



Board of Trustees

Meeting Agenda

Thursday, September 12, 2019, 5.15-6.45p
Broughton Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville
OPEN TO THE PUBLIC

- | | |
|--|---------|
| 1. Additions/deletions from the agenda (ACTION) | Bishop |
| 2. Conflicts/potential conflicts of interest | Bishop |
| 3. Public comment | Bishop |
| 4. Consent agenda (ACTION) | Bishop |
| a. Minutes of July 11, 2019, regular meeting | |
| 5. Reports | |
| a. Friends | Friends |
| b. Circulation services | York |
| c. Public services | Schepke |
| d. Finance | Nielsen |
| e. Director | Nielsen |
| 6. Old business | |
| a. Strategic plan (ACTION) | Nielsen |
| 7. New business | |
| a. Minimum standards for public libraries | Nielsen |
| 8. Agenda items for next meeting, October 10, 2019 | Bishop |
| 9. Adjournment | Bishop |

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 from 5.15 to 6.45p in the Broughton Room of the Crook County Library at 175 SW Meadow Lakes Dr., Prineville, Oregon. Sign language interpretation for the hearing impaired is available with at least 48 hours' notice.



Board of Trustees

Meeting Minutes

Thursday, July 18, 2019, 5.30-7.00p
Broughton Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

Attendance: Jan Anderson, Jerry Bishop (Vice-Chair), Eirlan Haney (Aide), Pam Looney (Chair), ZuAnne Neal, Buzzy Nielsen (Director), Jane Schepcke (Assistant Director), LaQuita Stec, Cindy York (Operations Manager)

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5.31p. ZuAnne moved to approve the agenda as presented. Jan seconded. The motion carried unanimously.

2. Conflicts/potential conflicts of interest

None stated.

3. Public comment

No public present.

4. Officer elections (ACTION)

Jan moved to appoint Jerry as President for the 2019-20 year. ZuAnne seconded. The motion carried unanimously. Jan moved to appoint Pam as Vice-Chair for the 2019-20 year. LaQuita seconded. The motion carried unanimously.

5. Consent agenda (ACTION)

a. Minutes of June 13, 2019, meeting

Jan moved to approve the minutes of the June 13, 2019, regular meeting as presented. ZuAnne seconded. The motion carried unanimously.

6. Reports

a. Friends

Buzzy reported the following on behalf of the Friends

- The Friends netted \$951 in their May Book Blowout sale.
- They also received a \$500 donation to be spent on Spanish language materials. Children's Services Librarian Jennifer Fischer will be spending it in November when she attends the Guadalajara International Book Fair in Mexico on behalf of the Oregon Library Association.
- They have developed a new planning structure for their semi-annual and monthly booksales, to make the process easier and better-defined.

b. Circulation services

Cindy reported the following:

- The issue with holds not appearing on the pull list has been resolved.
- The Law Library is up and running, although a few more items need to be shifted among shelves.
- The Spanish collection has been moved to the center aisle of the library, making it easier to access than its previous location near the Director's office. Jennifer has been getting the word out among Spanish speakers. The collection hasn't circulated well in the past because of the lack of Spanish-speaking staff. Improving the collection and services generally for Spanish speakers is a part of the strategic plan.

- The Radio Frequency Identification (RFID) contract has been finalized. Tagging of items will begin in August.

c. Public services

Jane reported the following:

- Summer Reading signups this year include 286 adults, 119 teens, and 369 kids, for a total of 774, 170 more than 2018. This year is the first in which teen signups exceeded 100. Sixteen percent of adult signups were men, compared to 11% the previous year. The much-simplified reading log and more outreach are credited for the high participation. Children heard about the program in the schools.
- Summer programming has proven popular. The Summer Reading Kickoff Party drew 125 people. Jennifer's new Monday afternoon storytime is drawing small crowds of different people than the Wednesday storytime, and adults and teens have enjoyed myriad offerings as well.
- Catalog Services Librarian Kim Bales cataloged a whopping 849 new items in June, nearly twice the 428 in an average month. The extra items came from trying to spend the Children's and Teen collection budgets as well as hundreds of new law books.

d. Finance

Buzzy reviewed the financial statements for the previous fiscal year. The numbers are not final, as Finance likely won't close the 2018-19 fiscal year until September. However, the library brought in slightly more revenue than anticipated and was low on both personnel costs (due to positions being vacant for several months) and materials & services. Buzzy also reported news that the Chief Financial Officer Jeff Caldwell will be departing the County in September due to health reasons. If a new CFO isn't in place by the time he leaves, Treasurer Debbie Palmer will serve as interim.

e. Director

Buzzy reported the following:

- The library is adding several new electronic resources: Chilton Library (auto repair), Gale Legal Forms, HeinOnline (legal research), Oregon BarBooks (legal research), and Westlaw (legal research).
- There is now an ADA-accessible desk that will be used for the law library search terminal, which will be installed soon.
- The RFP process to replace the library's lighting is now proceeding. Buzzy hopes that the project will be completed before the end of September.
- Maintenance Custodian Rocky York has begun the process of cleaning up the library's landscaping, starting with removing the hedges along the east side of the building, near the patio.
- The library's request to transfer the bookmobile to Search & Rescue for use as a command vehicle has been unofficially approved by the State Library of Oregon. Official approval is forthcoming.
- The library now has new weekend cleaners, Advantage Cleaning.
- Recently, an individual and a company approached the library interested in investing in various projects.
- The shelving for the law library arrived and now is in place. Some of the magazine-style shelving previously used in that part of the library is being moved to what was the reference section to house community information.
- The County has increased the spending authority of department heads from \$5,000 to \$10,000. Items or contracts costing between \$10,000 and \$20,000 will require a Commissioner's signature. Items over \$20,000 will require full County Court approval.

7. Old business

a. Meeting and Study Rooms Policy (ACTION)

At the request of the Board at the last meeting, Buzzy checked with Legal Counsel Eric Blaine on how to handle refunds for paying meeting room users. He suggested using simple language consistent with the existing cancellation policy of 24 hours. The resulting proposed changes to the Meeting and Study Rooms Policy included allowing for commercial use of the room for a fee, allowing for refunds, and

forbidding cooking on the patio due to fire risk. LaQuita moved to approve the amendments to the Meeting and Study Room Policy as presented and make the changes effective August 1, 2019. Jan seconded. The motion carried unanimously.

8. New business

a. New employee Eirlan Haney

Cindy introduced the newest member of the library team, Library Aide Eirlan Haney. Eirlan told the Board a bit about herself. She's involved in 4-H, dog club, and the Teen Library Commission and other library programs. Eirlan has lived in Crook County for ten years, having moved from the Valley. Cindy reported that Eirlan has quickly moved through the shelving training and should be up to full speed soon.

9. Agenda items for next meeting, August 8, 2019 (4.00-5.30p)

- Buzzy will check on whether a meeting is needed, since many people can't make it.
- He'll also inquire about the Board swearing-in process, as all Trustees expressed that they haven't taken the oath of office.

10. Adjournment

The meeting adjourned at 6.25p.

Friends of the Crook County Library

Minutes of FOL Board Meeting

August 15, 2019

Board Members Attending:

Glenda Janssen – President; Susan Swan – VP & Chapters; Carrie Gordon – Treasurer; Bev Moltzau – Publicity & Public Relations; Barb Franano – Public Relations; Janice Staats – Book Sales; Ailsa Gray – Secretary

Honored Guests Attending:

Buzzy Nielsen – Library Director
Jane Schepke - Assistant Library Director

Absent : Olivia Mitchell - Member; Bob Riley-Member

Officer Reports:

President: Carrie called the meeting to order at 4:30 pm (Facilitator)

Glenda will facilitate September and October board meetings. The Membership Meeting will be October 15, before the Blowout Sale.

Sale Leads were established for the remainder of the year -

September - Ailsa; October - All; November - Janice; December - Barb

Buzzy asked to be provided with minutes from Board Meetings, including May, June and July. Ailsa assured him that will happen from now on!

Secretary: Reviewed July Board Minutes – Janice made a proposal that the draft minutes be accepted as final, and that passed unanimously.

Treasurer: Carrie reviewed budget and financial reports, and announced that we are in good shape for this time of year. Budget will be filed.

Committee Reports:

Chapters: Susan requested coverage for three of her Chapter's shifts next week. Janice volunteered for Friday, August 23, Ailsa for Saturday, August 24, and Carrie said that she would check her schedule to see if she can cover the last shift.

Publicity and Public Relations/Volunteer Coordinator: Bev let us know that the posters are done for the October Blowout Sale, and they will be in Chapters for us to pick up and distribute. A list should be kept of where the posters are being displayed, and posters should be removed after the sale. Bev would like us to begin putting up the posters as soon as possible.

Volunteer Hours: 134.5

Book Sorting: Janice reminded the group that cookbooks for this Saturday's sale are a featured item, boxes of cookbooks are under the shelves in Chapters. Mark has been gathering items for sale. Music CDs will be the featured item for the September sale, as well as Scary Halloween stories. We won't be paying for ads for the September sale. The Military books in the July sale did not sell well, so we still have a big supply.

Newsletter: Janice reminded the group that items for the September newsletter need to be submitted by September 15th— Glenda will be submitting a book review; there will be a reminder to “Save the Date” for October and December book sales; there will be no Member’s Night in the October Blowout sale but there will be a Silent Auction. Janice was going to feature our proposed new Board Member Jerri Muir, but the vote to add her will not take place until the September meeting, so she will be introduced in the December newsletter. The schedule for the Saunders Memorial Lecture Series is almost complete, sessions will be on October 3rd, 10th, 17th and 24th from 6:30 pm to 7:30 pm. The first session will feature “Edgar Allen Poe”, the second session will be featuring Rick Steber , although his appearance has not been confirmed yet, the third will be Melinda Hutson, who will be identifying rocks and displaying her “Pet Meteors” and the fourth session will be the Bend Pops Orchestra.

Old and Recurring Business: August 3rd Saturday Sale - Bev is lead and Barb is the buddy. Bev has enough volunteers to cover all activities.

Carrie reviewed the new Task Lists for the October sale. The volunteer list has been updated, and Susan suggested that if changes are made to the volunteer line-up for the sale, she and Ailsa (Phase 2 and 3) should get an e-mail reporting this. The September agenda should include time for an update on all three phases of the October sale.

The group discussed the proposal by Bob Riley to change the date of Board Meetings to the fourth Thursday. Janice felt that we should accommodate his request, but it was decided to take the matter to the January Retreat to discuss further, then put the changes into effect in 2020. A new schedule of meetings will be published when it is finalized. Buzzy will book the room for the February and March meetings on the fourth Thursday, and we will figure out the rest.

New Business: The vote on Jerri Muir becoming a board member was on the agenda for August, however, due to illness, Jerri was unable to attend the meeting and requested that we put it on the next month’s agenda so that she could be present for the vote. Susan told us that Bob Riley may be gone for more than a week.

Bev mentioned that she needs more of the Friends Cookbooks, Ailsa will check in the locker this Saturday and bring back a box if she can find it. She will check for the box of book bags which should be in the locker also.

Barb asked that we let her know when the supply of member applications gets low - she has some in the cabinets and the locked drawer, but needs to know when to make more.

Library Director’s and Assistant Library Director’s Report: Buzzy and Jane reviewed current library activities and provided a copy of their reports for our records. Buzzy asked for two Chapters Gift Certificates for \$25.00 to use as prizes in the Reading Program.

Meeting adjourned at 5:30 pm

Next Board Meeting: Thursday, September 19, 4:30 pm

Next 3rd Saturday Sale: September 21, Lead - Ailsa and Olivia

Crook County Library Circulation Services Report September 2019

Prepared by Cindy York, Library Operations Manager

Did You Know?

After receiving additional training from Randall Fletcher at FE Technologies on August 28th, staff and volunteer Andie Finley started the tagging process in earnest the following day. We are systematically completing sections of the collection in an attempt to move us forward without too much confusion. As of today (9/9/19), we have completed tagging & encoding Law Library, Ochoco History, Adult Graphic Novels, Large Print, Oversize, Hot Titles (printed material), Non-Fiction (up to 468 Cassell). Kim Bales is currently catching the new items as they come in so we won't miss those items either! While patron disruption has been minimal so far, staff support has been amazing!



Buzzy tagging

&



volunteer Andie encoding

Circulation Statistics:

High/Low statistics for August:

	<u>Highest Number Recorded</u>	<u>Lowest Number Recorded</u>
Self-Check Stations	412 checkouts on 8/1	7 checkouts on 8/17
Front Counter Stations	297 checkouts on 8/19	34 checkouts on 8/10
Checkins	630 returns on 8/1	127 returns on 8/10
Paging List Items (items leaving the building)	156 items listed on 8/27	64 items listed on 8/14
Items on Hold Shelf	182 items on 8/27	118 items on 8/5
Incoming Crates	13 crates on 8/12	5 crates on 8/15

Worth Noting:

In spite of the computers struggling to stay connected on 8/17/19 due to road work/power lines issues, staff still managed to maintain checkouts (self-check did suffer however) and public computers.

LINX service started back up on 9/4/19. The first week we saw 20 requests show up on the paging list! Looks like it's going to be a busy year!!!!

Crook County Library

Public Services Special Report

Summer Reading 2019 By the Numbers

Prepared by Jane F. Scheppke, Assistant Director of Library Services

Here's what we've been doing for the past three months:

Signups & Completion

	# Signups 2019	Stage 1 completed 2019 (#/%)	Stage 2 Completed 2019 (#/%)	Stage 3 Completed 2019 (#/%)
	# Signups 2018	Stage 1 completed 2018 (#/%)	Stage 2 Completed 2018 (#/%)	Stage 3 Completed 2018 (#/%)
Children	370 (+51 / +16%)	147 / 40% (+8%)	117 / 32% (+4%)	88 / 24% (+11%)
	319	102 / 32%	88 / 28%	42 / 13%
Teens	119 (+26 / +28%)	46 / 39% (+4%)	38 / 32% (+2%)	28 / 24% (+12%)
	93	33 / 35%	28 / 30%	11 / 12%
Adults	287 (+97 / +51%)	95 / 33% (+5%)	71 / 25% (+0%)	56 / 20% (+11%)
	190	54 / 28%	47 / 25%	17 / 9%
TOTAL	776 (+29% over 2018)	288 (37% of 2019 total; +6% increase over 2018)	226 (29% / +2%)	172 (22% / +10%)
	602	189 (31%)	163 (27%)	70 (12%)

Summer Reading signups were significantly up over 2018, especially among adults and teens. This year marked the first time the library has broken the 100-signup mark with teens (defined as youth in grades 6-12) and the first time in institutional memory when a big jump in adult signups has not resulted in a corresponding dip in reading log completion rates (long story short, we used to basically press-gang adults into signing up for the program. This year, we enticed them with prizes instead).

This year, children, teens, and adults received the same reading log and the same reading goal – read at least 15 minutes a day, as many days as you can. Logs could be redeemed for prize drawing tickets and free books at the 32-, 44-, and 56-day marks. This structure was intended to encourage patrons to cultivate and maintain a daily reading habit. The change also came in response to criticism of the 2018

logs, which employed a Bingo card format that mixed reading challenges with experiential challenges designed to get participants out of the house (e.g. “find an igneous rock,” “volunteer for an hour”). The three “stages” on those logs were determined by the number of squares filled in, with Stage 3 being a blackout. Patrons enjoyed the challenges but found the logs difficult to complete. With the new, easier logs, we saw modest gains in the proportion of participants who got to stages 1 and 2 and a pretty significant increase in the proportion that made it to Stage 3 – 22% of all participants got there, as opposed to 12% in 2018.

That said, we may return to the “different logs and goals for different age groups” model in 2020, albeit in a simpler form: one reading log for pre-literate or emerging-literate kids age 0-6, and one for participants who can read independently. As in past years, we had quite a few parents who did not understand that reading to a child counts for the purposes of the log, as well as a handful of parents who expressed disbelief when staff explained the benefits of reading to nonverbal infants and toddlers. Next year, Children’s Librarian Jennifer Fischer plans to create a log centered around the Five Early Literacy Practices recommended by educators and pediatricians (reading, writing, talking, singing, and playing).

Program Attendance

	Total # Offered 2019	Total Attendance / Average Attendance / Median Attendance 2019	Total # Offered 2018	Total Attendance/ Average Attendance / Median Attendance 2018
Children	27	665 (-7%) 25 (-40%) 16 (-55%)	17	717 42 36
Teen	8	71 (-52%) 9 (-36%) 7 (-50%)	11	149 14 14
Adult	5	125 (-70%) 29 (-45%) 12 (-73%)	9	420 53 44

Into every Summer Reading report a little rain must fall. This year saw a significant decrease in the attendance levels at our Summer Reading events. Aside from the Kickoff Party (which is counted as an adult program here), we only had one other event this year with over 100 attendees – the Planetarium Experience program hosted by the Oregon Observatory at Sunriver. Granted, our programs were done on a smaller scale this year, with fewer guest performers and offsite programs, primarily to give the new Public Services team members a softer learning curve. Nevertheless, it probably goes without saying that these kinds of attendance drops were way bigger than we anticipated.

A portion of the attendance drop can probably be attributed to print errors. One local weekly repeatedly got the start times of our programs wrong. According to reliable patron sources, this

publication is routinely read aloud at Senior Center lunches, committee meetings, and other regular public events that draw in the same folks who regularly come to programs at the library – which helps to explain why adult programs saw such a big dip. Next year, we plan on buying ads in this publication that include program dates and times and are designed in-house – so if this happens again, that’s my bad.

Nevertheless, there were several standout programs during SRP 2019. The Teen Star Party held at the beginning of August (yet another library/Oregon Observatory crossover joint) drew 28 participants to a pitch dark public park after 8 PM, including one police officer who *really* wanted to look through the big telescopes. This year we also discovered that engineering-based programs for elementary school students, while not big blowout pack-em-in-and-damn-the-fire-marshal affairs, were consistently popular and well-attended all summer long.

Parent Survey Results

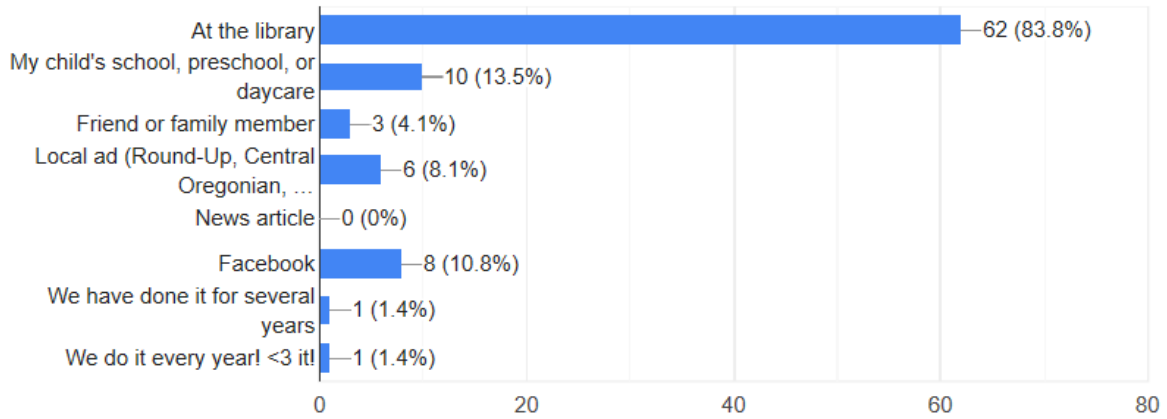
As in previous years, parents of children who reached Stage I on the reading log were invited to complete a brief survey rating the outcomes of the Summer Reading Program. In response to new reporting requirements from the State Library that focused on behavior-based outcomes for Ready to Read-funded projects, we added a new question asking whether their children had maintained or improved an autonomous reading habit over the summer (basically, “was your child more, equally, or less likely to read on their own without being asked to by an adult?”). 50% of the 74 respondents indicated that their child had become more likely to read on their own without adult prompting, while 40% indicated that their child was just as likely to read on their own; the other 10% came from parents whose children were too young to read on their own.

This year’s survey also revealed a minor amount of dissatisfaction with prizes (1%) and slightly more dissatisfaction with youth programs (5%). Those who indicated dissatisfaction with prizes used the free text portion of the survey to express disappointment that there were two “boy toys” (LEGO Minecraft and LEGO Space Shuttle) and no “girl toys.” Unfortunately, none of the survey participants who indicated dissatisfaction with programs used the free text portion of the survey to explain why. As we move forward into the school year, we will continue to use surveys and other feedback to get a better idea of what the public would like to see in our youth programming.

Apologies for the Google Forms screengrabs. Excel is being a butt right now.

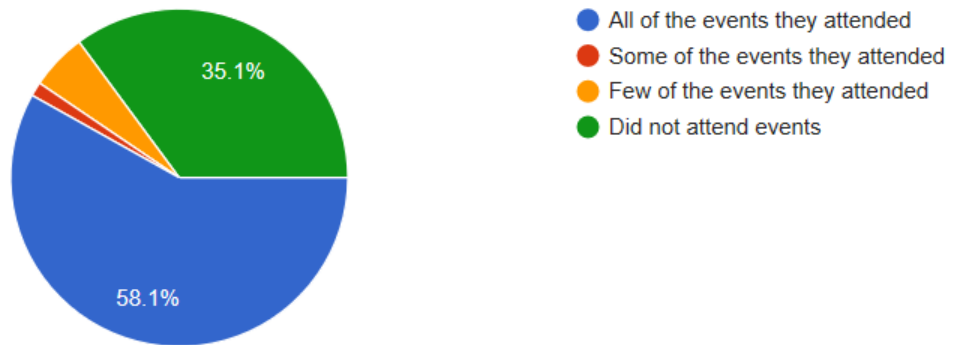
Where did you hear about the Summer Reading Program? (Select all that apply.)

74 responses



My child enjoyed...

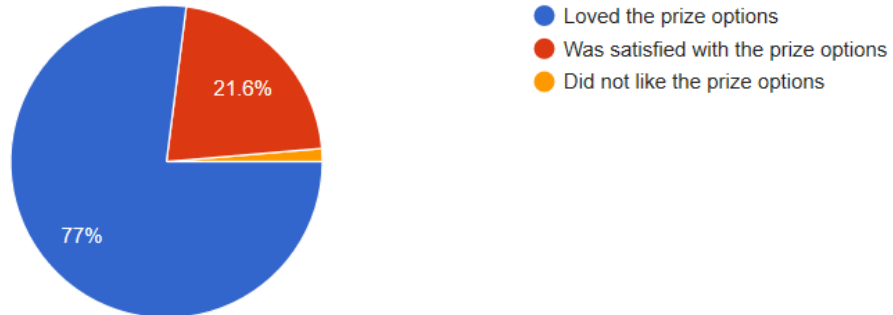
74 responses



>

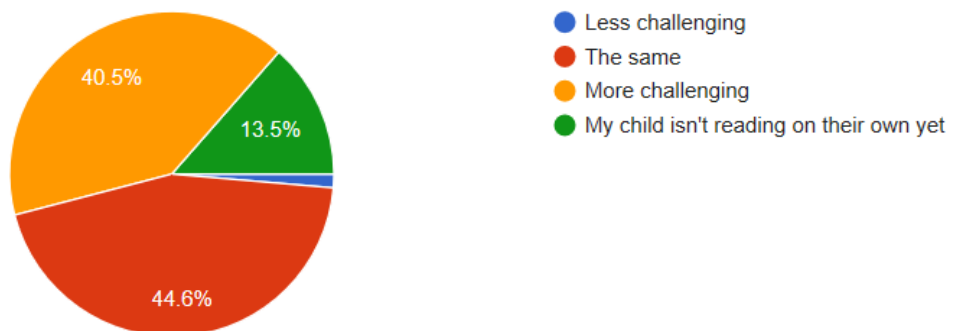
My child...

74 responses



Compared to my child's reading level in May, the books they are reading now are...

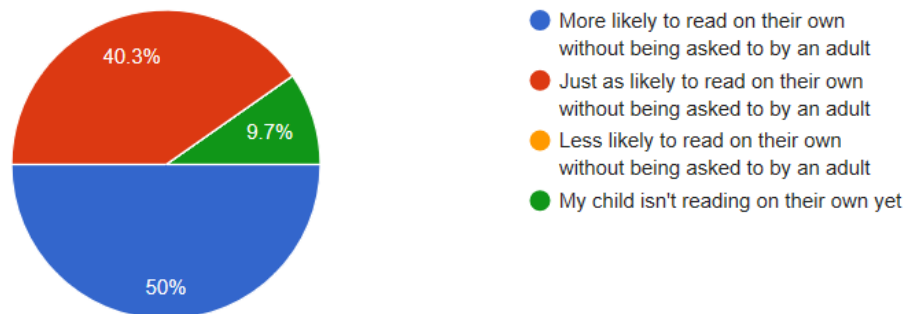
74 responses



↖

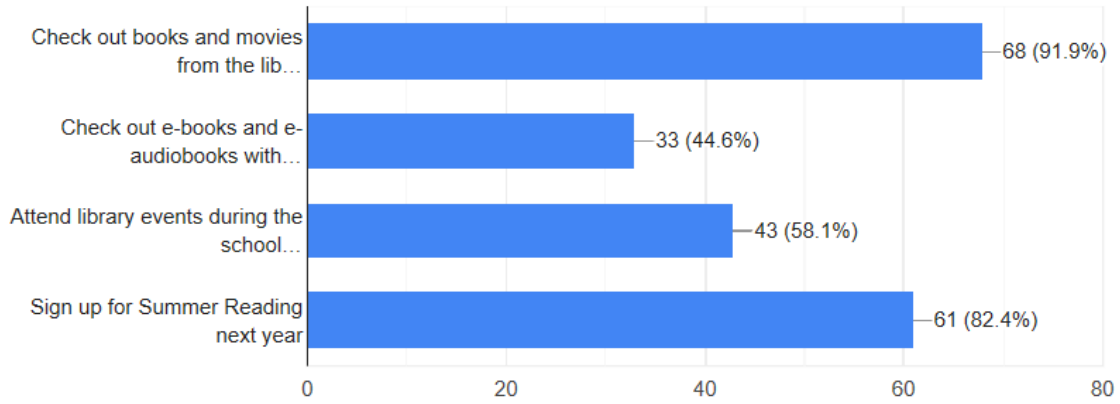
Compared to where they were in May, my child is now...

72 responses



Do you plan to participate in library activities in the future? (Select all that apply.)

74 responses



CROOK COUNTY TREASURER
 REVENUE REPORT
 17% OF YEAR LAPSED

ACCOUNTING PERIOD 02/2020

CROOK COUNTY TREASURER

FUND 101 GENERAL FUND			CURRENT		YEAR-TO-DATE		ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	***** ESTIMATED	***** ACTUAL	***** %REV	***** ESTIMATED	***** ACTUAL	ESTIMATE	BALANCE
3000	LIBRARY							
320	REVENUE							
329	PERMITS, LICENSES, FEES							
42 18	PHOTOCOPY FEES	516	619.59	120	1,032	1,159.28	6,200	5,040.72
42 39	NONRESIDENT REGISTRATIONS	100	10.00	10	200	265.00	1,200	935.00
42 *	FEES	616	629.59	102	1,232	1,424.28	7,400	5,975.72
50 19	FINES	188	76.84	41	376	109.90	2,260	2,150.10
50 20	LOST OR DAMAGED	308	82.57	27	616	343.26	3,700	3,356.74
50 *	LICENSES/PENALTIES	496	159.41	32	992	453.16	5,960	5,506.84
329 **	PERMITS, LICENSES, FEES	1,112	789.00	71	2,224	1,877.44	13,360	11,482.56
320 ***	REVENUE	1,112	789.00	71	2,224	1,877.44	13,360	11,482.56
340	REVENUE							
343	OTHER CHARGES							
43 24	MERCHANDISE	8	11.00	138	16	21.00	100	79.00
43 25	CARD REPLACEMENT	0	.00		0	.00	0	.00
43 *	OTHER CHARGES	8	11.00	138	16	21.00	100	79.00
343 **	OTHER CHARGES	8	11.00	138	16	21.00	100	79.00
345	COMMUNITY REVENUE							
45 21	FRIENDS OF LIBRARY SALES	0	942.00		0	1,568.65	0	1,568.65-
345 **	COMMUNITY REVENUE	0	942.00		0	1,568.65	0	1,568.65-
340 ***	REVENUE	8	953.00	1913	16	1,589.65	100	1,489.65-
360	REVENUE							
360								
60 03	REIMBURSED ITEMS	0	.00		0	.00	0	.00
60 13	CASHIER ADJUSTMENT	0	.05-		0	.05-	0	.05
60 51	E-RATE INTERNET REIMB	0	.00		0	.00	0	.00
60 *	REIMBURSED REVENUE	0	.05-		0	.05-	0	.05
360 **		0	.05-		0	.05-	0	.05
360 ***	REVENUE	0	.05-		0	.05-	0	.05
380	REVENUE							
380								
80 03	FR RESERVE FUND	0	.00		0	.00	0	.00

CROOK COUNTY TREASURER

FUND 101 GENERAL FUND

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
3000 LIBRARY									
380	REVENUE								
380									
380	**	0	.00		0	.00		0	.00
380	*** REVENUE	0	.00		0	.00		0	.00
DEPT TOTAL	LIBRARY	1,120	1,741.95	156	2,240	3,467.04	155	13,460	9,992.96
FUND TOTAL	GENERAL FUND	1,120	1,741.95	156	2,240	3,467.04	155	13,460	9,992.96

CROOK COUNTY TREASURER

FUND 330 LIBRARY GRANT/DONATIONS		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
300	REVENUE								
300									
01 01	BEGINNING BALANCE	4,645	.00		9,290	55,635.79	599	55,749	113.21
01 05	INTEREST EARNED	33	.00		66	103.08	156	400	296.92
01 *	BEGINNING FUND BALANCE	4,678	.00		9,356	55,738.87	596	56,149	410.13
300	**	4,678	.00		9,356	55,738.87	596	56,149	410.13
300	*** REVENUE	4,678	.00		9,356	55,738.87	596	56,149	410.13
390	REVENUE								
390									
90 04	PRIOR YEAR TAXES	0	926.21		0	1,673.92		0	1,673.92-
390	**	0	926.21		0	1,673.92		0	1,673.92-
390	*** REVENUE	0	926.21		0	1,673.92		0	1,673.92-
3001 LIBRARY GRANT/DONATIONS									
320	REVENUE								
324	STATE GRANTS								
34 00	STATE GRANTS	708	.00		1,416	.00		8,500	8,500.00
324	** STATE GRANTS	708	.00		1,416	.00		8,500	8,500.00
320	*** REVENUE	708	.00		1,416	.00		8,500	8,500.00
340	REVENUE								
347	CONTRIBUTIONS/DONATIONS								
47 00	DONATIONS/CONTRIBUTIONS	6,250	18.00		12,500	31.50		75,000	74,968.50
347	** CONTRIBUTIONS/DONATIONS	6,250	18.00		12,500	31.50		75,000	74,968.50
340	*** REVENUE	6,250	18.00		12,500	31.50		75,000	74,968.50
DEPT TOTAL	LIBRARY GRANT/DONATIONS	6,958	18.00		13,916	31.50		83,500	83,468.50
FUND TOTAL	LIBRARY GRANT/DONATIONS	11,636	944.21	8	23,272	57,444.29	247	139,649	82,204.71

CROOK COUNTY TREASURER
REVENUE REPORT
17% OF YEAR LAPSED

ACCOUNTING PERIOD 02/2020

CROOK COUNTY TREASURER

FUND 401 RESERVE FUND

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
6004	LAW LIBRARY								
300	REVENUE								
300									
01 01	BEGINNING BALANCE	7,663	.00		15,326	.00		91,965	91,965.00
01 05	INTEREST EARNED	66	.00		132	.00		800	800.00
01 *	BEGINNING FUND BALANCE	7,729	.00		15,458	.00		92,765	92,765.00
300	**	7,729	.00		15,458	.00		92,765	92,765.00
300	*** REVENUE	7,729	.00		15,458	.00		92,765	92,765.00
320	REVENUE								
329	PERMITS,LICENSES,FEES								
50 24	FINES-STATE COURTS	1,500	20,045.79	1336	3,000	20,045.79	668	18,000	2,045.79-
329	** PERMITS,LICENSES,FEES	1,500	20,045.79	1336	3,000	20,045.79	668	18,000	2,045.79-
320	*** REVENUE	1,500	20,045.79	1336	3,000	20,045.79	668	18,000	2,045.79-
DEPT TOTAL	LAW LIBRARY	9,229	20,045.79	217	18,458	20,045.79	109	110,765	90,719.21
6018	SPECIAL LITIGATION								
300	REVENUE								
300									
01 01	BEGINNING BALANCE	0	.00		0	.00		0	.00
300	**	0	.00		0	.00		0	.00
300	*** REVENUE	0	.00		0	.00		0	.00
380	REVENUE								
380									
80 03	FR RESERVE FUND	0	.00		0	.00		0	.00
380	**	0	.00		0	.00		0	.00
380	*** REVENUE	0	.00		0	.00		0	.00
DEPT TOTAL	SPECIAL LITIGATION	0	.00		0	.00		0	.00
FUND TOTAL	RESERVE FUND	9,229	20,045.79	217	18,458	20,045.79	109	110,765	90,719.21

FUND 101 GENERAL FUND		DEPT/DIV 3000 LIBRARY/						ANNUAL BUDGET	% BDDT
BA	ELE OBJ	ACCOUNT DESCRIPTION	*****CURRENT*****			*****YEAR-TO-DATE*****			
SUB	SUB		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	
51		EXPENSES							
510		PERSONNEL SERVICES							
	01	PERSONNEL SERVICES							
	01 01	REGULAR WAGES	0	.00	0	0	.00	0	0
	17	DEPARTMENT HEADS	6075	5802.71	96	12150	8704.08	72	72900
	22	ASST/TECH/COORD/CLERK	32983	30956.36	94	65966	45861.85	70	395800
	28	MAINTENANCE	2500	2317.00	93	5000	3434.40	69	30000
	32	EXTRA HELP	216	2749.78	1273	432	4157.91	963	2600
	02 01	FICA	3200	3161.10	99	6400	4697.22	73	38400
	02	WORKERS COMPENSATION	275	134.82	49	550	197.74	36	3300
	03	HEALTH INSURANCE	10108	10760.05	107	20216	21520.10	107	121300
	04	LIFE INSURANCE/LTD	133	91.25	69	266	182.50	69	1600
	05	UNEMPLOYMENT	58	41.84	72	116	62.17	54	700
	06	401K RETIREMENT	3250	2588.62	80	6500	3882.93	60	39000
	01 **	PERSONNEL SERVICES	58798	58603.53	100	117596	92700.90	79	705600
510	** **	PERSONNEL SERVICES	58798	58603.53	100	117596	92700.90	79	705600
51	** **	EXPENSES	58798	58603.53	100	117596	92700.90	79	705600
52		EXPENSES							
520		MATERIALS & SERVICES							
	02	MATERIALS & SERVICES							
	05 30	POSTAGE	58	150.93	260	116	268.25	231	700
	74	PROGRAMS AND OUTREACH	358	147.04	41	716	206.04	29	4300
	75	PROGRAMS - YOUTH	0	.00	0	0	.00	0	0
	89	CREDIT CARD CHARGES	16	8.16	51	32	25.07	78	200
	10 06	COLLECTION AGENCY EXPENSE	125	80.55	64	250	80.55	32	1500
	07	COPY MACHINES	150	173.82	116	300	173.82	58	1800
	25	OFFICE SUPPLIES	591	275.60	47	1182	330.17	28	7100
	20 07	BOOKMOBILE MAINTENANCE	0	.00	0	0	.00	0	0
	19	EQUIPMENT REPAIRS/MAINT.	416	135.99	33	832	176.98	21	5000
	43	RESOURCE SHARING	625	110.00	18	1250	110.00	9	7500
	25 08	MOTOR POOL CHARGES	225	84.98	38	450	84.98	19	2700
	30 04	PROCESSING/REPAIR SUPPLIE	0	.00	0	0	.00	0	0
	05	COLLECTION DEVELOPMENT	9875	6057.67	61	19750	11432.74	58	118500
	06	MATERIALS-DIGITAL MEDIA	0	.00	0	0	.00	0	0
	07	MATERIALS-YOUTH COLLECTIN	0	.00	0	0	.00	0	0
	08	BOOKS/PERIODICALS/PUBLICA	0	.00	0	0	.00	0	0
	09	ELECTRONIC MEDIA	0	1694.00	0	0	.00	0	0
	35 13	CONTRACT SERVICES	416	.00	0	832	.00	0	5000
	42	SOFTWARE MAINTENANCE	375	3386.44	903	750	3386.44	452	4500
	85	LIBRARY CONSORTIUM	916	.00	0	1832	.00	0	11000
	40 10	TELEPHONE	216	266.61	123	432	302.35	70	2600
	45 02	EDUCATION & CERTIFICATION	0	.00	0	0	.00	0	0
	03	LODGING & MEALS	100	361.24	361	200	361.24	181	1200
	04	REGISTRATION & DUES	333	197.00	59	666	919.00	138	4000
	60 16	PROMOTION & PUBLICITY	125	55.05	44	250	55.05	22	1500
	02 **	MATERIALS & SERVICES	14920	9797.08	66	29840	17912.68	60	179100

FUND 101 GENERAL FUND			DEPT/DIV 3000 LIBRARY/					ANNUAL BUDGET	% BDDT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		
52		EXPENSES								
520		MATERIALS & SERVICES								
	02	MATERIALS & SERVICES								
520	**	** MATERIALS & SERVICES	14920	9797.08	66	29840	17912.68	60	179100	10
52	**	** EXPENSES	14920	9797.08	66	29840	17912.68	60	179100	10
58		EXPENSES								
580		CAPITAL OUTLAY								
	04	CAPITAL OUTLAY								
	80	13 EQUIPMENT	4166	.00	0	8332	.00	0	50000	0
	04	** CAPITAL OUTLAY	4166	.00	0	8332	.00	0	50000	0
580	**	** CAPITAL OUTLAY	4166	.00	0	8332	.00	0	50000	0
58	**	** EXPENSES	4166	.00	0	8332	.00	0	50000	0
DIV	3000	TOTAL *****	77884	68400.61	88	155768	110613.58	71	934700	12
DEPT	30	TOTAL *****	77884	68400.61	88	155768	110613.58	71	934700	12
		LIBRARY								
FUND	101	TOTAL *****	77884	68400.61	88	155768	110613.58	71	934700	12
		GENERAL FUND								

FUND 330 LIBRARY GRANT/DONATIONS			DEPT/DIV 3001 LIBRARY/LIBRARY GRANT/DONATIONS					ANNUAL BUDGET	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	
52		EXPENSES							
520		MATERIALS & SERVICES							
	02	MATERIALS & SERVICES							
	05	74 PROGRAMS AND OUTREACH	1000	1509.31	151	2000	2105.57	105	18
		75 PROGRAMS - YOUTH	0	.00	0	0	.00	0	0
	20	19 EQUIPMENT REPAIRS/MAINT.	208	.00	0	416	.00	0	0
	30	05 COLLECTION DEVELOPMENT	416	16.49	4	832	200.81	24	4
		07 MATERIALS-YOUTH COLLECTIN	0	.00	0	0	.00	0	0
		09 ELECTRONIC MEDIA	0	.00	0	0	.00	0	0
		12 READY TO READ GRANT	708	61.53	9	1416	548.25	39	7
	35	13 CONTRACT SERVICES	0	.00	0	0	.00	0	0
	60	16 PROMOTION & PUBLICITY	0	.00	0	0	.00	0	0
	02	** MATERIALS & SERVICES	2332	1587.33	68	4664	2854.63	61	10
520	**	** MATERIALS & SERVICES	2332	1587.33	68	4664	2854.63	61	10
52	**	** EXPENSES	2332	1587.33	68	4664	2854.63	61	10
57		EXPENSES							
571		RESERVED FOR FUTURE EXPNS							
	06	NON OPERATING EXPENSES							
	90	00 RESERVED FOR FUTURE EXPNS	5137	.00	0	10274	.00	0	0
	06	** NON OPERATING EXPENSES	5137	.00	0	10274	.00	0	0
571	**	** RESERVED FOR FUTURE EXPNS	5137	.00	0	10274	.00	0	0
57	**	** EXPENSES	5137	.00	0	10274	.00	0	0
58		EXPENSES							
580		CAPITAL OUTLAY							
	04	CAPITAL OUTLAY							
	80	13 EQUIPMENT	4166	.00	0	8332	.00	0	0
	04	** CAPITAL OUTLAY	4166	.00	0	8332	.00	0	0
580	**	** CAPITAL OUTLAY	4166	.00	0	8332	.00	0	0
58	**	** EXPENSES	4166	.00	0	8332	.00	0	0
DIV	3001	TOTAL ***** LIBRARY GRANT/DONATIONS	11635	1587.33	14	23270	2854.63	12	2
DEPT	30	TOTAL ***** LIBRARY	11635	1587.33	14	23270	2854.63	12	2
FUND	330	TOTAL ***** LIBRARY GRANT/DONATIONS	11635	1587.33	14	23270	2854.63	12	2

FUND 401 RESERVE FUND			DEPT/DIV 6004 DISTRICT ATTORNEY/LAW LIBRARY							
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BDGT
51		EXPENSES								
510		PERSONNEL SERVICES								
	01	PERSONNEL SERVICES								
	01	17 DEPARTMENT HEADS	213	210.46	99	426	315.68	74	2565	12
	02	01 FICA	16	15.82	99	32	23.73	74	200	12
		02 WORKERS COMPENSATION	0	.30	0	0	.41	0	0	0
		03 HEALTH INSURANCE	0	59.52	0	0	119.04	0	0	0
		04 LIFE INSURANCE/LTD	0	.45	0	0	.90	0	0	0
		05 UNEMPLOYMENT	0	.22	0	0	.33	0	0	0
		06 401K RETIREMENT	0	11.38	0	0	17.07	0	0	0
	01	** PERSONNEL SERVICES	229	298.15	130	458	477.16	104	2765	17
510	**	** PERSONNEL SERVICES	229	298.15	130	458	477.16	104	2765	17
51	**	** EXPENSES	229	298.15	130	458	477.16	104	2765	17
52		EXPENSES								
520		MATERIALS & SERVICES								
	02	MATERIALS & SERVICES								
	05	74 PROGRAMS AND OUTREACH	2479	.00	0	4958	.00	0	29750	0
	10	25 OFFICE SUPPLIES	0	.00	0	0	17.49	0	0	0
		26 ORDINANCE COMPILATION	0	.00	0	0	480.00	0	0	0
	20	19 EQUIPMENT REPAIRS/MAINT.	0	1117.46	0	0	1117.46	0	0	0
	30	05 COLLECTION DEVELOPMENT	0	1526.68	0	0	8713.01	0	0	0
		08 BOOKS/PERIODICALS/PUBLICA	0	.00	0	0	.00	0	0	0
		16 WESTLAW	0	194.00	0	0	194.00	0	0	0
	35	28 LEGAL SERVICES	0	.00	0	0	.00	0	0	0
	02	** MATERIALS & SERVICES	2479	2838.14	115	4958	10521.96	212	29750	35
520	**	** MATERIALS & SERVICES	2479	2838.14	115	4958	10521.96	212	29750	35
52	**	** EXPENSES	2479	2838.14	115	4958	10521.96	212	29750	35
57		EXPENSES								
570		MATS/SERV REIMBURSED								
	02	MATERIALS & SERVICES								
	70	03 ADMIN CHARGES/CO COUNSEL	0	.00	0	0	.00	0	0	0
	02	** MATERIALS & SERVICES	0	.00	0	0	.00	0	0	0
570	**	** MATS/SERV REIMBURSED	0	.00	0	0	.00	0	0	0
571		RESERVED FOR FUTURE EXPNS								
	06	NON OPERATING EXPENSES								
	90	00 RESERVED FOR FUTURE EXPNS	5270	.00	0	10540	.00	0	63250	0
	06	** NON OPERATING EXPENSES	5270	.00	0	10540	.00	0	63250	0
571	**	** RESERVED FOR FUTURE EXPNS	5270	.00	0	10540	.00	0	63250	0
57	**	** EXPENSES	5270	.00	0	10540	.00	0	63250	0

FUND 401 RESERVE FUND		DEPT/DIV 6004 DISTRICT ATTORNEY/LAW LIBRARY						ANNUAL BUDGET	% BDDT	
BA ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		
57		EXPENSES								
571		RESERVED FOR FUTURE EXPNS								
	06	NON OPERATING EXPENSES								
58		EXPENSES								
	80 05	CAPITAL OUTLAY	1250	.00	0	2500	.00	0	0	
	04 **	CAPITAL OUTLAY	1250	.00	0	2500	.00	0	0	
580	** **	CAPITAL OUTLAY	1250	.00	0	2500	.00	0	0	
58	** **	EXPENSES	1250	.00	0	2500	.00	0	0	
59		TRANSFERS OUT								
597		TRANSFERS OUT								
	09	TRANSFERS OUT								
	97 21	TO GENERAL FUND	0	.00	0	0	.00	0	0	
	09 **	TRANSFERS OUT	0	.00	0	0	.00	0	0	
597	** **	TRANSFERS OUT	0	.00	0	0	.00	0	0	
59	** **	TRANSFERS OUT	0	.00	0	0	.00	0	0	
DIV	6004	TOTAL ***** LAW LIBRARY	9228	3136.29	34	18456	10999.12	60	110765	10
DEPT	60	TOTAL ***** DISTRICT ATTORNEY	9228	3136.29	34	18456	10999.12	60	110765	10
FUND	401	TOTAL ***** RESERVE FUND	9228	3136.29	34	18456	10999.12	60	110765	10
GRAND		TOTAL *****	9228	3136.29	34	18456	10999.12	60	110765	10

Director's Report

September 12, 2019

Prepared by Buzzy Nielsen, Director of Library Services

Collections

- We have received our first formal challenge to a collection material in recent memory. The book is *Sex is a Funny Word: A Book about Bodies, Feelings, and YOU* by Cory Silverberg and Fiona Smyth. Per our Collection Development Policy, a committee composed of Children's Services Librarian Jennifer Fischer, Assistant Director Jane Schepke, and myself will review the item, determine what action, if any, to take on the challenge, and compose a response to the challenger.

Facilities

- Thanks to the Friends of the Library's treasure and Maintenance Custodian Rocky York's blood, sweat, and tears, we now have a shiny new bench in front of the library! The benches are a part of Rotary and Crook County On the Move's efforts to have more age-friendly facilities around town.



Personnel

- Several staff have taken advantage of the fewer programs in August to take vacations, myself included, in hopes of being freshened up in time for the school year to start.

Programs and services

- Starting in late September, the Latino Community Association once again will be offering English classes for native Spanish speakers.

Technology

- The County continues to recover from the website hack in August. There is a simple website available at <http://crooklib.org> that links to services like the catalog, user account, event calendar, and electronic resources. We do not have a specific timeline for when the website will be back up to full operation, although the new IT Director did say that we may be able to get our own website system that is not connected to the other county departments.

Statistics, July-August 2019

ACTIVITY	Annual change	Monthly average	Total	Aug	Jul
Collection use					
<i>Physical circulation activity</i>					
Checkouts: selfcheck	-6.7%	5,478	10,956	5,148	5,808
Checkouts: desk	3.8%	3,942	7,884	4,024	3,860
Outreach checkouts		-	-	-	-
Total physical circ.	-2.6%	1,570	18,840	9,172	9,668
Items lent w/in system	6.1%	3,263	6,525	3,180	3,345
Items borrowed w/in system	3.7%	1,003	2,005	978	1,027
Outside ILLs borrowed	50.0%	50	99	48	51
Outside ILLs lent	-41.7%	4	7	3	4
Checkins	-1.6%	8,848	17,695	8,800	8,895
Paging list items	-0.6%	2,757	5,514	2,731	2,783
<i>Electronic use</i>					
Ancestry searches	666.7%	230	460	380	80
Ancestry content views	635.4%	177	353	326	27
Chilton sessions		5	9	1	8
Chilton searches		8	8		8
Chilton full-text views		8	8		8
Gale inside sessions	4700.0%	384	768	192	576
Gale remote sessions	-75.0%	20	40	40	-
Gale full-text views	-7.4%	32	63	21	42
HeinOnline sessions		4	7	5	2
HeinOnline searches		-	-	-	-
HeinOnline views		-	-	-	-
HeritageQuest searches	-93.4%	14	27	6	21
HeritageQuest views	-98.8%	4	7	-	7
LearningExpress sessions	150.0%	3	5	3	2
LearningExpress resources	-60.0%	1	2	-	2
Legal Forms sessions		11	11		11
Legal Forms searches		11	11		11
Legal Forms retrievals		11	11		11
Oregon BarBooks					
OverDrive checkouts	5.6%	2,877	5,753	2,806	2,947
OverDrive new users	-11.7%	27	53	23	30
Small Engine sessions		2	3	3	-

ACTIVITY	Annual change	Monthly average	Total	Aug	Jul
Small Engine content views		7	13	13	-
Website sessions (visits)	-44.2%	1,368	2,735	495	2,240
Website unique users	-40.3%	733	1,465	312	1,153
Website pageviews	-44.7%	2,437	4,874	1,005	3,869
Westlaw					
Total electronic use	-21.1%	3,100	4,874	3,166	3,033
<i>Total collection use</i>	-1.8%	2,087	25,039	12,338	12,701
<i>Average use/day</i>	-51.9%	N/A	472	457	489
Library use					
<i>Days open</i>	1.9%	27	53	27	26
Hours open	0.6%	250	499	247	252
Patron visits	-8.7%	11,330	22,659	11,182	11,477
New patrons	0.0%	95	190	96	94
Reference Interactions	13.8%	108	215	98	117
<i>Computer sessions</i>					
Desktop sessions	-4.3%	790	1,579	795	784
WiFi sessions			-		
Total Internet use	1.8%	140	1,679	839	840
Laptop sessions	426.3%	50	100	44	56
AWE sessions	-2.6%	455	909	431	478
Meetings held	-10.9%	66	131	79	52
Collection activity					
<i>New items</i>	5.4%	67	798	443	355
Books & print	-4.6%	54	642	327	315
Audio	21.1%	4	46	25	21
Movies	139.1%	9	110	91	19
Items withdrawn	140.8%	131	1,570	-	1,570
Billed/damaged not paid	-47.5%	21	21		21
Claimed returned	-100.0%	-	-		-
Long missing	-83.3%	7	7		7
Withdrawn	171.0%	1,542	1,542		1,542
Net change in items	-835.2%	(64)	(772)	443	(1,215)
Items Processed	0.9%	577	1,154	572	582
Items Repaired	14.2%	193	386	185	201
Programs and outreach					
<i>Children's programs</i>					
<i># kids programs</i>	40.0%	2	21	3	17

ACTIVITY	Annual change	Monthly average	Total	Aug	Jul
Kids program attendance	-31.3%	39	470	50	389
# kids outreach		0	3	2	-
Kids outreach attendance		5	60	20	-
# Kids Total	60.0%	2	24	5	17
Total kids attendance	-22.5%	44	530	70	389
<i>Teen programs</i>					
# teen programs	14.3%	1	8	1	5
Teen Program attendance	-45.7%	5	63	28	34
# teen outreach		0	2	2	-
Teen outreach attendance		7	86	86	-
# teen total	42.9%	1	10	3	5
Total teen attendance	28.4%	12	149	114	34
<i>Adult programs</i>					
# adult programs	81.8%	2	20	8	11
Adult program attendance	4.5%	25	302	156	135
# adult outreach	0.0%	0	2	2	-
Adult outreach attendance	400.0%	13	160	160	-
# adult total	69.2%	2	22	10	11
Total adult attendance	43.9%	39	462	316	135
<i>Total # programs</i>	60.0%	5	56	18	33
<i>Total attendance</i>	1.8%	95	1,141	500	558
<i>Outreach activities only</i>	250.0%	1	7	6	-
<i>Outreach attendance only</i>	856.3%	26	306	266	-
Volunteering					
Volunteers		N/A	N/A		14
Volunteer Hours	-27.9%	46	46		46

Library Board Agenda Item Notes

September 12, 2019, 5.15p

Agenda item:

6. Old business

a. Strategic plan (ACTION)

Library staff have been reviewing and considering the draft strategic goals presented at the last meeting (Attachment 6.a.2). Based on internal discussions among staff, these goals comport with needs identified by library staff in the course of their work. Already these goals are being integrated into staff members' work goals.

Youth Services staff propose revising one of the initiatives under "The Library will help youth in Crook County succeed and thrive." The draft goal read "Offer fun and safe activities for teens throughout the year." Paired with the other initiative to "Spread early literacy principles among children ages 0-6 and their caregivers", elementary-aged children were notably absent. We therefore recommend changing the initiative to the following:

"Offer fun and safe activities for youth ages 6-18 throughout the year."

This and other minor changes are integrated into the new draft strategic plan (Attachment 6.a.3). The new draft includes not only the broad-level goals, but also the initiatives under each goal as well as outcomes we'll use to measure progress over the five years of the plan. The vision and mission are included to contextualize the plan within the library's larger purpose.

Having a single page plan, rather than a verbose, foot-noted plan as is frequently seen, increases the possibility that the plan remains in the forefront of the library's mind as it proceeds through the next five years.

Crook County Library

Strategic Goals, 2019-24

Goal: Underserved populations will connect more with their library.

- Promote library use and access by older adults.
- Improve collections and expand outreach to Latinx residents.
- Provide more direct programming in the outlying regions of Crook County.

Goal: The library's physical and digital spaces will be inviting.

- Refresh and enhance landscaping to be more ecological and economical.
- Launch a new website that improves access to library services.
- Replace aging furniture with more attractive and accessible options.

Goal: People with disabilities will be able to access core library services.

- Renovate public computer lab to be ADA-accessible.
- Install computers with assistive technology for people with disabilities.
- Investigate and implement options for outreach to people who are homebound.

Goal: Adults will learn and engage with their library

- Teach regular classes on technology and vocational skills.
- Knowledgeably connect people to needed community resources and services.
- Expand services to meet the legal needs of laypeople and legal professionals.
- Find new and engaging opportunities for people to volunteer at the library.

Goal: The library will help youth in Crook County succeed and thrive.




- Increase participation in the Dolly Parton Imagination Library.
- Spread early literacy principles among children 0-6 and their caregivers.
- Offer fun and safe activities for teens throughout the year.

 **VISION**

Our knowledgeable and engaging staff will provide traditional and innovative resources and create welcoming spaces where everyone can experience the joy of learning and discovery.

 **MISSION**

The Crook County Library is relevant, accessible, and useful to our community. It is an environment where people come together for lifelong learning, enjoyment, and connection.

 GOALS	 INITIATIVES	 OUTCOMES
<i>Underserved populations will connect more with their library.</i>	<ul style="list-style-type: none"> Promote library use and access by older adults. Improve services and outreach to Latinx residents. Provide more direct programming in the outlying regions of Crook County. 	<ul style="list-style-type: none"> Older adults will have access to more events and services. Latinx residents will increase their library use. Residents in outlying areas will increase their library use.
<i>The library's physical and digital spaces will be inviting.</i>	<ul style="list-style-type: none"> Refresh and enhance landscaping to be more ecological and economical. Launch a new website that improves access to library services. Replace aging furniture with more attractive and accessible options. 	<ul style="list-style-type: none"> Landscaping will include native plants and require less maintenance and water. Library services will be simpler to find and access online. Library furniture will be durable and allow access for individuals with disabilities.
<i>People with disabilities will be able to access core library services.</i>	<ul style="list-style-type: none"> Renovate public computer lab to be ADA-accessible. Install computers with assistive technology for people with disabilities. Investigate and implement options for outreach to people who are homebound. 	<ul style="list-style-type: none"> Technology workstations will be accessible by individuals in wheelchairs and with mobility issues. Screen readers, speech input, and other technology will be available on library workstations. Homebound individuals will be able to access some library services remotely.
<i>Adults will learn and engage with their library.</i>	<ul style="list-style-type: none"> Teach regular classes on technology and vocational skills. Knowledgeably connect people to needed community resources and services. Expand services to meet the legal needs of laypeople and legal professionals. Find new and engaging opportunities for people to volunteer at the library. 	<ul style="list-style-type: none"> Crook County residents will have access to high-quality technology classes. Library staff will be able to give patrons information about needed social services. The library will offer legal materials in multiple formats and informational sessions. The library will have more volunteers who donate a greater number of hours annually.
<i>The library will help youth in Crook County succeed and thrive.</i>	<ul style="list-style-type: none"> Increase participation in the Dolly Parton Imagination Library (DPIL). Spread early literacy principles among children ages 0-6 and their caregivers. Offer fun and safe activities for youth ages 6-18 throughout the year. 	<ul style="list-style-type: none"> At least 60% of eligible Crook County children will be signed up for DPIL. Parents of age 0-6 children will increase familiarity with early literacy principles. Youth will have access to more events and services in and out of the library.

Library Board Agenda Item Notes

September 12, 2019, 5.15p

Agenda item:

7. Old business

a. Minimum standards for public libraries

During the 2019 Oregon legislative session, the Oregon Library Association successfully lobbied for passage of HB 2243, which updates the definition of a “public library” in Oregon. Before HB 2243, literally all that was required for a government to have a public library was to say they had one. There didn’t need to be a building; there didn’t need to be staff; there didn’t even need to be a collection! This lax definition resulted in rooms with old, poorly-curated collections of books being considered public libraries, thereby making them eligible for state Ready to Read grant monies.

A 21st century library is so much more than a room full of books. HB 2243 acknowledges this by granting the State Library of Oregon the power to better define a public library. The State Library currently is in process of writing that definition and is seeking comments from libraries.

The new definition includes many factors that go into having a minimally-acceptable public library: funding, open hours, a curated collection, Internet, staffing, policies, and services. These factors were drawn largely from the OLA Public Library Division’s “Minimum Requirements for Oregon Public Libraries” (Attachment 7.a.2.) from their Public Library Standards. The proposed rules (Attachment 7.a.3; tracked changes in Attachment 7.a.4) incorporate much of OLA’s recommendations and further, at the behest of the Legislative Assembly, acknowledges that communities serving 2,000 or fewer people many need a different set of standards.

Crook County Library meets all of these requirements with flying colors. Nonetheless, these rules are important for us and all Oregon public libraries. Patrons expect a lot out of a 21st century library, and legislation like HB 2243 helps ensure that patrons’ expectations are met. It’s also important for new, or re-opening, libraries to give a goal toward which to work.

Please review these draft rules and let me know if you have any comments, positive or negative. I’ll submit comments on behalf of the library following the meeting. In the October meeting, we’ll review the larger set of OLA’s Public Library Standards to see how we measure up.

Minimum requirements for Oregon public libraries

The Public Library Division has determined the following minimum requirements for a legally established public library in the state of Oregon. The goal is for all libraries to provide a consistent level of service, fulfilling at least the basic role of a public library.

The current legal definition of a public library according to [ORS 357.400](https://www.oregonlaws.org/ors/357.400) (3)² (<https://www.oregonlaws.org/ors/357.400>):

“Public library” or “public library system” means a public agency responsible for providing and making accessible to all residents of a local government unit library and information services suitable to persons of all ages.

Please note that OLA is looking to update the definition of a “public library.” If the definition is successfully updated, these proposed minimums may be introduced in the 2019 legislative session as Oregon Administrative Rules.

STANDARD: The library provides these basic services free of charge to everyone in their service area.

Requirement	Y	N
1. The library provides a physical material collection in one or more of the following ways:		
• Books		
• Media		
2. The library is open a minimum of 20 hours per week.		
3. The library abides by the American Library Association (ALA) Code of Ethics and other relevant ethics codes, rules, or guidelines of the library’s governing unit(s) that apply to the organization and its representatives. (See Appendix B for the ALA Code of Ethics ³).		
4. The library offers free public internet access.		
5. The library offers free public wireless internet access (wi-fi).		
6. The library offers at least one public access computer.		
7. The library has a website which connects to free services from the State Library of Oregon.		
8. The library dedicates a .50 full-time equivalent (FTE) staff member exclusively to library functions during operating hours.		

² ORS 357.400, www.oregonlegislature.gov/bills_laws/ors/ors357.html or www.oregonlaws.org/ors/357.400

³ ALA Code of Ethics, www.ala.org/united/sites/ala.org.united/files/content/trustees/orgtools/policies/ALA-code-of-ethics.pdf

9. The library has basic policies in place for:		
• Collection management		
• Circulation		
• Patron confidentiality		
10. The library provide basic services for:		
• Reference		
• Youth services		
11. The library has a dedicated space compliant with the Americans with Disabilities Act (ADA) ⁴ to make materials and services accessible for people with disabilities.		

⁴ Information and Technical Assistance on the Americans with Disabilities Act, www.ada.gov

NOTICE OF PROPOSED RULEMAKING

CHAPTER 543
OREGON STATE LIBRARY

FILING CAPTION: Establishment of minimum conditions for public libraries

LAST DAY AND TIME TO OFFER COMMENT TO AGENCY: 10/17/2019 5:00 PM

HEARING(S):

DATE: 10/17/2019

TIME: 1:30 PM - 2:30 PM

OFFICER: Jennifer Patterson

ADDRESS: State Library of Oregon

250 Winter St NE

Salem, OR 97301

SPECIAL INSTRUCTIONS:

Please check in by 1:00 PM

NEED FOR THE RULE(S):

These rules will clearly outline the minimum conditions that a public library must meet to be officially recognized by the State Library Board. These minimum conditions will establish a baseline of service for all public libraries in the state and from which public libraries can be measured and maximize limited funds.

DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE:

HB 2243A (2019) available at <https://olis.leg.state.or.us>

Oregon Library Association - Public Library Standards available at <https://www.olaweb.org/pld-standards>

FISCAL AND ECONOMIC IMPACT:

While there is likely to be no or minimal fiscal impact as a result of these rules, a library could fail to meet the minimum conditions and may not be officially recognized by the State Library Board resulting in ineligibility for State Library aid. Establishment of minimum conditions could also create new expenses for a very limited number of cities or counties seeking to bring library systems into compliance. The State Library is unable to estimate the cost of compliance due to the many factors that can influence compliance. Taxpayers could be impacted if the community seeks additional funding to come into or maintain compliance.

COST OF COMPLIANCE:

(1) Identify any state agencies, units of local government, and members of the public likely to be economically affected by the rule(s). (2) Effect on Small Businesses: (a) Estimate the number and type of small businesses subject to the rule(s); (b) Describe the expected reporting, recordkeeping and administrative activities and cost required to comply with the rule(s); (c) Estimate the cost of professional services, equipment supplies, labor and increased administration required to comply with

the rule(s).

No state agencies or small businesses will be economically affected by the rules. A limited number of public libraries may be affected by the rule change: Yachats Public Library, Spray School and Public Library, and Oakridge Public Library. Members of the public in the aforementioned communities may also be economically affected by the rules if the community seeks additional funding to come into or maintain compliance.

DESCRIBE HOW SMALL BUSINESSES WERE INVOLVED IN THE DEVELOPMENT OF THESE RULE(S):

Small businesses were not involved in the development of the rules as they are not affected.

WAS AN ADMINISTRATIVE RULE ADVISORY COMMITTEE CONSULTED? YES

CONTACT:

Jennifer Patterson
503-378-4367
jennifer.l.patterson@state.or.us
250 Winter St NE
Salem, OR 97301

RULES PROPOSED:

543-010-0003, 543-010-0035, 543-010-0036

AMEND: 543-010-0003

RULE TITLE: Definitions

RULE SUMMARY: Update the definitions to correspond with OAR 543-010-0036.

RULE TEXT:

The following words or phrases, when used in Administrative Rules adopted by the State Library Board, shall mean the following:

- (1) "Board" means the State Library Board.
- (2) "Chair" means the presiding officer of the Board.
- (3) "Public funding" is all funds from local government, city, county, or special district, including in-kind funds such as rent and utilities.
- (4) "Basic services for reference" means information and referral services as well individual instruction and assistance in using information sources.
- (5) "Basic service for youth services" means programs, activities, and information resources for which the primary audience is youth 18 and under.
- (6) "State fiscal year" means the period of one year commencing on July 1 and closing on June 30.

(7) “Operational financial support” means funding for the day-to-day operations of the library.

STATUTORY/OTHER AUTHORITY: ORS 357

STATUTES/OTHER IMPLEMENTED: ORS 357.010(1)(3), HB2243

AMEND: 543-010-0035

RULE TITLE: Annual Reports

RULE SUMMARY: This update will allow public libraries the needed extra time to submit their statistical and financial information to the State Library as required by ORS 357.520.

RULE TEXT:

Not later than October 31 of each year, public libraries shall submit statistical and financial information, in conformance with ORS 357.520, to the State Library on the Statistical Report form furnished by the State Library.

STATUTORY/OTHER AUTHORITY: ORS 357

STATUTES/OTHER IMPLEMENTED: ORS 357.520, HB2243

AMEND: 543-010-0036

RULE TITLE: Official Recognition of Public Libraries

RULE SUMMARY: To establish the minimum conditions required and clarify the process to receive official recognition as a public library.

RULE TEXT:

(1) The State Library Board will officially recognize those public libraries that become legally established under one of the methods described in ORS 357.216-286 or 357.400-621 and have met all minimum conditions.

(2) Libraries, that have a service population of over 2000, shall meet the following minimum conditions:

(a) Have at least half (.50) of its operational financial support from public funds.

(b) Be open to the public a minimum of 20 hours per week.

(c) Provide a collection comprised of books, media, and electronic resources that is reflective of and responsive to the community.

(d) Offer free public access computers with Internet access.

(e) Offer free public wireless Internet access (wi-fi).

(f) Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.

(g) Dedicate at least 0.50 full-time equivalent (FTE) paid staff time exclusively to library functions.

(h) Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.

(i) Provide basic services for reference and youth services.

(j) Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.

(3) Libraries, that have a service population of 2000 or less, shall meet the following minimum conditions:

(a) Have at least a fourth (.25) of its operational financial support from public funds.

(b) Be open to the public a minimum of 10 hours per week.

(c) Provide a collection comprised of books, media, and electronic resources that is reflective of and responsive to the community.

- (d) Offer at least one free public access computer with Internet access.
 - (e) Offer free public wireless Internet access (wi-fi).
 - (f) Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents.
 - (g) Dedicate at least .25 full-time equivalent (FTE) paid staff time exclusively to library functions.
 - (h) Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.
 - (i) Provide basic services for reference and youth services.
 - (j) Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.
- (4) Official recognition as a public library will qualify the library to be eligible for state aid and grants from the State Library as authorized in statutes. A library must receive official recognition by June 30 to be eligible for grant funding in the next state fiscal year beginning July 1.
- (5) Official recognition will continue unless the library no longer meets the statutory requirements of a public library, or until the library has support withdrawn under the requirements of ORS 357.621.
- (a) Library responses to the Public Library Annual Statistical Survey will be used to determine compliance with minimum conditions outlined in sections (2) and (3).
 - (b) An officially recognized public library that fails to meet the minimum conditions as outlined in section (2) or (3) will have two (2) years to achieve compliance, during which time the library maintains eligibility for state aid and grants.
 - (c) Proceedings for termination of official recognition for a library that fails to meet minimum conditions after two (2) years will be scheduled for consideration of the Board who will then make a determination.
 - (d) The State Library will provide an annual report to the Board on the status of public library compliance with minimum conditions.
 - (6) The Board will terminate a public library's official recognition immediately after a local government withdraws support following the requirements of 357.621. The State Library will notify a local government that official recognition is being terminated.
 - (7) Any affected agency may appeal the termination of official recognition to the Board. The appeal must be in writing and must contain a detailed statement specifying the reason the appellant agency believes the action was improper.

(8) The written appeal must be filed no later than 15 days after the notice of termination of official recognition is received. Once an appeal is received, it will be scheduled for consideration by the Board who will make a determination.

(9) A library must request reinstatement of official recognition from the Board. The request must include signed documentation attesting that the library has met all minimum conditions. The request will then be scheduled for consideration by the Board who will make a determination. The State Library will notify the local government if official recognition is being reinstated. A library may appeal a denial of reinstatement as described in this rule.

STATUTORY/OTHER AUTHORITY: ORS 357.026(2)

STATUTES/OTHER IMPLEMENTED: ORS 357.216-286, 357.400 - 357.621, HB2243

OFFICE OF THE SECRETARY OF STATE
BEV CLARNO
SECRETARY OF STATE

A. RICHARD VIAL
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION
STEPHANIE CLARK
INTERIM DIRECTOR

800 SUMMER STREET NE
SALEM, OR 97310
503-373-0701

NOTICE OF PROPOSED RULEMAKING
INCLUDING STATEMENT OF NEED & FISCAL IMPACT

CHAPTER 543
OREGON STATE LIBRARY

FILED
08/28/2019 12:40 PM
ARCHIVES DIVISION
SECRETARY OF STATE

FILING CAPTION: Establishment of minimum conditions for public libraries

LAST DAY AND TIME TO OFFER COMMENT TO AGENCY: 10/17/2019 5:00 PM

The Agency requests public comment on whether other options should be considered for achieving the rule's substantive goals while reducing negative economic impact of the rule on business.

CONTACT: Jennifer Patterson 250 Winter St NE
503-378-4367 Salem, OR 97301
jennifer.l.patterson@state.or.us

Filed By:
Jennifer Patterson
Rules Coordinator

HEARING(S)

Auxiliary aids for persons with disabilities are available upon advance request. Notify the contact listed above.

DATE: 10/17/2019

TIME: 1:30 PM - 2:30 PM

OFFICER: Jennifer Patterson

ADDRESS: State Library of Oregon

250 Winter St NE

Salem, OR 97301

SPECIAL INSTRUCTIONS:

Please check in by 1:00 PM

NEED FOR THE RULE(S):

These rules will clearly outline the minimum conditions that a public library must meet to be officially recognized by the State Library Board. These minimum conditions will establish a baseline of service for all public libraries in the state and from which public libraries can be measured and maximize limited funds.

DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE:

HB 2243A (2019) available at <https://olis.leg.state.or.us>

Oregon Library Association - Public Library Standards available at <https://www.olaweb.org/pld-standards>

FISCAL AND ECONOMIC IMPACT:

While there is likely to be no or minimal fiscal impact as a result of these rules, a library could fail to meet the minimum conditions and may not be officially recognized by the State Library Board resulting in ineligibility for State Library aid. Establishment of minimum conditions could also create new expenses for a very limited number of cities or counties seeking to bring library systems into compliance. The State Library is unable to estimate the cost of compliance due to the many factors that can influence compliance. Taxpayers could be impacted if the community seeks additional funding to come into or maintain compliance.

COST OF COMPLIANCE:

(1) Identify any state agencies, units of local government, and members of the public likely to be economically affected by the rule(s). (2) Effect on Small Businesses: (a) Estimate the number and type of small businesses subject to the rule(s); (b) Describe the expected reporting, recordkeeping and administrative activities and cost required to comply with the rule(s); (c) Estimate the cost of professional services, equipment supplies, labor and increased administration required to comply with the rule(s).

No state agencies or small businesses will be economically affected by the rules. A limited number of public libraries may be affected by the rule change: Yachats Public Library, Spray School and Public Library, and Oakridge Public Library. Members of the public in the aforementioned communities may also be economically affected by the rules if the community seeks additional funding to come into or maintain compliance.

DESCRIBE HOW SMALL BUSINESSES WERE INVOLVED IN THE DEVELOPMENT OF THESE RULE(S):

Small businesses were not involved in the development of the rules as they are not affected.

WAS AN ADMINISTRATIVE RULE ADVISORY COMMITTEE CONSULTED? YES

RULES PROPOSED:

543-010-0003, 543-010-0035, 543-010-0036

AMEND: 543-010-0003

RULE SUMMARY: Update the definitions to correspond with OAR 543-010-0036.

CHANGES TO RULE:

543-010-0003

Definitions ¶¶

The following words or phrases, when used in Administrative Rules adopted by the ~~Oregon~~ State Library Board, shall mean the following:¶¶

(1) "Board" means the ~~Oregon~~ State Library Board.¶¶

(2) "Chair" means the presiding officer of the Board.¶¶

(3) "~~State Library Resources" are library materials and services to support the~~Public funding" is all funds from local government, city, county, or special district, including in-kind funds such as rent and utilities.¶¶

(4) "Basic services for reference" means informational needs of state government employees, Oregonians wi and referral services as well individual instruction and assistance in using information sources.¶¶

(5) "Basic service for youth services" means programs, activities, and information resources for which the print disabilitiesmary audience is youth 18 and under.¶¶

(6) "State fiscal year" means the period of one year commencing on July 1 and cloeal librariessing on June 30.¶¶

(7) "Operational financial support" means funding for the day-to-day operations of the library.

Statutory/Other Authority: ORS 357

Statutes/Other Implemented: ORS 357.010(1)(3), HB2243

AMEND: 543-010-0035

RULE SUMMARY: This update will allow public libraries the needed extra time to submit their statistical and financial information to the State Library as required by ORS 357.520.

CHANGES TO RULE:

543-010-0035

Annual Reports ¶

Not later than October 31 of each year, public libraries shall submit statistical and financial information, in conformance with ORS 357.520, to the State Library on the Statistical Report form furnished by the State Library.

Statutory/Other Authority: ORS 357

Statutes/Other Implemented: ORS 357.520, HB2243

AMEND: 543-010-0036

RULE SUMMARY: To establish the minimum conditions required and clarify the process to receive official recognition as a public library.

CHANGES TO RULE:

543-010-0036

Official Recognition of Public Libraries ¶

(1) The State Library Board will officially recognize those public libraries that become legally established under one of the methods described in ORS 357.216-~~357.286~~ or ~~357.400-357.621~~.¶

~~(2) Official recognition will qualify the public library to receive 286 or 357.400-621 and have met all minimum conditions. ¶~~

(2) Libraries, that have a service population of over 2000, shall meet the following minimum conditions:¶

(a) Have at least half (.50) of its operational financial support from public funds.¶

(b) Be open to the public a minimum of 20 hours per week.¶

(c) Provide a collection comprised of books, media, and electronic resources that is reflective of and responsive to the community.¶

(d) Offer free public access computers with Internet access.¶

(e) Offer free public wireless Internet access (wi-fi).¶

(f) Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents. ¶

(g) Dedicate at least 0.50 full-time equivalent (FTE) paid staff time exclusively to library functions.¶

(h) Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.¶

(i) Provide basic services for reference and youth services.¶

(j) Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.¶

(3) Libraries, that have a service population of 2000 or less, shall meet the following minimum conditions:¶

(a) Have at least a fourth (.25) of its operational financial support from public funds.¶

(b) Be open to the public a minimum of 10 hours per week.¶

(c) Provide a collection comprised of books, media, and electronic resources that is reflective of and responsive to the community.¶

(d) Offer at least one free public access computer with Internet access.¶

(e) Offer free public wireless Internet access (wi-fi).¶

(f) Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents. ¶

(g) Dedicate at least .25 full-time equivalent (FTE) paid staff time exclusively to library functions.¶

(h) Have basic policies in place and accessible online for collection management, circulation, and patron confidentiality that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.¶

~~(i) Provide assistance from the State Library as authorized in the statutes~~ basic services for reference and youth services.¶

(j) Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035.¶

(4) Official recognition as a public library will qualify the library to be eligible for state aid and grants from the State Library as authorized in statutes. A library must receive official recognition by June 30 to be eligible for grant funding in the next state fiscal year beginning July 1.¶

~~(35) Official recognition will continue unless the library no longer meets the statutory requirements of a public library, or until the library has support withdrawn under the requirements of ORS 357.621.¶~~

~~(4a) The State Library Board will terminate Library responses to the Public Library Annual Statistical Survey will~~

be used to determine compliance with minimum conditions outlined in sections (2) and (3). ¶

~~(b) An officialy recognition immediately after a local government withdraws support following the requirements of ORS 357.621, or after it is otherwise determined that a library no longer meets the statutory requirements of a public libraryzed public library that fails to meet the minimum conditions as outlined in section (2) or (3) will have two (2) years to achieve compliance, during which time the library maintains eligibility for state aid and grants. ¶~~

~~(c) Proceedings for termination of official recognition for a library that fails to meet minimum conditions after two (2) years will be scheduled for consideration of the Board who will then make a determination. ¶~~

~~(d) The State Library will provide an annual report to the Board on the status of public library compliance with minimum conditions. ¶~~

~~(6) The Board will terminate a public library's official recognition immediately after a local government withdraws support following the requirements of 357.621. The State Library will notify a local government that official recognition is being terminated. ¶~~

~~(57) Any affected agency may appeal the termination of official recognition to the Board. The appeal must be in writing and must contain a detailed statement specifying the reason the appellant agency believes the action was improper. ¶~~

~~(68) The written appeal must be filed no later than 15 days after the notice of termination of official recognition is received. Once an appeal is received, it will be scheduled for public hearing and an order of the Board consideration by the Board who will make a determination. ¶~~

~~(9) A library must request reinstatement of official recognition from the Board. The request must include signed documentation attesting that the library has met all minimum conditions. The request will then be scheduled for consideration by the Board who will make a determination. The State Library will notify the local government if official recognition is being reinstated. A library may appeal a denial of reinstatement as described in this rule.~~

Statutory/Other Authority: ORS 357.026(42)

Statutes/Other Implemented: ORS 357.216-286, 357.400 - 357.621, HB2243