



# Board of Trustees

## Meeting Agenda

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**Thursday, March 09, 2023, 5:15pm**

**4-H Clover Building**

SE Lynn Blvd, Prineville, OR 97754

**MEETING OPEN TO THE PUBLIC**

**Join Zoom Meeting**

<https://zoom.us/j/97214205334?pwd=WDZMSDRDWExmElNlXdqEpeZU54QT09>

**Meeting ID: 972 1420 5334**

**Passcode: 104741**

*RECORDING NOTICE: This meeting will be recorded via Zoom*

- 1. Call to Order (5:15pm)**
  - i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
  - ii) Conflicts/potential conflicts of interest
  - iii) Announcements
- 2. Public Comment (5:15-5:30pm)**
- 3. Consent agenda (ACTION) (5:30pm)**
  - a. Minutes of February 9 regular meeting
- 4. Reports (5:30-5:50pm)**
  - a. Friends
  - b. Circulation services
  - c. Public services
- 5. Financials/Statistics Review (5:50-6:00pm)**
- 6. Continuing business (6:00-6:20pm)**
- 7. New Business (6:20-6:40pm)**
  - a. Comments from the Chair
- 8. Agenda items for next meeting, March 9, 2023**
- 9. Adjournment:**

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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 Agenda

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Thursday, February 09, 2023, 5:15pm  
Juniper Room  
**MEETING OPEN TO THE PUBLIC**

**Join Zoom Meeting**

<https://zoom.us/j/91746288909?pwd=QlRnQ3RiLzJCcE82RDVTZ0lVc3dRQT09>

**Meeting ID:** 917 4628 8909

**Passcode:** 061386

*RECORDING NOTICE: This meeting will be recorded via Zoom*

Present: Library staff Cindy York and Sean Briscoe. Library trustees Jerry Bishop, Cheyenne Edgerly, Natalie Good, Debra Merskin, LaQuita Stec

### **1. Call to Order (5:15pm)**

- i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
  - (1) None
  - (2) Motion: Jerry Bishop
  - (3) Second: Cheyenne Edgerly
    - (a) Approved
- ii) Conflicts/potential conflicts of interest
  - (1) None
- iii) Announcements
  - (1) None

### **2. Public Comment (5:15-5:30pm)**

- a. Barb View: Developing social and emotion packets – How are they funded and how are the books picked out.

### **3. Consent agenda (ACTION) (5:30pm)**

- a. Minutes of January 12 regular meeting
- b. Motion: Jerry Bishop
- c. Second: Natalie Good
  - i. Approved

### **4. Reports (5:30-5:50pm)**

- a. Friends
  - i. Have a 172 Members
  - ii. Upcoming book sale
  - iii. Open 6 days a week
  - iv. Patio bricks in Broughton Room progress
  - v. Key cards and security and safety check on the library

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- b. Circulation services
  - i. Renee is back at full time
  - ii. Kaila is being training to process books when she has backroom time
  - iii. Cindy, Sean, Amber, Sean, Kim participated in a IT audit for the Library
  - iv. Health Grant – new HVAC system
  - v. Tri county update
  - vi. Hiring director – No new information
  - vii. LaQuita asked about the active threat survey and an update.
- c. Public services
  - i. Crook County Library was selected by OLA to be a part of Expedition Happy
  - ii. Library will be offering STEAM kits during April, provided by Early Learning Hub Central
  - iii. Currently management is working on next year’s budget.
  - iv. Programing for all ages is going well.

**5. Financials/Statistics Review (5:50-6:00pm)**

**6. Continuing business (6:00-6:20pm)**

- a. United For Libraries
  - i. Yes – connect board with Buzz to connect with United for Libraries to schedule a meeting
- b. Board Meeting Room Update
  - i. Sean and Cindy are looking for new location for the library

**7. New Business (6:20-6:40pm)**

**8. Agenda items for next meeting, March 9, 2023**

**9. Adjournment**

- **Motion: Debra**
- **Second: Jerry**
- **Adjournment (5:45pm)**

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Friends of the Crook County Library  
Board Meeting Minutes  
**Wednesday, February 15, 2023**

**Board Members Attending**

Faye Streier, Susan Swan, Carrie Gordon, Janice Staats, Jeannette Holman, Robin Martinez, and Ginger Nedry

**Guests**

Cheryl Ingersoll, Cindy York, Sean Briscoe

Faye Streier called the Board Meeting to order at 2:02 pm.

**President Report**

Welcome to Cheryl who attended because of Faye's email to all members inviting them to come to meeting and learn more to possibly join Board.

**Secretary Report**

Carrie moved to accept the January 2023 minutes as written, Jeannette seconded, passed.

**Treasurer Report**

- Some members have renewed with very generous dues.
- Learned at non-profit training that need a yearly audit.
- December Gift and Puzzle Sale + Friends Bookstore = \$1,100.30.
- Wrote check to Crook County Library for Summer Reading Program \$4,500.00.
- Total Income: \$2,037.99, Total Expenses: \$4,659.18.

**Committee Reports**

Chapters Bookstore – Ginger filling in on Fridays. Will email Volunteer List to get more Chapters Bookstore volunteers. Susan will be moving later this year. Susan requested talking about Chapters Bookstore Coordinator at March Board meeting. Susan will send out position statement. We will want a big going-away party.

Membership –

- 170 membership forms mailed out for renewals. We need a better process for knowing who has passed away or moved so we don't send mail to them.
- The membership form needs board review and approval (remove reference to Teen Library Commission as it is no longer active).
- Talked about getting a younger person on the Board, or an advisory position to the Board. Are people under 18 included in our insurance policy? Under 18 have to get parent or guardian signature on the Volunteer Form.
- Membership Table in Library Lobby – High use time at Library varies. Having a table during a program like Music in Public Places could work well. Contact Sean for programming schedule if we get serious about doing this.

Book Sorting – Book donations are way down. We have just enough books for Feb. 3<sup>rd</sup> Saturday Book Sale. Did Facebook posts asking for book donations. Faye will look into a free ad in Your Round Up.

Volunteers – Nothing to report.

### Publicity/Public Relations –

- We all like the template Sean is using to help us advertise our book sales on the lobby TV display, Library website and Library social media.
- Sean sends out a monthly email from the Library to Your Round Up, Central Oregonian, and Cornerstone highlighting programs and outreach, including our books sales. They pick and choose what they include in their materials.

### **February 18, 2023 Book Sale**

Co-leaders are Robin and Susan. Robin will email volunteer plan today. Susan and Robin will get non-board volunteer hours to Janice after the sale.

### **March 18, 2023 Book Sale**

Leaders will be Faye and Janice. Carrie can move books on that Friday.

### **May BIG Book Sale**

#### Leftovers

- Robin contacted Habitat for Humanity Thrift Store in Sisters. They will take any and all leftovers. Drop off is Tuesday-Saturday 10 am – 1 pm. Robin and Carrie will fill their vehicles up and take to Sisters on the Tuesday after the sale.
- Janice talked to Dorothy Gates who does books at Humane Society of the Ochocos Thrift Store in Prineville. Dorothy said they will take 20 boxes. More coordination needs to happen about delivery.
- Faye will contact Neat Repeat (Prineville) and St. Vincent De Paul (Redmond).
- Susan will contact Opportunity Foundation (Redmond).
- Janice will contact Brightside Animal Shelter Thrift Store (Redmond).

#### Box Lifters

- Ginger has a call in to ROTC leader, he hasn't called her back yet.

We will get into more details during our March meeting.

### **Non-profit Training**

Some of us watched Zoom Board Bright: Governance Roles & Responsibilities, Tuesday, February 14, 2023, 3:00 p.m.–4:30 p.m. Some things we learned:

- Need an annual audit.
- Have to have 3 members for a nonprofit board. Our bylaws say we have to have 7-15 Board members.
- Recruitment – have a “board notebook” for prospective Board members. Janice will put a few sets together.
- Roberts Rules are so complicated should not require their use in bylaws. When we update the bylaws we will want to take Roberts Rules requirement out. Instead: voting will follow this format: A decision requires a vote and a motion is made, another board member seconds the motion, all present have an opportunity to ask questions and discuss, the board chair asks for a vote, each board member casts a vote of yay or nay, the result is recorded in the minutes.
- Voting by email - All directors must provide an email address. Email notice to directors must describe proposed action and when it will be effective. Must give directors at least 48 hours to vote. Director can change vote anytime up to deadline. An affirmative vote of

majority of directors in office is needed to pass the proposed action, unless bylaws require more. Record of notice and email vote must be kept in minutes.

- Non-profit Finance Training March 14, 2023 3-4:30 pm.
- Fundraising Training April 11, 2023.
- Zoom OR Community Foundation April 6, 2023 10-noon.

### **SMART Reading**

Robin described a program in Colorado called Spellbinders where volunteers read at schools. In Oregon we have SMART Reading Program. Susan is a long-time SMART volunteer and said they are reading to all kindergartners this year. SMART is looking for more volunteers to read to grades K-5.

### **Library Report**

- Planning Summer Reading Program. Theme is Find Your Voice.
- OR Library Assoc. Conference is in Bend so entire staff can go.
- Dinosaur exhibit coming to Library and Museum. Schools will go through the Museum.
- Read to the Dog (Coco) – kids read to the dog for 15 minutes.
- Youth Librarian drops off book boxes to elementary schools and does story time.
- Patio bricks – no news on maintenance schedule for the patio. We need to coordinate on what to do with bricks and/or brass plates. Cindy had heard of two ideas: (1) placed on the planter near the front door, or (2) brass plates lining a wall.
- The Library is going to order more cloth tote bags. Friends does not need any more as we have at least 1 big box of tote bags in the storage locker.

### **Accomplishments**

- **Volunteer hours** since the last Board Meeting:
  - Board of Directors = 130 hours
    - Faye 15
    - Susan 12
    - Carrie 20
    - Janice 17
    - Jeannette 50
    - Ginger 5
    - Robin 11
  - Chapters Bookstore Volunteer Hours = 97.5
  - Non-board Volunteer Hours = 39 total
    - January Book Sale 20
    - Bob bookkeeping 3
    - Kathleen membership 16
- **January 2023 Book Sale** - Faye and Ginger were the leads. 10 people set up, 3-4 people stayed during sale, Susan opened Chapters Bookstore, 11 people cleaned up, and 3 took books to storage locker. Had 11 tables and started with 60 boxes of books. Leftovers of 28 boxes (47% leftovers). Made \$346.00. 20 non-board volunteer hours.
- **Membership forms mailed out to members.**
- **May at the Museum** – Carrie coordinated with Sandy about 2 speakers in May (Steve Lent and Randy Dunbar).

Meeting adjourned at 3:34 pm.

Minutes by Janice Staats, Secretary  
Friends of the Crook County Library

# Circulation Services Report

## March 2023

*Prepared by Cindy York, Library Operations Manager*

### What's Happening

#### Staff:

- Words on Wheels just celebrated its first year of operation! The patrons enrolled in this program love the variety of materials that are brought to them and have voiced appreciation for this service. Thanks WoW team (Amber Heiberger and Renee Parrott) for a great first year!
- While staff have been holding the fort, Sean Briscoe and I have been expanding our leadership skills by attending budget workshops, goal setting meetings, and participating in IT strategic planning. We've always know how amazingly supportive and knowledgeable our staff is, but the flurry of meetings we've been required to attend has really highlighted it!

#### Facilities:

- Our HVAC upgrade is almost complete! Once the ac units are installed—sometime March 6<sup>th</sup> thru 10<sup>th</sup>-- we truly will be a heating & cooling station for our community!
- Maintenance recently installed a dimmer on the lighting at front counter. The illumination is softer now without the harsh glare staff and patrons have been dealing with.
- For those that have been using the after-hours book drop, you may have noticed feathered friends roosting on the bolts up above. The maintenance crew installed bird spikes to discourage those overnighters



*Circ Board TV display created by Renee & teen volunteer Abby*

### Hiring Update:

We now have five applicants for the Director position. No further information at this time.

### Circulation Statistics:

High/Low statistics for February:

|   | <u>Highest Number Recorded</u>  | <u>Lowest Number Recorded</u>  |
|---|---------------------------------|--------------------------------|
| Self-Check Stations                               | <b>280</b> checkouts on 2/21    | <b>100</b> checkouts on 2/23   |
| Front Counter Stations                            | <b>197</b> checkouts on 2/22    | <b>68</b> checkouts on 2/13    |
| Checkins  | <b>522</b> returns on 2/21      | <b>126</b> returns on 2/23     |
| Paging List Items<br>(items leaving the building) | <b>266</b> items listed on 2/21 | <b>80</b> items listed on 2/11 |
| Items on Hold Shelf                               | <b>AVG 153</b>                  |                                |
| Incoming Crates                                   | <b>AVG 7</b>                    |                                |

# Public Services Report

## February 2023

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*Prepared by Sean Briscoe, Public Services Manager*

### **Public Service Management Updates**

- Summer Reading: The Public Service team is gearing up for Summer Reading. We are currently recruiting partnerships to enhance our regular and summer reading specific programs as well as outside partnerships. Promotion will start around early May.
- Promotion for programming has been a work in progress and we are working on getting promotion out earlier. We should have April's programs on the library's calendar by March 11<sup>th</sup>. This also includes Facebook events and additional promotion to community partners.
- Our Powell Butte Little Free Library was damaged due to weather and age. We are currently working on getting that fixed, as it is very popular at the Powell Butte Store.

### **Programing and Outreach**

- **Youth**
  - Youth programing continues to grow. Outside of our regular monthly programs (which have been well attended) we started our Paw of Prineville Program (read to a dog). Paw of Prineville went well and we will be continuing the program monthly and then weekly during the summer. In addition, we hosted a stain glass window program in which the kids made stain glass artwork out of pasta. We are getting ready for the Dino exhibit that will be starting in early April. The Dino Exhibit will be large and we are sharing half the exhibit with the Bowman Museum. Hosting half of the exhibit at the museum will allow us to open the exhibit up to school field trips and host larger programs around the exhibit.
- **Teen**
  - Our Teen programs have been going well, with our S.i.T.S program becoming more popular. February was a very busy outreach month for our Teen Librarian Katie. During the month of February, Katie visited CCMS and participated in the Middle school health fair and book tasting. She was able to connect with 800 students at the middle school health fair and 225 students at the book tasting. The book tasting was a huge success, and another book tasting is being planned. For March, Katie will host her regular monthly programs and outreach with the addition of a murder mystery program.
- **Adult**
  - Adult programing saw an increase in attendance this month. We offered a variety of different programs, but our highlight was our Music in Public Places. The library hosted the 27<sup>th</sup> St. Brass Quintet which say 70 attendees. The Music in Public Places has been a well-attended program for the library and we will be hosting them again in April.



# **February Financials**

February's financial report was not ready  
in time for this meeting.

We will send them out as soon as they  
become available.

## Statistics, 2022-2023

| ACTIVITY                             | Total  | Feb   | Jan   | Dec    | Staff   |
|--------------------------------------|--------|-------|-------|--------|---------|
| <b>Collection use</b>                |        |       |       |        |         |
| <i>Physical circulation activity</i> |        |       |       |        |         |
| Checkouts: selfcheck                 | 33,300 | 3,875 | 4,381 | 3,646  | Cindy   |
| Checkouts: desk                      | 22,472 | 2,820 | 2,556 | 2,689  | Cindy   |
| Selfcheck ratio                      | 40%    | 42%   | 37%   | 42%    | Formula |
| Total physical circ.                 | 55,772 | 6,695 | 6,937 | 6,335  | Formula |
| Items lent w/in system               | 24,740 | 3,246 | 3,655 | 2,897  | Cindy   |
| Items borrowed w/in system           | 6,864  | 886   | 938   | 773    | Cindy   |
| Outside ILLs borrowed                | 32     | 38    | 40    | 24     | Renee   |
| Outside ILLs lent                    | 9      | 10    | 19    | 7      | Renee   |
| <i>Electronic use</i>                |        |       |       |        |         |
| Ancestry content views               | 348    | 49    | 73    | -      | Kim     |
| Chilton retrievals                   | 33     |       | 8     | 4      | Kim     |
| Gale Retrievals                      | 329    |       | 167   | 31     | Kim     |
| HeritageQuest views                  | 38     | -     | -     | -      | Kim     |
| Hoopla Checkouts                     | 2,218  | 315   | 307   | 288    | Kim     |
| LearningExpress sessions             | 4      | -     | -     | 1      | Kim     |
| OverDrive checkouts                  | 24,409 |       | 3,832 | 3,379  | Kim     |
| OverDrive new users                  | 177    |       | 35    | 24     | Kim     |
| Scholastic Teachables sessions       | 123    | 10    | 5     | 12     | Kim     |
| Discovery Pass Reservations          | 72     | 13    | 7     | 3      | Kim     |
| Website sessions (visits)            | 17,032 | 2,033 | 2,297 | 2,355  | April   |
| Total electronic use                 | 27,565 | 387   | 4,399 | 3,718  | Formula |
| <i>Total collection use</i>          | 64,919 | -     | -     | 10,053 | Formula |
| <b>Library use</b>                   |        |       |       |        |         |
| <i>Days open</i>                     | 197    | 23    | 24    | 25     | Cindy   |
| Hours open                           | 1,671  | 195   | 204   | 213    | Cindy   |
| Public closure hours                 | 92     | 8     | 18    | 15     | Cindy   |
| <i>Patron visits</i>                 | 52,476 | 7,354 | 7,143 | 7,046  | Cindy   |
| Gate traffic                         | 40,037 | 4,555 | 4,683 | 4,625  | Cindy   |
| New patrons                          | 852    | 116   | 101   | 96     | Cindy   |
| Reference Interactions               | 711    | 98    | 97    | 77     | Amber   |
| <b>Computer sessions</b>             |        |       |       |        |         |
| Desktop sessions                     | 2,628  | 307   | 314   | 283    | Cindy   |
| WiFi sessions                        | 3,200  | 400   | 400   | 400    | April   |
| Total Internet use                   | 5,828  | 707   | 714   | 683    | Formula |
| Laptop sessions                      | 19     | -     | 5     | -      | Cindy   |
| <b>Meeting Rooms</b>                 |        |       |       |        |         |
| Meetings held                        | 692    | 91    | 102   | 70     | AmberD  |
| <b>Collection activity</b>           |        |       |       |        |         |
| <i>New items</i>                     | 3,445  | 441   | 386   | 414    | Formula |
| Books & print                        | 3,082  | 388   | 355   | 399    | Kim     |

|                                 |         |       |     |       |         |
|---------------------------------|---------|-------|-----|-------|---------|
| Audio                           | 72      | 13    | 6   | -     | Kim     |
| Movies                          | 291     | 40    | 25  | 15    | Kim     |
| Items withdrawn                 | 4,534   | -     | 372 | 582   | Formula |
| Billed/damaged not paid         | 164     |       | 42  | 17    | Cindy   |
| Claimed returned                | 6       |       | 1   | -     | Cindy   |
| Long missing                    | 81      |       | 37  | 10    | Cindy   |
| Withdrawn                       | 4,283   |       | 292 | 555   | Cindy   |
| Net change in items             | (1,089) | 441   | 14  | (168) | Formula |
| Items Processed                 | 3,479   | 434   | 384 | 411   | Cindy   |
| Items Repaired                  | 1,725   | 122   | 227 | 371   | Cindy   |
| <b>Programs and outreach</b>    |         |       |     |       |         |
| <i>Children's programs</i>      |         |       |     |       |         |
| # kids programs                 | 47      | 7     | 7   | 7     | Formula |
| Kids program attendance         | 1,251   | 163   | 252 | 121   | Formula |
| # kids outreach                 | 63      | 15    | 16  | 7     | Formula |
| Kids outreach attendance        | 1,239   | 210   | 311 | 91    | Formula |
| # Kids Total                    | 110     | 22    | 23  | 14    | Formula |
| Total kids attendance           | 2,490   | 373   | 563 | 212   | Formula |
| <i>Teen programs</i>            |         |       |     |       |         |
| # teen programs                 | 49      | 5     | 7   | 6     | Formula |
| Teen Program attendance         | 358     | 27    | 55  | 69    | Formula |
| # teen outreach                 | 16      | 3     | 3   | 3     | Formula |
| Teen outreach attendance        | 1,430   | 1,057 | 94  | 96    | Formula |
| # teen total                    | 65      | 8     | 10  | 9     | Formula |
| Total teen attendance           | 1,788   | 1,084 | 149 | 165   | Formula |
| <i>Adult programs</i>           |         |       |     |       |         |
| # adult programs                | 37      | 4     | 4   | 3     | Formula |
| Adult program attendance        | 333     | 81    | 10  | 28    | Formula |
| # adult outreach                | 3       | 1     | -   | 1     | Formula |
| Adult outreach attendance       | 54      | 2     | -   | 26    | Formula |
| # adult total                   | 40      | 5     | 4   | 4     | Formula |
| Total adult attendance          | 387     | 83    | 10  | 54    | Formula |
| <i>Total # programs</i>         | 215     | 35    | 37  | 27    | Formula |
| <i>Total attendance</i>         | 4,665   | 1,540 | 722 | 431   | Formula |
| <i>Outreach activities only</i> | 82      | 19    | 19  | 11    | Formula |
| <i>Outreach attendance only</i> | 2,723   | 1,269 | 405 | 213   | Formula |
| <b>Volunteering</b>             |         |       |     |       |         |
| Volunteers                      | 101     | 15    | 14  | 16    | Renee   |
| Volunteer Hours                 | 351     | 42    | 43  | 52    | Renee   |
| Board Volunteer Hours           | 55      | 3     | 5   | 8     | Renee   |