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**ROSEBURG LIBRARY COMMISSION AGENDA
TUESDAY, December 17, 2019**

**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: Brian Prawitz

Commissioners: Marcy Belzner
Laura Harvey

Mandy Elder
Theresa Lundy

Francesca Guyer
Kelly Peter

III. APPROVAL OF MINUTES

A. November 19, 2019

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.

IV. BUSINESS FROM THE COMMISSION

V. NEXT MEETING DATE: January 21, 2020, in Ford Room at Roseburg Public Library

VI. INFORMATIONAL

- A. Monthly Statistics
- B. Programming
- C. Library Use Assessment Survey Update
- D. Strategic Planning Committee Update
- E. Renovations Phase II 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
November 19, 2019**

CALL TO ORDER:

Chair Brian Prawitz called the regular meeting of the Roseburg Library Commission to order at 4:04 p.m. on November 19, 2019, in the Ford Room at Roseburg Public Library, 1409 NE Diamond Lake Blvd., Ste. 100, Roseburg, Oregon.

ROLL CALL:

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

Absent: None

Attending Staff: Library Director Kris Wiley, RARE AmeriCorps Participant Katie Fischer, City Recorder Amy Sowa

Others Present: None

APPROVAL OF MINUTES:

Commissioner Belzner moved to approve the October 15, 2019, minutes. The motion was seconded by Commissioner Lundy and approved with the following vote: Chair Prawitz and Commissioners Belzner, Lundy, Harvey, and Elder voted yes. No one voted no.

DISCUSSION ITEMS

- A. Strategic Planning Committee – RARE AmeriCorps Participant Katie Fischer reported that the library will undergo a process between January and June 2020 to develop a five-year strategic plan. She distributed a monthly schedule and asked Library Commission members to help develop the committee that will work on the plan.

Commissioner Belzner asked what the strategic plan will accomplish. Director Wiley stated there will be overarching goals created through the strategic planning process to help guide staff members with their activities; it is not intended to include funding; rather, it's about deciding what projects and activities are most important for staff to accomplish.

Ms. Fischer stated that Library Commission members should contact her by email or tell her today whether they have potential committee members in mind. Commissioner Belzner stated the Downtown Roseburg Association may be able to recommend a business community member. Ms. Fischer stated she wants the schedule to be flexible enough that we can change plans if necessary. There was discussion about having youth representation through the Teen Advisory Group, although Ms. Fischer noted teens haven't been active with the Teen Advisory Group this fall. Commissioner Elder suggested reaching out to Umpqua Community College students and faculty who have been associated with the College in the Community

lecture series, and Commissioner Peter suggested connecting with the UCC library. Commissioner Belzner asked if a representative from the Friends other than her should be involved, and Ms. Fischer responded that this decision is up to the Friends. Commission members agreed there is no conflict of interest.

Chair Prawitz stated that because we're looking toward next year, this is a good opportunity to share ideas; now that you know this conversation is happening, if something occurs to you or if there is some element to the library that you think would be helpful or effective, this is the opportunity to share it.

Ms. Fischer shared that she intends for committee members to reach out to three people within their circle of colleagues for feedback and share that information with the committee so we get as wide a net as possible. Big sheets of paper will be posted at the library with a different question every week for several weeks, and this will allow patrons to participate in the process in a more passive way. Ms. Fischer will reach out to patrons at the library to quickly get their feedback in short, popup listening sessions; this will occur at different days and times of the day. She also stated she potentially will go to places around the community and staff a table to enlist feedback from the public.

Ms. Fischer stated that the library use assessment survey will help inform the strategic planning process as a tool, but it won't be the only thing we use.

There was discussion about how to reach the Latinx community.

AUDIENCE PARTICIPATION:

None.

BUSINESS FROM THE COMMISSION:

Commissioner Belzner stated the Friends of the Library book sale is December 5-7; she provided bookmarks for Library Commission members to distribute. She stated volunteer opportunities remain available, and those interested should contact Circulation Supervisor Liz Hendershott.

NEXT MEETING DATE:

Tuesday, December 17, 2019, in the Ford Room at Roseburg Public Library

INFORMATIONAL:

Monthly Statistics

Director Wiley presented the monthly statistics; she reported outreach efforts have been particularly successful over the past year, most recently at the Downtown Street Faire in which she and Ms. Fischer connected with more than 200 people. She stated that the library has issued 4986 library cards, and almost 96,000 people have visited the library. October was the second busiest month for attendance and third busiest for checkouts since we opened; Director Wiley directly attributed that to youth programming. Statistics for OverDrive and cloudLibrary electronic books platforms are holding steady. Director Wiley stated that a one-year celebration

party is being planned by Youth Services Librarian Aurora Oberg. There was discussion that the party is an opportunity to work on the strategic plan and obtain patron input.

Programming

Director Wiley reported the College in the Community lecture series continues the third Thursday of every month at 6:30 p.m., and staff is working on next fall's schedule. The event planner is working on program partnerships with the Douglas ESD and Blue Zones as well as events with regional authors.

Librarian Oberg has a full slate of youth programming scheduled.

Library Use Assessment Survey Update

Ms. Fischer reported that 100 surveys have been completed, and she presented the compilation of responses to date. There was discussion about the results, which, Ms. Fischer stated, were overall positive.

Maker Space Update

Ms. Fischer reported that she has a skeleton crew of volunteers ready to implement the maker space; she stated she could use more volunteers. Training sessions went well, public demonstrations are scheduled in early December, and the first official open hours begin December 20. Open hours are scheduled the third Friday of every month for four hours. Ms. Fischer stated she hopes to expand to Saturday hours when we have more volunteers.

Grants Update

Director Wiley reported she submitted a grant request for \$37,000 to the Douglas County Library Foundation for materials. Librarian Oberg submitted a grant request for \$300 to the American Library Association for STEM supplies. The Friends of the Roseburg Public Library received a \$4500 grant from Oregon Community Foundation for Dolly Parton's Imagination Library. The Friends submitted a grant request to the Network for Good program to fund Imagination Library; we should receive notice from that organization as well as the Cow Creek Foundation by the end of the year. Umpqua Bank invited the library to submit a community grant application for Imagination Library. Ms. Fischer is taking the lead on an LSTA (Library Services and Technology Act) grant application to the State Library of Oregon to fund a Girls Who Code program.

Library staff is completing final reports for the following grants we received: Ready to Read from the State Library of Oregon; Douglas County Cultural Coalition; and Umpqua Bank.

ADJOURNMENT:

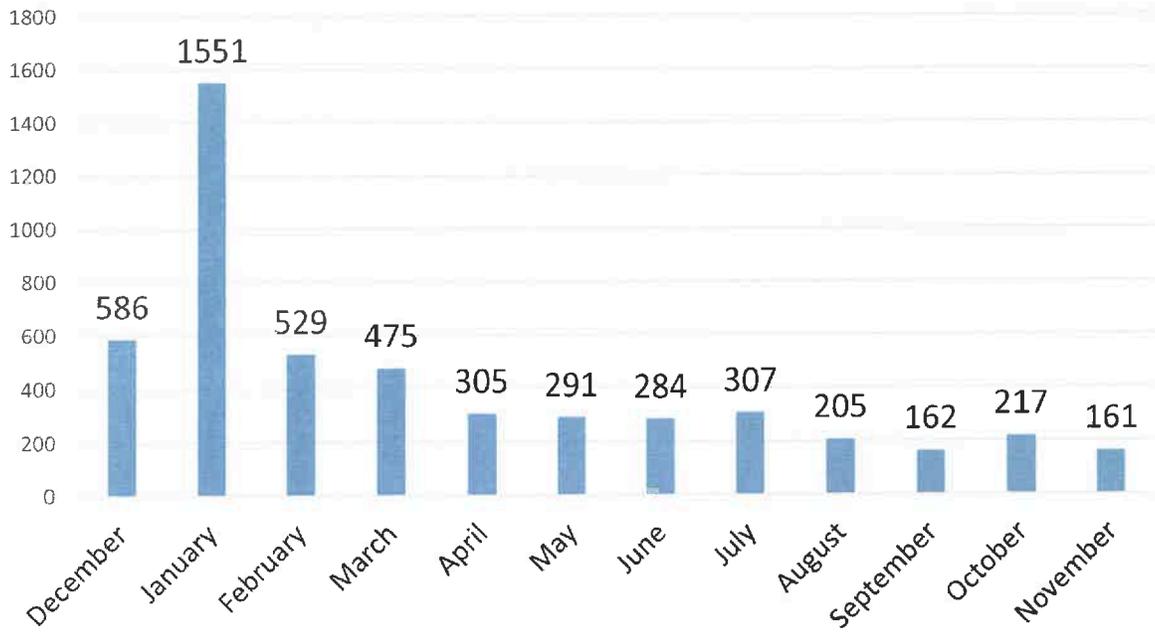
The meeting adjourned at 4:53 p.m. The next meeting is scheduled for Tuesday, December 17, 2019, at 4 p.m. in Roseburg Public Library's Ford Room.

Respectfully submitted,

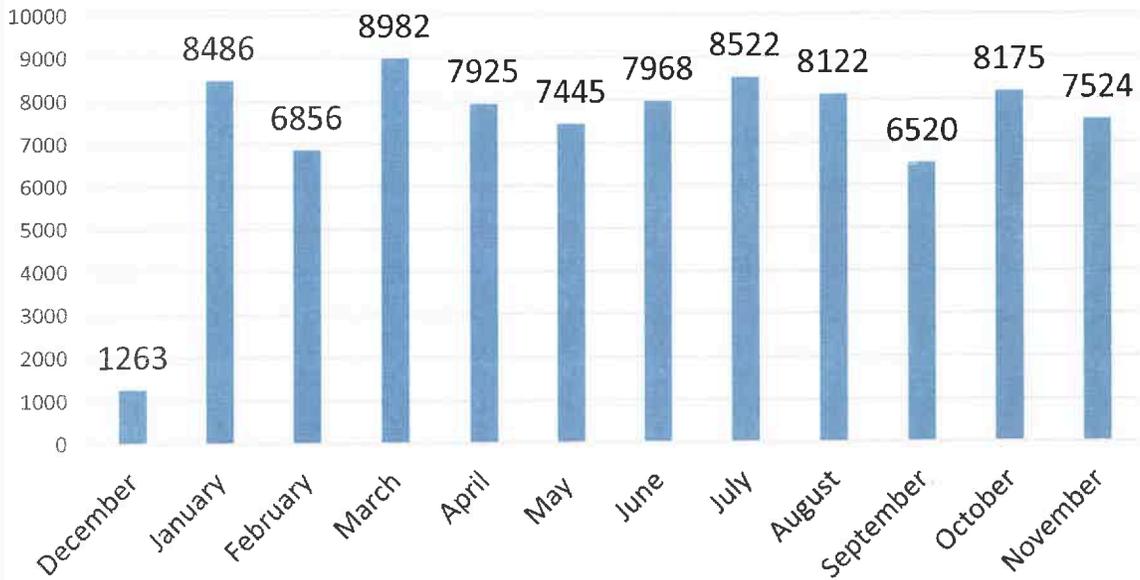
Kristen L. Wiley

Kris Wiley, Library Director

New Users

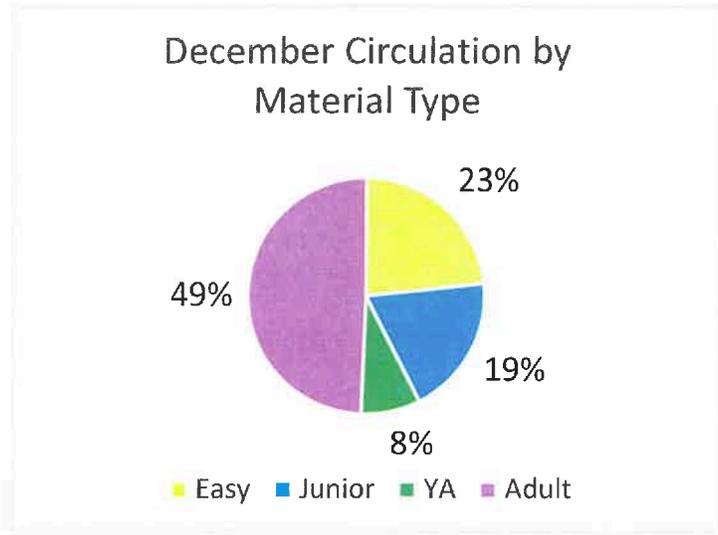


Physical Materials Checkouts



1 - Unassigned	11
2 - Adult Audiobook	265
3 - Adult DVDs	608
4 - Adult Fiction	1084
5 - Adult Graphic Novel	28
6 - Adult Nonfiction	789
7 - Board Book	149
8 - Book-Disc	2
9 - Children's Audiobook	77
10 - Children's DVD	240
11 - Children's Graphic Novel	10
12 - Children's Reference	0
15 - ER-Phonics	0
16 - Fantasy	14
17 - Foreign Language F/NF	14
19 - Junior Fiction	573
20 - Junior Graphic Novel	233
21 - Junior Nonfiction	324
22 - Large Print	143
23 - Magazine	6
25 - Mystery	618
30 - Oversize	6
33 - Parenting	0
34 - Picture Book	1040
35 - Prof Collection	52
36 - Reader	493
37 - Reference	1
39 - Science Fiction	68
42 - Western	58
44 - Young Adult Audiobook	20
45 - Young Adult DVD	226
46 - Young Adult Fiction	148
47 - Young Adult Graphic Novel	196
48 - Young Adult Nonfiction	24
None/On-the-fly	4
TOTAL	7524

Easy	Junior	YA	Adult
23%	19%	8%	49%
1750	1447	614	3713



NEW Items Snapshot - December 1, 2019

Item Type	Total number	Number Checked Out	Percentage Checked Out
NEW Items	3104	1441	46.42%
Picture Books	416	215	51.68%
Adult Fiction	596	337	56.54%
YA Fiction	157	39	24.84%

Circulation Snapshot - December 1, 2019

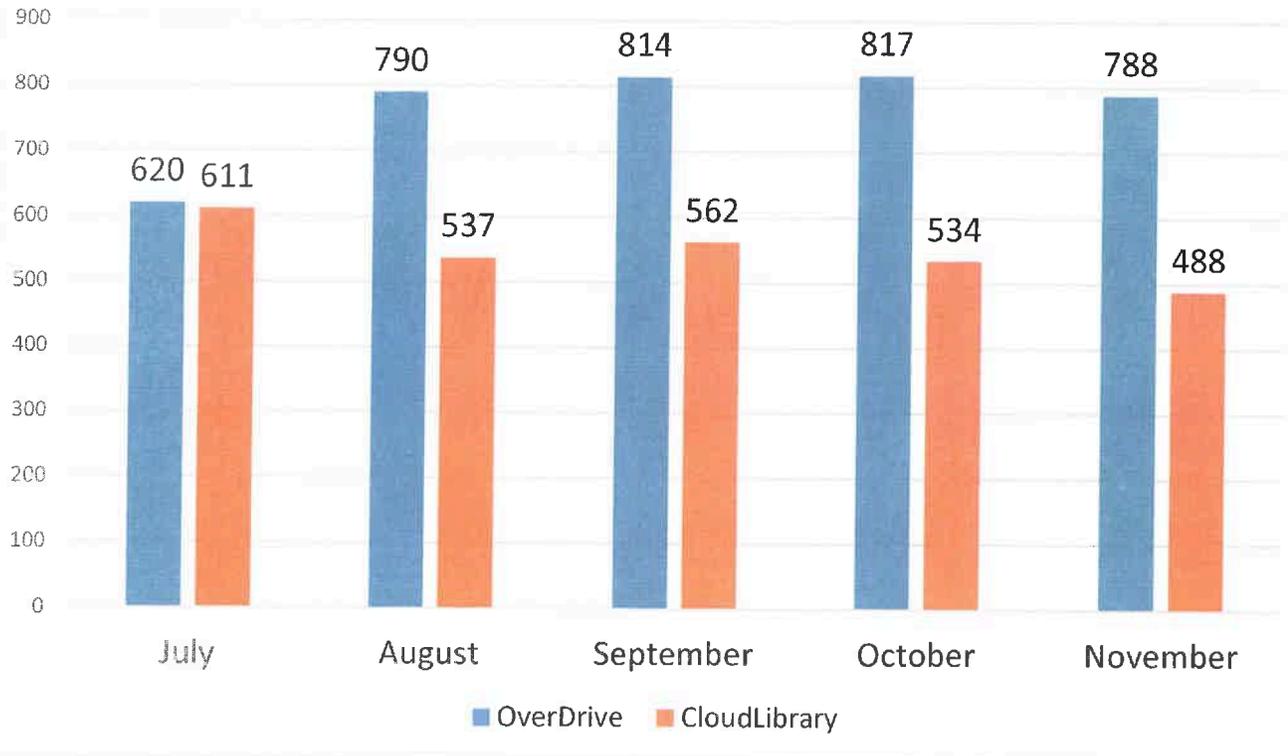
Type	Holdings	% of Holdings	Out	% Out
1 - Unassigned	56	0.1	8	14.3
2 - Adult Audiobook	1712	2.2	226	13.2
3 - Adult DVDs	2000	2.6	222	11.1
4 - Adult Fiction	14222	18.5	907	6.4
5 - Adult Graphic Novel	447	0.6	25	5.6
6 - Adult Nonfiction	18052	23.5	862	4.8
7 - Board Book	227	0.3	93	41
8 - Book-Disc	27	0	1	3.7
9 - Children's Audiobook	580	0.8	73	12.6
10 - Children's DVD	597	0.8	114	19.1
11 - Children's Graphic Novel	59	0.1	6	10.2
12 - Children's Reference	176	0.2	0	0
14 - Equipment	9	0	0	0
15 - ER-Phonics	0	0	0	0
16 - Fantasy	54	0.1	15	27.8
17 - Foreign Language F/NF	842	1.1	10	1.2
18 - Govdoc	27	0	0	0
19 - Junior Fiction	4559	5.9	608	13.3
20 - Junior Graphic Novel	604	0.8	147	24.3
21 - Junior Nonfiction	8502	11.1	335	3.9
22 - Large Print	1615	2.1	98	6.1
23 - Magazine	2708	3.5	11	0.4
24 - Map	0	0	0	0
25 - Mystery	5354	7	405	7.6
27 - Newspaper	17	0	0	0
30 - Oversize	173	0.2	6	3.5
31 - Pamphlet	9	0	0	0
32 - PAPER	8	0	0	0
33 - Parenting	12	0	2	16.7
34 - Picture Book	3694	4.8	824	22.3
35 - Prof Collection	433	0.6	41	9.5
36 - Reader	1503	2	397	26.4
37 - Reference	873	1.1	3	0.3
39 - Science Fiction	1364	1.8	64	4.7
40 - Software	13	0	0	0
42 - Western	804	1	36	4.5
43 - XX	222	0.3	0	0
44 - Young Adult Audiobook	255	0.3	14	5.5
45 - Young Adult DVD	319	0.4	84	26.3
46 - Young Adult Fiction	3077	4	224	7.3
47 - Young Adult Graphic Novel	790	1	137	17.3
48 - Young Adult Nonfiction	806	1	28	3.5
49 - Young Adult Reference	0	0	0	0
50 - OTAP	96	0.1	0	0
Total	76897		6026	7.8



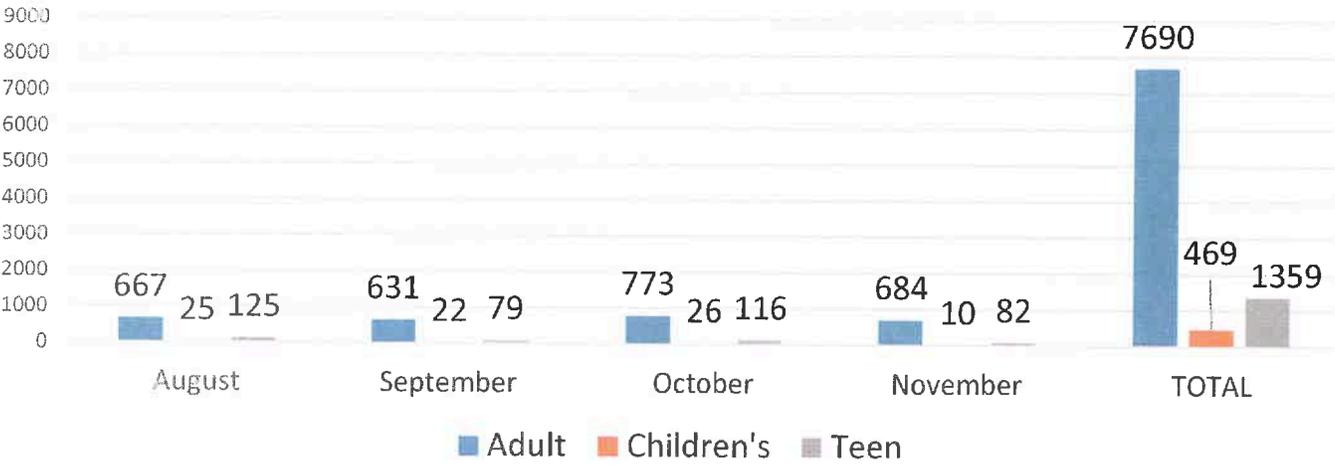
Total value added to collection

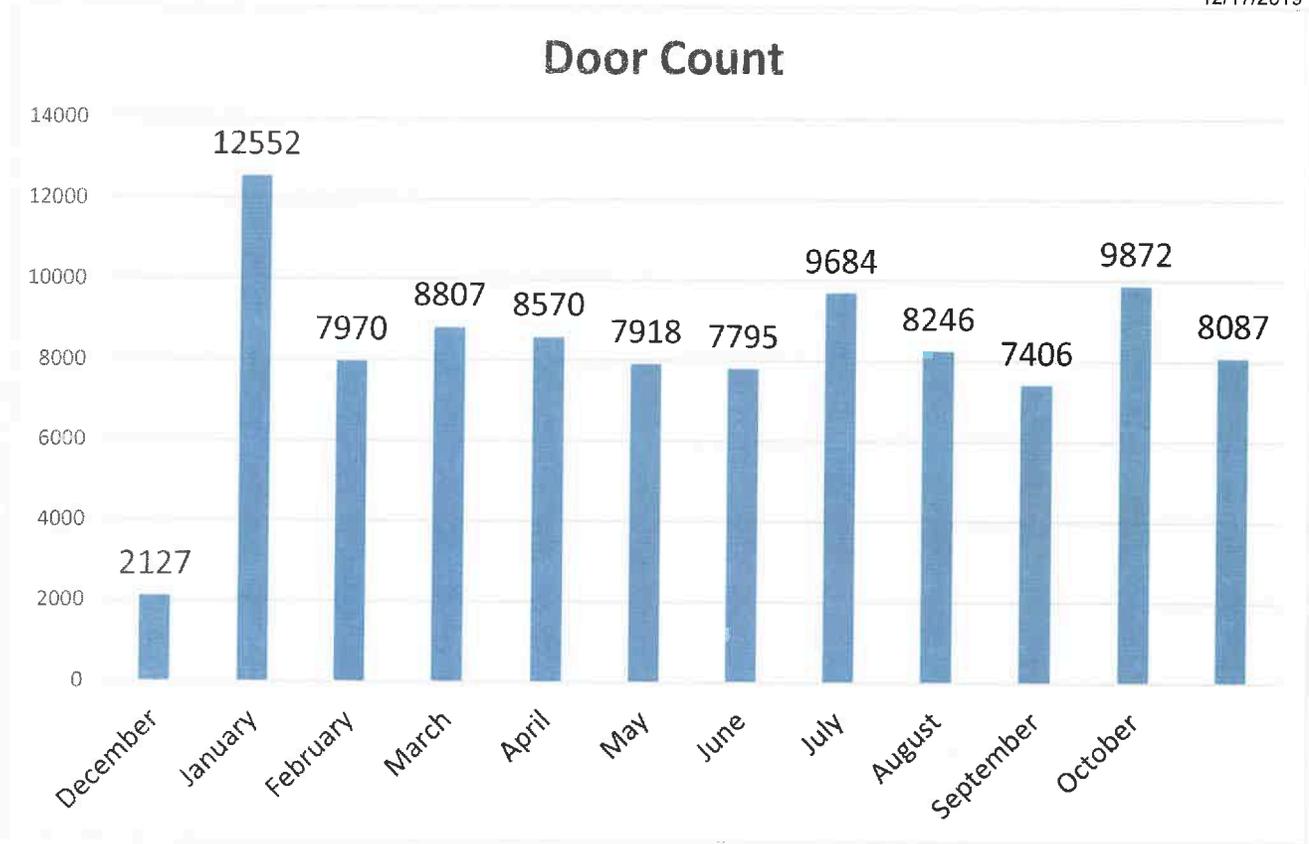
- December - \$6688.26
- January - \$3943.10
- February - \$4917.35
- March - \$4375.81
- April - \$10,202.53
- May - \$24,432.09
- June - \$16,340.34
- July - \$6054.13
- August - \$8735.94
- September - \$8449.34
- October - \$10432.01
- November - \$9486.59

OverDrive vs. cloudLibrary Circulation



Total Computer Sessions by Area





Library Card Sponsorship Program
Number of cards issued – 55

Children's Programs

Date		Attendance	Partner (if applicable)
11/1/2019	lego freeplay	15	
11/2/2019	Musical Storytime	20	
11/6/2019	preschool storytime	39	
11/7/2019	Toddler Storytime	47	
11/7/2019	Girls who code	9	
11/12/2019	Homeschool Activity - robots	20	
11/13/2019	Preschool Storytime	33	
11/14/2019	Toddler storytime	28	
11/14/2019	Girls who code	8	
11/15/2019	Lego Free Play	10	
11/20/2019	Preschool Storytime	27	
11/21/2019	Toddler Storytime	39	
11/21/2019	Girls who code	6	
11/23/2019	Family Movie Day	11	
11/27/2019	Preschool Storytime	44	
	TOTAL	356	

Teen Programs

Date	Program Name	Attendance	Partner (if applicable)
11/5/2019	Lip gloss & bath bomb	20	
11/19/2019	Games	2	
	TOTAL	22	

Adult Programs

Date	Program Name	Attendance	Partner (if applicable)
11/7/2019	Author Anne Schroeder	2	
11/12/2019	Geology on the North Umpqua, Part I	64	
11/14/2019	Geology on the North Umpqua, Part II	55	
11/21/2019	Making Life Matter - College in the Community	12	ESD, UCC
11/26/2019	Silent Book Group	2	
	TOTAL	135	