



# Board of Trustees

## Meeting Agenda

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Thursday, August 20, 2020, 5.15p  
Crook County Fairgrounds  
1280 S Main St., Prineville, Oregon

Online: <https://crookcounty.my.webex.com/crookcounty.my/j.php?MTID=m0b67fa9d7ba9feb084eeb58443bf4aa4>

Phone: 408-418-9388, access code 126 492 5205

**OPEN TO THE PUBLIC**

- |  |         |
|--|---------|
| 1. Additions/deletions from the agenda ( <b>ACTION</b> ) | Bishop  |
| 2. Conflicts/potential conflicts of interest             | Bishop  |
| 3. Public comment  | Bishop  |
| 4. Consent agenda ( <b>ACTION</b> )                      | Bishop  |
| a. Minutes of July 9, 2020, regular meeting              |         |
| 5. Reports   |         |
| a. Friends   | Friends |
| b. Circulation services                                  | York    |
| c. Public services                                       | Schepke |
| d. Finance   | Nielsen |
| e. Director  | Nielsen |
| 6. Continuing business                                   |         |
| a. COVID/Reopening update                                | Staff   |
| b. Director search update                                | Staff   |
| 7. New business  |         |
| 8. Agenda items for next meeting, September 10, 2020     | Bishop  |
| 9. Adjournment   | Bishop  |

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Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with ORS 192.660.

The Board of Trustees meets on the 2nd Thursday each month at 5.15p in the Juniper Room of the Crook County Library at 175 SW Meadow Lakes Dr., Prineville, Oregon. Sign language interpretation for the hearing impaired is available with at least 48 hours' notice.



# Board of Trustees

## Meeting Agenda

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**Thursday, July 9, 2020, 5.15p**  
**Virtual meeting (WebEx)**

*Present:* Jan Anderson, Jerry Bishop (Chair), Heather Jones (incoming Assistant Director), Pam Looney (Vice Chair), ZuAnne Neal, Buzzy Nielsen (Director), Jane Scheppke (outgoing Assistant Director), LaQuita Stec, Cindy York (Operations Manager)

### **1. Additions/deletions from the agenda (ACTION)**

**Bishop**

Chair Jerry called the meeting to order at 5.17p. ZuAnne moved to approve the agenda as presented. Pam seconded. The motion carried unanimously.

### **2. Conflicts/potential conflicts of interest**

**Bishop**

None stated.

### **3. Public comment**

**Bishop**

No public present.

### **4. Consent agenda (ACTION)**

**Bishop**

#### **a. Minutes of June 11, 2020, regular meeting**

Pam moved to approve the minutes of the June 11, 2020, regular meeting as presented. LaQuita seconded. The motion carried unanimously.

### **5. Reports**

#### **a. Friends**

**Friends**

The Friends of the Crook County Library have not resumed regular meetings, nor have they reopened Chapters Bookstore for Kids, but they have started selling items in their corner bookstore within the library. They're trying to keep it regularly stocked with new items.

#### **b. Circulation services**

**York**

Cindy reported the following on behalf of the Circulation Services team:

- Congratulations and thank you to Technician Renee Parrott and Catalog Services Librarian (and former Circ Team member) Kim Bales for all they did during the staff furlough, as two of the three employees who kept library services going.
- The circulation numbers are a lower than usual (about a third to a quarter for physical checkouts), other than a large number of checkins June 18. That date was the near the first due date for materials following the extended pandemic checkouts.
- A higher proportion of people are using the online catalog to place holds, rather than in-person or over the phone.

#### **c. Public services**

**Scheppke**

Jane reported the following on behalf of the Public Services team:

- There will be a Summer Reading Program in 2020, but it will be significantly modified due to the pandemic and staff furlough, AKA the "light n' zesty" version. It's focused on younger children, since online school during the last quarter of the previous school year had such a huge impact on learning. The library is trying to get as many books into the hands of as many kids as possible. Children age 5<sup>th</sup> grade and younger will get bags including three books, a reading log, a \$5 gift

certificate to Yo Central, a bookmark, and stickers. There won't be any grand prizes or drawing, since the reading is its own reward!. The program starts on July 15.

- The Public Services team is still planning a reading program, where reading is tracked, but it's going to be in the fall or winter. The program would be for all ages and likely will heavily involve Beanstack, the library's new online reading program. Beanstack was paid for by the Friends of the Library.
- Children's Services Librarian Jennifer Fischer is partnering with the High Desert Education Service District, Crook County on the Move, and MountainStar Family Relief Nursery to distribute books at mobile locations around the county.
- Online storytime resumes July 15 at 10.00a.
- This report will be the last given by Jane Scheppke as Assistant Director. Her last day will be July 18. Jane said that it's been a pleasure working at Crook County Library. The Board said that they'll miss Jane, including her energy and imagination.
- Teen Services Librarian Heather Jones has been promoted to be the new Assistant Director. She's very excited about this opportunity. She's going to work with Cindy to keep things as steady for staff and patrons before a new Director starts (see item 7.b. below). The Board is confident Heather will do a great job as Assistant Director.

#### **d. Finance**

**Nielsen**

Buzzy noted that the June financials are very preliminary, since it's the last month of the 2019-20 fiscal year. There will be other bills trickling in that will be applied to June. He also said that the "empty" line items in the Grants/Donations Fund are the new line items that will be used in the 2020-21 fiscal year, with the combined fund. Due to staff furloughs, the library won't spend everything budgeted in Personnel, but the Materials & Services budget will be close to being spent out. The Board reviewed the financial reports and had no further questions.

#### **e. Director**

**Nielsen**

Buzzy reported the following:

- New smart thermostats have been installed in the building, allowing for better control over the temperature. Hopefully, the new thermostats will help save money on heating/cooling.
- Buzzy has been working on getting a wrap for the van purchased for the Facebook technology education grant.
- Buzzy thanked Jane for her seven years of service at Crook County Library. Her creativity and willingness to experiment with new service models have resulted in great new programs and offerings for the public.
- The library is testing mobile hotspots for people to check out. Some will be paired with devices, such as laptops and tablets. These hotspots will help provide Internet access to people who otherwise lack it. The hotspots are part of the Facebook technology education grant.
- Buzzy has been working with the Latino Community Association to see how CCL can support their efforts to reach out to their clients during the pandemic and continue offering educational programs.
- There was a literal dumpster fire at the library over July 4<sup>th</sup> weekend. Revelers using the library's parking lot to shoot off fireworks put their spent explosives in the recycle bin used for newspapers, causing a fire. Sharp-eyed neighbors spotted it and called the Fire District to put it out.
- During the summer heat, the library has been acting as a cooling shelter, providing free water. Unfortunately, people are not able to hang out in the building as much to get out of the heat, due to COVID-19 restrictions.

## **Continuing business**

### **f. Reopening update**

**Nielsen**

Staff gave the following updates on the continuing efforts to provide services during the COVID-19 pandemic:

- The library building has been reopened to the public in a limited fashion since June 15. The lobby and a portion of the main library around the service desk (including the new item area and public computers) are open. The children's room, teen room, and general library shelves are closed for public browsing, at the recommendation of the public health director.
- Generally speaking, most people have been understanding and have followed physical distancing recommendations. The complaints the library has received have center around wearing face coverings and not being able to browse the shelves.
- Staff are sanitizing high-touch surfaces hourly, including door and bathroom fixtures, self-checks, and catalog stations.
- Since reopening, staff have been tracking how many patrons are wearing face coverings. On July 1, Governor Brown ordered all people in Oregon to wear face coverings indoors. Pre-requirement, mask compliance was around 60%. Post-requirement, it's been around 95%. The main issue with masks has been people wearing them incorrectly. Many people have been wearing them under their noses. Signs were recently put on the doors depicting correct mask usage.
- The public has been very appreciative to have computers/printing accessible again. Those services were among the most requested during the library closure/staff furlough.
- The free paperback area, in the lobby, has been mildly problematic. People have been leaving large bags of donated items despite signs indicating against it. Some changes have been made to prevent this activity.
- Staff initially were planning to reopen the stacks either on July 13<sup>th</sup> or 20<sup>th</sup>. However, Crook County has been having a jump in cases, and recorded Central Oregon's first COVID-related death. Given this, staff are waiting until at least August 3 to reopen stacks in order to see if there is a further increase in cases resulting from the July 4<sup>th</sup> holiday.
- Staff also are investigating the implications of the mounting evidence that the virus can aerosolize, perhaps necessitating adjustments to the building's air handling.
- Closing the library building has had a big impact on Prineville's individuals experiencing homelessness, as they frequently use the library building to get reading materials, escape the elements, and use the public Internet.
- Despite the limited building reopening, curbside service is still being offered through the library's staff entrance on Second Street.

## **6. New business**

### **a. Officer elections**

**Bishop**

Pam nominated Jerry to be Library Board Chair for 2020-21. LaQuita seconded the nomination. Jerry nominated Pam to serve as Vice-Chair. ZuAnne seconded. LaQuita called to vote on the slate of candidates. The motion carried unanimously.

### **b. Staffing changes**

**Nielsen**

There are some significant staffing changes coming up for the library! In addition to Jane leaving on July 18, Buzzy will also be leaving for unrelated reasons. He accepted a position to be the Program Manager for Library Support & Development Services at the State Library of Oregon. His last day will be some time during the week of August 24.

Plans are already in place to transition staff and hire a new Director. Heather will starting as the new Assistant Director on July 16. Cindy will be appointed as Interim Director starting August 1, so there's some overlap with Buzzy. She does not plan to apply for the position. Buzzy has started the process of searching for a new Director. The process will include opening the position up for submissions of

resumes/cover letters, an initial review and interviewing of candidates, then selection of finalists for a final set of interviews.

Initial review of applications for basic qualifications will be done by Cindy, Buzzy, and Heather. Review of the qualifying applications, as well as a first round of interviews, will be done by a committee consisting of the three library managers, a non-manager library staff member, a Library Board member, and a Commissioner. The final part of the process will be determined later. Jerry agreed to be the Library Board's representative for the initial part of the process.

**c. Meeting date/time**

**Nielsen**

Since it's a new fiscal year, Buzzy checked in with the Board to see if the current day/time works for everyone. All agreed that the second Thursday at 5.15p was a workable time.

**7. Agenda items for next meeting, August 20, 2020**

**Bishop**

Buzzy requested that next month's Board meeting be moved to August 20 at 5.15p, since he'll be on vacation. Everyone agreed. Agenda items will include the following:

- Reopening/COVID update
- Director search update

**8. Adjournment**

**Bishop**

The meeting adjourned at 6.20p.

# Crook County Library Circulation Services Report August 20, 2020

*Prepared by Cindy York, Library Operations Manager*

## Did You Know?

- On July 20<sup>th</sup> the libraries in the Tri-County area received the results from the latest REALM Project (ReOpening Archives, Libraries & Museums) test, indicating that the COVID virus could survive longer on Braille paper pages, glossy book pages, magazine pages and children's board books. The decision was made on July 22<sup>nd</sup> to quarantine library items at all sites for 96 hours and to suppress board books and magazines so these items can no longer be placed on hold or checked out.
- Crook County and Jefferson County Libraries have opted to continue providing phone notifications to our patrons despite the elimination of it from Deschutes Libraries. Providing that extra piece of customer service has been well received by the public! We are averaging 2 calls a day and the number of expired holds (items not picked up within the 7 day hold period) seems to have dropped!
- Circ Team would like to pay homage to an amazing Director that will be sorely missed! He has been so uplifting and such a rock for staff during some wild times. While 4 years can seem a lifetime with some Directors, under his leadership, it's not been long enough...Thank You, Buzzy!!!!



## Circulation Statistics:

High/Low statistics for July:

	<b><u>Highest Number Recorded</u></b>	<b><u>Lowest Number Recorded</u></b>
Self-Check Stations	<b>118</b> checkouts on 7/7	<b>32</b> checkouts on 7/11
Front Counter Stations	<b>94</b> checkouts on 7/6	<b>18</b> checkouts on 7/18
Checkins	<b>331</b> returns on 7/6	<b>0</b> returns on 7/31
Paging List Items (items leaving the building)	<b>213</b> items listed on 7/6	<b>71</b> items listed on 7/11
Items on Hold Shelf	<b>188</b> items on 7/10	<b>91</b> items on 7/27
Incoming Crates	<b>9</b> crates on 7/13 & 7/20	<b>2</b> crates on 7/24

## Worth Noting:

As noted in last month's report, the number of Crook County patrons finding their way to access materials through current limitations continues to increase! While browsing the stacks is still very popular, when you compare the past 3 years, the increase is worth noting:

	CCL Holds	# of Items on List	
July 2018	201	2549	(Summer Reading Program)
July 2019	113	2631	
July 2020	290	2753	(Light n' Zesty Summer Reading Program)

# Crook County Library Public Services Report August 2020

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*Prepared by Heather R. Jones, Assistant Director of Library Services*

## Summer Reading Success

When our staff returned from furlough on June 12<sup>th</sup>, we were not sure there was going to be a summer reading program this year. Staff morale and momentum were low and we were unsure how we could provide a quality program to our community quickly and while maintaining the COVID-19 health and safety guidelines. In the end, our staff really pulled together to create our “light n’ zesty” edition of SRP that concentrated on promoting early literacy practices and keeping Crook County children reading all summer.



The response to this program has been far greater than any of us expected. The program began on July 15<sup>th</sup> and continues to run through the end of August. At this time, we have given out approximately 375 summer reading bags at the library and another 50 bags through our partnerships with Mountainstar Family Relief Nursery and the High Desert Education Service District Migrant Education Program. Focusing on children age 0 through 5<sup>th</sup> grade gave us an opportunity to concentrate all our efforts on the age group of children that need summer reading the most this year. With COVID-19, children who haven’t been in school for a while are highly susceptible to learning loss, especially where literacy is concerned.

I would like to recognize our Children’s Librarian, Jennifer Fischer, for making this program a success this year. Jennifer helped to create the content for the SRP bags, coordinated their creation and monitored the program to make sure we had bags available at all times. She also reached out on her own to Mountainstar and the Migrant Ed program to ensure that children who may not be regular library users and are the most in need received these materials.

Our next goals as a Public Services team are:

- Continue to grow our regular Storytime Live program on Facebook Live
- Begin planning other online programs for all ages, which will be held via WebEx, Facebook Live or YouTube.
- Begin planning for a Fall/Winter reading program that will be open to all ages and encourage everyone to read over the winter school breaks.
- Reach out to our community partners and Crook County teachers to determine how we can support them when school is back in session.

## Meeting our Communities Technology Education Needs

Due to the COVID-19 restrictions put in place for the health and safety of our staff and patrons, our regular Drop-In Tech Help program was suspended on March 11<sup>th</sup>. Since the pandemic, the technology needs of our community have only grown. Library staff have been diligently helping users on our public computers as patrons try to navigate websites for social services, create resumes and cover letters and apply for jobs. Library staff have also been busy helping users at the service desk and over the phone download books from our eBook platform Overdrive.

In order to meet the technology education needs of our community at this time, we will be launching one-on-one technology help appointments. These appointments will primarily be done by our Adult Services Librarian, Amber Smith, with the assistance of other Public Services staff. These sessions will be offered each week in 30-minute increments with safety precautions in place for both staff and patrons. Working one-on-one with library users to answer their technology related questions will allow us to help our users grow their technology skills and gain access to important web-based resources. This project supports our strategic plan initiative of teaching regular classes on technology and vocational skills.



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE (P12-13) ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY							
101-3000-329.42-18	PHOTOCOPY FEES	151.23-	4,989.75-	6,200-	6,200-	1,361-	.80
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	760.00-	1,200-	1,200-	440-	.63
101-3000-329.50-19	FINES	10.00-	826.17-	2,260-	2,260-	1,444-	.37
101-3000-329.50-20	LOST OR DAMAGED	34.98-	1,619.49-	3,700-	3,700-	2,115-	.44
101-3000-343.43-24	MERCHANDISE	1.00-	84.22-	100-	100-	17-	.84
101-3000-346.45-21	FRIENDS OF LIBRARY SALES	17.00-	553.25	0	0	570-	.00
101-3000-360.60-03	REIMBURSED ITEMS	2,360.36-	2,371.56-	0	0	11	.00
101-3000-360.60-13	CASHIER ADJUSTMENT	.00	2.95-	0	0	3	.00
REVENUE							
2,574.57-			10,100.89-	13,460-	13,460-	5,934-	.75
PERSONNEL SERVICES							
101-3000-510.01-17	DEPARTMENT HEADS	5,078.93	72,082.12	72,900	72,900	5,897	.99
101-3000-510.01-22	ASST/TECH/COORD/CLERK	24,077.36	352,546.49	395,800	395,800	67,331	.89
101-3000-510.01-28	MAINTENANCE	1,895.29	24,426.53	30,000	30,000	7,469	.81
101-3000-510.01-32	EXTRA HELP	.00	12,492.98	2,600	2,600	9,893-	4.81
101-3000-510.02-01	FICA	3,072.02	35,724.59	38,400	38,400	5,747	.93
101-3000-510.02-02	WORKERS COMPENSATION	119.34	1,439.81	3,300	3,300	1,980	.44
101-3000-510.02-03	HEALTH INSURANCE	12,557.58	130,699.97	121,300	121,300	3,158	1.08
101-3000-510.02-04	LIFE INSURANCE/LTD	116.05	1,158.04	1,600	1,600	558	.72
101-3000-510.02-05	UNEMPLOYMENT	40.64	467.58	700	700	273	.67
101-3000-510.02-06	401K RETIREMENT	3,720.43	35,450.94	39,000	39,000	7,269	.91
EXPENDITURE							
50,677.64			666,489.05	705,600	705,600	89,789	.94
MATERIALS & SERVICES							
101-3000-520.05-30	POSTAGE	235.98	1,631.13	700	700	695-	2.33
101-3000-520.05-71	MINOR EQUIPMENT	5,362.94	39,568.50	0	35,000	794	1.13
101-3000-520.05-74	PROGRAMS AND OUTREACH	69.90	3,366.25	4,300	4,300	1,004	.78
101-3000-520.05-89	CREDIT CARD CHARGES	3.59	74.68	200	200	129	.37
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	.00	662.30	1,500	1,500	838	.44
101-3000-520.10-07	COPY MACHINES	.00	1,553.72	1,800	1,800	246	.86
101-3000-520.10-25	OFFICE SUPPLIES	649.47	19,373.91	7,100	20,050	1,326	.97
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	2,681.65	4,075.34	5,000	5,000	3,606	.82
101-3000-520.20-43	RESOURCE SHARING	.00	6,595.73	7,500	7,500	904	.88
101-3000-520.25-08	MOTOR POOL CHARGES	187.45	1,721.59	2,700	2,700	1,166	.64
101-3000-520.30-05	COLLECTION DEVELOPMENT	3,492.08	108,165.05	118,500	118,500	13,827	.91
101-3000-520.35-13	CONTRACT SERVICES	150.00	1,259.00	5,000	5,000	3,891	.25
101-3000-520.35-42	SOFTWARE MAINTENANCE	4,522.50	9,125.94	4,500	6,500	1,897	1.40
101-3000-520.35-85	LIBRARY CONSORTIUM	.00	8,000.00	11,000	11,000	3,000	.73
101-3000-520.40-10	TELEPHONE	531.21	3,881.85	2,600	2,600	751-	1.49
101-3000-520.45-03	LODGING & MEALS	114.15	844.96	1,200	1,200	469	.70
101-3000-520.45-04	REGISTRATION & DUES	43.00	2,113.10	4,000	4,000	1,930	.53
101-3000-520.60-16	PROMOTION & PUBLICITY	44.37	627.98	1,500	1,500	916	.42
EXPENDITURE							
18,088.29			212,641.03	179,100	229,050	34,497	.93
CAPITAL OUTLAY							

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE (P12-13) ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
101-3000-580	EQUIPMENT	.00	.00	50,000	50	50	.00
*****	EXPENDITURE	.00	.00	50,000	50	50	.00
*****	LIBRARY	66,191.36	869,029.19	921,240	921,240	118,402	.94
*****	LIBRARY	66,191.36	869,029.19	921,240	921,240	118,402	.94

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE (P12-13) ACTUALS	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
REVENUE							
330-0000-300.01-01	BEGINNING BALANCE	.00	58,199.74-	55,749-	55,749-	2,451	1.04
330-0000-300.01-05	INTEREST EARNED	133.40-	1,587.33-	400-	400-	1,187	3.97
330-0000-390.90-04	PRIOR YEAR TAXES	625.53-	3,956.88-	0	0	3,957	.00
*	REVENUE	758.93-	63,743.95-	56,149-	56,149-	7,595	1.14
**	REVENUE	758.93-	63,743.95-	56,149-	56,149-	7,595	1.14
REVENUE							
330-3001-324.34-00	STATE GRANTS	.00	8,439.00-	8,500-	8,500-	61-	.99
330-3001-347.47-00	DONATIONS/CONTRIBUTIONS	150.00-	111,951.06-	75,000-	175,000-	63,049-	.64
*	REVENUE	150.00-	120,390.06-	83,500-	183,500-	63,110-	.66
**	REVENUE	150.00-	120,390.06-	83,500-	183,500-	63,110-	.66
MATERIALS & SERVICES							
EXPENDITURE							
330-3001-520.05-71	MINOR EQUIPMENT	21,700.00	21,700.00	0	60,000	38,300	.36
330-3001-520.05-74	PROGRAMS AND OUTREACH	6.64	3,935.10	12,000	12,000	8,065	.33
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	2,810.50	2,500	2,500	311-	1.12
330-3001-520.30-05	COLLECTION DEVELOPMENT	491.26	1,772.43	5,000	5,000	3,228	.35
330-3001-520.30-12	READY TO READ GRANT	1,560.00	10,552.47	8,500	8,500	2,052-	1.24
330-3001-520.60-16	PROMOTION & PUBLICITY	.00	3,810.00	0	0	3,810-	.00
*	EXPENDITURE	23,757.90	44,580.50	28,000	88,000	43,420	.51
**	EXPENDITURE	23,757.90	44,580.50	28,000	88,000	43,420	.51
CAPITAL OUTLAY							
EXPENDITURE							
330-3001-580.80-13	EQUIPMENT	.00	28,884.89	50,000	90,000	61,115	.32
*	EXPENDITURE	.00	28,884.89	50,000	90,000	61,115	.32
**	EXPENDITURE	.00	28,884.89	50,000	90,000	61,115	.32
NON OPERATING EXPENSES							
EXPENDITURE							
330-3001-571.90-00	RESERVED FOR FUTURE EXPNS	.00	.00	61,649	61,649	61,649	.00
*	EXPENDITURE	.00	.00	61,649	61,649	61,649	.00
**	EXPENDITURE	.00	.00	61,649	61,649	61,649	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE (P12-13) ACTUALS	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
*** LIBRARY		22,848.97	110,668.62-	0	0	110,669	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
DISTRICT ATTORNEY LAW LIBRARY							
REVENUE							
401-6004-300.01-01	BEGINNING BALANCE	.00	64,861.63-	91,965-	91,965-	27,103-	.71
401-6004-300.01-05	INTEREST EARNED	54.92-	1,106.37-	800-	800-	306	1.38
401-6004-329.50-24	FINES-STATE COURTS	.00	20,045.79-	18,000-	18,000-	2,046	1.11
* REVENUE							
		54.92-	86,013.79-	110,765-	110,765-	24,751-	.78
EXPENDITURE							
401-6004-510.01-17	DEPARTMENT HEADS	325.15	2,755.31	2,565	2,565	190-	1.07
401-6004-510.02-01	FICA	28.85	214.49	200	200	14-	1.07
401-6004-510.02-02	WORKERS COMPENSATION	.54	3.91	0	0	4-	.00
401-6004-510.02-03	HEALTH INSURANCE	65.65	720.37	0	0	720-	.00
401-6004-510.02-04	LIFE INSURANCE/LTD	.60	5.79	0	0	6-	.00
401-6004-510.02-05	UNEMPLOYMENT	.39	2.87	0	0	3-	.00
401-6004-510.02-06	401K RETIREMENT	17.07	136.56	0	0	137-	.00
* EXPENDITURE							
		438.25	3,839.30	2,765	2,765	1,074-	1.39
EXPENDITURE							
401-6004-520.05-71	MINOR EQUIPMENT	.00	.00	0	5,000	5,000	.00
401-6004-520.05-74	PROGRAMS AND OUTREACH	12.99-	47.96	29,750	29,750	29,702	.00
401-6004-520.10-25	OFFICE SUPPLIES	.00	17.49	0	0	17-	.00
401-6004-520.10-26	ORDINANCE COMPLIATION	175.50	4,255.50	0	0	4,256-	.00
401-6004-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	1,117.46	0	0	1,117-	.00
401-6004-520.30-05	COLLECTON DEVELOPMENT	1,917.33	21,215.10	0	10,000	11,215-	2.12
401-6004-520.30-16	WESTLAW	194.00	1,589.00	0	0	1,589-	.00
* EXPENDITURE							
		2,273.84	28,242.51	29,750	44,750	16,507	.63
EXPENDITURE							
401-6004-580.80-05	CAPITAL OUTLAY	.00	.00	15,000	0	0	.00
* EXPENDITURE							
		.00	.00	15,000	0	0	.00
EXPENDITURE							
401-6004-571.90-00	RESERVED FOR FUTURE EXPNS	.00	.00	63,250	63,250	63,250	.00
* EXPENDITURE							
		.00	.00	63,250	63,250	63,250	.00
** LAW LIBRARY							
		2,657.17	53,931.98-	0	0	53,932	.00
*** DISTRICT ATTORNEY							
		2,657.17	53,931.98-	0	0	53,932	.00

# Operating Revenues, July 2020

PREPARED 08/18/2020, 15:34:58  
PROGRAM: GM365L

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST

PAGE 1

2021 FROM ACCOUNT: 330-0000-300.00-00 THRU ACCOUNT: 330-3000-399.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
330-0000-300.01-01	BEGINNING BALANCE	101,800.00	110,668.62	8,868.62-
330-0000-300.01-05	INTEREST EARNED	1,000.00	8.60	991.40
330-0000-390.90-03	CURRENT YEAR TAXES	1,135,500.00		1,135,500.00
330-0000-390.90-04	PRIOR YEAR TAXES	39,800.00	7,923.86	31,876.14
330-3000-329.42-18	PHOTOCOPY FEES	6,500.00	188.05	6,311.95
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	1,000.00	95.00	905.00
330-3000-329.50-19	FINES	4,000.00	84.38	3,915.62
330-3000-329.50-20	LOST OR DAMAGED			
330-3000-343.43-24	MERCHANDISE	100.00	4.00	96.00
330-3000-343.43-25	CARD REPLACEMENT			
330-3000-345.45-21	FRIENDS OF LIBRARY SALES		199.00	199.00-
330-3000-360.60-03	REIMBURSED ITEMS			
330-3000-360.60-13	CASHIER ADJUSTMENT			
330-3000-360.60-51	E-RATE INTERNET REIMB			
330-3000-360.80-03	FR RESERVE FUND	525,000.00	525,000.00	
TOTALS:		1,814,700.00	644,171.51	1,170,528.49

# Operating Expenditures, July 2020

PREPARED 08/18/2020, 15:27:38  
PROGRAM: GM365L

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST

2021 FROM ACCOUNT: 330-3000-500.00-00 THRU ACCOUNT: 330-3000-599.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
330-3000-510.01-01	WAGRS-OTHER			
330-3000-510.01-17	DEPARTMENT HEADS	76,000.00	3,018.44	72,981.56
330-3000-510.01-22	ASST/TECH/COORD/CLERK	417,200.00	18,356.91	398,843.09
330-3000-510.01-28	MAINTENANCE			
330-3000-510.01-32	EXTRA HELP			
330-3000-510.02-01	FICA	37,300.00	1,700.71	35,599.29
330-3000-510.02-02	WORKERS COMPENSATION	600.00	33.24	566.76
330-3000-510.02-03	HEALTH INSURANCE	143,600.00	11,589.14	132,010.86
330-3000-510.02-04	LIFE INSURANCE/LTD	1,100.00	94.27	1,005.73
330-3000-510.02-05	UNEMPLOYMENT	500.00	27.52	472.48
330-3000-510.02-06	401K RETIREMENT	35,100.00	1,456.81	33,643.19
330-3000-520.05-30	POSTAGE	1,700.00		1,700.00
330-3000-520.05-71	MINOR EQUIPMENT	4,000.00		4,000.00
330-3000-520.05-74	PROGRAMS AND OUTREACH	4,300.00		4,300.00
330-3000-520.05-75	PROGRAMS - YOUTH			
330-3000-520.05-89	CREDIT CARD CHARGES	200.00	9.29	190.71
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	1,500.00		1,500.00
330-3000-520.10-07	COPY MACHINES	1,800.00		1,800.00
330-3000-520.10-25	OFFICE SUPPLIES	8,000.00	144.14	7,855.86
330-3000-520.20-07	BOOKMOBILE MAINTENANCE			
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	1,000.00	189.00	811.00
330-3000-520.20-43	RESOURCE SHARING	7,500.00	1,133.60	6,366.40
330-3000-520.25-06	MILEAGE OTH THAN MTR POOL			
330-3000-520.25-08	MOTOR POOL CHARGES	1,200.00		1,200.00
330-3000-520.25-11	FUEL			
330-3000-520.30-04	PROCESSING/REPAIR SUPPLIE			
330-3000-520.30-05	COLLECTION DEVELOPMENT	127,000.00	3,136.79	123,863.21
330-3000-520.30-06	MATERIALS-DIGITAL MEDIA			
330-3000-520.30-07	MATERIALS-YOUTH COLLECTIN			
330-3000-520.30-08	BOOKS/PERIODICALS/PUBLICA			
330-3000-520.30-09	ELECTRONIC MEDIA			
330-3000-520.35-13	CONTRACT SERVICES	2,000.00		2,000.00
330-3000-520.35-42	SOFTWARE MAINTENANCE	11,000.00	4,716.86	6,283.14
330-3000-520.35-85	LIBRARY CONSORTIUM	8,300.00		8,300.00
330-3000-520.40-10	TELEPHONE	3,500.00		3,500.00
330-3000-520.45-02	EDUCATION & CERTIFICATION			
330-3000-520.45-03	LODGING & MEALS	2,000.00		2,000.00
330-3000-520.45-04	REGISTRATION & DUES	3,500.00		3,500.00
330-3000-520.50-05	LIABILITY	4,900.00	5,145.05	245.05-
330-3000-520.60-16	PROMOTION & PUBLICITY	12,500.00		12,500.00
330-3000-520.66-04	FINANCE	39,300.00		36,025.00
330-3000-520.66-09	FACILITIES	275,900.00	3,275.00	259,201.00
330-3000-520.66-27	LEGAL	16,800.00	16,699.00	101.00
330-3000-520.66-28	ADMINISTRATION	24,100.00	1,400.00	15,400.00
330-3000-520.66-29	HUMAN RESOURCES	21,600.00	2,008.00	22,092.00
330-3000-520.66-94	GIS	2,000.00	1,800.00	19,800.00
330-3000-520.66-95	IT	118,400.00	167.00	118,233.00
330-3000-569.96-01	CONTINGENCY	397,400.00	9,867.00	108,533.00
	TOTALS:	1,812,800.00	85,967.77	1,726,832.23

# Grant/Donation Revenues, July 2020

PREPARED 08/18/2020, 15:27:59  
 PROGRAM: GM365L

CROOK COUNTY TREASURER  
 ACCOUNT BALANCE LIST

2021 FROM ACCOUNT: 330-3001-300.00-00 THRU ACCOUNT: 330-3001-399.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
330-3001-324.34-00	STATE GRANTS	8,500.00		8,500.00
330-3001-347.47-00	DONATIONS/CONTRIBUTIONS	200,000.00	20.50	199,979.50
TOTALS:		208,500.00	20.50	208,479.50



# Grant/Donation Expenditures, July 2020

PREPARED 08/18/2020, 15:28:24  
PROGRAM: GM365L

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST

2021 FROM ACCOUNT: 330-3001-500.00-00 THRU ACCOUNT: 330-3001-599.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
330-3001-520.05-71	MINOR EQUIPMENT	225,000.00		225,000.00
330-3001-520.05-74	PROGRAMS AND OUTREACH	13,000.00	539.59	12,460.41
330-3001-520.05-75	PROGRAMS - YOUTH			
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.			
330-3001-520.25-11	FUEL			
330-3001-520.30-05	COLLECTION DEVELOPMENT	5,000.00		5,000.00
330-3001-520.30-09	ELECTRONIC MEDIA			
330-3001-520.30-12	READY TO READ GRANT	8,500.00	1,792.41	6,707.59
330-3001-520.35-13	CONTRACT SERVICES			
330-3001-520.60-16	PROMOTION & PUBLICITY	1,000.00		1,000.00
330-3001-571.90-00	RESERVED FOR FUTURE EXPNS			
330-3001-580.80-13	EQUIPMENT			
TOTALS:		252,500.00	2,332.00	250,168.00

# Law Library Revenues, July 2020

PREPARED 08/18/2020, 15:28:57  
PROGRAM: GM365L

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST

2021 FROM ACCOUNT: 330-6004-300.00-00 THRU ACCOUNT: 330-6004-399.99-99

PAGE 1

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
330-6004-329.50-24	FINES-STATE COURTS	20,000.00		20,000.00
330-6004-389.80-03	FR RESERVE FUND	52,000.00	53,931.98	1,931.98-
TOTALS:		72,000.00	53,931.98	18,068.02

# Law Library Expenditures, July 2020

PREPARED 09/18/2020, 15:29:13  
 PROGRAM: GM365L

CROOK COUNTY TREASURER  
 ACCOUNT BALANCE LIST

2021 FROM ACCOUNT: 330-6004-500.00-00 THRU ACCOUNT: 330-6004-599.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
330-6004-510.01-17	DEPARTMENT HEADS			
330-6004-510.01-22	ASST/TECH/COORD/CLERK			
330-6004-510.02-01	FICA		9.74	9.74-
330-6004-510.02-02	WORKERS COMPENSATION		.19	.19-
330-6004-510.02-03	HEALTH INSURANCE		65.65	65.65-
330-6004-510.02-04	LIFE INSURANCE/LTD		.60	.60-
330-6004-510.02-05	UNEMPLOYMENT		.13	.13-
330-6004-510.02-06	401K RETIREMENT		5.69	5.69-
330-6004-520.05-74	PROGRAMS AND OUTREACH	300.00		300.00
330-6004-520.10-25	OFFICE SUPPLIES	100.00		100.00
330-6004-520.10-26	ORDINANCE COMPILATION	3,500.00		3,500.00
330-6004-520.20-19	EQUIPMENT REPAIRS/MAINT.			
330-6004-520.30-05	COLLECTION DEVELOPMENT	25,000.00	1,025.00	23,975.00
330-6004-520.30-16	WESTLAW			
330-6004-520.45-04	REGISTRATION & DUES	1,000.00		1,000.00
TOTALS:		29,900.00	1,216.48	28,683.52

# Director's Report

## August 2020

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**Prepared by Buzzy Nielsen, Director of Library Services**

I'm going more narrative for my final Director's Report at Crook County Library, rather than my typical bullet points. My last month, aside from a week of vacation, has been focused on transitioning responsibilities over to other staff and assisting in the search for a new Director of Library Services. There are several responsibilities that I currently do that need to be filled by other staff temporarily including Board support, budgeting/finance, facilities oversight, management of the Law and Ochoco collections, technology issues, and more. I've been training Interim Director Cindy York, Assistant Director Heather Jones, and other staff on these duties over the past month and will continue doing so until my last day on Tuesday, August 25. At the meeting, I'll give an update on how the Director search process has been going.

There are a few projects I'm working on wrapping up in my final week as well. As a gift to my successor, I'll complete the annual statistical report to the State Library of Oregon. I'm also working on getting some items ready for the Ochoco collection, pre-selecting some law materials, finishing up parts of the Facebook technology education grant, cleaning up my office, and more.

The main area of complication we've had recently relates to maintenance. On July 16, without consulting anyone from the library, Maintenance Custodian Rocky York was released from his position along with another Maintenance staff as a cost-saving measure. To my knowledge, there was no set plan to provide for maintenance and custodial for the library other than our on-call janitorial firm suddenly coming in daily. We've worked through some of these issues, but the lack of a distinct plan, despite the obviously pre-meditated decision to release Rocky, was unfortunate.

As a final note, I'd like to say what a pleasure it's been spending the last four years in Crook County. It's a great library with a fantastic staff and supportive community. Thanks to the staff's ingenuity, the Friends of the Library's tireless support, and the community's good will, we've been able to accomplish a lot and help people see that 21<sup>st</sup> century libraries are way more than just shelves of books. They're places where people gather, learn, and interact to help make their communities better. I look forward to continuing to work with Crook County and all of the other libraries in Oregon in my new role at the State Library.

# Statistics, July 2020

ACTIVITY	Annual change	Monthly average	Total	Jul
<b>Collection use</b>				
<i>Physical circulation activity</i>				
Checkouts: selfcheck	-70.7%	1,704	1,704	1,704
Checkouts: desk	-62.6%	1,443	1,443	1,443
Selfcheck ratio			54%	46%
Outreach checkouts		-	-	-
Total physical circ.	-67.5%	262	3,147	3,147
Items lent w/in system	-4.0%	3,210	3,210	3,210
Items borrowed w/in system	-20.0%	822	822	822
Outside ILLs borrowed	-62.7%	19	19	19
Outside ILLs lent	0.0%	4	4	4
Checkins	-69.1%	2,751	2,751	2,751
Paging list items	-1.1%	2,753	2,753	2,753
<i>Electronic use</i>				
Ancestry searches	-100.0%	-	-	-
Ancestry content views	-100.0%	-	-	-
Chilton retrievals	-100.0%	-	-	-
Gale sessions	-99.3%	4	4	4
Gale searches	-99.0%	6	6	6
Gale full-text views	-97.6%	1	1	1
HeinOnline sessions	0.0%	2	2	2
HeinOnline searches		2	2	2
HeinOnline views		-	-	-
HeritageQuest searches	81.0%	38	38	38
HeritageQuest views	271.4%	26	26	26
LearningExpress sessions	-100.0%	-	-	-
LearningExpress resources	-100.0%	-	-	-
Oregon BarBooks				-
OverDrive checkouts	10.8%	3,266	3,266	3,266
OverDrive new users	-30.0%	21	21	21
Small Engine sessions		1	1	1
Small Engine content views		5	5	5
Website sessions (visits)	-100.0%		-	N/A
Website unique users	-100.0%		-	N/A
Website pageviews	-100.0%		-	N/A

ACTIVITY	Annual change	Monthly average	Total	Jul
Westlaw		-		-
Total electronic use	8.7%	275	3,298	3,298
<i>Total collection use</i>	-49.3%	537	6,445	6,445
<b>Library use</b>				
<i>Days open</i>	-3.8%	25	25	25
Hours open	-14.3%	216	216	216
<i>Limited days open</i>		13	13	13
Limited hours open		216	216	216
Public closure hours		26	26	26
<i>Patron visits</i>	-64.7%	4,054	4,054	4,054
Gate traffic		4,040	4,040	4,040
New patrons	-62.8%	35	35	35
Reference Interactions	-12.0%	103	103	103
<i>Computer sessions</i>				
Desktop sessions	-68.1%	250	250	250
WiFi sessions			-	-
Total Internet use	-70.2%	21	250	250
Laptop sessions	-94.6%	3	3	3
AWE sessions	-100.0%	-	-	-
Meetings held	-77.5%	20	20	20
<b>Collection activity</b>				
<i>New items</i>	-7.0%	28	330	330
Books & print	-18.7%	256	256	256
Audio	-47.6%	11	11	11
Movies	231.6%	63	63	63
Items withdrawn	-100.0%	-	-	-
Billed/damaged not paid	-100.0%	-	-	-
Claimed returned		-	-	-
Long missing	-100.0%	-	-	-
Withdrawn	-100.0%	-	-	-
Net change in items	-127.2%	28	330	330
Items Processed	-25.6%	433	433	433
Items Repaired	264.7%	733	733	733

ACTIVITY	Annual change	Monthly average	Total	Jul
<b>Programs and outreach</b>				
<i>Children's programs</i>				
# kids programs	-100.0%	-	-	-
Kids program attendance	-100.0%	-	-	-
# kids outreach		0	3	3
Kids outreach attendance		12	138	138
# Kids Total	-82.4%	0	3	3
Total kids attendance	-64.5%	12	138	138
<i>Teen programs</i>				
# teen programs	-100.0%	-	-	-
Teen Program attendance	-100.0%	-	-	-
# teen outreach		-	-	-
Teen outreach attendance		-	-	-
# teen total	-100.0%	-	-	-
Total teen attendance	-100.0%	-	-	-
<i>Adult programs</i>				
# adult programs	-100.0%	-	-	-
Adult program attendance	-100.0%	-	-	-
# adult outreach		-	-	-
Adult outreach attendance		-	-	-
# adult total	-100.0%	-	-	-
Total adult attendance	-100.0%	-	-	-
<i>Online programs</i>				
# online programs		0	5	3
Online program attendance		1	15	10
<i>Total # programs</i>	-75.8%	1	8	6
<i>Total attendance</i>	-72.6%	13	153	148
<i>Outreach activities only</i>		0	3	3
<i>Outreach attendance only</i>		12	138	138
<b>Volunteering</b>				
Volunteers		N/A	N/A	5
Volunteer Hours	-100.0%	-	-	-

# Crook County 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	CROOK COUNTY LIBRARY	<i>CROOK COUNTY LIBRARY</i>
1.02	Street address	175 NW MEADOW LAKES DR	<i>175 NW MEADOW LAKES DR</i>
1.03	City ( enter the city ONLY )	PRINEVILLE	<i>PRINEVILLE</i>
1.04	Zip	97754	<i>97754</i>
1.05	Mailing address	175 NW MEADOW LAKES DR	<i>175 NW MEADOW LAKES DR</i>
1.06	City ( enter the city ONLY )	PRINEVILLE	<i>PRINEVILLE</i>
1.07	Zip	97754	<i>97754</i>
1.08	County	Crook	<i>Crook</i>
1.09	Library's main phone number (enter number without dashes or parentheses)	(541) 447-7978	<i>(541) 447-7978</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	2	<i>2</i>
1.13	Has the library or any of its branches moved or expanded in the last fiscal	No	<i>No</i>



year?

## Number of public service outlets

1.14	Central library	1	1
1.15	Branches	0	0
1.16	Bookmobiles	0	0
1.17	Other public service outlets	0	0
1.18	Registered users	8,278	8,633
1.19	Registered users added	877	1,002

**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	4.00	4.00
2.02	Other persons holding the title of librarian	2.00	2.00
2.03	<b>Total librarians in FTE ( Sum of Lines 2.01 and 2.02 )</b>	6.00	6.00
2.04	All other paid staff	5.60	5.60
2.05	<b>Total paid staff in FTE ( Sum of Lines 2.03 and 2.04 )</b>	11.60	11.60
2.06	Total number of volunteers ( individuals )	14	18
2.07	Total volunteer hours	349	332
2.08	Library Board / District Board	Advisory board ( appointed )	Yes
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	\$0	\$0
3.02	County	\$978,983	\$852,832
3.03	District ( Library district, community college district, school district )	\$0	\$0
3.04	<b>Total local government ( Sum of 3.01 - 3.03 )</b>	\$978,983	\$852,832
3.05	State government sources	\$28,485	\$8,094

#### Federal government sources

3.06	LSTA grants	\$0	\$0
3.07	E-rate telecommunications discount	\$0	\$2,389
3.08	Other federal funds	\$2,360	\$0
3.09	<b>Federal government revenue ( Sum of 3.06 - 3.08 )</b>	\$2,360	\$2,389
3.10	Other operating revenue	\$94,040	\$30,912
3.11	<b>Total library operating revenue ( Sum of 3.04, 3.05, 3.09, 3.10 )</b>	\$1,103,868	\$894,227

#### SECTION B. CAPITAL REVENUE

3.12	Local government capital revenue	\$3,957	\$7,219
3.13	State government capital revenue	\$0	\$0
3.14	Federal government capital revenue	\$0	\$0
3.15	Other capital revenue	\$28,885	\$0
3.16	<b>Total capital revenue ( Sum of 3.12 - 3.15 )</b>	\$32,842	\$7,219

#### 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	\$464,303	\$454,134
4.02	Employee benefits	\$206,025	\$159,094
4.03	<b>Total staff expenditures ( Sum of 4.01 and 4.02 )</b>	\$670,328	\$613,228
Library collection			
4.04	Books and other print materials	\$69,881	\$45,874
4.05	Periodicals and other serial subscriptions	\$3,910	\$3,565
4.06	<b>Total expenditure on print materials ( Sum of 4.04 and 4.05 )</b>	\$73,791	\$49,439
4.07	Electronic materials expenditures	\$46,964	\$34,346
4.08	Other materials expenditures	\$10,398	\$11,915
4.09	<b>Total expenditures on collection ( Sum of 4.06 + 4.07 + 4.08 )</b>	\$131,153	\$95,700
4.10	All other operating expenditures	\$302,387	\$185,299
4.11	<b>Total library expenditures ( Sum of 4.03 + 4.09 + 4.10 )</b>	\$1,103,868	\$894,227

#### SECTION B. CAPITAL OUTLAY

4.12	Library construction and related expenditures ( incl. building sites )	\$0	\$0
4.13	Capital equipment expenditures ( e.g. new automated systems )	\$28,885	\$7,219
4.14	Other capital outlay	\$0	\$0
4.15	<b>Total capital outlay ( Sum of 4.12 - 4.14 )</b>	\$28,885	\$7,219

## 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	41,610	41,209
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5.02	Print items added	4,383	4,420
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#### Audio materials

5.03	Physical audio items	3,735	3,716
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5.04	Physical audio items added	279	343
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#### Video materials

5.05	Physical video items	3,563	3,443
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5.06	Physical video items added	322	375
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#### Other library materials

5.07	Other materials	13	14
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5.08	Other materials added	0	0
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#### Totals for the end of fiscal year

5.09	<b>Total physical units ( Sum of 5.01 + 5.03 + 5.05 + 5.07 )</b>	48,921	48,494
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5.10	<b>Total physical units added ( Sum of 5.02 + 5.04 + 5.06 + 5.08 )</b>	4,984	5,140
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### SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

#### E-books

5.11	Library2Go e-books	0	0
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5.12	Library2Go e-books added	0	0
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5.13	Local e-books	59,318	50,397
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5.14	Local e-books added	14,503	10,816
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5.15	<b>Total e-books ( Sum of 5.11 and 5.13 )</b>	59,318	50,397
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5.16	Total e-books added ( Sum of 5.12 and 5.14 )	14,503	10,816
Digital Audio Materials			
5.17	Library2Go audiobook units	0	0
5.18	Library2Go audiobook units added	0	0
5.19	Local digital audiobook units	29,281	22,554
5.20	Local digital audiobook units added	5,914	4,109
5.21	Total digital audiobook units ( Sum of 5.17 and 5.19 )	29,281	22,554
5.22	Total digital audiobook units added ( Sum of 5.18 and 5.20 )	5,914	4,109
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 )	88,599	72,951
5.30	Total digital or units added ( Sum of 5.16, 5.22, 5.28)	20,417	14,925
5.31	Total physical and downloadable units ( Sum of 5.09 and 5.29 )	137,520	121,445
5.32	Total physical and downloadable units added ( Sum of 5.10 and 5.30 )	25,401	20,065

## Electronic Collections

5.33	Statewide licensed databases	24	24
5.34	Statewide licensed databases added	0	02
5.35	Cooperative or locally licensed databases	8	5
5.36	Cooperative or locally licensed databases added	3	0
5.37	<b>Total licensed databases ( Sum of 5.33 and 5.35 )</b>	32.00	29.00
5.38	<b>Total licensed databases added ( Sum of 5.34 and 5.36 )</b>	3	2

**Part 6 - CIRCULATION & COLLECTION USE**

6.01	Successful retrievals from statewide databases	301	242
6.02	Successful retrievals from local Databases	973	1,139
6.03	<b>Total Successful retrievals from databases ( Sum of 6.01 and 6.02 )</b>	1,274.00	1,381.00
6.04	First-time circulation of adult materials	47,204	62,765
6.05	Renewals of adult materials	12,951	16,261
6.06	First-time circulation of young adult ( YA ) materials	2,891	4,044
6.07	Renewals of young adult ( YA ) materials	925	1,187
6.08	First-time circulation of children's materials	18,797	28,479
6.09	Renewals of children's materials	6,990	9,794

6.10	First-time circulation not separated into adult or children's materials	0	0
6.11	Renewals not separated into adult or children's materials	0	0
6.12	Total first-time circulation ( Sum of 6.04, 6.06, 6.08, 6.10 )	68,892	95,288
6.13	Total renewals ( Sum of 6.05, 6.07, 6.09, 6.11)	20,866	27,242
6.14	Total circulation of adult materials ( Sum of 6.04 and 6.05)	60,155	79,026
6.15	Total circulation of young adult ( YA ) materials ( Sum of 6.06 and 6.07 )	3,816	5,231
6.16	Total circulation of children's materials ( Sum of 6.08 and 6.09)	25,787	38,273
6.17	Total circulation not separated into adult, YA or children's materials ( Sum of 6.10 - 6.11 )	0	0
6.18	Total physical item circulation ( Sum of 6.14 - 6.17 )	89,758	122,530
6.19	Circulations of Library2Go electronic materials	0	0
6.20	Circulations of local and/or other electronic materials	35,661	33,832
6.21	Total circulation of electronic materials ( Sum of 6.19 and 6.20 )	35,661	33,832

6.22	Total circulation (Sum of 6.18 + 6.21)	125,419	156,362
6.23	Electronic Content Use ( Sum of 6.03 + 6.21 )	36,935	35,213
6.24	Total Collection Use ( Sum of 6.03 + 6.18 + 6.21)	126,693	157,743
6.25	ILLs made to libraries in own resource sharing system	30,260	35,952
6.26	ILLs made to all other libraries	39	35
6.27	Total ILLs loaned ( Sum of 6.25 + 6.26 )	30,299	35,987
6.28	ILLs borrowed from other libraries using own resource sharing system	9,401	11,847
6.29	ILLs borrowed from all other libraries	370	354
6.30	Total ILLs borrowed ( Sum of 6.28 + 6.29 )	9,771	12,201
6.31	Circulations made without charge to non-residents	0	1,737

## Part 7 - PROGRAMS & OTHER SERVICES

7.01	Total reference transactions	1,340	971
7.02	Reference Transactions reporting method	Actual count ( you track each transaction as it happens )	
7.03	Children's programs	238	270
7.04	Children's programs attendance	3,534	7,034
7.05	Young adult's programs	85	59



7.06	Young adult's programs attendance	1,992	2,304
7.07	Number of programs for adults or multi-generational audiences	136	122
7.08	Adult's or multi-generational audiences programs attendance	1,816	2,986
7.09	<b>Total programs ( Sum 7.03 + 7.05 + 7.07 )</b>	459	451
7.10	<b>Total program attendance ( Sum 7.04 + 7.06 + 7.08 )</b>	7,342	12,324
7.11	Meeting Room Usage	882	1,050
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	6,175	9,155
8.02	Public internet computers used by general public	16	18
8.03	Tell us about your library's wireless internet	Wi-Fi extends outside building, 24/7	Yes
8.04	Wireless Sessions	0	19,905
8.05	Internet upload speed ( main library ), please report in Mbps	31.70	100
8.06	Internet download speed ( main library ), please report in Mbps	63.53	100

8.07	Shared ILS consortium name	Deschutes	<i>Deschutes</i>
8.08	Vendor of automated system	Innovative Interfaces (III)	<i>Innovative Interfaces (III)</i>
8.09	Website Visits	0	<i>27,098</i>
8.10	Typical week, total hours open M-F ( open to 5:00 pm )	40	<i>40</i>
8.11	Typical week, total hours open M-F ( 5:00 pm to close )	11	<i>11</i>
8.12	Typical week, total hours open Saturday-Sunday ( open to 5:00 pm )	6	<i>6</i>
8.13	Typical week, total hours open Saturday-Sunday ( 5:00 pm to close )	0	<i>0</i>
8.14	<b>Total main library hours in a typical week ( Sum of 8.10 - 8.13 )</b>	57.0	<i>57.0</i>
8.15	Weeks main library was open	39	<i>52</i>
8.16	Annual public service hours for main library	2,149	<i>2,820</i>
8.17	Total library visits	96,612	<i>145,640</i>
8.18	Library visits reporting method	Actual count ( you track each visit as it happens )	
8.19	Square footage of main library	17,430	<i>17,430</i>
8.20	Total square feet of all facilities	17,430	<i>17,430</i>

## 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	as charged by other library / OCLC cost	<i>as charged by other library / OCLC cost</i>
9.06	Annual fee for non-resident individual patrons	\$85.00	\$85.00
9.07	Annual fee for non-resident households	\$85.00	\$85.00
9.50	Director hourly salary low	\$33.03	\$32.70
9.51	Director hourly salary high	\$44.43	\$43.99
9.52	Supervisory Librarian hourly salary low	\$25.38	
9.53	Supervisory Librarian hourly salary high	\$34.13	
9.54	Non-supervisory Librarian hourly salary low	\$20.24	\$19.64
9.55	Non-supervisory Librarian hourly salary high	\$27.21	\$26.41
9.56	Library assistant hourly salary low	\$15.63	\$15.48
9.57	Library assistant hourly salary high	\$21.03	\$20.82
9.58	Library clerk hourly salary low	\$11.66	\$10.89
9.59	Library clerk hourly salary high	\$14.78	\$14.63

### Part 10 - CONTACT INFORMATION and ADMINISTRATIVE DETAILS

10.01	Population served	23,440	22,710
10.02	FSCS ID Admin	OR0065	OR0065
10.03	Interlibrary relationship code	NO	NO
10.04	Legal basis code	CO	CO
10.05	Administrative structure code	SO	SO
10.06	PLSC public library definition	Yes	Yes
10.07	Geographic code	CO1	CO1
10.08	URL to library's website	<a href="https://crooklib.org">https://crooklib.org</a>	

10.09	URL to statewide periodical resources ( Gale )	<a href="https://www.crooklib.org/library/page/research-learning">https://www.crooklib.org/library/page/research-learning</a>	
10.10	URL to statewide career & testing resources ( LearningExpress Library )	<a href="https://www.crooklib.org/library/page/research-learning">https://www.crooklib.org/library/page/research-learning</a>	
10.11	URL to collection management policy	<a href="https://www.crooklib.org/sites/default/files/fileattachments/library/page/8677/collection_development_policy_2017-04-13.pdf">https://www.crooklib.org/sites/default/files/fileattachments/library/page/8677/collection_development_policy_2017-04-13.pdf</a>	
10.12	URL to circulation policy	<a href="https://www.crooklib.org/sites/default/files/fileattachments/library/page/8677/library_card_policy_2019-01-23.pdf">https://www.crooklib.org/sites/default/files/fileattachments/library/page/8677/library_card_policy_2019-01-23.pdf</a>	
10.13	URL to patron confidentiality policy	<a href="https://www.crooklib.org/sites/default/files/fileattachments/library/page/8677/privacy_policy_2019-11-14.pdf">https://www.crooklib.org/sites/default/files/fileattachments/library/page/8677/privacy_policy_2019-11-14.pdf</a>	
10.14	Person submitting report	Buzzy Nielsen	<i>Buzzy Nielsen</i>
10.15	Phone	(541) 447-7978	<i>(541) 447-7978</i>
10.16	Email	bnielsen@crooklib.org	<i>bnielsen@crooklib.org</i>
10.17	Estimated Time burden ( in hours ) to complete report	50.00	50

## 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*

Yes

*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?"*

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.

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

No

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*

Yes

*Coronavirus  
(COVID-19)  
pandemic?"*

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*

No

*access to Wi-Fi  
Internet access to  
users outside the  
building at one or  
more outlets during  
the Coronavirus  
(COVID-19)  
pandemic?*

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  
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.*

13

CV15 Number of Weeks  
an Outlet Had  
Limited Occupancy

3



Due to COVID-19.

This is the number of weeks during the year that an outlet implemented limited public occupancy practices for in-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.

Ten of our thirteen staff were furloughed during the pandemic, from May 2 through at least June 8 (or June 12 for some). The remaining three staff operated curbside, phone, and email services during the furlough period.