



# Board of Trustees

## Meeting Agenda

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Thursday, February 10, 2022, 5.15p  
Juniper Room  
**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 December 9, 2021, regular meeting
5. Reports
  - a. Friends Friends
  - b. Circulation services York
  - c. Public services Witteveen
  - d. Director Witteveen
  - e. Financials/Statistics Witteveen
6. Continuing business
7. New business Witteveen
  - a. Exhibits Policy update (**ACTION**)
  - b. Library staffing: results of discussion with county admin
  - c. Board member resignation and potential new appointee
  - d. Clock tower repair: fundraising campaign?
8. Agenda items for next meeting, March 10, 2022 Neal
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, December 9, 2021, 5.15p  
Juniper Room  
**MEETING OPEN TO THE PUBLIC**

Present: April Witteveen, Cindy York, ZuAnne Neal, LaQuita Stec, Jan Anderson, Pam Looney, Jerry Bishop

1. Additions/deletions from the agenda **(ACTION)** Neal  
No additions to the agenda.  
Move to accept: Jerry  
Second: Pam  
Agenda accepted.
  
2. Conflicts/potential conflicts of interest Neal  
No conflicts noted.
  
3. Public comment Neal  
No members of the public present.
  
4. Consent agenda **(ACTION)** Neal
  - a. Minutes of November 18, 2021, regular meeting  
Move to approve minutes: Jerry  
Second: Jan  
Minutes approved.
  
5. Reports
  - a. Friends Friends  
Holiday book sale is doing well. Figuring out monthly book sale status month by month (no sale in December.)
  
  - b. Circulation services York  
Cindy shared trends from the last month of circulation.  
April noted that we are doing another run of new mover postcards that could bring in new cardholders.  
CCL participation in Tree of Joy- we burned through our tags within a couple of weeks and gifts are coming back well ahead of the deadline.

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- c. Public services Witteveen  
April shared information on the Winter Reading Program which is off to a fantastic start. The library moves to in-person programming in January and the librarians are busy getting ready with a great slate of events. April will put out a press release just after Christmas.
- d. Director Witteveen
  - April updated on ergonomic review, holiday festivities, and additions to nontraditional collections.
  - Update on grants: Crook County Foundations' Cultural Coalition grant to support cultural programs. Requested \$500 to be matched by Friends. Working with COCC contact to bring in programming from Warm Springs and other Oregon Native American tribal members. April priced out items for private donor and will reach out next week.
- e. Financials Witteveen
  - i. Financials not prepared in time for this meeting; contact April after 12/12 if interested in seeing reports.  
April will email financials and any comments to the board when she receives them.
6. Continuing business
- a. Statistics Witteveen  
General stats and a peek into a month's activity on our website.
7. New business Witteveen
  - a. Collection Development policy update (**ACTION**)
    - i. Updates to policy to strengthen inclusive collection philosophy and ensure a smooth process for any requests for reconsideration.
    - ii. Update to include nontraditional collections (i.e. Library of Things.)  
Move to approve updated Collection Development Policy as edited:  
LaQuita  
Second: Jerry  
Updated CD policy is approved with edits as discussed. April will send updated doc to the board along with Request for Reconsideration Form.  
April will share with staff and get policy posted on our website along with Request for Reconsideration form.
  - b. Closure Schedule 2022 (**ACTION**)  
County holidays along with CCL annual staff inservice day.  
Move to approve closure schedule: LaQuita  
Second: Jerry  
2022 closure schedule approved by board and will be sent to Court for signature.

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8. Agenda items for next meeting, January 13, 2021

Neal

9. Adjournment

Neal

LaQuita

Pam

Meeting adjourned at: 6:26

Minutes prepared by April Witteveen.

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## **Report from Friends**

The Friends are currently planning for a book sale to be held Saturday, March 12th in Carey Foster Hall at the fairgrounds. We are calling this our "Overstock Sale" because we are out of room for any more books in our storage locker.

The sale will run from 9 a.m. to 2 p.m. and will be structured differently from any sales we have held in the past. We will charge customers \$5.00 to enter the hall, and then they may carry away as many books as they want— no limit! Anyone under the age of 18 will be admitted free. Masks will be required.

We hope to be able to begin staging outdoor third Saturday sales again in April, weather permitting. We continue to receive amazing book donations from our community, including Redmond and Bend.

# Circulation Services Report

## February 2022

*Prepared by Cindy York, Library Operations Manager*

### What's Happening

On Thursday January 27<sup>th</sup>, CET riders (as well as library staff) were pleasantly surprised to find the long-awaited CET shelter assembled and in place! The morning of January 31<sup>st</sup> had our first riders taking advantage of the wind break and bench seat.



Utilizing the concept of a “Wreck Room”, staff were able to release pent up emotions at the conclusion of our January staff meeting. Was it the fire drill or the need to purge those emotions in such a physical way that got staff excited about destroying old library backup tapes? No matter-it was a hoot!

*Kim Bales smashing an old backup tape*



*Skylar Olsen waiting for the CET bus*

### For the Record

CCL welcomed 111 new library patrons in January! What's so fantastic about that? This is the first time since Jan/Feb of 2020 that we have added over a hundred patrons without the assistance of outreach applications!

Have you noticed the new “look” in our magazine area? At our last subscription renewal cycle, we took the opportunity to weed out magazine titles that are either discontinuing or whose titles no longer meet our circulation criteria. Forty titles were removed from the shelves to make space for other collection development projects. Fear not tho--the majority of these magazines can still be found in digital format thru Libby and Hoopla.

### Circulation Statistics:

High/Low statistics for January:

	<u>Highest Number Recorded</u>	<u>Lowest Number Recorded</u>
Self-Check Stations	<b>240</b> checkouts on 1/24	<b>98</b> checkouts on 1/15
Front Counter Stations	<b>216</b> checkouts on 1/5	<b>25</b> checkouts on 1/15
Checkins	<b>475</b> returns on 1/3	<b>116</b> returns on 1/15
Paging List Items (items leaving the building)	<b>255</b> items listed on 1/18	<b>79</b> items listed on 1/22
Items on Hold Shelf	<b>185</b> items on 1/20	<b>89</b> items on 1/10
Incoming Crates	<b>10</b> crates on 1/10	<b>4</b> crates on over 6 days!



# Crook County Library: Public Services Report

## February 2022

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### Programming

Our in-person programming has been going well! New events such as our Mystery Book Club as well as favorites like Wednesday storytime are seeing good attendance. Katie's teen events have been quite successful, in particular the events she hosts immediately after an outreach session at the middle school.

Program marketing will get a digital boost when our new lobby monitor goes live. A series of rotating slides will highlight programs and services at the library.

Jenn has been hosting Steins Pillar Elementary classes at the library over consecutive days in the first full week of each month. We see kindergarteners up through fifth grade with all scheduling done in collaboration with Sarah Klann in the Academic Coaching office. As SPE does not have its own library space CCL is pleased to help educate students on library use and get lots of great books circulating through the classrooms.

### Summer Reading 2022

Librarians began to discuss our next big initiative, our annual Summer Reading Program. We again have fantastic funding support from the Friends of the Library. We anticipate a program that looks similar to last year, utilizing the Beanstack software/app that many CCL patrons have now used over multiple years. We are excited to consider presenters and other special programs this year over the take and make kits (though don't be surprised if we still see a kit here or there!) We will again host Kona Ice to do an end-of-summer celebration party and of course, we'll have book and prize giveaways.

### Collections

The library has gotten two new "Curriculum Crates" thanks to a tri-county partnership with the Confederated Tribes of Warm Springs. Tribal elders planned and hand-crafted a series of miniaturized items of cultural significance to the Tribes. These miniatures come with corresponding information cards. The Crates are meant for use in a classroom setting however we don't limit checkout just to teachers. Upon marketing these on social media both kits were immediately checked out (and the Facebook interactions were the highest on any content we've posted in a while.)

We have been digging in to the Sustainable Shelves book recycling/resale program through our primary book vendor, Baker and Taylor. So far we have been able to recover close to \$50 to use toward future purchases. It may not sound like a lot, but it's better than the "\$0" we were receiving before, plus books that are not accepted for resale are recycled versus being thrown in a landfill.

### Community Outreach

The public services team is beginning to brainstorm ideas for reaching outer areas of Crook County such as Post and Paulina. Expeditions are planned to investigate the local general stores/community centers/post offices to see about installing Little Free Libraries, offering mobile technology classes, etc.

# Director's Report

January 2022

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**Prepared by April Witteveen, Director of Library Services**

## Personnel

- Hiring to fill our two current vacancies (25-hour customer service specialist and Public Services Manager) is on hold while the county completes its budget analysis with consultant Andy Parks
- April met on 2/9 with Commissioner Brummer to discuss impacts on staff, services, initiatives, etc, if these positions are not filled. This data/perspective had previously been shared with the Trustees via email.

## Facilities and Equipment

- Monitor has been installed in the lobby to run our digital signage; due to April's reduced schedule this project is a bit behind, but she will begin working on digital signage templates soon.
- April placed a service call to Stereo Planet as the audio set up in the Broughton room has been failing. Technicians will hopefully find a quick but quality fix to the problem.
- Renovation of the computer lab with funds from major private donor currently on hold due to April's reduced schedule.
- Contractors have been in to review our damaged grout in the lobby/foyer and a fix is scheduled for weekend hours.
- April met with local business Juni-Art signage to discuss two potential projects: a free-standing library map kiosk to assist in wayfinding (ARPA bilingual grant project funds can go to this); also discussed laying a solid laminate over the current maroon slat-wall endcaps on the shelving unit in the Children's Room. The slat wall displays are not preferred at this point for displaying, and the color scheme needs updating to match the rest of the room.
- We received additional furnishings to update the teen area.

## Grants

- Received unofficial notification that the library's grant request from the Crook County Foundation's Cultural Coalition has been approved. Along with matching funds from the Friends of the Library this money will be used to work in collaboration with COCC's Native American Programming Liaison to bring two programs from members of the Confederated Tribes of Warm Springs to the library over the late spring/summer.

## Other

- The State Library of Oregon has released the Public Library Statistics for FY 2020-21; April will be working on an analysis document for stakeholders.



## Statistics, July 2021-January 2022

ACTIVITY	Monthly average	Total	Jan	Dec	Nov	Oct	Sep	Aug	Jul
<b>Collection use</b>									
<i>Physical circulation activity</i>									
Checkouts: selfcheck	3,846	26,924	3,901	3,429	3,857	3,842	3,840	4,024	4,031
Checkouts: desk	2,547	17,828	2,844	2,383	2,348	2,247	2,570	2,771	2,665
Selfcheck ratio		60%	42%	41%	38%	37%	40%	41%	40%
Outreach checkouts	-	-							
Total physical circ.	3,729	44,752	6,745	5,812	6,205	6,089	6,410	6,795	6,696
Items lent w/in system	2,961	20,729	2,905	2,847	2,913	2,895	3,117	3,146	2,906
Items borrowed w/in system	880	6,158	940	816	885	938	874	825	880
Outside ILLs borrowed		159	28	30	18	19	22	19	23
Outside ILLs lent		33	3	3	4	4	6	8	5
Checkins	5,512	38,583	5,847	5,367	5,835	5,601	5,655	6,247	4,031
Paging list items	2,565	17,955	2,867	2,069	2,760	2,042	2,786	2,850	2,581
<i>Electronic use</i>									
Ancestry searches	19	135	64	2	-	4	47	18	-
Ancestry content views	13	88	14	-	-	4	55	15	-
Chilton retrievals	5	34	7	3	2	5	5	1	11
Gale sessions	8	56	9	5	4	7	17	12	2
Gale searches	18	125	10	10	9	21	20	50	5
Gale Retrievals	11	76	9	5	4	9	17	30	2
HeinOnline sessions	1	5	-	-	-	-	1	-	4
HeinOnline searches	0	1	-	-	-	-	1	-	-
HeinOnline views	1	6	-	-	-	-	4	-	2
HeritageQuest searches	9	64	-	28	-	-	29	7	-
HeritageQuest views	4	25	-	15	-	-	5	5	-
Hoopla Checkouts	157	1,099	188	156	170	148	154	186	97
LearningExpress sessions	0	1	1	-	-	-	-	-	-
LearningExpress resources	-	-	-	-	-	-	-	-	-
Lexis Nexis	-	-	-	-	-	-	-	-	-
Oregon BarBooks	-	-	-	-	-	-	-	-	-
OverDrive checkouts	3,290	23,033	3,571	3,359	3,210	3,233	3,163	3,252	3,245
OverDrive new users	23	163	20	15	21	30	21	28	28
Scholastic Teachables sessions	10	71	12	3	2	10	26	18	-
Small Engine sessions	0	1	-	-	-	-	-	1	-
Small Engine content views	0	1	-	-	-	-	-	1	-
Website sessions (visits)	2,052	14,362	1,979	1,604	2,257	1,945	1,755	1,801	3,021
Website unique users	1,258	8,808	1,153	880	1,523	1,180	935	990	2,147
Website pageviews	3,708	25,955	3,568	2,874	3,788	3,385	3,145	3,148	6,047
Westlaw	-	-	-	-	-	-	-	-	-
Total electronic use	1,939	23,263	3,601	3,382	3,216	3,251	3,249	3,304	3,260
<i>Total collection use</i>	5,668	68,015	10,346	9,194	9,421	9,340	9,659	10,099	9,956
<b>Library use</b>									
<i>Days open</i>	25	173	24	24	23	25	25	26	26
Hours open	210	1,470	204	207	195	210	213	222	219
<i>Limited days open</i>		-							
Limited hours open	#DIV/0!	-							
Public closure hours	13	89	14	24	27	8	8	-	8
<i>Patron visits</i>	4,861	34,029	5,408	4,959	5,707	5,284	4,424	3,503	4,744
Gate traffic	4,214	29,500	4,204	3,940	4,216	4,189	4,046	4,384	4,521
New patrons	87	612	111	63	83	116	67	80	92

Reference Interactions	126	884	144	75	85	120	145	161	154
<b>Computer sessions</b>									
Desktop sessions	227	1,587	218	193	207	260	255	252	202
WiFi sessions	400	2,800	400	400	400	400	400	400	400
Total Internet use	366	4,387	618	593	607	660	655	652	602
Laptop sessions	5	32	2	3	5	3	5	12	2
AWE sessions	235	1,175			240	218	257	264	196
<b>Meeting Rooms</b>									
Meetings held	54	378	80	53	63	69	51	33	29
<b>Collection activity</b>									
<i>New items</i>	214	2,571	240	381	428	454	332	379	357
Books & print	301	2,104	221	351	296	405	289	296	246
Audio	13	88	3	8	5	11	12	25	24
Movies	54	379	16	22	127	38	31	58	87
Items withdrawn	176	2,106	-	345	457	172	562	212	358
Billed/damaged not paid	11	67		22	10	21	8	-	6
Claimed returned	1	7		1	2	2	-	1	1
Long missing	5	31		10	4	3	6	8	-
Withdrawn	334	2,001		312	441	146	548	203	351
Net change in items	39	465	240	36	(29)	282	(230)	167	(1)
Items Processed	388	2,715	338	400	401	447	336	399	394
Items Repaired	345	2,414	156	201	70	176	536	763	512
<b>Programs and outreach</b>									
<i>Children's programs</i>									
# kids programs	2	22	4	3	2	4	2	-	6
Kids program attendance	60	724	49	125	70	143	80	-	239
# kids outreach	2	22	7	-	-	2	3	-	9
Kids outreach attendance	57	688	150	-	-	50	134	-	344
# Kids Total	4	44	11	3	2	6	5	-	15
Total kids attendance	118	1,412	199	125	70	193	214	-	583
<i>Teen programs</i>									
# teen programs	1	17	3	2	3	3	1	-	5
Teen Program attendance	23	281	32	-	49	59	28	-	113
# teen outreach	0	3	2	-	1	-	-	-	-
Teen outreach attendance	4	50	38	-	12	-	-	-	-
# teen total	2	20	5	2	4	3	1	-	5
Total teen attendance	28	331	70	-	61	59	28	-	113
<i>Adult programs</i>									
# adult programs	1	12	2	1	2	2	2	-	3
Adult program attendance	21	251	6	-	56	53	49	-	87
# adult outreach	0	1	-	-	-	-	-	1	-
Adult outreach attendance	4	44	-	-	-	-	-	44	-
# adult total	1	13	2	1	2	2	2	1	3
Total adult attendance	25	295	6	-	56	53	49	44	87
<i>Online programs</i>									
# online programs	0	4	-	-	-	-	-	-	4
Online program attendance	1	9	-	-	-	-	-	-	9
<i>Total # programs</i>	7	81	18	6	8	11	8	1	27
<i>Total attendance</i>	171	2,047	275	125	187	305	291	44	792
<i>Outreach activities only</i>	2	26	9	-	1	2	3	1	9
<i>Outreach attendance only</i>	65	782	188	-	12	50	134	44	344
<b>Volunteering</b>									
Volunteers	7	47	4	9	7	6	5	7	9
Volunteer Hours	7	47	10	7	3	5	4	8	9
Board Volunteer Hours	6	40	-	16	6	3	4	4	7

330FS 2021/22 ADJ BUDGET FUND 330  
1

FOR FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DEC ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY							
330-0000-300.01-01	BEGINNING BALANCE	.00	595,251.25-	427,000-	427,000-	168,251	1.39
330-0000-300.01-05	INTEREST EARNED	603.63-	1,922.60-	7,000-	7,000-	5,077-	.27
330-0000-390.90-03	CURRENT YEAR TAXES	17,128.56-	1,159,980.72-	1,221,600-	1,221,600-	61,619-	.95
330-0000-390.90-04	PRIOR YEAR TAXES	1,654.45-	18,142.81-	41,400-	41,400-	23,257-	.44
330-0000-390.90-06	MISC TAX REVENUE	.00	10,015.32-	0	0	10,015	.00
* REVENUE		19,386.64-	1,785,312.70-	1,697,000-	1,697,000-	88,313	1.05
*** LIBRARY		19,386.64-	1,785,312.70-	1,697,000-	1,697,000-	88,313	1.05
**** LIBRARY		19,386.64-	1,785,312.70-	1,697,000-	1,697,000-	88,313	1.05

330FS 2021/22 ADJ BUDGET FUND 330  
2

FOR FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DEC ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY							
LIBRARY							
330-3000-329.42-18	PHOTOCOPY FEES	221.49-	1,174.99-	6,500-	6,500-	5,325-	.18
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	300.00-	1,000-	1,000-	700-	.30
330-3000-329.50-19	FINES	301.79-	1,157.61-	4,000-	4,000-	2,842-	.29
330-3000-343.43-24	MERCHANDISE	5.75-	39.75-	100-	100-	60-	.40
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	313.50-	1,094.50-	0	0	1,095	.00
330-3000-360.60-03	REIMBURSED ITEMS	.00	70.00-	0	0	70	.00
* REVENUE		842.53-	3,836.85-	11,600-	11,600-	7,763-	.33
PERSONNEL SERVICES							
330-3000-510.01-17	DEPARTMENT HEADS	5,919.80	32,558.87	69,300	69,300	36,741	.47
330-3000-510.01-22	ASST/TECH/COORD/CLERK	29,407.70	163,000.29	394,200	394,200	231,200	.41
330-3000-510.01-32	EXTRA HELP	.00	7,761.96	20,700	20,700	12,938	.38
330-3000-510.02-01	FICA	2,644.48	15,236.49	36,700	36,700	21,464	.42
330-3000-510.02-02	WORKERS COMPENSATION	60.01	339.35	600	600	261	.57
330-3000-510.02-03	HEALTH INSURANCE	11,225.59	68,230.51	171,300	171,300	103,069	.40
330-3000-510.02-04	LIFE INSURANCE/LTD	106.59	627.73	1,300	1,300	672	.48
330-3000-510.02-05	UNEMPLOYMENT	35.31	203.78	500	500	296	.41
330-3000-510.02-06	401K RETIREMENT	2,263.62	12,937.41	35,000	35,000	22,063	.37
* EXPENDITURE		51,663.10	300,896.39	729,600	729,600	428,704	.41
MATERIALS & SERVICES							
330-3000-520.05-30	POSTAGE	17.99	609.05	2,200	2,200	1,591	.28
330-3000-520.05-71	MINOR EQUIPMENT	935.55	1,514.28	4,000	4,000	2,486	.38
330-3000-520.05-74	PROGRAMS AND OUTREACH	443.88	1,998.37	6,000	6,000	4,002	.33
330-3000-520.05-89	CREDIT CARD CHARGES	5.91	42.37	200	200	158	.21

330-3000-520.10-06	COLLECTION AGENCY EXPENSE	80.55	232.70	1,500	1,500	1,267	.16
330-3000-520.10-07	COPY MACHINES	491.50	1,467.04	3,800	3,800	2,333	.39
330-3000-520.10-25	OFFICE SUPPLIES	279.37	2,986.89	5,000	5,000	2,013	.60
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	149.99	0	0	150-	.00
330-3000-520.20-43	RESOURCE SHARING	.00	6,932.27	7,500	7,500	568	.92
330-3000-520.25-06	MILEAGE OTH THAN MTR POOL	.00	.00	500	500	500	.00
330-3000-520.25-11	FUEL	45.12-	.00	0	0	0	.00
330-3000-520.30-05	COLLECTION DEVELOPMENT	5,708.39	77,753.26	131,000	131,000	53,247	.59
330-3000-520.35-42	SOFTWARE MAINTENANCE	985.00	6,470.15	11,000	11,000	4,530	.59
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	8,856.00	8,500	8,500	356-	1.04
330-3000-520.40-17	CELL PHONE COSTS	25.00	150.00	3,000	3,000	2,850	.05
330-3000-520.45-03	LODGING & MEALS	180.00	464.75	2,500	2,500	2,035	.19
330-3000-520.45-04	REGISTRATION & DUES	1,471.58	3,043.47	3,500	3,500	457	.87
330-3000-520.50-05	LIABILITY INSURANCE	.00	5,364.26	5,700	5,700	336	.94
330-3000-520.60-16	PROMOTION & PUBLICITY	90.75	349.57	2,500	2,500	2,150	.14
330-3000-520.66-04	FINANCE	2,734.00	16,404.00	32,800	32,800	16,396	.50
330-3000-520.66-09	FACILITIES	18,258.00	109,548.00	219,100	219,100	109,552	.50
330-3000-520.66-27	LEGAL	1,192.00	7,152.00	14,300	14,300	7,148	.50
330-3000-520.66-28	ADMINISTRATION	1,533.00	9,198.00	18,400	18,400	9,202	.50
330-3000-520.66-29	HUMAN RESOURCES	1,825.00	10,950.00	21,900	21,900	10,950	.50

330FS 2021/22 ADJ BUDGET FUND 330  
3

FOR FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DEC ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
330-3000-520.66-94	GIS	133.00	798.00	1,600	1,600	802	.50
330-3000-520.66-95	IT	9,767.00	58,602.00	117,200	117,200	58,598	.50
* EXPENDITURE CONTINGENCY		46,112.35	331,036.42	623,700	623,700	292,664	.53
330-3000-569.96-01	CONTINGENCY	.00	.00	355,300	355,300	355,300	.00
* EXPENDITURE		.00	.00	355,300	355,300	355,300	.00
*** LIBRARY		96,932.92	628,095.96	1,697,000	1,697,000	1,068,904	.37

330FS 2021/22 ADJ BUDGET FUND 330  
4

FOR FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DEC ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY GRANT/DONATIONS							
330-3001-300.01-01	BEGINNING BALANCE	.00	76,685.79-	75,000-	75,000-	1,686	1.02
330-3001-324.34-00	STATE GRANTS	.00	6,000.00-	8,400-	8,400-	2,400-	.71
330-3001-347.47-00	DONATIONS/CONTRIBUTIONS	302.45-	4,374.45-	58,000-	58,000-	53,626-	.08
330-3001-390.90-04	PRIOR YEAR TAXES	16.42-	425.02-	0	0	425	.00
* REVENUE		318.87-	87,485.26-	141,400-	141,400-	53,915-	.62
MATERIALS & SERVICES							
330-3001-520.05-71	MINOR EQUIPMENT	469.99	469.99	50,000	50,000	49,530	.01
330-3001-520.05-74	PROGRAMS AND OUTREACH	206.16	17,992.27	77,000	77,000	59,008	.23
330-3001-520.25-11	FUEL	45.12	45.12	3,000	3,000	2,955	.02
330-3001-520.30-05	COLLECTION DEVELOPMENT	.00	.00	1,000	1,000	1,000	.00

330-3001-520.30-12	READY TO READ GRANT	1,473.53	1,807.42	8,400	8,400	6,593	.22
330-3001-520.60-16	PROMOTION & PUBLICITY	.00	.00	2,000	2,000	2,000	.00
* EXPENDITURE		2,194.80	20,314.80	141,400	141,400	121,085	.14
***	LIBRARY GRANT/DONATIONS	1,875.93	67,170.46-	0	0	67,170	.00
****	LIBRARY	98,808.85	560,925.50	1,697,000	1,697,000	1,136,075	.33

330FS 2021/22 ADJ BUDGET FUND 330  
5

FOR FISCAL YEAR 2021-2022

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DEC ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
DISTRICT ATTORNEY							
LAW LIBRARY							
330-6004-300.01-01	BEGINNING BALANCE	.00	45,612.84-	52,000-	52,000-	6,387-	.88
330-6004-300.01-05	INTEREST EARNED	16.02-	115.43-	0	0	115	.00
330-6004-329.50-24	FINES-STATE COURTS	.00	.00	20,000-	20,000-	20,000-	.00
* REVENUE		16.02-	45,728.27-	72,000-	72,000-	26,272-	.64
PERSONNEL SERVICES							
330-6004-510.01-17	DEPARTMENT HEADS	214.70	1,180.89	2,500	2,500	1,319	.47
330-6004-510.02-01	FICA	15.41	83.27	200	200	117	.42
330-6004-510.02-02	WORKERS COMPENSATION	.32	1.77	10	10	8	.18
330-6004-510.02-03	HEALTH INSURANCE	68.81	412.86	900	900	487	.46
330-6004-510.02-04	LIFE INSURANCE/LTD	.67	4.02	10	10	6	.40
330-6004-510.02-05	UNEMPLOYMENT	.22	1.21	10	10	9	.12
330-6004-510.02-06	401K RETIREMENT	11.38	62.59	200	200	137	.31
* EXPENDITURE		311.51	1,746.61	3,830	3,830	2,083	.46
MATERIALS & SERVICES							
330-6004-520.05-74	PROGRAMS AND OUTREACH	.00	.00	1,000	1,000	1,000	.00
330-6004-520.10-25	OFFICE SUPPLIES	.00	.00	100	100	100	.00
330-6004-520.10-26	ORDINANCE COMPILATION	.00	1,964.00	4,000	4,000	2,036	.49
330-6004-520.30-05	COLLECTION DEVELOPMENT	1,158.38	5,802.66	63,070	63,070	57,267	.09
* EXPENDITURE		1,158.38	7,766.66	68,170	68,170	60,403	.11
***	LAW LIBRARY	1,453.87	36,215.00-	0	0	36,215	.00
****	DISTRICT ATTORNEY	1,453.87	36,215.00-	0	0	36,215	.00

# Crook County Library

## Exhibits Policy

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Last revised by the Library Board of Trustees [ ]

We provide space in our library to show artistic, cultural, and informative exhibits to the public. Priority for these areas is given to the library, Crook County, the Friends of the Library, and our partners. When not in use we welcome displays from individuals and community groups. Exhibit areas are available at no charge on a space-available, advanced reservation basis. There are two primary exhibit areas that are open to the public: the glass display case in the lobby and various wall spaces inside the main library. Wall spaces include both gallery-style hanging arrangements and nail-in-wall spaces.

### Exhibit selection

You must submit an application to be able to use our exhibit space. We require photographs, visual inspection, or a detailed description of the materials to be exhibited. Like our collection materials, we select exhibits based on local community needs and interests or artistic, historic, or scientific merit.

In selecting exhibits, we are mindful that exhibits may be viewed by people of all ages with a variety of backgrounds, beliefs, and interests. We do not accept applications for exhibits that advertise commercial products and services, campaign for particular political candidates or issues, or cannot fit within the designated exhibit areas.

### Exhibit guidelines

- You must sign an Exhibits Agreement before we can secure display space for you.
- A designated staff person schedules exhibits and coordinates with you. It is your responsibility to set up and remove your exhibit at the designated times.
- Exhibits generally last for one month, generally beginning on the first of the month and ending on last day of the month.
- When displaying art, we ask that you only use the hanging mechanisms provided.
- Exhibits cannot include price or value tags; see below disclaimer.
- Please refer to our best practices document for details on how to get the most out of your exhibits experience.

### Disclaimers

- Providing space for exhibits does not imply that the library or Crook County endorses the content of the displays.

- We do not act as a business agent; you may leave contact information for the public to use in the case of a desired purchase, but sales are strictly private transactions between you and the buyer. You may not remove sold works until the end of the exhibit period.
- Items are exhibited at your own risk; neither the library nor Crook County insure the items nor do we assume responsibility of loss or damage to the items. You are welcome to secure your own insurance, but that is an arrangement strictly between you and your insurer.
- We do not allow exhibits that are obscene, libelous, threatening, defamatory, harassing, or discriminatory, or materials that violate intellectual property laws or advocate illegal activity, as defined by relevant laws. Exhibits that incorporate intellectual property in a manner consistent with legal fair use exceptions are welcomed. For more information on fair use, visit the Stanford Copyright and Fair Use website at <https://fairuse.stanford.edu>.

Exceptions to this policy are made at the discretion of the Library Director or designee. Written complaints about exhibits will be reviewed by the Library Director and exhibits coordinator, with referral to the Library Board of Trustees as necessary.

DRAFT

February 7, 2022

Crook County Library Executive Director and Board Members,

It is with regret that I have decided to resign from the Crook County Library Board, effective February 11, 2022. I find that I have over-extended myself, not only babysitting grand-kids and but also being involved in too many other organizations which require my time and attention. I am confident that April has enough contacts to help her find a replacement fairly expeditiously.

I will miss my involvement on the board but certainly plan to continue helping with *Friends of the Library* whenever possible.

Sincerely,

Janice M. Anderson