



# Board of Trustees

## Meeting Agenda

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Thursday, July 8, 2021, 5.15p  
MEETING OPEN TO THE PUBLIC

1. Additions/deletions from the agenda (**ACTION**) Neal
2. Conflicts/potential conflicts of interest Neal
3. Public comment Neal
4. Consent agenda (**ACTION**) Neal
  - a. Minutes of June 10, 2021, regular meeting
5. Reports
  - a. Friends Friends
  - b. Circulation services York
  - c. Public services Jones
  - d. Director Witteveen
  - e. Finance Witteveen
    - i. Note: monthly financial report not available at time of meeting packet assembly; print copies provided at Board Meeting if released by then.
6. Continuing business
  - a. COVID update Witteveen
7. New business Witteveen
  - a. Words on Wheels Homebound Services policy draft (**ACTION**)
  - b. Strategic plan update: progress made, goals reached
8. Agenda items for next meeting, August 12, 2021 Neal
  - a. Fiscal year 2020-21 budget review
9. Adjournment Neal

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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 a meeting room at 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 Minutes

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Thursday, June 10, 2021, 5.15p  
**VIRTUAL MEETING OPEN TO THE PUBLIC**

The Library Board of Trustees will meet in person this month. We invite the public to join via WebEx. Connection information is below.

**WebEx info:** <https://crookcounty.my.webex.com/crookcounty.my/j.php?MTID=m0b67fa9d7ba9feb084eeb58443bf4aa4>  
**Phone: 408-418-9388, access code 126 492 5205**

**Attendance:** April Witteveen (director,) Heather Jones (assistant director,) Cindy York (operations manager,) Jerry Bishop, LaQuita Stec, Jan Anderson, ZuAnne Neal  
**Absent:** Pam Looney

1. Additions/deletions from the agenda (**ACTION**) Bishop  
Moves: Jan  
Seconds: ZuAnne  
Motion passes and agenda is accepted.
2. Conflicts/potential conflicts of interest Bishop  
No conflicts identified.
3. Public comment Bishop  
No members of the public present
4. Consent agenda (**ACTION**) Bishop
  - a. Minutes of May 13, 2021, regular meeting  
Moves: ZuAnne  
Seconds: LaQuita  
Motion passes and minutes are approved.
5. Reports Friends
  - a. Friends Friends
    - Friends had a successful May bag sale in the parking lot; due to low volunteer capacity they will not host a sale in June but will return in July (third Saturday.)
  - b. Circulation services York
    - Cindy reported on upcoming homebound services plan; hope for a soft launch by the fall.
    - Cheers to Renee for going above and beyond for a patron searching for a motorcycle manual.

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- c. Public services Jones
- SRP has had a very strong, active launch! Did some good flyering in schools and public locations; strong social media presence. 373 registered as of today, which is fantastic!
  - Great slate of virtual programs and take-and-make kits, both for all ages
    - I. Tale Trail at Wetlands Complex
  - Outreach report: Pop-up libraries coming to area parks soon!
  - Hopefully will attend some Movies at the Park events.
- d. Director Witteveen
- Teen Librarian has been hired! Kaitlin (Katie) Fischer will join our team after completing her Americorps service hours and locating housing in the area. She comes to us from Roseburg.
  - New furniture coming soon to the children’s room
  - Installing a free-standing mailbox for efficiency and ease
  - Art display is a lovely addition to our building for the summer!
  - Various IT projects have kept us on our toes
  - Library swag/giveaways order has come in; April presented each Trustee with a goody bag to say thanks for the past year of service.
  - Notes on janitorial RFP @ county level: one company submitted and received the award.
- e. Finance Witteveen
- Note: financial report not available at time of meeting packet assembly; print copies provided at Board Meeting if released by then.
  - County budget has been approved and will formally be adopted next week.
  - April will present on year end financials in July.
6. Continuing business
- a. COVID update Witteveen
- Management team has begun discussing our order of operations when “Mask Drop” hits the state. We anticipate some things may not immediately get addressed, I.E. Broughton Room will take time to clear out and clean. We will also carefully evaluate our main library spaces to determine a preferred layout for seating.
  - Currently still operating under “high risk” safety precautions
  - Mask policy has become quite contentious and difficult for staff.
7. New business Witteveen
- a. New at the library

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- eResources: Hoopla, Scholastic Teachables, BrainFuse Job Now and Help Now; Wowbrary Newsletter
- Library of Things Building and Robotics Kits

b. Board elections for Chair and Vice Chair **(ACTION)**

Chair nomination: ZuAnne

Moves: Jan

Seconds: LaQuita

Motion passes, ZuAnne Neal is Board Chair for 2021-2022.

Vice chair nomination: Jan

Moves: Jerry

Seconds: LaQuita

Motion passes, Jan Anderson is Board Co-Chair for 2021-2022

8. Agenda items for next meeting, July 8, 2021 Bishop

9. Adjournment Bishop

Moves: ZuAnne

Seconds: Jan

Meeting adjourned at: 6:27pm

Notes submitted by April Witteveen

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# Crook County Library Circulation Services Report July 2021

*Prepared by Cindy York, Library Operations Manager*

## Circ Team Updates

June was a busy month as circulation team prepared for the great “mask drop” and the return of what we hope will be pre-pandemic workflows! In addition to this preparation, several circ team members have banded together to create a Sunshine Committee whose goal will be to increase/maintain positive energy in the library. We are the happiness crew!

**Amber Dozhier, Technician**—in anticipation of the re-opening of the meeting rooms, Amber has proactively worked to prep staff for the onslaught of reservations about to hit. She is also hard at work organizing all keys associated with the building and grounds. Additionally, Amber has started cross training in cataloging from current cataloger Kim Bales. Add a couple of “Intro to Cataloging” webinars and you can see she was very busy this past month!

**Kiera Gregg, Aide**—in addition to her regular duties, Kiera was given a quick detective’s tutorial on searching the building for missing items.

**Eirlan Haney, Technician**—besides keeping our indoor plants healthy & happy (we’ve had plants blooming that have never bloomed before), Eirlan started on the path of item repair. With all types of repairs coming her way, Eirlan is finding an outlet for her creativity and problem-solving techniques!

**Renee Parrott, Technician**—with interlibrary loan requests on the rise, spearheading the Sunshine Committee, and cross training in reader’s advisory, Renee has been a busy little bee indeed!

**Janet Yu, Aide**—Janet takes her shelf maintenance responsibilities very seriously. Once shelving is all caught up, she can often be found tidying up the shelves to make the building more presentable. She is the newest member of the Sunshine Committee and has wonderful ideas to bring to the group!

## Volunteers in the Library

We have recently been given the green light from H.R. to accept volunteer applications! April and I met with Judy England, the volunteer coordinator from the Deschutes Library system for tips on processing applications and onboarding new volunteers. Even though we currently have an amazing core group of volunteers, I am feeling energized to be able to bring in new faces!



## Circulation Statistics:

High/Low statistics for June:

	<u>Highest Number Recorded</u>	<u>Lowest Number Recorded</u>
Self-Check Stations	285 checkouts on 6/30	51 checkouts on 6/12
Front Counter Stations	176 checkouts on 6/8	23 checkouts on 6/12
Checkins	321 returns on 6/4	84 returns on 6/19
Paging List Items (items leaving the building)	196 items listed on 6/1	56 items listed on 6/5
Items on Hold Shelf	156 items on 6/9	74 items on 6/14
Incoming Crates	10 crates on 6/14	3 crates on 6/11

# Crook County Library Public Services Report July 2021

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

## Summer Reading Program

Summer reading is in full swing and we are seeing fantastic sign-up numbers for this year. As of July 1st we have 576 sign-ups, have given away approximately 318 free books, and have 93 readers that have completed the 15 hour reading goal.

### Upcoming Programs:

#### Kids:

- July 6<sup>th</sup>-July 10<sup>th</sup>: Get Outside Scavenger Hunt
- July 12<sup>th</sup>-July 17<sup>th</sup>: Power of Plants take and make kit
- July 19<sup>th</sup>-July 24<sup>th</sup>: Mindfulness take and make kit
- July 26<sup>th</sup>-July 31<sup>st</sup>: Bath time modeling dough take and make kit

#### Adults:

- July 6<sup>th</sup>-July 10<sup>th</sup>: Ocean Salt Scrub take and make kit
- July 12<sup>th</sup>-July 17<sup>th</sup>: Nature Journaling take and make kit
- July 19<sup>th</sup>-July 24<sup>th</sup>: DIY summer bucket hat take and make kit

#### Teens:

- July 6<sup>th</sup>-July 10<sup>th</sup>: Fine art coloring take and make kit
- July 12<sup>th</sup>-July 17<sup>th</sup>: writing and journaling take and make kit
- July 19<sup>th</sup>-July 24<sup>th</sup>: Food science take and make kit
- July 26<sup>th</sup>-July 31<sup>st</sup>: Bookmark design contest take and make kit

## Outreach

- We have had our first three Pop-Up Libraries at Crooked River Wetlands and Prineville Pool and we are seeing a great response from our community at these events. It has been fun for staff to get back out there and get engaged with the community.
- We attended Prideville at Pioneer Park on Sunday, June 27th. We were able to interact with approximately 202 people, and it was a great opportunity to advertise our materials and services to the LGBTQIA+ community and allies.
- We have had a great summer so far working with MountainStar relief nursery. Our Children's Librarian, Jenn, has been providing their class with activity kits. We received feedback from them about how grateful they are for our support and that we are exceeding their expectations. Jenn and Renee also had an opportunity to visit MountainStar on June 10<sup>th</sup> and sign families up for Summer Reading Program.



Teen GooseChase Scavenger Hunt



Pop-Up Art School



Library table at Prideville

# Director's Report

July 2021

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Prepared by April Witteveen, Director of Library Services

## Personnel

- Katie Fischer, our upcoming Teen Librarian, visited the library on Saturday, June 26. Heather gave her a library tour and used the outreach van to show her some pertinent locations in Prineville.

## Facilities and Equipment

- The library is an official cooling station for Crook County; we offer air conditioning, seating, and water to assist in keeping our community safe. We saw many people come in to cool off during the late June heat wave. St Charles also donated some travel-sized sunscreen for us to hand out which our patrons appreciate.
- Awaiting furniture assembly/installation in childrens' room
- Air conditioning units were inspected and several faults identified; a Band-Aid solution has us staying cooler over all but not quite at 100%
- Lighting switches have been rewired for safety and ease of use

## Technology

- Computer lab back to full capacity of 6 PCs
- Free printing comes to an end; printing fees will be approved to reduce to \$.05 for black and white and \$.25 for color.
- Hoopla digital streaming service went live July 1
- Facebook and Prineville Downtowners are delivering a significant WiFi boost to the greater 3<sup>rd</sup> street corridor; the library will benefit from enhanced WiFi connections.

## COVID update

- Shifting back to pre-pandemic operations- almost all the way back to normal!
- Broughton Room available for events starting in September (reservations can be made now.) Juniper Room and Study Room are currently available.
- Keeping a daily "sani-walk" and hand sanitizer stations
- Plexiglass dividers have been removed but are kept in the storage shed...just in case...

## Community Connections

- April will serve as Rotary Treasurer for 2021-22
- April in conversation with Work Source to develop programming and resources related to job seeking/career exploration
- Library hosted Chamber Perk on July 2
- Other community contacts rising up as we move out of safety restrictions

# Crook County Library

## Words on Wheels--Homebound Services

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Approved by the Library Board of Trustees on [ ,2021]

### **Policy Statement**

The Crook County Library Homebound Service program helps fulfill the library's mission by offering services to eligible residents who are homebound due to illness, disability or age, or are physically unable to visit the library for any other reason.

### **Eligibility**

To qualify for homebound services, an individual must:

- Live in Crook County
- Possess a valid Crook County Library card
- Be unable to visit the library on their own because of a temporary or long-term disability or health or mobility challenges. *Medical certification is **not** required.*
- Organizational accounts may be considered based on clientele

### **Starting Homebound Services**

To initiate service, an individual must complete a CCL application for Homebound Services. Applications will then be reviewed by the Library Director, Asst. Director, or Library Operations Manager. Once approved, patron will be notified of the beginning service date.

### **Homebound Borrowing Policies**

- A homebound patron may borrow up to 15 items
- Loan period is consistent with CCL borrowing guidelines
- Fees will be charged for lost or damaged library materials consistent with CCL guidelines
- CCL reserves the right to restrict titles and formats requested for homebound service based on their availability
- In-person delivery of library materials will be scheduled on a monthly basis





ACTIVITY	Annual change	Monthly average	Total	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
<b>Children's programs</b>															
# kids programs	-64.6%	2	23	2	2	4	4	4	2	3	1	1	-	-	-
Kids program attendance	-48.3%	55	658	97	54	103	76	130	42	93	43	20	-	-	-
# kids outreach	-82.0%	2	29	6	8	2	3	2	1	-	1	3	-	-	3
Kids outreach attendance	-34.4%	120	1,441	142	971	30	48	30	15	-	14	53	-	-	138
# Kids Total	-77.0%	4	52	8	10	6	7	6	3	3	2	4	-	-	3
Total kids attendance	-39.5%	175	2,099	239	1,025	133	124	160	57	93	57	73	-	-	138
<b>Teen programs</b>															
# teen programs	-63.0%	1	17	3	-	2	3	2	2	2	3	-	-	-	-
Teen Program attendance	85.9%	42	502	13	-	30	57	55	40	65	242	-	-	-	-
# teen outreach	-97.4%	0	1	-	-	-	-	-	1	-	-	-	-	-	-
Teen outreach attendance	-97.4%	4	45	-	-	-	-	-	45	-	-	-	-	-	-
# teen total	-78.8%	2	18	3	-	2	3	2	3	2	3	-	-	-	-
Total teen attendance	-72.5%	46	547	13	-	30	57	55	85	65	242	-	-	-	-
<b>Adult programs</b>															
# adult programs	-88.5%	1	15	3	-	1	3	3	1	2	2	-	-	-	-
Adult program attendance	-67.3%	39	472	37	-	20	60	222	20	45	68	-	-	-	-
# adult outreach	-83.3%	0	1	1	-	-	-	-	-	-	-	-	-	-	-
Adult outreach attendance	-45.6%	17	202	202	-	-	-	-	-	-	-	-	-	-	-
# adult total	-88.2%	1	16	4	-	1	3	3	1	2	2	-	-	-	-
Total adult attendance	-62.9%	56	674	239	-	20	60	222	20	45	68	-	-	-	-
<b>Online programs</b>															
# online programs		6	66	6	6	6	5	4	5	10	7	7	3	4	3
Online program attendance		49	591	62	40	16	53	93	49	108	54	71	28	7	10
Total # programs	-66.9%	13	152	21	16	15	18	15	12	17	14	11	3	4	6
Total attendance	-46.7%	326	3,911	553	1,065	199	294	530	211	311	421	144	28	7	148
Outreach activities only	-85.0%	3	31	7	8	2	3	2	2	-	1	3	-	-	3
Outreach attendance only	-60.6%	141	1,688	344	971	30	48	30	60	-	14	53	-	-	138
<b>Volunteering</b>															
Volunteers		6	65	6	6	8	7	5	5	5	5	7	4	8	5
Volunteer Hours	-88.5%	4	47	4	5	10	5	3	-	1	3	11	6	-	-
Board Volunteer Hours		4	54	5	5	5	5	5	6	4	4	3	2	6	5