval.

There was discussion of the policy update. In answer to a question from Commissioner Peter, Director Wiley confirmed the library's catalog system has the capability to set different holds limits for different types of materials.

In answer to a question from Commissioner Tassano, Director Wiley clarified that the transitional card will remain a component of services when the library reopens.

In answer to a question from Commissioner Elder, Director Wiley clarified that before drive-up services were implemented, transitional cardholders were not able to place holds on materials.

Commissioner Rutter clarified that the issue the Commission is considering is to allow student cardholders to place holds when the library reopens. Director Wiley agreed.

Commissioner Rutter stated they favor policy reflecting practice with regard to the first issue. They also stated they support students being as successful as possible, and allowing them to place holds makes sense.

Commissioner Tassano moved that the Library Commission recommend that the City Council approve the updated Circulation Policy. The motion was seconded by Commissioner Lundy 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 the Library will hold a book sale the first weekend in December depending on COVID numbers and whether the library is open. She is working on logistics to accommodate a large number of interested buyers within room capacity limitations. Commissioner Peter stated she saw a library expand its book sale throughout the building, not just in meeting room space.

### **NEXT MEETING DATE:**

Tuesday, November 16, 2021, at 4:00 p.m.

### **INFORMATIONAL:**

#### **Monthly Statistics**

Director Wiley presented the monthly statistics. She noted staff has been purchasing more items because fall is the major publishing season and because the library received two sizable



monetary donations. Checkouts of physical materials have declined because the library building is closed; however, checkouts of digital books and audiobooks remain steady.

Director Wiley stated program statistics will look a bit different because the State Library of Oregon has changed the information it requires for the annual report.

### **Fall Programming**

Ms. Rathe reported the library will partner with Umpqua Watersheds to host Professor Ed Jensen, author of "Trees to Know," on November 4 at 6:30 p.m. Professor Jensen will discuss identifying trees in general, teach how to use the keys from the book, provide a general overview of Pacific Northwest forests, talk about the effects of climate change, and finish with a Q&A session.

On November 16 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.

Ms. Rathe stated she is working on programming for next year, including Pat Sherman, author of "American Tapestry," Les Zaitz, who reported on the Rajneesh in the 1980s, and Oregon State University Press authors.

Librarian Ropp reported online storytimes restarted this month with weekly storytimes featuring her, musical storytimes once a month with Dr. Mark Breckenridge, and Spanish storytimes twice a month with Julia Masner. There are grab-and-go craft kits every other week. There will be a children's Winter Reading Program.

### **Renovations Update**

Director Wiley reported the mural was reprinted by FCC Commercial Furniture because of an error in the file, and The Sign Factory staff should be installing it in the next couple of weeks.

### **Grants Update**

Director Wiley reported the library received a \$40,000 grant from the Whipple Foundation for collection materials and equipment to create a research station. This will include a new microfilm machine, flatbed scanner, computer, and printer. The station will allow patrons to digitize negatives, slides, photographs, and documents as well as digitize and print information from the historical newspapers on microfilm. Director Wiley stated she will teach classes for the public on using the equipment, and she will train staff to assist patrons.

Director Wiley reported she will submit the final report to the State Library of Oregon for the ARPA funding received to install the assistive listening system this week.

Director Wiley reported staff is spending the last of the funds received from the Oregon Community Foundation this summer. Because of cost and difficulty with installation, the vehicle wrap design is being revised to a partial wrap that will maintain the spirit of the design the Library Commission approved. Library staff now has branded T-shirts and jackets. Youth services staff has increased the number of grab-and-go craft kits, and nearly 100 will be delivered every other week to the YMCA, the Boys and Girls Club, and the Cow Creek Band of Umpqua Tribe of Indians.

There was discussion about printing library T-shirts for the public to purchase. Staff will gauge interest from patrons before proceeding.

### **Library Operations Update**

Director Wiley reported library and City staff are beginning the conversation about the metrics we will use to reopen the library.

### **Other**

Commission Rutter asked for details about the program statistics that are collected for the annual report. Director Wiley stated the State Library of Oregon is asking libraries to report attendance at live events, either in person or electronically through a platform such as Facebook Live. Libraries also now will report the number of people who viewed taped events for at least one minute over the first seven days the event is posted online.

### **ADJOURNMENT:**

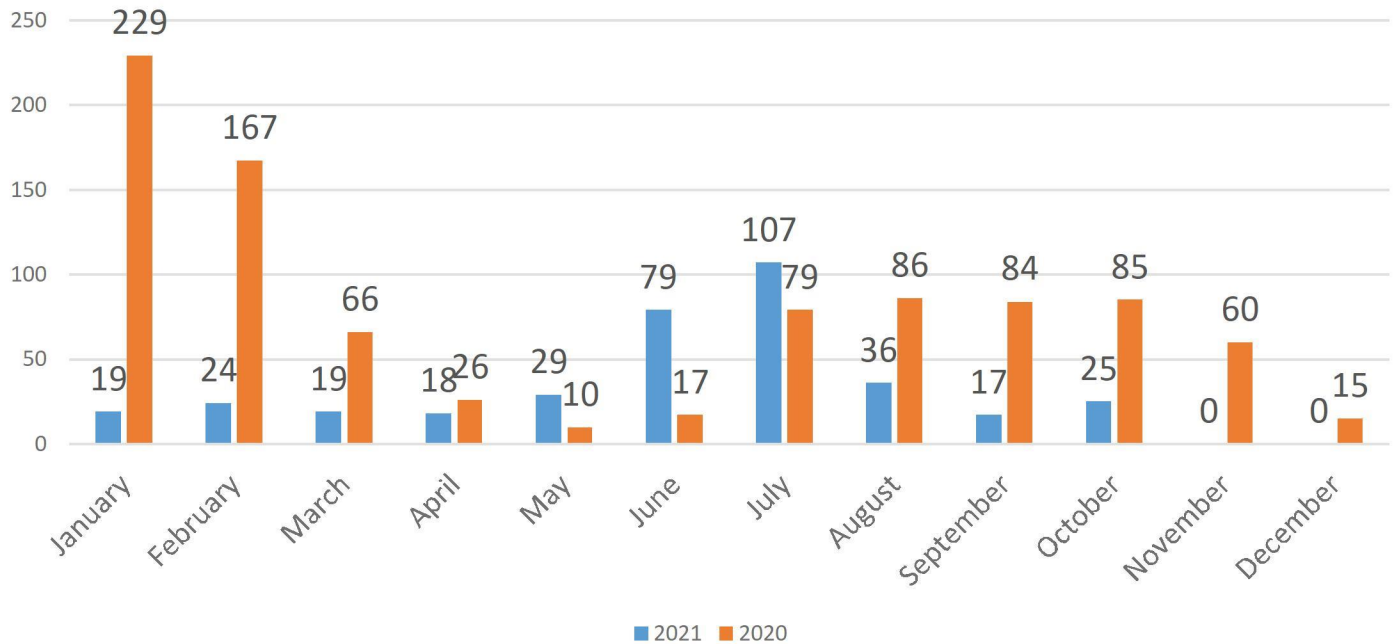
The meeting adjourned at 4:28 p.m. The next meeting is scheduled for Tuesday, November 16, 2021, at 4:00 p.m.

Respectfully submitted,

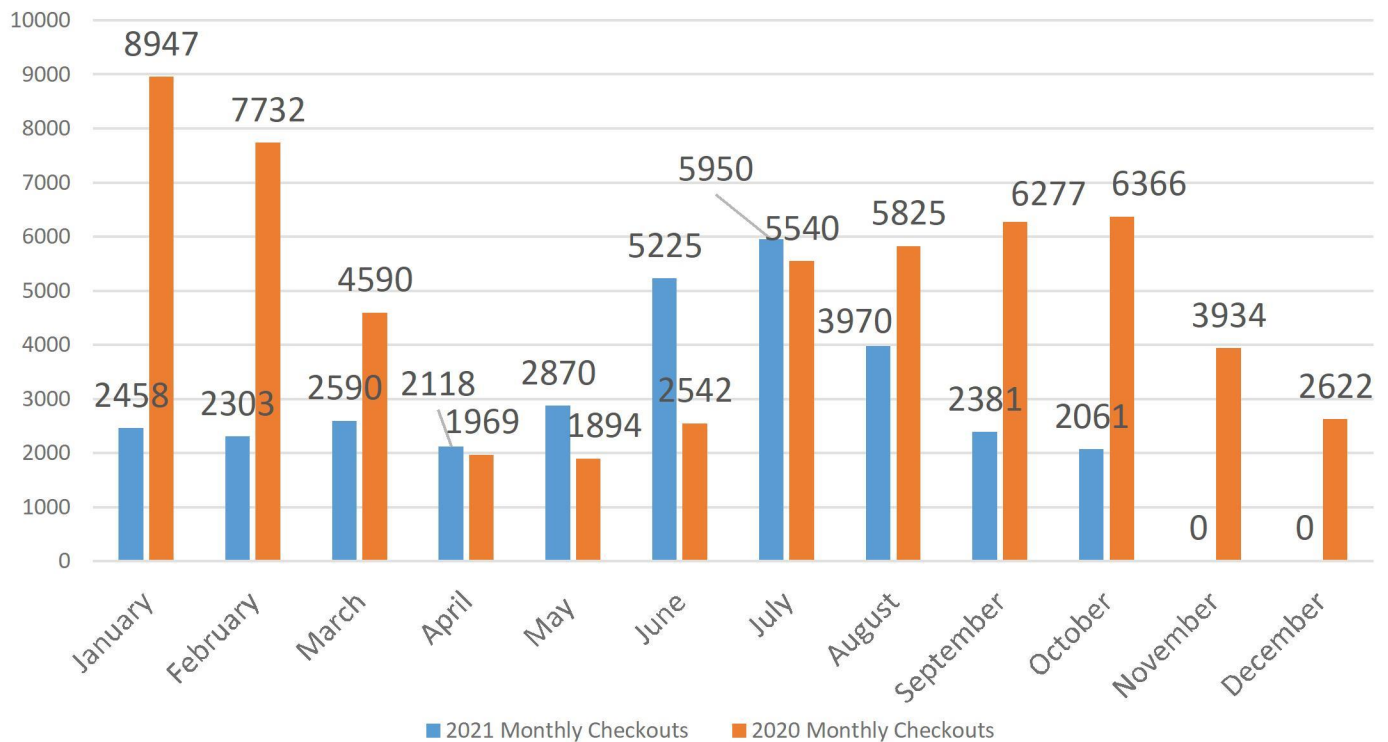
*Kristen L. Wiley*

Kris Wiley, Library Director

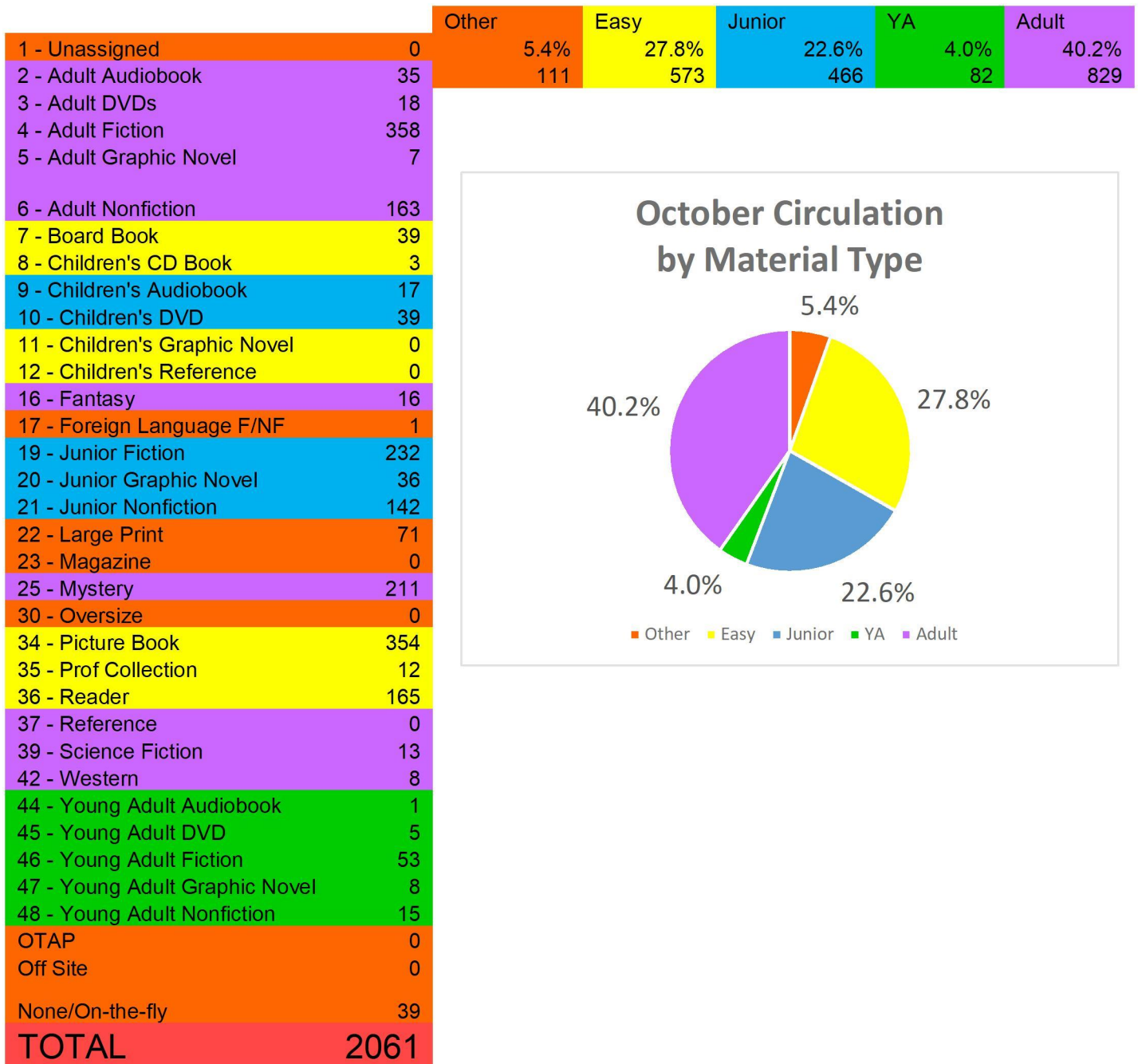
## New Users Monthly Comparison



## Physical Materials Checkouts







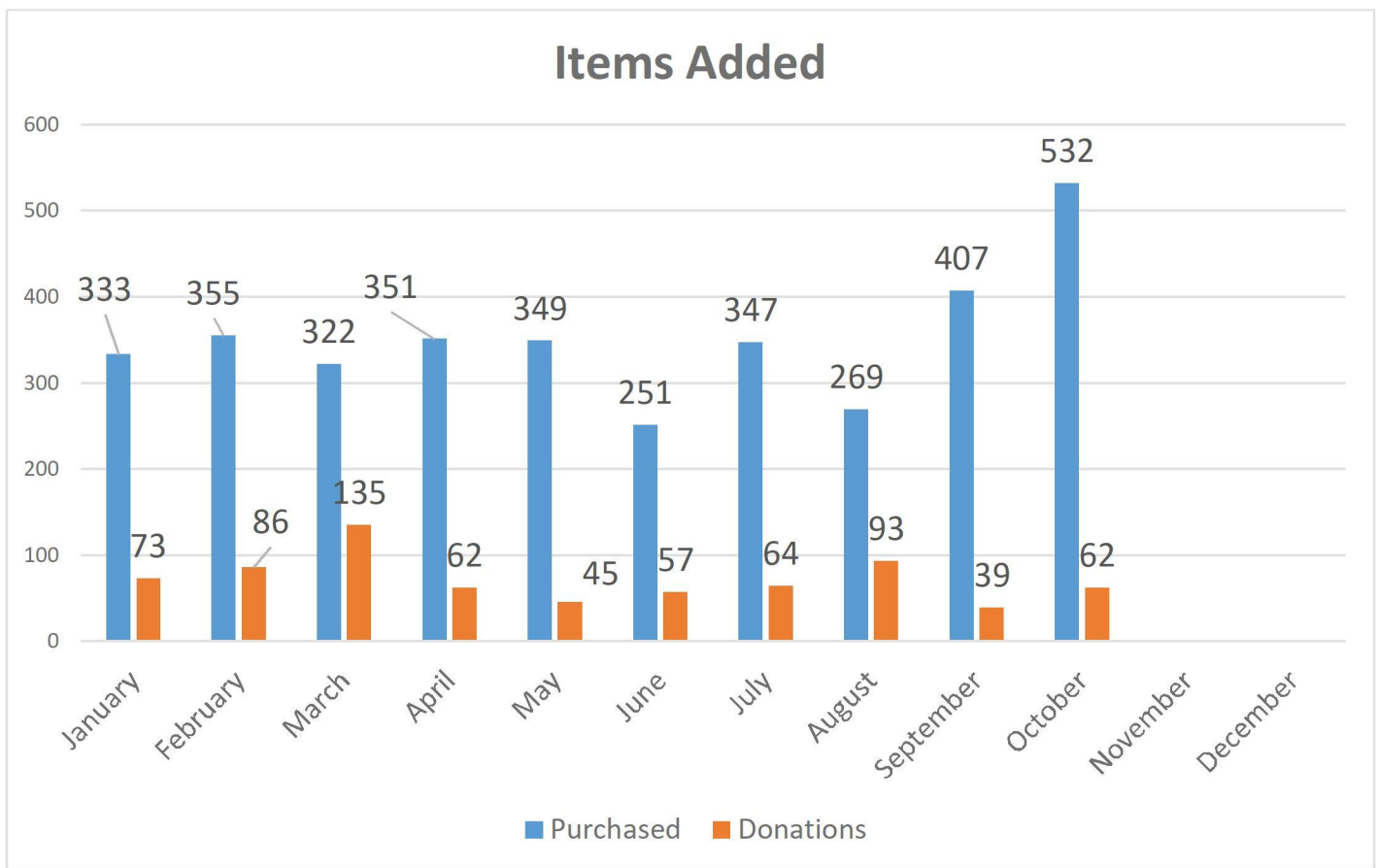
## NEW Items Snapshot - November 6, 2021

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	3336	304	9.11%
Picture Books	502	41	8.17%
Adult Fiction	697	98	14.06%
Junior Fiction	252	14	5.56%
YA Fiction	146	10	6.85%

# Circulation Snapshot - November 6, 2021

Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1725	2.2	25	1.4
3 - Adult DVDs	2056	2.6	24	1.2
4 - Adult Fiction	14255	18.2	348	2.4
5 - Adult Graphic Novel	367	0.5	12	3.3
6 - Adult Nonfiction	15748	20.1	262	1.7
7 - Board Book	517	0.7	68	13.2
8 - Children's CD Book	116	0.1	3	2.6
9 - Children's Audiobook	642	0.8	24	3.7
10 - Children's DVD	748	1	48	6.4
11 - Children's Graphic Novel	5	0	1	20
12 - Children's Reference	178	0.2	0	0
14 - Equipment	9	0	0	0
16 - Fantasy	167	0.2	13	7.8
17 - Foreign Language F/NF	770	1	12	1.6
18 - Govdoc	27	0	0	0
19 - Junior Fiction	4653	5.9	364	7.8
20 - Junior Graphic Novel	1067	1.4	50	4.7
21 - Junior Nonfiction	8521	10.9	205	2.4
22 - Large Print	1772	2.3	84	4.7
23 - Magazine	3112	4	4	0.1
25 - Mystery	6021	7.7	200	3.3
27 - Newspaper	6	0	0	0
30 - Oversize	52	0.1	1	1.9
34 - Picture Book	4929	6.3	353	7.2
35 - Prof Collection	322	0.4	18	5.6
36 - Reader	1990	2.5	192	9.6
37 - Reference	510	0.7	0	0
39 - Science Fiction	1304	1.7	24	1.8
42 - Western	800	1	11	1.4
44 - Young Adult Audiobook	263	0.3	3	1.1
45 - Young Adult DVD	388	0.5	8	2.1
46 - Young Adult Fiction	2956	3.8	149	5
47 - Young Adult Graphic Novel	1132	1.4	33	2.9
48 - Young Adult Nonfiction	873	1.1	25	2.9
49 - Young Adult Reference	0	0	0	0
50 - OTAP	264	0.3	4	1.5
51 - Off Site	1	0	0	0
Total	78266		2568	3.3

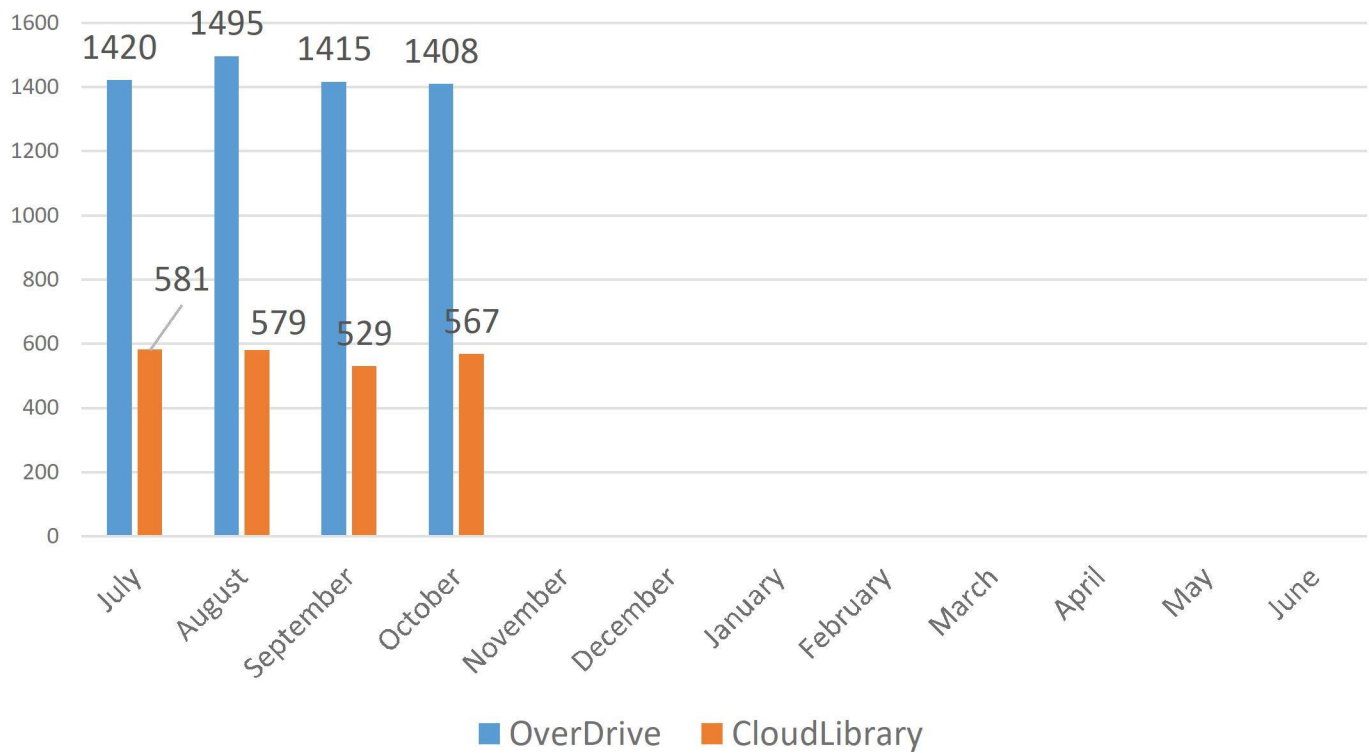




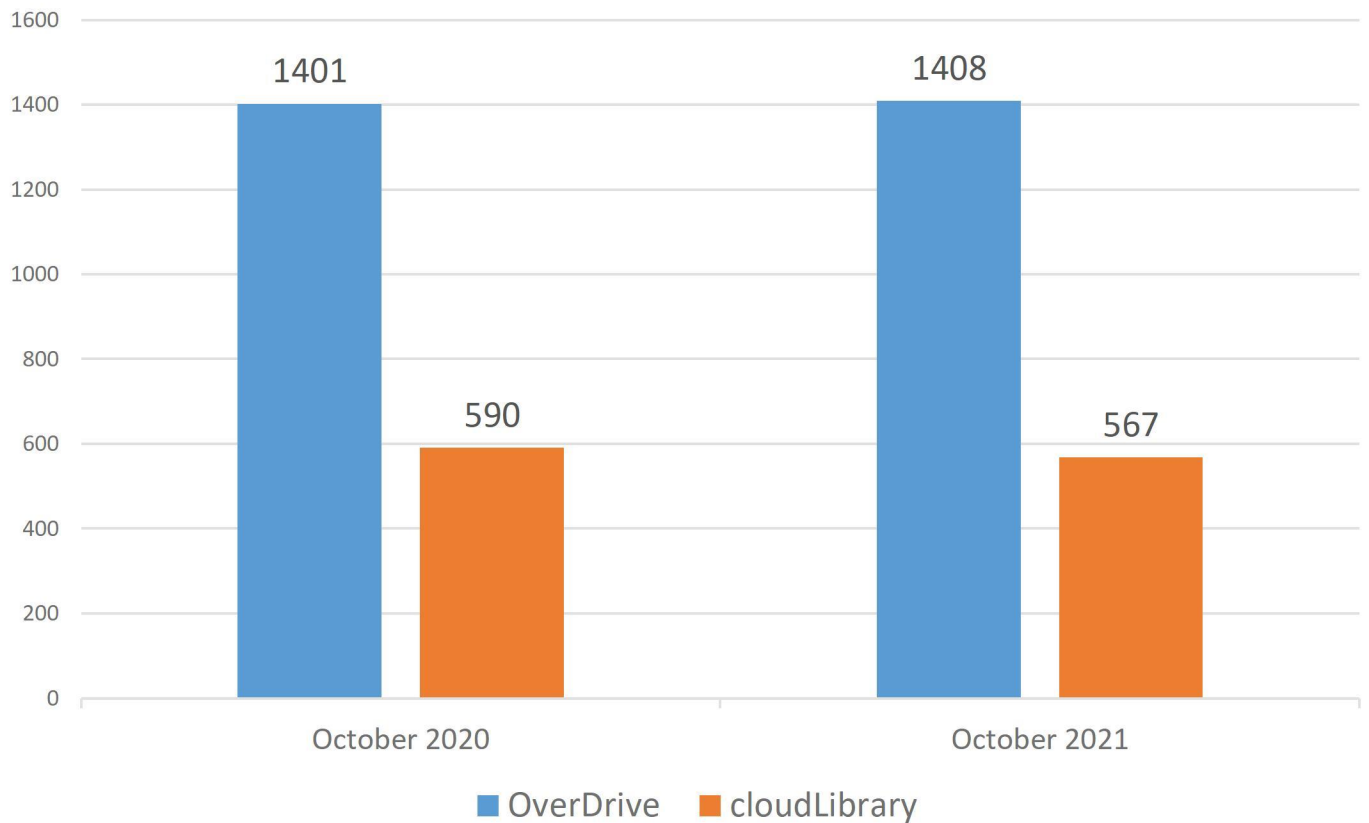
Total value added to collection  
October 2021 - \$11,788.22

Library Card Sponsorship Program  
Number of cards issued FY 2021-2022 – 15

## FY 2021-2022 OverDrive & cloudLibrary Circulation



## Ebooks Monthly Comparison



## Live Adult Programs

Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
10/26/2021	Online Book Group	9			x
<b>TOTAL</b>		<b>9</b>			

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
10/6/2021	Storytime		6
10/13/2021	Storytime		7
10/14/2021	Spanish Storytime		9
10/20/2021	Storytime		5
10/27/2021	Storytime		10
10/28/2021	Spanish Storytime		9
10/30/2021	Musical Storytime		34
<b>TOTAL</b>			<b>80</b>