

Board of Trustees

Meeting Agenda

Thursday, February 8, 2024, 5:15pm Crook County Library Broughton Room

175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

https://zoom.us/j/94445361452?pwd=MWNaejR3ZG9yaUFKcXdRTFY2T1o2UT09

Meeting ID: 944 4536 1452 **Passcode:** 748747

RECORDING NOTICE: This meeting will be recorded via Zoom

- I. 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 (5:15-5:25pm)
- 3. Consent agenda (ACTION) (5:25pm)
 - a. Minutes of January 11, 2024, regular meeting.
- 4. Reports (6:00-6:15pm)
 - a. Friends
 - b. Circulation services
 - c. Director's report
- 5. Financials/Statistics Review (6:15-6:20pm)
- 6. Continuing business (6:20-6:40)
 - a. Glenn Miller Orchestra
 - b. Staff
 - c. Strategic planning
 - d. Bookmobile
- 7. New Business (6:40-7:00)

a. Ice dams in gutters and siding after January storms.

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.



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Board of Trustees

Meeting Minutes

Thursday, January 11, 2024, 5:15pm Crook County Library Broughton Room

175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

https://zoom.us/j/97418121793?pwd=SVRkNHZVQm01RWdNVVlvcXpaTkRSdz09

Meeting ID: 97418121793 Passcode: 428960

Attendees: Library: Sarah Beeler, Cindy York | Trustees: Sandy Kerbow, Mark Maboll, Natalie Good, Keya Rohovit-Wrolson | Virtual: Debra Merskin

RECORDING NOTICE: This meeting will be recorded via Zoom.

- 1. **Call to Order:** Natalie Good called the meeting to order at 5:15pm.
 - i) Additions/deletions from the agenda; approval of agenda (ACTION)
 - (I) Debra Merskin moved to approve the agenda. Mark Maboll seconded. Agenda approved.
 - ii) Conflicts/potential conflicts of interest.
 - (I) None.
 - iii) Announcements: Natalie Good let the board know she will be on call for work at the Thursday board meetings.
- 2. Public Comment (5:15-5:25pm)
- 3. Consent agenda (ACTION) (5:25pm)
 - i. Minutes of November 9, 2023, regular meeting.
 - i. Sandy Kerbow made a motion to approve the November 9th minutes. Debra Merskin seconded. Motion approved.
- 4. Reports (6:00-6:15pm)
 - i. Friends
 - i. Thank you, Friends of the Crook County Library! The Friends of the Crook County Library will be giving a very generous donation of \$6,000 for adult/teen summer reading program materials.
 - ii. The Friends will be donating a total of \$4,000 to help pay for strategic planning consultants.
 - iii. Chapters Bookstore purchased a curbside sign to display on 2nd Street when the bookstore is open.

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

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iv. The Friends raised \$530 at the October Overstock Book Sale, October 20-21, 2023, and Chapters made \$125.

ii. Circulation services

- i. Kaila Rhoden and Stephanie Glisson have completed their training on AV disc repair. The ECO-SMART Disc Cleaner extends the life of our DVDs and audiobooks.
- ii. Two new participants have joined the Words on Wheels program. Words on Wheels delivers library materials to homebound patrons.

iii. Director's report

- i. The Broughton patios renovation has been completed.
- ii. \$6,250 of the \$7,000 needed has been awarded/donated to the Glenn Miller Orchestra.
- iii. We have plenty of volunteers for the seed sorting party on January 27th, 9am noon.
- iv. 124 participants joined the 2024 Winter Reading Program. Mark asked about the 2024 Winter Reading program. Sarah explained that it is like a summer reading program, and it is offered to encourage reading during the winter months. Prizes were awarded to participants.
- v. Mark also asked about advertising. Sarah explained there is a list of low-cost places the library currently uses to advertise programs, along with our social media accounts. Additional funds to pay for advertising would be nice.
- vi. The Bookmobile has been repaired. We are waiting for good weather to drive it from Redmond back to Prineville. Fossil Public Library/Wheeler County may be interested in sharing the Bookmobile. Mark asked who would be driving the bookmobile. There are currently two full-time open positions, an Outreach Librarian and Sean's job (Assistant Director). The Outreach Librarian could drive the bookmobile. This position has been posted twice. Sarah has asked for it to be reposted.
- vii. Strategic planning task force meetings are scheduled for March 8th, April 26th, and May 17th. Natalie asked if we could request a date change from April 26th to April 12th. Sarah will check with the library consultants.

5. Financials/Statistics Review (6:15-6:20pm)

Mark asked about the fee for Ordinance Compilation. Sarah said she would get back to the board with the answer. On budget code cheat sheet, 330-3000-520.10-26, Ordinance Compilation, is the fee that covers the costs for publishing county code online.

6. Continuing business (6:20-6:40)

i. None

7. New Business (6:40-7:00)

- i. None
- **8. Agenda items for next meeting:** February 8, 2024, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.
 - i. Bookmobile Update

9. Adjournment

i. Keya Rohovit-Wrolson made a motion to adjourn. Sandy Kerbow seconded. The meeting was adjourned at 5:51pm.



Friends of the Crook County Library Board Meeting Minutes

Wednesday, January 10, 2024

Board Members Attending

Faye Streier, Ginger Nedry, Carrie Gordon, Janice Staats, Gordon Gillespie, Janet Herrmann, Jeannette Holman

Faye called the Board Meeting to order at 11:10 am.

Secretary Report

Carrie moved to accept the December 2023 minutes as written, Faye seconded, passed.

Treasurer Report

- We received some lovely donations in memory of Royce Chadwick. Royce was not a current member. He served as a principal in Crook County schools for nearly 30 years.
- Library Director Sarah requested via email \$6000.00 for 2024 Summer Reading Program. Janet moved to pay \$6000.00 for 2024 Summer Reading Program, Carrie seconded. We discussed that we want to know more details on theme on how our funding fits into the whole funding situation for Summer Reading Program this year. Faye will ask Sarah for that. Passed.
- Faye will ask Library Director Sarah to give us a written proposal for our funding of Strategic Planners in 2024. We are curious if the County is paying for any of this.
- We have \$500 in our budget for Imagination Library in case they need matching funds.
- Gordon described how Boards can get more money than dispersals out from Oregon Community Foundation if they can convince their Board that it is important enough.
- We have several bank accounts so that there is money we can get at easily (checking account), and long-term investments. We can also think about taking some of the money in our checking account and putting that into a CD for more interest income.
- From December 2023 Treasurer's Monthly Activity Report: Income \$2925.89, Expenses \$405.66.

Committee Reports

Chapters Kids Bookstore -

- Lynn Huntley will start back in Chapters Kids Bookstore on Mondays.
- Janet will create a process for when a Chapters volunteer cannot make their shifts, even if last minute, to see if someone else is available to cover that day.
- Jane on Tuesday and Bob on Wednesday do not like to sort books, so having others who can help sort books those days will be helpful.
- Library Director Sarah asked via email if Chapters volunteers can cut out stickers for Summer Reading Program. Janet will coordinate with Sarah to get instructions, and those that want to help and have the time can.

Membership -

- Faye will write thank-you cards for the donations, and membership dues of \$50+.
- Two membership renewals came in.
- Upon getting completed membership forms, Carrie will collect the money and let Janet know if any potential new Chapters volunteers are identified, Faye will update Membership List and pass to Janice to enter into Volunteer List.
- Faye did a lot of work preparing the annual mailing of membership forms (mail merge to make address labels, printed and cut membership form, wrote and printed a letter, stamped return address on envelopes, stamped our address on return envelope, stuffed the envelopes. We all helped seal the envelopes and put on stamps. Faye bought \$132 worth of stamps.

Book Sorting -

• The librarians are "weeding" nonfiction.

Volunteers - No report.

<u>Publicity/Public Relations</u> – Faye will be updating our information on Connect Central Oregon website that includes volunteer opportunities at our January-April Book Sales.

January 3rd Saturday Book Sale - Janice and Ginger will lead. Faye sent information to the Chamber, Central Oregonian, and Your Round-Up. Carrie reminded us all to be careful if it is snowy/icy during our sale activities, and be prepared with a shovel or broom.

February 3rd Saturday Book Sale - Faye will lead.

May Overstock Book Sale – The Broughton Room is no longer available to us on the 3rd Saturday of May, so we changed the dates to May 10-11, 2024.

New Business -

- Jeannette will be having back surgery February 5, 2024, and will not be available to help that month.
- Janet will be focusing on Chapters Kids Bookstore on Saturdays, so requested to not be the lead of 3rd Saturday Sales.
- Janice and Faye are willing to send periodic newsy emails to our membership to communicate with them about current Friends happenings.
- To make boxes more back-friendly, Janet has been cutting hand holds into the boxes (brilliant!). We need to continue to get rid of boxes that are too big. Janet will get Faye to purchase another box cutter.
- As part of our meeting's voting rules, a motion will be made and seconded, and the facilitator will ask if there is any discussion before calling for the vote.
- After receiving feedback from a couple librarians, we would like to have a Friends presence at the Crook County Fair in August along with the library booth. It could be a handout or two if none of us are available (Faye will look through all the things Carrie email recently, an eyecatching poster with handout would be nice, membership forms). We can ask Membership and Volunteers for help being there too. Take a chair. We will discuss with Library Director Sarah.
- Janet Herrmann is making all the deposits after 3rd Saturday book sales for us.
- Library Director Sarah sent an email that Faye forwarded with an article about how a Library Foundation and Friend of Library can co-exist and coordinate. Faye will resend to us. A Library Foundation could write grants, attract more endowments, and have investment strategies when large donations are made.
- Strategic Plan Task Force Faye and Carrie will attend if they can, depending on the dates. Please share the agenda in advance with our Board. We are curious if the County is funding any of the contractor's fees.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - o Board of Directors = 56 hours total
 - Faye 20
 - Carrie 15
 - Janice 8
 - Gordon 1
 - o Chapters Kids Bookstore = 73.5 hours
 - o Non-Board:
 - Olivia Mitchell Gift Book Sale = 1 hour
- Carrie will soon write a check for \$6000.00 to Library for 2024 Summer Reading Program.
- December 2023 Gift Books and Puzzles Sale
- Membership Mailing completed during this meeting.
- Janet takes books to give away at Redmond Street Kitchen every Sunday when it is not raining.
- Bob Riley will soon be taking books to all the assisted living centers in Prineville.

Meeting adjourned 3:04 pm.

Minutes by Janice Staats, Secretary Friends of the Crook County Library Jeannette 4

Janet 6

Circulation Services Report February 2024

Prepared by Cindy York, Library Operations Manager

Did You Know?

Circulation team welcomed Library Aide Janet Yu back to library life on January 25th! Her return added a bright spot to the team!

January Circulation At A Glance:

	2024	2023	2022	2021	2020	2019	2018
Borrowed	973	938	915	1,097	1,159	1,248	1,1184
Lent	2,929	3,655	2,666	3,399	3,726	3,449	3,557
Shelf	4,264	4,381	3,901	0	5,263	5,859	6,181
Check							
Counter	2,887	2,556	2,844	2,730	3,186	4,348	3,482
Overdrive	4,045	3,832	3,571	3,301	3,166	2,963	2,315

Breakdown:

Borrowed/Lent: compare items we borrowed from our Deschutes and Jefferson partners for our patrons to items we lent out to their patrons.

Self Check Kiosk vs. Counter vs Overdive: compare pre-Covid checkouts to post. A couple of things we've learned about our patrons through the years: they like to browse our collection and many prefer the personal experience of front desk interactions! Who can blame them? Our staff is amazing! Notice the continued growth of digital checkouts.

So many things come full circle at the library! This retro display from team member Stephanie Glisson takes us back to the very popular NEW Release displays from 1999!



Director's Report February 2024

Services

Prepared by Sarah Beeler, Director of Library

Facility

- St. Charles Basic Needs 6-month grant report submitted. Over 60 volunteers helped sort seeds into categories. Seed sorting was completed in record time, 25 minutes! Thank-you card for St. Charles was sent after the event along with patron comments and feedback.
- Ice dams formed during storms in January. Ice clogged the gutters and went into the siding. The cost to place a heat system to melt the ice going into the gutters will be approximately \$50,000. Facilities will be covering the cost. Crook County is looking for a new Facilities Director.

Staff

Two part-time employees have been hired through Mid-Oregon Personnel. We are delighted to have Janet Yu back as a Library Aides. Also, Donna Rash is working as a part-time Outreach Librarian. She will be providing library services in Paulina, Post, and Brothers Elementary School.

Crook County

Commissioner Barney, Commissioner Susan Hermreck and County Administrator, Andy Parks, have agreed to participate in key informant interviews during strategic planning. Interviews will take place on March 7th.

Strategic Planning Update

Presentation materials for meetings have been created but will continue to be updated, as needed.

Scheduled meetings:

Task Force: March 8th, 10am-1pm. Task Force members are a cross section of demographics from various locations throughout Crook County. Estimated attendance 12-15.

Focus Group: March 7th, 5:15pm-7pm in the Broughton Room. The group includes members of the Library Board of Trustees, Friends and their volunteers plus Crook County Library volunteers.

Town Hall: March 9th, 10 am in the Broughton Room.

Town Hall: March 9th, Ipm at the Juniper Canyon Baptist Church.

Town Hall meeting with the Latino Community Association of Prineville, meeting date and time TBD.

Additional Town Hall meetings to be scheduled at Post/Paulina, Ochoco West and Powell Butte.

FINAL

ADOPTED

REMAINING

% REC'D/SPENT

		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	
ACCOUNT NU	MBER ACCOUNT DESCRIPTION						
LIBRARY							
330-0000-3	00.01-01 BEGINNING BALANCE	.00	752,112.21-	764,000-	764,000-	11,888-	.98
330-0000-3	00.01-05 INTEREST EARNED	5,459.37-	15,642.04-	30,000-	30,000-	14,358-	.52
330-0000-3	00.01-08 REALIZED GAIN/LOSS	29.14	819.08-	0	0	819	.00
330-0000-3	90.90-03 CURRENT YEAR TAXES	28,519.00-	1,468,866.00-	1,604,000-	1,604,000-	135,134-	.92
330-0000-3	90.90-04 PRIOR YEAR TAXES	1,453.00-	16,818.67-	0	0	16,819	.00
	ENUE	35,402.23-	2,254,258.00-	2,398,000-	2,398,000-	143,742-	.94
330-0000-5	69.96-01 CONTINGENCY	.00	.00	804,000	804,000	804,000	.00
* EXP	ENDITURE	.00	.00	804,000	804,000	804,000	.00
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**** LIB	RARY	35,402.23-	2,254,258.00-	1,594,000-	1,594,000-	660,258	1.41

Y-T-D

DEC

FS330C 2023/2024 ADJ BUDGET FUND 330 2

LIBRARY LIBRARY LIBRARY 330-3000-324,34-00 STATE GRANTS .00 .00 .00 .00 .00 .00 .00 .00 .00 .0	EC'D/SPENT
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330-3000-329, 50-19 FINES	1.00
330-3000-329.50-24 FINES-STATE COURTS	.00
330-3000-343.43-24 MERCHANDISE 6.50- 56.50- 0 0 57 330-3000-343.43-24 MERCHANDISE 9.45- 1,504.75- 0 0 0 1,505 330-3000-347.47-00 DONATIONS/CONTRIBUTIONS 5.638.67- 19,670.12- 10,000- 10,000- 9,670 * REVENUE 6.570.58- 52,051.17- 48,000- 48,000- 4,051 PERSONNEL SERVICES 330-3000-510.01-02 OVERTIME 949.26 949.26 0 0 949- 330-3000-510.01-02 OVERTIME 949.26 949.26 0 0 0 949- 330-3000-510.01-02 OVERTIME 949.26 949.26 0 0 0 949- 330-3000-510.01-02 OVERTIME 949.26 949.26 0 0 0 2,397.00 0 0 0 2,397- 330-3000-510.02-01 FLCA 3,207.92 17.895.87 46,000 46,000 28,104 330-3000-510.02-02 WORKERS COMPENSATION 57.89 336.41 1,000 1,000 664 330-3000-510.02-03 HEALTH INSURANCE 10,031.27 63,184.72 146,000 146,000 82,815 330-3000-510.02-04 LIFE INSURANCE/LITD 120.93 754.88 2,000 2,000 1,245 330-3000-510.02-05 UNEMPLOYMENT 84.77 472.49 2,000 2,000 1,245 330-3000-510.02-08 OREGON PAID LEAVE TAX 173.73 961.72 2,000 2,000 1,528 330-3000-510.02-08 OREGON PAID LEAVE TAX 173.73 961.72 2,000 2,000 1,038 * EXPENDITURE 59,514.46 337,537.59 870.00 870,000 870,000 10.38 * EXPENDITURE 59,514.46 337,537.59 870,000 870,000 852,462 330-3000-520.05-30 POSTAGE 119.99 990.16 3,000 3,000 2,010 330-3000-520.05-30 POSTAGE 119.99 990.16 3,000 3,000 870,000 8,510 330-3000-520.05-30 POSTAGE 199.91 990.16 3,000 3,000 8,510 330-3000-520.05-30 POSTAGE 199.91 990.16 3,000 9,000 8,510 330-3000-520.05-30 POSTAGE 199.91 990.16 3,000 3,000 2,010 330-3000-520.05-30 POSTAGE 199.91 990.16 3,000 9,000 8,510 330-3000-520.05-30 POSTAGE 199.91 990.16 990.	.52
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330-3000-510.02-04 LIFE INSURANCE/LTD 120.93 754.88 2,000 2,000 1,245 330-3000-510.02-05 UNEMPLOYMENT 84.77 472.49 2,000 2,000 1,528 330-3000-510.02-06 401k RETIREMENT 3,467.90 16,842.17 62,000 62,000 45,158 330-3000-510.02-08 OREGON PAID LEAVE TAX 173.73 961.72 2,000 2,000 1,038 * EXPENDITURE 59,514.46 337,537.59 870,000 870,000 532,462 ***MATERIALS & SERVICES 330-3000-520.05-30 POSTAGE 119.99 990.16 3,000 3,000 2,010 330-3000-520.05-71 MINOR EQUIPMENT .00 489.97 9,000 9,000 8,510 330-3000-520.05-74 PROGRAMS AND OUTREACH 4,050.76 9,507.35 18,000 18,000 8,493 330-3000-520.05-96 DUES & SUBSCRIPTIONS .00 331.00 2,000 2,000 1,669 330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 557 330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 2,000 2,000 1,669 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,000 2,675 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 1,159.00 1,000 1,000 1593 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.20-50 MILEAGE .00 292.14 1,000 1,000 1,000 708 330-3000-520.20-50 MILEAGE .00 292.14 1,000 1,000 1,000 708 330-3000-520.20-50 MILEAGE .00 292.14 1,000 1,000 1,000 366	.34
330-3000-510.02-05 UNEMPLOYMENT 84.77 472.49 2,000 2,000 1,528 330-3000-510.02-06 401K RETIREMENT 3,467,90 16,842.17 62,000 62,000 45,158 330-3000-510.02-08 OREGON PAID LEAVE TAX 173.73 961.72 2,000 2,000 1,038 * EXPENDITURE 59,514.46 337,537.59 870,000 870,000 532,462 ****MATERIALS & SERVICES** 330-3000-520.05-30 POSTAGE 119.99 990.16 3,000 3,000 2,010 330-3000-520.05-71 MINOR EQUIPMENT .00 489.97 9,000 9,000 8,510 330-3000-520.05-74 PROGRAMS AND OUTREACH 4,050.76 9,507.35 18,000 18,000 8,493 330-3000-520.05-89 CREDIT CARD CHARGES 6.56 89.22 0 0 89- 330-3000-520.05-96 DUES & SUBSCRIPTIONS .00 331.00 2,000 1,669 330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 557 330-3000-520.10-07 COPY MACHINES 254.10 1,324.57 4,000 4,000 2,675 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 1,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 199- 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 869 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 386 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 386 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 386 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 386	.43
330-3000-510.02-06 401K RETIREMENT 3,467.90 16,842.17 62,000 62,000 45,158 330-3000-510.02-08 OREGON PAID LEAVE TAX 173.73 961.72 2,000 2,000 1,038 * EXPENDITURE 59,514.46 337,537.59 870,000 870,000 532,462 MATERIALS & SERVICES 330-3000-520.05-30 POSTAGE 119.99 990.16 3,000 3,000 2,010 330-3000-520.05-71 MINOR EQUIPMENT .00 489.97 9,000 9,000 8,510 330-3000-520.05-74 PROGRAMS AND OUTREACH 4,050.76 9,507.35 18,000 18,000 8,493 330-3000-520.05-89 CREDIT CARD CHARGES 6.56 89.22 0 0 0 89- 330-3000-520.05-96 DUES & SUBSCRIPTIONS .00 331.00 2,000 2,000 1,669 330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 557 330-3000-520.10-07 COPY MACHINES 254.10 1,324.57 4,000 4,000 2,675 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 1,159.00 1,000 1,000 869 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-05 MILEAGE .00 386 330-3000-520.25-05 MILEAGE .00 386 330-3000-520.25-05 MILEAGE .00 392.559.63 149,000 149,000 56,440	.38
330-3000-510.02-08 OREGON PAID LEAVE TAX 173.73 961.72 2,000 2,000 1,038 * EXPENDITURE 59,514.46 337,537.59 870,000 870,000 532,462 MATERIALS & SERVICES 330-3000-520.05-30 POSTAGE 119.99 990.16 3,000 3,000 2,010 330-3000-520.05-71 MINOR EQUIPMENT .00 489.97 9,000 9,000 8,510 330-3000-520.05-74 PROGRAMS AND OUTREACH 4,050.76 9,507.35 18,000 18,000 8,493 330-3000-520.05-89 CREDIT CARD CHARGES 6.56 89.22 0 0 0 89- 330-3000-520.05-96 DUES & SUBSCRIPTIONS .00 331.00 2,000 2,000 1,669 330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 557 330-3000-520.10-07 COPY MACHINES 254.10 1,324.57 4,000 4,000 2,675 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.20-43 RESOURCE SHARING .00 292.14 1,000 1,000 708 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 386 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 386 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 366 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 56,440	.24
* EXPENDITURE	.27
MATERIALS & SERVICES 330-3000-520.05-30 POSTAGE 119.99 990.16 3,000 3,000 2,010 330-3000-520.05-71 MINOR EQUIPMENT .00 489.97 9,000 9,000 8,510 330-3000-520.05-74 PROGRAMS AND OUTREACH 4,050.76 9,507.35 18,000 18,000 8,493 330-3000-520.05-89 CREDIT CARD CHARGES 6.56 89.22 0 0 0 89- 330-3000-520.05-96 DUES & SUBSCRIPTIONS .00 331.00 2,000 2,000 1,669 330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 557 330-3000-520.10-07 COPY MACHINES 254.10 1,324.57 4,000 4,000 2,675 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 56,440	.48
330-3000-520.05-30 POSTAGE 119.99 990.16 3,000 3,000 2,010 330-3000-520.05-71 MINOR EQUIPMENT .00 489.97 9,000 9,000 8,510 330-3000-520.05-74 PROGRAMS AND OUTREACH 4,050.76 9,507.35 18,000 18,000 8,493 330-3000-520.05-89 CREDIT CARD CHARGES 6.56 89.22 0 0 0 89-330-3000-520.05-96 DUES & SUBSCRIPTIONS .00 331.00 2,000 2,000 1,669 330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 557 330-3000-520.10-07 COPY MACHINES 254.10 1,324.57 4,000 4,000 2,675 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159-300-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 149,000 56,440	.39
330-3000-520.05-71 MINOR EQUIPMENT .00 489.97 9,000 9,000 8,510 330-3000-520.05-74 PROGRAMS AND OUTREACH 4,050.76 9,507.35 18,000 18,000 8,493 330-3000-520.05-89 CREDIT CARD CHARGES 6.56 89.22 0 0 0 89- 330-3000-520.05-96 DUES & SUBSCRIPTIONS .00 331.00 2,000 2,000 1,669 330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 557 330-3000-520.10-07 COPY MACHINES 254.10 1,324.57 4,000 4,000 2,675 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	
330-3000-520.05-74 PROGRAMS AND OUTREACH 4,050.76 9,507.35 18,000 18,000 8,493 330-3000-520.05-89 CREDIT CARD CHARGES 6.56 89.22 0 0 0 89- 330-3000-520.05-96 DUES & SUBSCRIPTIONS .00 331.00 2,000 2,000 1,669 330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 557 330-3000-520.10-07 COPY MACHINES 254.10 1,324.57 4,000 4,000 2,675 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	.33
330-3000-520.05-89 CREDIT CARD CHARGES 6.56 89.22 0 0 0 89- 330-3000-520.05-96 DUES & SUBSCRIPTIONS .00 331.00 2,000 2,000 1,669 330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 557 330-3000-520.10-07 COPY MACHINES 254.10 1,324.57 4,000 4,000 2,675 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	.05
330-3000-520.05-96 DUES & SUBSCRIPTIONS .00 331.00 2,000 2,000 1,669 330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 557 330-3000-520.10-07 COPY MACHINES 254.10 1,324.57 4,000 4,000 2,675 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	.53
330-3000-520.10-06 COLLECTION AGENCY EXPENSE 98.50 443.25 1,000 1,000 557 330-3000-520.10-07 COPY MACHINES 254.10 1,324.57 4,000 4,000 2,675 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	.00
330-3000-520.10-07 COPY MACHINES 254.10 1,324.57 4,000 4,000 2,675 330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	.17
330-3000-520.10-25 OFFICE SUPPLIES 1,210.56 3,006.60 5,000 5,000 1,993 330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	.44
330-3000-520.10-26 ORDINANCE COMPILATION .00 1,159.00 1,000 1,000 159- 330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	.33
330-3000-520.20-19 EQUIPMENT REPAIRS/MAINT. 10.00 131.19 1,000 1,000 869 330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	.60
330-3000-520.20-43 RESOURCE SHARING .00 7,406.64 8,000 8,000 593 330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	1.16
330-3000-520.25-05 MILEAGE .00 292.14 1,000 1,000 708 330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	.13
330-3000-520.25-11 FUEL 525.39 614.44 1,000 1,000 386 330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	.93
330-3000-520.30-05 COLLECTION DEVELOPMENT 6,905.02 92,559.63 149,000 149,000 56,440	.29
	.61
330-3000-520.30-12 READY TO READ GRANT 1,072.49 2,417.19 13,000 13,000 10,583	.62
	.19
330-3000-520.35-42 SOFTWARE SERVICES .00 3,930.24 11,000 11,000 7,070	.36
330-3000-520.35-85 LIBRARY CONSORTIUM .00 8,630.40 10,000 10,000 1,370	.86
330-3000-520.40-17 CELL PHONE COSTS 269.89 1,836.39 0 0 1,836-	.00
330-3000-520.45-02 TRAINING/LODGING/PER DIEM .00 1,665.70 3,000 3,000 1,334	.56
330-3000-520.50-05 INSURANCE .00 443.03 1,000 1,000 557	.44
330-3000-520.60-16 PROMOTION & PUBLICITY 26.97 85.95 3,000 3,000 2,914	.03

FINAL

REMAINING

% REC'D/SPENT

FOR FISCAL YEAR 2023-2024

DEC

FS330C

		220		11001122		1121111111	0 1020 27 22 2112
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	
ACCOUNT NUMBER	ACCOUNT DESCRIPTION						
330-3000-520.66-04	FINANCE	2,500.00	15,000.00	30,000	30,000	15,000	.50
330-3000-520.66-09	FACILITIES	18,250.00	109,500.00	219,000	219,000	109,500	.50
330-3000-520.66-27	LEGAL	1,000.00	6,000.00	12,000	12,000	6,000	.50
330-3000-520.66-28	ADMINISTRATION	2,000.00	12,000.00	24,000	24,000	12,000	.50
330-3000-520.66-29	HUMAN RESOURCES	2,000.00	12,000.00	24,000	24,000	12,000	.50
330-3000-520.66-94	GIS	167.00	1,002.00	2,000	2,000	998	.50
330-3000-520.66-95	IT	18,000.00	108,000.00	216,000	216,000	108,000	.50
330-3000-520.66-98	RISK MGMT	83.00	498.00	1,000	1,000	502	.50
* EXPENDITURE		58,550.23	401,354.06	772,000	772,000	370,646	.52
*** LIBRARY		111,494.11	686,840.48	1,594,000	1,594,000	907,160	. 43
**** LIBRARY		111,494.11	686,840.48	1,594,000	1,594,000	907,160	.43

Y-T-D

ADOPTED

2024 January financials not available



February **Library Programs**

View our online calendar at www.crooklib.org



Wednesday Story Times, 10 am:

Feb 7: Fire! Fire! Who will help us? Learn about community helpers!

Feb. 14: Happy Valentine's Day!!

Feb 21: Learn about Nurses!

Feb 28: Learn about Farmers who grow our food!



Read a story with Miss Coco!

11 am: Feb 7, 14, 21 & 28

Teens

Snacks in the Stacks, 4pm every Thursday:

Hang out, snack, play games and socialize

Adults

Wednesdays & Fridays, 10 am: Mobility for Life exercise classes In partnership with Crook County on the Move

Feb 5, Noon-1 pm: Book Club-- discussing, 'None of This is True'

Feb. 10, 2-3 pm: Music in Public Places-- Cascade Chamber Players

Feb 22, 1-2:30 pm: Studio Hour--- Sewing paper

Soup & Story, 11:15 am Wednesdays

Feb. 14: Michael Scott

Feb. 22: Jason Chaney

Feb. 28: Scribbler's Writer's Club











in Soup & Story

Enjoy a cup of soup and listen to talented local authors read passages from their books. Books selected written for adults.

Wednesdays 11:15 AM 🐤

FEBRUARY 14

Michael Scott

The Book of Letters

FEBRUARY 22

Jason Chaney

Journey to the Edge



Scribblers Writing Club

Under a Violet Sky







