

ROSEBURG LIBRARY COMMISSION AGENDA TUESDAY, SEPTEMBER 20, 2022



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:

Marcy Tassano

Mandy Elder

Francesca Guyer

Theresa Lundy

Kelly Peter

Juliet Rutter

III. APPROVAL OF MINUTES

A. July 19, 2022

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, September 20, 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:** October 18, 2022
- VI. INFORMATIONAL
 - A. Presentation 2022 Summer Reading Program
 - B. Presentation 2022 Annual Report to State Library
 - a. Link to 2022 draft report
 - b. Link to 2021 final report
 - C. Monthly Statistics
 - D. Programming
 - E. Staffing Update
 - F. Grants Update

VII. 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 July 19, 2022

CALL TO ORDER:

Commissioner Elder called the regular meeting of the Roseburg Library Commission to order at 4:00 p.m. on July 19, 2022, in the Deer Creek Room at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon and electronically via Zoom.

ROLL CALL:

Present: Commissioners Mandy Elder, Marcy Tassano, Theresa Lundy, Kelly Peter.

Francesca Guyer (4:05 p.m.) and Juliet Rutter (4:17 p.m.)

Absent: Chair Andrea Zielinski

Attending Staff: Library Director Kris Wiley, Youth Services Librarian Aurora Ropp and

Management Staff Assistant Autumn David

Others Present: None

APPROVAL OF MINUTES:

Commissioner Tassano moved to approve the June 21, 2022, minutes. The motion was seconded by Commissioner Lundy and approved with the following vote: Commissioners Elder, Tassano, Lundy and Peter voted yes. No one voted no.

DISCUSSION ITEM

Director Wiley presented the Circulation Policy update. She stated the policy was reviewed by the Library Commission and adopted by the City Council on September 24, 2018, and updated and reviewed by the Library Commission and adopted by the City Council on November 8, 2021.

At this time, there are several proposed revisions for the Library Commission to consider that will provide clarity for cardholders and their parents or guardians, establish circulation limits on electronic materials, provide staff with the authority to suspend or revoke borrowing privileges for violations not explicitly covered by the policy, and provide an appeal process for cardholders whose borrowing privileges have been suspended or revoked.

Director Wiley explained all of the proposed revisions and stated that the City Council has final approval of the amended Circulation Policy.

A discussion ensued around the monthly checkout limit for digital items. Director Wiley stated she prints a report and must manually go in and suspend digital checkouts when a patron has reached the monthly limit. She added the cloudLibrary platform does not allow a cutoff based on a checkout limit. Peter suggested submitting a development request to cloudLibrary.

In response to Commissioner Elder, Director Wiley stated patrons who reach the monthly electronic checkout limit are suspended from checking out additional electronic materials; however, they can still check out physical items as long as their library card is in good standing.

Commissioner Tassano moved that the Library Commission recommend the City Council approve the updated Circulation Policy. The motion was seconded by Commissioner Guyer and approved with the following vote: Commissioners Elder, Tassano, Lundy, Peter and Guyer voted yes. No one voted no.

BUSINESS FROM THE COMMISSION:

Commissioner Tassano reported the Friends of the Library was recently listed as a qualified non-profit organization through the Oregon Cultural Trust. This provides significant tax advantages to those who donate to the program. The Friends of the Library website will include a link to the Oregon Cultural Trust webpage.

NEXT MEETING DATE:

Tuesday, August 16, 2022, at 4:00 p.m. This will be a hybrid meeting.

INFORMATIONAL:

Monthly Statistics

Director Wiley presented the monthly statistics. She reported July's circulation of physical materials was 7,187, the first time the library exceeded 7,000 since February 2020. As expected, because of the Summer Reading Program, circulation of youth titles has increased, with Children's Room materials accounting for 26.4 percent, junior materials accounting for 24.9 percent, and teen materials accounting for 8.1 percent of physical checkouts.

Director Wiley noted the percentage of items checked out on July 7 was 7.2 percent. This statistic continues to improve. She added the door count of 5,113 was the highest since February 2020.

Director Wiley noted 106 sponsorships were issued in the fiscal year 2022. At this time, there are enough donations to issue 48 sponsorships. Sponsorships are issued on a first-come, first-served basis; both new cards and renewals are issued using sponsorships.

Library staff delivered many programs in June, and the statistics are shown based on the State Library of Oregon's annual report requirements. Director Wiley stated the State Library's annual report platform is open, and our statistics are due October 31.

Lunchbox Express has shown a significant increase; library staff are making connections with students and handing out free books and prizes weekly. The books were purchased with funds donated through the Friends of the Library as well as grant funds from the Oregon Association of Education Service Districts and the Roundhouse Foundation; they are new and contemporary and have been a huge hit.

Summer Reading Program

Director Wiley reported the Summer Reading Program for adults is going well with many adults taking the reading log. The weekly survey generates 15 to 20 responses.

Director Wiley reported she has been out to Fullerton IV each week to hand out free books and prizes to students.

Librarian Ropp reported in addition to her following the Lunchbox Express, staff has been going out to four different elementary schools each week to provide free books, craft kits, and summer reading logs. Staff has received many positive comments about the program and the quality of prizes.

Librarian Ropp reported she continues to provide in-person storytime on Wednesdays and a craft activity on Fridays at Stewart Park, and there is an activity at the library on Saturdays. There has been a slow response, but attendance is increasing. She added that two sets of tickets were given away to a Eugene Emeralds baseball game. Children who submitted their first reading log by July 5 were entered into the drawing.

Upcoming programs include Kids Safety Day at Costco on July 23 and Harry Potter Day at the Library on July 30.

Director Wiley reported that the library was to provide the pre-movie entertainment for two of the four Movies in the Park presented by the City of Roseburg Parks and Recreation. The movies were cancelled due to weather and have since been rescheduled. Library staff will now provide pre-movie entertainment on Friday, August 5. She added that the movie the last Friday in June did take place; however, the entertainment cancelled. The library stepped in and provided the pre-movie entertainment.

Commissioner Tassano thanked Director Wiley and Librarian Ropp for the hard work they put into these programs.

In response to Commissioner Guyer, Librarian Ropp reported storytime at Stewart Park will run through August 17; there are five more throughout the summer, and they take place each Wednesday at 10:30 a.m.

Programming

Director Wiley reported the Chicanx Literature Series has been well received. The final session is Thursday, August 11 from 6:30-8 p.m. on Zoom. The reading material is available at the library front desk. UCAN AmeriCorps participant Lydia Rathe has scheduled several programs for the fall, and the library's book discussion groups meet monthly. The schedule is available on the library's website at www.roseburgpubliclibrary.org.

Librarian Ropp plans to take a break from programming in September and return with weekly storytime in October. She added staff intends to resume Girls Who Code in the fall and will continue to have a teen program once or twice a month, as well as additional elementary programs.

Library Wiley reported library staff reached out to the Horizons Foster Care Education program, and all children received a free book, reading log, and craft kit. Staff will reach out two more times throughout the summer and provide free books, crafts, and Summer Reading Program materials.

In response to Commissioner Tassano, Director Wiley stated that Rathe is finishing her last two weeks with the library; the continuation of the Maker Space will be contingent on if the library recruits a new AmeriCorps participant. She added the City currently is recruiting for the position.

Commissioner Tassano questioned if the library received funds from the County Commissioners. Director Wiley stated funds were received, but there is no plan on how or when the funds will be used; that will be determined based on if we recruit an AmeriCorps member.

Grants Update

Director Wiley reported the State Library of Oregon's Ready to Read grant is due in August. The library will again apply for funding to hire a temporary Summer Reading Program Aide. Staff intends to apply to Roundhouse Foundation for 2023 Summer Reading Program support.

In response to Commissioner Tassano, Director Wiley reported she has a grant report to write to The Ford Family Foundation for the Dolly Parton Imagination Library. Participants are holding steady at around 1,100.

Commissioner Guyer applauded library staff on the amount of programming offered throughout the year.

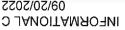
ADJOURNMENT:

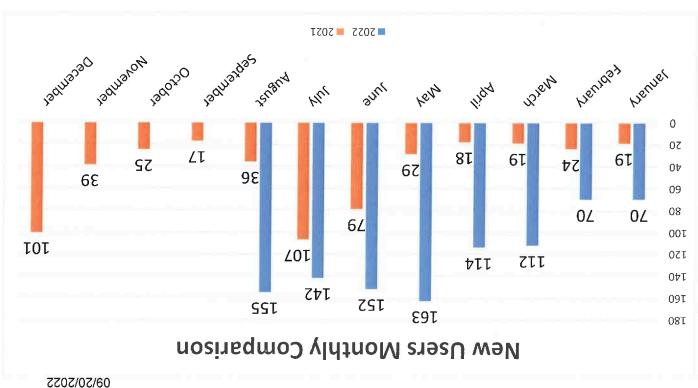
The meeting adjourned at 4:38 p.m. The next meeting is scheduled for Tuesday, August 16, 2022, at 4:00 p.m.

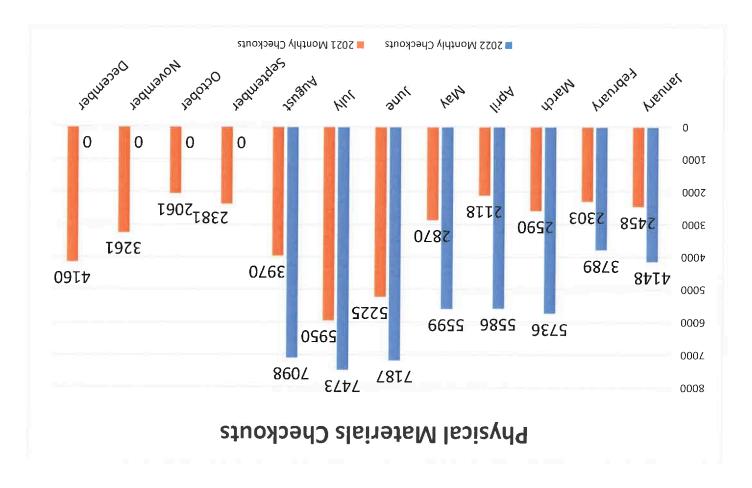
Respectfully submitted,

autumn David

Autumn David, Management Staff Assistant

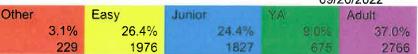


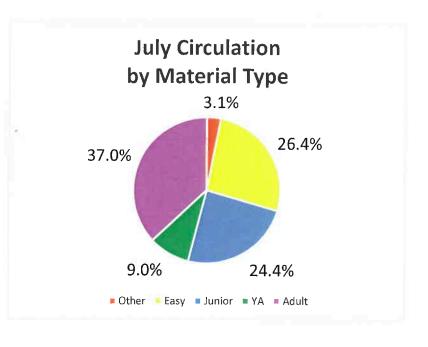




INFORMATIONAL C 09/20/2022

4 Unaccionad	
1 - Unassigned	0
2 - Adult Audiobook	150
3 - Adult DVDs	223
4 - Adult Fiction	1035
5 - Adult Graphic Novel	7
6 - Adult Nonfiction	575
7 - Board Book	185
8 - Children's CD Book	19
9 - Children's Audiobook	44
10 - Children's DVD	179
11 - Children's Graphic Novel	0
12 - Children's Reference	0
16 - Fantasy	30
17 - Other Language F/NF	27
19 - Junior Fiction	780
20 - Junior Graphic Novel	408
21 - Junior Nonfiction	416
22 - Large Print	149
23 - Magazine	29
25 - Mystery	623
30 - Oversize	0
34 - Picture Book	1180
35 - Prof Collection	36
36 - Reader	556
37 - Reference	0
39 - Science Fiction	61
42 - Western	62
44 - Young Adult Audiobook	
45 - Young Adult DVD	60
46 - Young Adult Fiction	249
47 - Young Adult Graphic Novel	337
48 - Young Adult Nonfiction	28
OTAP	1
Off Site	0
None/On-the-fly	23
TOTAL	7473





INFORMATIONAL C 09/20/2022

8.2%

Adult

38.3%

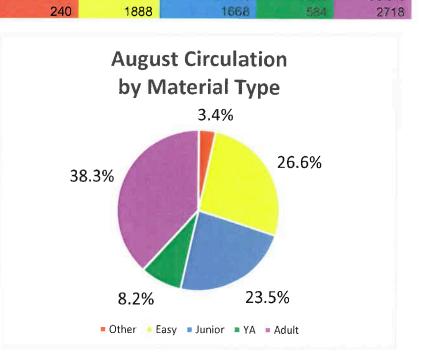
	102
1 - Unassigned	0
2 - Adult Audiobook	142
3 - Adult DVDs	276
4 - Adult Fiction	1057
5 - Adult Graphic Novel	25
6 - Adult Nonfiction	518
7 - Board Book	155
8 - Children's CD Book	18
9 - Children's Audiobook	72
10 - Children's DVD	189
14 - Equipment	2
11 - Children's Graphic Novel	1
12 - Children's Reference	0
16 - Fantasy	31
17 - Other Language F/NF	29
19 - Junior Fiction	711
20 - Junior Graphic Novel	319
21 - Junior Nonfiction	377
22 - Large Print	143
23 - Magazine	34
25 - Mystery	569
30 - Oversize	1
34 - Picture Book	1184
35 - Prof Collection	38
36 - Reader	492
37 - Reference	0
39 - Science Fiction	62
42 - Western	38
44 - Young Adult Audiobook	6
45 - Young Adult DVD	97
46 - Young Adult Fiction	220
47 - Young Adult Graphic Novel	239
48 - Young Adult Nonfiction	22
OTAP	1
Off Site	0
None/On-the-fly	30
TOTAL	7098

Other

3.4%

Easy

26.6%



Junior

23.5%

NEW Items Snapshot - August 2, 2022

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	4074	1105	27.12%
Picture Books	485	149	30.72%
Adult Fiction	810	302	37.28%
Junior Fiction	447	56	12.53%
YA Fiction	156	43	27.56%

NEW Items Snapshot - September 8, 2022

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	3941	924	23.45%
Picture Books	570	136	23.86%
Adult Fiction	759	258	33.99%
Junior Fiction	367	46	12.53%
YA Fiction	203	25	12.32%

Circulation Snapshot - August 2, 2022

2022		0/ -£		
Tuno	Ualdinga	% of	0.4	0/ 04
Type	Holdings	Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1621	2	106	6.5
3 - Adult DVDs	1674	2.1	92	5.5
4 - Adult Fiction	14833	18.3	757	5.1
5 - Adult Graphic Novel	371	0.5	18	4.9
6 - Adult Nonfiction	15900	19.7	644	4.1
7 - Board Book 8 - Children's CD Book	571	0.7	160	28
9 - Children's Audiobook	121	0.1	19	15.7
	643	0.8	41	6.4
10 - Children's DVD	803	1	78	9.7
11 - Children's Graphic Novel 12 - Children's Reference	5 177	0	1	20
14 - Equipment	9	0.2 0	0	0
16 - Fantasy		0.2	0	0
17 - Other Language F/NF	192 801		28	14.6
17 - Other Language F/NF 18 - Govdoc	27	1	34	4.2
19 - Junior Fiction	4977	0 6.2	762	15.0
20 - Junior Graphic Novel	1192	1.5	763 240	15.3
21 - Junior Nonfiction	8712			20.1
22 - Large Print	1844	10.8 2.3	378 122	4.3
23 - Magazine	3322	2.3 4.1	32	6.6 1
25 - Magazine 25 - Mystery	6356	7.9	32 449	7.1
27 - Newspaper	6	7.9	449	0
30 - Oversize	20	0	1	5
34 - Picture Book	5448	6.7	789	14.5
35 - Prof Collection	321	0.4	38	11.8
36 - Reader	2120	2.6	440	20.8
37 - Reference	492	0.6	0	0
39 - Science Fiction	1320	1.6	75	5.7
42 - Western	825	1.3	34	4.1
44 - Young Adult Audiobook	282	0.3	1	0.4
45 - Young Adult DVD	409	0.5	44	10.8
46 - Young Adult Fiction	3074	3.8	268	8.7
47 - Young Adult Graphic Novel	1265	1.6	215	17
48 - Young Adult Nonfiction	897	1.1	25	2.8
49 - Young Adult Reference	0	0	0	0
50 - OTAP	282	0.3	4	1.4
51 - Off Site	1	0.0	0	0
Total	80913	Ü	5896	7.3
	333.0		5555	,.5

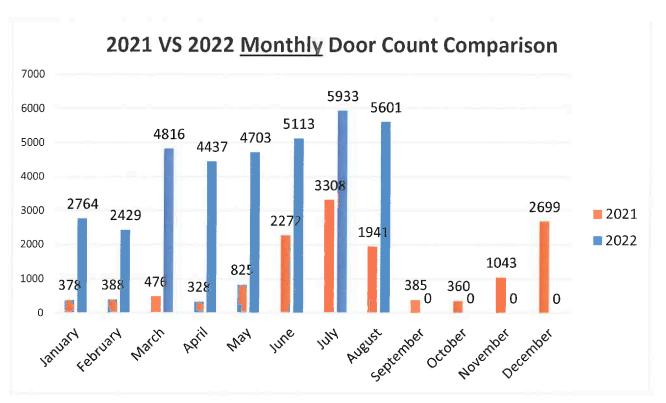
Circulation Snapshot – September 8, 2022

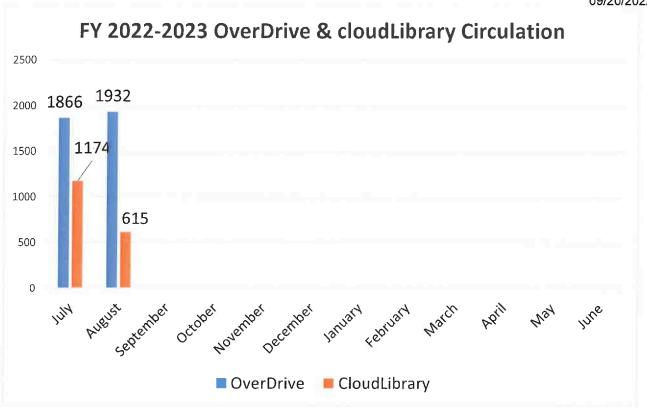
2022				
Туре	Holdings	% of Holdings	Out	% Out
1 - Unassigned	0	0	0	0
2 - Adult Audiobook	1635	2	96	5.9
3 - Adult DVDs	1681	2.1	115	6.8
4 - Adult Fiction	14682	18.2	719	4.9
5 - Adult Graphic Novel	371	0.5	28	7.5
6 - Adult Nonfiction	15657	19.4	591	3.8
7 - Board Book	580	0.7	150	25.9
8 - Children's CD Book	121	0.1	13	10.7
9 - Children's Audiobook	643	8.0	41	6.4
10 - Children's DVD	832	1	89	10.7
11 - Children's Graphic Novel	5	0	1	20
12 - Children's Reference	177	0.2	0	0
14 - Equipment	9	0	2	22.2
16 - Fantasy	193	0.2	41	21.2
17 - Other Language F/NF	805	1	19	2.4
18 - Govdoc	27	0	0	0
19 - Junior Fiction	5007	6.2	675	13.5
20 - Junior Graphic Novel	1211	1.5	208	17.2
21 - Junior Nonfiction	8721	10.8	361	4.1
22 - Large Print	1848	2.3	124	6.7
23 - Magazine	3350	4.1	20	0.6
25 - Mystery	6382	7.9	379	5.9
27 - Newspaper	6	0	0	0
30 - Oversize	20	0	4	20
34 - Picture Book	5489	6.8	742	13.5
35 - Prof Collection	321	0.4	40	12.5
36 - Reader	2132	2.6	365	17.1
37 - Reference	492	0.6	0	0
39 - Science Fiction	1320	1.6	64	4.8
42 - Western	826	1	23	2.8
44 - Young Adult Audiobook	282	0.3	6	2.1
45 - Young Adult DVD	415	0.5	48	11.6
46 - Young Adult Fiction	3125	3.9	230	7.4
47 - Young Adult Graphic Novel	1278	1.6	156	12.2
48 - Young Adult Nonfiction	899	1.1	27	3
49 - Young Adult Reference	0	0	0	0
50 - OTAP	282	0.3	2	0.7
51 - Off Site	1	0	0	0
Total	80825		5379	6.7

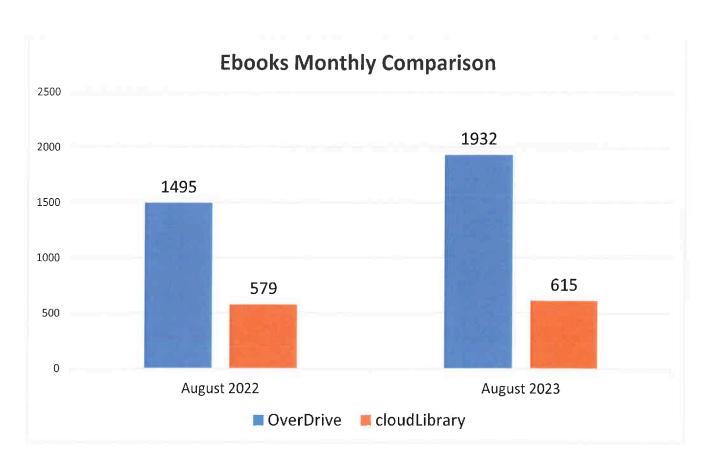
Library Card Sponsorship Program Number of cards issued FY 2022-2023 – 36

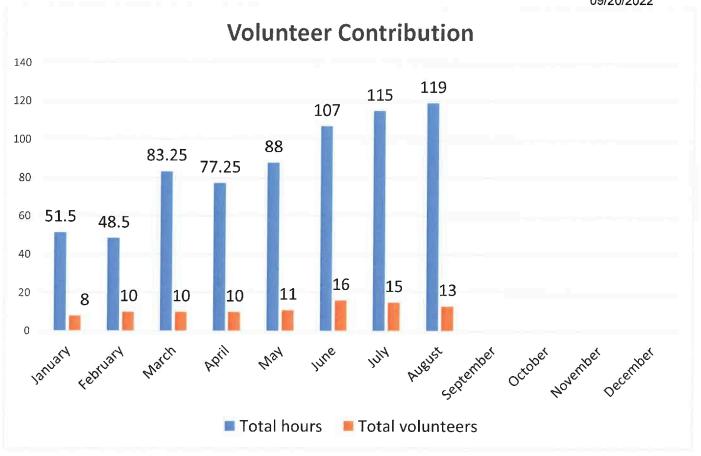


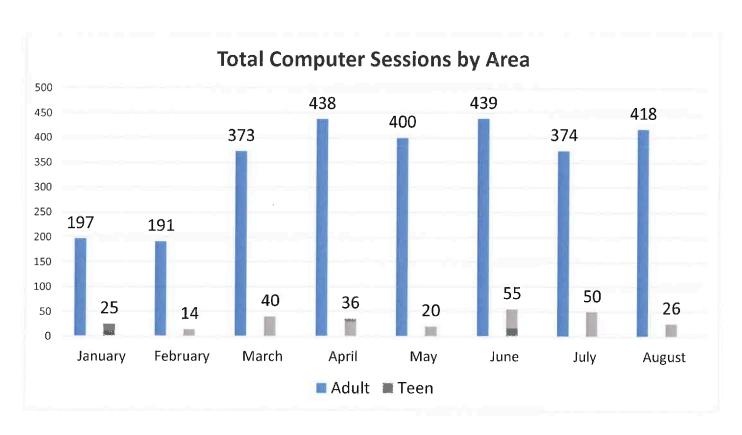
Total value added to collection July 2022 - \$9067.76 August 2022 - \$11,837.91











Virtual

Live Programs Ages 0-5

Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/6/2022	Storytime @ Stewart Park	24		х	
7/13/2022	Storytime @ Stewart Park	35		х	
7/20/2022	Storytime @ Stewart Park	34		x	
7/27/2022	Storytime @ Stewart Park	36		х	
8/3/2022	Storytime @ Stewart Park	19		x	
8/10/2022	Storytime @ Stewart Park	19		x	
8/17/2022	Storytime @ Stewart Park	21		x	
	TOTAL	188			

Live Programs Ages 6-11

					(Facebook Live or
Date		Attendance	Onsite	Offsite	Zoom)
7/1/2022	Friday Craft @ Stewart	37		х	·
7/8/2022	Friday Craft @ Stewart	16		x	
7/11/2022	Fullerton	68		x	
7/11/2022	Lunchbox Express	53		х	
7/12/2022	Winchester	85		х	
7/14/2022	Green	72		x	
7/15/2022	Friday Craft @ Stewart	32			
7/18/2022	Fullerton	74		x	
7/18/2022	Lunchbox Express	76		x	
7/19/2022	Winchester	75		x	
7/21/2022	green	46			
7/22/2022	Friday Craft @ Stewart	8			
7/25/2022	fullerton	74			
7/25/2022	Lunchbox Express	42		x	
7/26/2022	Winchester	79		x	
7/28/2022	green	77		x	
8/1/2022	fullerton	75			
8/1/2022	Lunchbox Express	39			
8/2/2022	Winchester	79		x	
8/4/2022	green	71		x	
8/8/2022	Lunchbox Express	69		x	
8/12/2022	Friday Craft @ Stewart	6		x	
8/19/2022	Friday Craft @ Stewart	20		x	
	TOTAL	1273			

Virtual

Live Programs Ages 12-18

Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/13/2022	Jo Lane	17		x	
7/20/2022	JoLane	18		х	
7/23/2022	Teen Journal Decorate	4	х		
7/27/2022	JoLane	50		x	
8/3/2022	JoLane	37		х	
8/13/2022	Teen bath bomb	3	х		
	TOTAL	129			

Live Programs Adults

Date		Attendance	Onsite	Offsite	(Facebook Live or Zoom)
7/12/2022	Online Book Group	7			X
7/14/2022	Chicanx Literature Series	12			X
7/28/2022	Silent Book Group	2	х		
8/9/2022	Online Book Group	5			x
8/11/2022	Chicanx Literature Series	9			x
	TOTAL	35			

Live Programs All Ages

Date		Attendance	Onsite	Offsite	Virtual (Facebook Live or Zoom)
7/2/2022	Family Craft	6	х		
7/16/2022	Family Craft	24	х		
7/23/2022	Costco Safety Day	414		x	
7/29/2022	Harry Potter Day	700	х		
8/6/2022	Family Craft	13	х		
8/20/2022	Family Craft	30			
	TOTAL	1187			