



Board of Trustees

Meeting Agenda

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

- | | |
|---|-----------------|
| 1. Additions/deletions from the agenda (ACTION) | <i>Looney</i> |
| 2. Conflicts/potential conflicts of interest | <i>Looney</i> |
| 3. Public comment | <i>Looney</i> |
| 4. Officer elections (ACTION) | <i>Looney</i> |
| 5. Consent agenda (ACTION) | <i>Chair</i> |
| a. Minutes of June 13, 2019, meeting | |
| 6. Reports | |
| a. Friends | <i>Friends</i> |
| b. Circulation services | <i>York</i> |
| c. Public services | <i>Schepcke</i> |
| d. Finance | <i>Nielsen</i> |
| e. Director | <i>Nielsen</i> |
| 7. Old business | |
| a. Meeting and Study Rooms Policy (ACTION) | <i>Nielsen</i> |
| 8. New business | |
| a. New employee Eirlan Haney | <i>York</i> |
| 9. Agenda items for next meeting, August 8, 2019 (4.00-5.30p) | <i>Chair</i> |
| 10. Adjournment | <i>Chair</i> |

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, June 13, 2019, 5.15p

Broughton Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

Present: Jan Anderson, Pam Looney (Chair), ZuAnne Neal, Buzzy Nielsen (Director), Jane Schepke (Assistant Director), LaQuita Stec, Cindy York (Operations Manager)

Absent: Jerry Bishop

1. Additions/deletions from the agenda (ACTION)

President Pam called the meeting to order at 5.15p. 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. Consent agenda (ACTION)

a. Minutes of May 9, 2019, meeting

Jan moved to approve the minutes of the May 9, 2019, regular meeting as presented. LaQuita seconded. The motion carried unanimously.

5. Reports

a. Friends

Buzzy reported on the Friends' behalf:

- The semi-annual May Book Blowout sale made \$1,100, a respectable figure. The Friends found it much easier to find volunteers compared to the July 4 sale they previously held.
- The annual May at the Museum lecture series drew 95-100 people each week this year. Topics included Rajneeshpuram, women pilots of WWII, songs of the Oregon Trail, and early transportation in Central Oregon.

b. Circulation services

Cindy delivered the Circulation Services report:

- A recent update to the library's management software caused holds to be orphaned, never appearing on a library's list to pull. It has cut the library's morning pull lists down by over half. A fix hopefully will be in place soon.
- Deschutes Public Library staff have been manually running lists of holds that were missed. This week, CCL received a report with over 320 items, about a week-and-a-half's worth of missed holds.
- Thanks to the recent software update, patrons can now use longer, more complex passwords on their catalog accounts.
- Sixty people signed up for text notifications during the library's push for signups in May.
- May also saw a record-breaking 3,000 checkouts via OverDrive, the library's downloadable e-book and e-audio service.

- The service that calls patrons to remind them about holds, overdues, etc. has been dying a slow death for years. It's likely to go away completely soon. CCL staff are working on ways to let patrons requiring phone notifications know when their holds are ready to pick up.
- Library Aide Sarah Cummins is resigning effective June 14 to further pursue her education.

c. Public services

Jane delivered the Public Services report:

- June 13 is the first day of the Summer Reading Program and has proven very busy.
- June 15 is the Summer Reading Kickoff Party. It will feature sno cones, a live band, an obstacle course, exhibitors, popcorn, a scavenger hunt, face painting, and more.
- Public Services staff have been engaging in a lot of outreach, especially while promoting the Summer Reading Program. Children's Services Librarian Jenn Fischer presented at assemblies at Barnes Butte and Crooked River Elementaries as well as to individual classes at Powell Butte Community Charter School. Teen Services Librarian Heather Jones went to all five English classes at Crook County High School, the first successful outreach effort to the high school in a long time. Adult Services Librarian Amber Smith was involved in Crook County On the Move's Mother's Day special event. The library will also be fielding a team at the annual bean bag toss tournament at Popsicles in the Park, a fundraiser for the local chapter of Students Against Destructive Decisions (SADD). The library's newly-christened chonky cat puppet Stanley will make an appearance.
- Sometime later in the summer (no date set, yet), the library will offer a new museum pass to the Oregon Observatory in Sunriver.

d. Finance

The Board reviewed the fund balances and had no further questions.

e. Director

Buzzy presented the Director's report:

- Maintenance Custodian Rocky York and Buzzy are working on a plan for cleaning up the landscaping around the library, including hopefully hiring a firm to do an initial cleanup.
- Thanks to the Friends of the Library, there will be three new benches at the library. One will replace the concrete bench near the south entrance. The others will go along the south lawn, after concrete pads are poured for them.
- Buzzy has been involved with a local Arts Committee, coordinated by the Crook County Foundation, to promote more arts and culture in Crook County.
- Buzzy said that his Director's Report was relatively sparse due to his work on the law library and strategic goals, discussed below.

6. Previous business

a. Law Library update

Buzzy updated the Board on progress with the law library. Most books that are coming from the courthouse have been moved, and new titles have started appearing on the shelves. There will be items that can be checked out and others that will be in-library use only. Buzzy is purchasing several new materials. He's also investigating various electronic resources for the public to use, some of which will be accessible offsite and others that will need to be accessed via the law search terminal. In an effort to make the space more accessible, Buzzy will be purchasing an adjustable-height desk for the computer.

b. RFID update

Cindy reported on progress with installing Radio Frequency Identification (RFID) technology at the library. The contract has not yet been finalized between Deschutes Public Library and the RFID vendor, so there's no timeline yet. Tagging is anticipated to start in August, however.

7. New business

a. Strategic goals draft

Buzzy presented draft strategic goals that he gleaned from meeting with different groups and individuals as part of the strategic planning process. The high-level goals included reaching out to underserved populations, making the library more welcoming, improving accessibility to library services, educating adults on matters of interest, and continuing to help youth in the county succeed and thrive. The Board liked the direction of these goals. Buzzy will begin working on a fuller implementation plan.

b. Meeting Room Policy (ACTION)

Staff presented a draft revision to the Meeting Room Policy, implementing a room fee for commercial use of the Broughton and Juniper Rooms, as previously discussed during the 2019-20 budgeting cycle. Through discussion, the Board felt that there needed to be language on how and when a paying user might be refunded for cancellations. Buzzy will work with County Counsel on language and bring it back to the next meeting.

c. Planning for officer elections

Jan and Jerry are up for reappointment at the end of the month and have expressed interest in staying on for another term. The Board discussed options for officer elections in July. Pam is willing to stay on as Chair but would be happy to turn it over to someone else, too. Members wondered if current Vice Chair Jerry would be interested in moving up to Chair. The election will occur at the July meeting.

8. Agenda items for next meeting, July 11, 2019

- Meeting and Study Rooms Policy
- Strategic plan
- Officer elections

9. Adjournment

The meeting adjourned at 6.08p.

Crook County Library Circulation Services Report July 2019

Prepared by Cindy York, Library Operations Manager

Did You Know?

- ❖ Paging list update: Innovative's fix finally kicked in on June 17th and our paging list numbers appear to have returned to normal!
- ❖ Law library: several items have started circulating and have even shown up on the paging list. It will be interesting to see how popular this collection becomes!
- ❖ Adult Spanish collection: relocated the first week in June and now has center aisle exposure (left side of shelf #9). The move comes after a collection re-evaluation & upgrade, plus a colorful new look for the spine label too! This is the third move for this collection and as the saying goes "third time is the charm"
- ❖ RFID progress: the contract should have been finalized the end of June. The tagging process is set to begin in early August. Since DPL currently has a tagging trolley on site, I was able to inspect it up close & personal—this will be an adventure!
- ❖ New staff: last, but definitely not least, circulation team is happy to announce the addition of our new team member--Eirlan Haney! Because she is already familiar with our library having been a long time library user as well as a member of TLC, transitioning to the Library Aide position should be an easy one for her.



Circulation Statistics:

High/Low statistics for June:

	<u>Highest Number Recorded</u>	<u>Lowest Number Recorded</u>
Self-Check Stations	287 checkouts on 6/24	81 checkouts on 6/29
Front Counter Stations	228 checkouts on 6/27	66 checkouts on 6/8
Checkins	497 returns on 6/3	158 returns on 6/15
Paging List Items (items leaving the building)	141 items listed on 6/24	32 items listed on 6/4
Items on Hold Shelf	199 items on 6/29	92 items on 6/10
Incoming Crates	12 crates on 6/3, 6/24	5 crates on 6/4, 6/13

Worth Noting:

June 10th was the last day to process LINX items. Typically there is a slight drop in the amount of items to pull for the paging list as the school year winds down, but due to the recent paging list issues, the numbers are a bit off.



Crook County Library Public Services Report July 18, 2019

Prepared by Jane Schepcke, Assistant Director of Library Services

Summer Reading signups are stellar

I'll cut to the chase: this year, **286 adults, 119 teens, and 369 kids** signed up for the 2019 Summer Reading Program. That's **774 people** who have pledged to read for at least 15 minutes a day for at least 32 days this summer. That's also about 170 (!!!) more people than who signed up for the 2018 program. 2019 also marks the first year we've broken 100 teen signups, and is also a high water mark for the number of adult males signing up for the program (16% of all adults – still a hell of a lot of room for improvement, but hey, that's still about 5 percentage points more than last year).

What motivated the uptick in Summer Reading signups this year? The Public Services team credits simplified reading logs, better and more visible prizes, and increased volunteer engagement. Our youth services team was also able to visit every school in the region during the weeks leading up to Summer Reading; this was not the case in 2018. Jenn and Heather made individual classroom visits at the high school and Powell Butte Charter School, and Jenn was able to get Barnes Butte Elementary to distribute Summer Reading fliers to each and every student.

Of course, the true test of the program's success will be how many of our signer-uppers manage to meet the first benchmark on the reading log. For the purposes of reporting on our Ready to Read grant, those who meet 32-day benchmark are considered to have "completed" the program. Completion statistics are used to prove that our Summer Reading program is motivating Crook County residents to improve or maintain their reading habits during the summer months. So keep reading, Crook County! Otherwise, ~~the State of Oregon will repossess all of our prizes~~ we'll just have to try again next year!

Programming highlights



As always, the Summer Reading Program started with a bang: the **Kickoff Party** drew a crowd of 125 Crook Countyites of all ages. Attendees enjoyed face painting, snow cones, the global musical stylings of The Nomads, an obstacle course from Crook County on the Move, and much more.

This year, the library is providing a storytime from 4:00 – 5:00 PM on Mondays in addition to our usual Wednesday morning program. **Summer Stories** sessions are aimed

towards a slightly older audience of pre-Ks and early elementary students. Topics have ranged from food to friendship to Bigfoot.

Summer Reading events for adults have been well received this year. Adult Services Librarian Amber Smith and Library Technician Renee Parrott led an **Out of This World DIY Spa** program on June 19. Participants made bath bombs and masques complete with galactic-looking swirls of glitter and color. On June 26, local author and historian Rick Steber shared stories of Crook County's rough-and-tumble past at **Tales of the West**.

The audience for our teen programs has trended a little younger this year, which hasn't diminished their enjoyment of our programs. At **Teen Late Night**, grade 6-12ers have built robots, planted Mars-ready terraformed terrariums, and made art inspired by the cosmos.



Cataloging superheroics

Great things are going on behind the scenes of the Public Services Department, too. During the month of June, **Cataloging Services Librarian Kim Bales cataloged 849 new items**. Bear in mind, the monthly average for new item cataloging is 428 items. The flood of new books, movies, audiobooks and more can be attributed to collection maintenance on the Law Library, and to our Youth Services staff having a surplus of collection development funds to spend from the months when those positions were vacant. To make things even crunchier, Kim was working against an end-of-fiscal-year deadline – because of processes within our ILS, cataloging activities are typically suspended during the last week of June and the first week or two of July. Three cheers to Kim for keeping the new stuff flowing during one of the most hectic times of the year! Hip hip ~

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								
320	REVENUE								
329	PERMITS, LICENSES, FEES								
42 18	PHOTOCOPY FEES	500	699.77	140	6,000	7,206.82	120	6,000	1,206.82-
42 39	NONRESIDENT REGISTRATIONS	87	60.00	69	1,000	945.00	95	1,000	55.00
42 *	FEES	587	759.77	129	7,000	8,151.82	117	7,000	1,151.82-
50 19	FINES	125	53.29	43	1,500	2,171.26	145	1,500	671.26-
50 20	LOST OR DAMAGED	212	224.78	106	2,500	2,751.34	110	2,500	251.34-
50 *	LICENSES/PENALTIES	337	278.07	83	4,000	4,922.60	123	4,000	922.60-
329 **	PERMITS, LICENSES, FEES	924	1,037.84	112	11,000	13,074.42	119	11,000	2,074.42-
320 ***	REVENUE	924	1,037.84	112	11,000	13,074.42	119	11,000	2,074.42-
340	REVENUE								
343	OTHER CHARGES								
43 24	MERCHANDISE	12	11.00	92	100	117.00	117	100	17.00-
43 *	OTHER CHARGES	12	11.00	92	100	117.00	117	100	17.00-
343 **	OTHER CHARGES	12	11.00	92	100	117.00	117	100	17.00-
345	COMMUNITY REVENUE								
45 21	FRIENDS OF LIBRARY SALES	0	134.00-		0	101.13-		0	101.13
345 **	COMMUNITY REVENUE	0	134.00-		0	101.13-		0	101.13
340 ***	REVENUE	12	123.00-	1025	100	15.87	16	100	84.13
360	REVENUE								
360									
60 13	CASHIER ADJUSTMENT	0	2.19		0	5.64		0	5.64-
60 *	REIMBURSED REVENUE	0	2.19		0	5.64		0	5.64-
360 **		0	2.19		0	5.64		0	5.64-
360 ***	REVENUE	0	2.19		0	5.64		0	5.64-
380	REVENUE								
380									
380 **		0	.00		0	.00		0	.00

CROOK COUNTY TREASURER
 REVENUE REPORT
 100% OF YEAR LAPSED

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	*** REVENUE	0	.00		0	.00		0	.00
	DEPT TOTAL LIBRARY	936	917.03	98	11,100	13,095.93	118	11,100	1,995.93-
	FUND TOTAL GENERAL FUND	936	917.03	98	11,100	13,095.93	118	11,100	1,995.93-

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	3,337	.00		40,000	55,953.77	140	40,000	15,953.77-
01 05	INTEREST EARNED	18	.00		150	1,179.51	786	150	1,029.51-
01 *	BEGINNING FUND BALANCE	3,355	.00		40,150	57,133.28	142	40,150	16,983.28-
300	**	3,355	.00		40,150	57,133.28	142	40,150	16,983.28-
300	*** REVENUE	3,355	.00		40,150	57,133.28	142	40,150	16,983.28-
390	REVENUE								
390									
90 04	PRIOR YEAR TAXES	3,142	.00		22,000	6,663.54	30	22,000	15,336.46
390	**	3,142	.00		22,000	6,663.54	30	22,000	15,336.46
390	*** REVENUE	3,142	.00		22,000	6,663.54	30	22,000	15,336.46
3001 LIBRARY GRANT/DONATIONS									
320	REVENUE								
324	STATE GRANTS								
34 00	STATE GRANTS	750	.00		9,000	8,094.00	90	9,000	906.00
324	** STATE GRANTS	750	.00		9,000	8,094.00	90	9,000	906.00
320	*** REVENUE	750	.00		9,000	8,094.00	90	9,000	906.00
340	REVENUE								
347	CONTRIBUTIONS/DONATIONS								
47 00	DONATIONS/CONTRIBUTIONS	3,337	25.50	1	40,000	14,566.87	36	40,000	25,433.13
347	** CONTRIBUTIONS/DONATIONS	3,337	25.50	1	40,000	14,566.87	36	40,000	25,433.13
340	*** REVENUE	3,337	25.50	1	40,000	14,566.87	36	40,000	25,433.13
DEPT TOTAL	LIBRARY GRANT/DONATIONS	4,087	25.50	1	49,000	22,660.87	46	49,000	26,339.13
FUND TOTAL	LIBRARY GRANT/DONATIONS	10,584	25.50		111,150	86,457.69	78	111,150	24,692.31

CROOK COUNTY TREASURER
 REVENUE REPORT
 100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2019

CROOK COUNTY TREASURER

FUND 401 RESERVE FUND

ACCOUNT	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	7,087		.00	85,000	74,450.13	88	85,000	10,549.87
01 05	INTEREST EARNED	62		.00	700	1,682.05	240	700	982.05-
01 *	BEGINNING FUND BALANCE	7,149		.00	85,700	76,132.18	89	85,700	9,567.82
300	**	7,149		.00	85,700	76,132.18	89	85,700	9,567.82
300	*** REVENUE	7,149		.00	85,700	76,132.18	89	85,700	9,567.82
320	REVENUE								
329	PERMITS,LICENSES,FEES								
50 24	FINES-STATE COURTS	1,674		.00	20,000	19,158.07	96	20,000	841.93
329	** PERMITS,LICENSES,FEES	1,674		.00	20,000	19,158.07	96	20,000	841.93
320	*** REVENUE	1,674		.00	20,000	19,158.07	96	20,000	841.93
DEPT TOTAL	LAW LIBRARY	8,823		.00	105,700	95,290.25	90	105,700	10,409.75
6018	SPECIAL LITIGATION								
300	REVENUE								
300									
300	**	0		.00	0	.00		0	.00
300	*** REVENUE	0		.00	0	.00		0	.00
380	REVENUE								
380									
80 03	FR RESERVE FUND	1,426		.00	10,000	.00		10,000	10,000.00
380	**	1,426		.00	10,000	.00		10,000	10,000.00
380	*** REVENUE	1,426		.00	10,000	.00		10,000	10,000.00
DEPT TOTAL	SPECIAL LITIGATION	1,426		.00	10,000	.00		10,000	10,000.00
FUND TOTAL	RESERVE FUND	10,249		.00	115,700	95,290.25	82	115,700	20,409.75

FUND 101 GENERAL FUND DEPT/DIV 3000 LIBRARY/

*****CURRENT***** YEAR-TO-DATE*****
 BA ELE OBJ ACCOUNT BUDGET ACTUAL %EXP BUDGET ACTUAL %EXP ANNUAL %
 SUB SUB DESCRIPTION BUDGET ACTUAL %EXP BUDGET ACTUAL %EXP BUDGET BGDGT

51		EXPENSES								
510		PERSONNEL SERVICES								
	01	PERSONNEL SERVICES								
	01	17 DEPARTMENT HEADS	5853	5954.23	102	70236	69149.62	99	70236	99
		22 ASST/TECH/COORD/CLERK	32587	31273.58	96	390967	326526.17	84	390967	84
		28 MAINTENANCE	1887	2348.84	125	22644	25669.77	113	22644	113
		32 EXTRA HELP	215	2608.37	1213	2525	11294.03	447	2525	447
	02	01 FICA	3107	3199.05	103	37207	32471.84	87	37207	87
		02 WORKERS COMPENSATION	241	140.57	58	2859	1465.74	51	2859	51
		03 HEALTH INSURANCE	10943	10819.57	99	131206	94905.99	72	131206	72
		04 LIFE INSURANCE/LTD	144	91.70	64	1640	919.36	56	1640	56
		05 UNEMPLOYMENT	455	42.19	9	5350	432.75	8	5350	8
		06 401K RETIREMENT	3250	2275.00	70	39000	25837.50	66	39000	66
	01	** PERSONNEL SERVICES	58682	58753.10	100	703634	588672.77	84	703634	84
510	**	** PERSONNEL SERVICES	58682	58753.10	100	703634	588672.77	84	703634	84
51	**	** EXPENSES	58682	58753.10	100	703634	588672.77	84	703634	84
52		EXPENSES								
520		MATERIALS & SERVICES								
	02	MATERIALS & SERVICES								
	05	30 POSTAGE	12	.00	0	100	576.12	576	100	576
		74 PROGRAMS AND OUTREACH	500	976.09	195	6000	4744.16	79	6000	79
		89 CREDIT CARD CHARGES	18	11.03	61	150	107.46	72	150	72
	10	06 COLLECTION AGENCY EXPENSE	125	80.55	64	1500	939.75	63	1500	63
		07 COPY MACHINES	174	197.07	113	2000	2094.68	105	2000	105
		25 OFFICE SUPPLIES	625	205.27	33	7500	6016.23	80	7500	80
	20	07 BOOKMOBILE MAINTENANCE	125	.00	0	1500	.00	0	1500	0
		19 EQUIPMENT REPAIRS/MAINT.	424	725.00	171	5000	4406.03	88	5000	88
		43 RESOURCE SHARING	587	.00	0	7000	6960.63	99	7000	99
	25	08 MOTOR POOL CHARGES	212	224.50	106	2500	2130.83	85	2500	85
	30	05 COLLECTION DEVELOPMENT	5837	6682.34	115	70000	57333.05	82	70000	82
		08 BOOKS/PERIODICALS/PUBLICA	424	.00	0	5000	3565.13	71	5000	71
		09 ELECTRONIC MEDIA	2875	1694.00	59	34500	32652.18	95	34500	95
	35	13 CONTRACT SERVICES	87	.00	0	1000	.00	0	1000	0
		42 SOFTWARE MAINTENANCE	375	.00	0	4500	5108.45	114	4500	114
		85 LIBRARY CONSORTIUM	837	.00	0	10000	9000.00	90	10000	90
	40	10 TELEPHONE	225	491.11	218	2700	4050.54	150	2700	150
	45	02 EDUCATION & CERTIFICATION	49	.00	0	500	2098.10	420	500	420
		03 LODGING & MEALS	212	.00	0	2500	1265.73	51	2500	51
		04 REGISTRATION & DUES	212	722.00	341	2500	3288.56	132	2500	132
	60	16 PROMOTION & PUBLICITY	125	40.81	33	1500	628.61	42	1500	42
	02	** MATERIALS & SERVICES	14060	7217.77	51	167950	146966.24	88	167950	88
520	**	** MATERIALS & SERVICES	14060	7217.77	51	167950	146966.24	88	167950	88
52	**	** EXPENSES	14060	7217.77	51	167950	146966.24	88	167950	88

FUND 101 GENERAL FUND			DEPT/DIV 3000 LIBRARY/							
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BDGT
58		EXPENSES								
580		MATERIALS & SERVICES								
	04	CAPITAL OUTLAY								
DIV	3000	TOTAL *****	72742	65970.87	91	871584	735639.01	84	871584	84
DEPT	30	TOTAL *****								
		LIBRARY	72742	65970.87	91	871584	735639.01	84	871584	84
FUND	101	TOTAL *****								
		GENERAL FUND	72742	65970.87	91	871584	735639.01	84	871584	84

FUND 330 LIBRARY GRANT/DONATIONS			DEPT/DIV 3001 LIBRARY/LIBRARY GRANT/DONATIONS						ANNUAL BUDGET	% BGDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		
05	74	PROGRAMS AND OUTREACH	1250	4208.52	337	15000	12213.68	81	15000	81
20	19	EQUIPMENT REPAIRS/MAINT.	424	2100.00	495	5000	2100.00	42	5000	42
30	05	COLLECTION DEVELOPMENT	337	.00	0	4000	505.77	13	4000	13
	09	ELECTRONIC MEDIA	174	.00	0	2000	.00	0	2000	0
	12	READY TO READ GRANT	750	3256.66	434	9000	7897.27	88	9000	88
60	16	PROMOTION & PUBLICITY	87	.00	0	1000	.00	0	1000	0
02	**	MATERIALS & SERVICES	3022	9565.18	317	36000	22716.72	63	36000	63
520	**	**	3022	9565.18	317	36000	22716.72	63	36000	63
52	**	**	3022	9565.18	317	36000	22716.72	63	36000	63
57		EXPENSES								
571		RESERVED FOR FUTURE EXPNS								
	06	NON OPERATING EXPENSES								
	90	00 RESERVED FOR FUTURE EXPNS	1931	.00	0	23150	.00	0	23150	0
	06	** NON OPERATING EXPENSES	1931	.00	0	23150	.00	0	23150	0
571	**	** RESERVED FOR FUTURE EXPNS	1931	.00	0	23150	.00	0	23150	0
57	**	** EXPENSES	1931	.00	0	23150	.00	0	23150	0
58		EXPENSES								
580		CAPITAL OUTLAY								
	04	CAPITAL OUTLAY								
	80	13 EQUIPMENT	5642	.00	0	52000	6863.97	13	52000	13
	04	** CAPITAL OUTLAY	5642	.00	0	52000	6863.97	13	52000	13
580	**	** CAPITAL OUTLAY	5642	.00	0	52000	6863.97	13	52000	13
58	**	** EXPENSES	5642	.00	0	52000	6863.97	13	52000	13
DIV	3001	TOTAL ***** LIBRARY GRANT/DONATIONS	10595	9565.18	90	111150	29580.69	27	111150	27
DEPT	30	TOTAL ***** LIBRARY	10595	9565.18	90	111150	29580.69	27	111150	27
FUND	330	TOTAL ***** LIBRARY GRANT/DONATIONS	10595	9565.18	90	111150	29580.69	27	111150	27
GRAND	TOTAL	*****	83337	75536.05	91	982734	765219.70	78	982734	78

FUND 401 RESERVE FUND			DEPT/DIV 6004 DISTRICT ATTORNEY/LAW LIBRARY						ANNUAL BUDGET	% BDGT
BA	ELE OBJ	ACCOUNT DESCRIPTION	*****CURRENT*****			*****YEAR-TO-DATE*****				
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		
51		EXPENSES								
510		PERSONNEL SERVICES								
	01	PERSONNEL SERVICES								
	01 17	DEPARTMENT HEADS	0	.00	0	0	.00	0	0	
	02 01	FICA	0	.00	0	0	.00	0	0	
	01 **	PERSONNEL SERVICES	0	.00	0	0	.00	0	0	
510	** **	PERSONNEL SERVICES	0	.00	0	0	.00	0	0	
51	** **	EXPENSES	0	.00	0	0	.00	0	0	
52		EXPENSES								
520		MATERIALS & SERVICES								
	02	MATERIALS & SERVICES								
	05 74	PROGRAMS AND OUTREACH	0	.00	0	0	.00	0	0	
	10 25	OFFICE SUPPLIES	0	.00	0	0	.00	0	0	
	26	ORDINANCE COMPILATION	625	.00	0	7500	783.65	10	7500	
	20 19	EQUIPMENT REPAIRS/MAINT.	0	.00	0	0	.00	0	0	
	30 05	COLLECTION DEVELOPMENT	0	7852.95	0	0	8438.95	0	0	
	08	BOOKS/PERIODICALS/PUBLICA	587	.00	0	7000	1408.36	20	7000	
	16	WESTLAW	462	194.00	42	5500	1473.00	27	5500	
	35 28	LEGAL SERVICES	424	.00	0	5000	.00	0	5000	
	02 **	MATERIALS & SERVICES	2098	8046.95	384	25000	12103.96	48	25000	
520	** **	MATERIALS & SERVICES	2098	8046.95	384	25000	12103.96	48	25000	
52	** **	EXPENSES	2098	8046.95	384	25000	12103.96	48	25000	
57		EXPENSES								
570		MATS/SERV REIMBURSED								
	02	MATERIALS & SERVICES								
	70 03	ADMIN CHARGES/CO COUNSEL	0	.00	0	0	.00	0	0	
	02 **	MATERIALS & SERVICES	0	.00	0	0	.00	0	0	
570	** **	MATS/SERV REIMBURSED	0	.00	0	0	.00	0	0	
571		RESERVED FOR FUTURE EXPNS								
	06	NON OPERATING EXPENSES								
	90 00	RESERVED FOR FUTURE EXPNS	4225	.00	0	50700	.00	0	50700	
	06 **	NON OPERATING EXPENSES	4225	.00	0	50700	.00	0	50700	
571	** **	RESERVED FOR FUTURE EXPNS	4225	.00	0	50700	.00	0	50700	
57	** **	EXPENSES	4225	.00	0	50700	.00	0	50700	
58		EXPENSES								
580		CAPITAL OUTLAY								
	04	CAPITAL OUTLAY								
	80 05	CAPITAL OUTLAY	1250	1448.00	116	15000	1448.00	10	15000	

FUND 401 RESERVE FUND			DEPT/DIV 6004 DISTRICT ATTORNEY/LAW LIBRARY						ANNUAL BUDGET	% BDDT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		
58		EXPENSES								
580		CAPITAL OUTLAY								
	04	CAPITAL OUTLAY								
	04	** CAPITAL OUTLAY	1250	1448.00	116	15000	1448.00	10	15000	
580	**	** CAPITAL OUTLAY	1250	1448.00	116	15000	1448.00	10	15000	
58	**	** EXPENSES	1250	1448.00	116	15000	1448.00	10	15000	
59		TRANSFERS OUT								
597		TRANSFERS OUT								
	09	TRANSFERS OUT								
	97	21 TO GENERAL FUND	1250	15000.00	1200	15000	15000.00	100	15000	
	09	** TRANSFERS OUT	1250	15000.00	1200	15000	15000.00	100	15000	
597	**	** TRANSFERS OUT	1250	15000.00	1200	15000	15000.00	100	15000	
59	**	** TRANSFERS OUT	1250	15000.00	1200	15000	15000.00	100	15000	
DIV	6004	TOTAL ***** LAW LIBRARY	8823	24494.95	278	105700	28551.96	27	105700	
DEPT	60	TOTAL ***** DISTRICT ATTORNEY	8823	24494.95	278	105700	28551.96	27	105700	
FUND	401	TOTAL ***** RESERVE FUND	8823	24494.95	278	105700	28551.96	27	105700	
GRAND		TOTAL *****	8823	24494.95	278	105700	28551.96	27	105700	

Director's Report

July 18, 2019

Prepared by Buzzy Nielsen, Director of Library Services

Collections

- We've added or will soon add several new electronic resources to the collection:
 - *Chilton Library*: Auto repair information from the 1940s to the present. This resource will replace our current product, Auto Repair Source. Its historical offerings are better than ARC, and it is much less expensive.
 - *Gale Legal Forms*: Sample forms and sample completed forms that address a number of different legal needs for Oregon: tenancy, child custody, small claims, property, estate planning, etc.
 - *HeinOnline*: Provides access to a number of legal resources in one simple place. It includes US case law, the US code, US law, law dictionaries, access to some legal journals, classic texts, and more, including special collections on slavery, gun regulation, the Pentagon Papers, and more.
 - *Oregon BarBooks*: Online access to publications from the Oregon State Bar, which run the gamut from civil procedure to estate planning to marijuana regulations and everything in between. This is the best source we have for information on specific matters of Oregon law.
 - *Westlaw*: An essential legal resource for attorneys researching case law. It also includes legislative history, and administrative rulings from state and local governments. The Analytical Plus add-on includes legal encyclopedias as well as some law journals.
- The law library collection of print materials is being fleshed out. It now includes reporters of cases from the Oregon Court of Appeals and Supreme Court, publications from the Oregon Bar Association, layperson-oriented materials from the publisher NOLO, and other materials of interest to legal professionals and the general public alike.
- Staff are busily weeding the collection in anticipation of starting the RFID process.

Facility and vehicles

- There is now an ADA-accessible desk, which can be adjusted dynamically via motor, in the southwest corner of the library. The desk will house the law library search terminal.
- The RFP process to replace the library's lighting with LEDs got lost in the process of some changes in the Administration and Legal departments, but it's now in process. Energy Trust of Oregon also is finalizing its study of the building's climate control efficiency.
- Maintenance Custodian Rocky York has begun the process of improving the library's landscaping. He recently removed the hedges along Meadow Lakes, by the Broughton Room patio. In addition to being overgrown, these hedges had stickers and were prime nesting ground for yellowjackets. We hope to replace them with smaller, more manageable plants next season.
- Together with Michael Ryan of Search and Rescue, I finalized the letter requesting to transfer the bookmobile to the Sheriff's Office to use as a mobile command vehicle. Now we just need to wait for a response from the State Library of Oregon. The State Library has given notice that they approve of this transfer, but we are awaiting an official response.

- Our new weekend cleaners, Advantage Cleaning, started on 7/5/2019. They're covering the weekend shift so that Rocky doesn't have to work 6 days per week.

Programs and services

- The library now has tablecloths, table runners, and vinyl banners that outreach staff can use when they're at events. We're also working on getting a pop-up sign.

Other

- We recently had an individual and a company approach us interested in investing in library services. Good things are afoot!

July 8, 2019

Ross Fuqua
State Library of Oregon
250 Winter St. NE
Salem, OR 97301

Mr. Fuqua:

I write on behalf of the Crook County Library Board of Trustees requesting permission to transfer our bookmobile to another County department. The vehicle was purchased in 2003, partially with an LSTA grant from the State Library of Oregon. The bookmobile had a long and successful run, but the library no longer needs it. The Crook County Sheriff's Search & Rescue unit has expressed interest in repurposing the bookmobile as a mobile command vehicle. This letter explains the background and rationale for our request to repurpose the bookmobile.

The grant

Crook County Library serves 23,000 people spread over nearly 3,000 square miles in the center of Oregon. The library's only branch is in Prineville (pop. 10,000), the county's only incorporated town. The remaining residents live in outlying rural communities such as Powell Butte, Post, Paulina, and Juniper Canyon, although none of those communities approach the size of Prineville. These areas are remote, frequently lacking stable Internet and sometimes even utilities such as water and electricity.

In the early 2000s, library staff felt that a bookmobile would be an effective way to serve outlying residents. In 2003, a Blue Bird model bookmobile was purchased for \$140,000 using funds from the Oregon Community Foundation, Central Oregon Community Investment Board, Friends of the Crook County Library, and LSTA. The successful LSTA grant, project #03-2-3.1, totaled \$33,600, of which \$16,300 was spent to purchase the vehicle. The remainder was spent on books and supplies.

The glory days of Captain Crook

The bookmobile, affectionately called "Captain Crook", ran successfully for 11 years, starting in January 2004. It provided several services in addition to regular stops for general browsing by the public (17 stops, at its peak). Children's services staff visited schools and day cares to provide storytimes. Adult services staff visited senior living facilities to provide checkouts as well as deliver materials to homebound patrons around the county.

Over its run, nearly 80,000 items were checked out through the bookmobile, at one point accounting for a high of 5.3% of the library's overall annual circulation. The bookmobile's hourly rate of checkouts, 31, was half as much as the library's overall hourly checkout rate, a respectable number considering the sparse population at many stops. The bookmobile was widely enjoyed in the community; excitement was palpable when it visited the county fair or was in a local parade.

Retirement of the bookmobile

While bookmobile use and support stayed steady overall, the expense and logistics of operating the vehicle proved challenging. In addition to the direct cost of gasoline, maintenance, etc., County policy required two staff to be on the vehicle at all times. Having two people out of the building at a small library could be difficult, especially considering that visits to some outlying areas required four to five

hours round-trip. In addition, the Great Recession hit Crook County particularly hard: we lost nearly 25% of our population, and property values, and therefore tax income for the County, tanked.

The number of regular stops were reduced starting in 2009 and cut back even more in 2011. While per-hour circulation remained steady, overall use of the bookmobile decreased. A report produced in 2014-15 ultimately determined that the cost of operating the bookmobile was unsustainable, and it was taken off the road at the end of the fiscal year. It has remained in storage at the Road Department ever since.

Outreach services now and in the future

While it operated, the bookmobile was synonymous with outreach at Crook County Library. Since 2016, however, the library has shifted to a wider definition of outreach. Staff have resumed regular visits to schools and day cares and have increased efforts to connect with organizations serving teens. In addition, the library is now a regular presence at community meetings, events, and groups aimed at adults, including the Chamber of Commerce, Rotary, Kiwanis, Soroptimists, and more. These new outreach efforts extend well beyond Prineville into the outlying communities.

Our shift in focus has resulted in more programming and services for people of all ages. We've reached several patrons who otherwise may have never connected with the library. Recent programming and outreach statistics show marked increases thanks in part to these connections. In an effort to provide some services to outlying communities, we have also installed several free exchange libraries in Paulina, Powell Butte, and Juniper Canyon, as well as in low income neighborhoods and areas of Prineville with large Latinx populations, a historically-underserved group in the county.

The library is in process of completing a strategic plan for the next five years. Several goals and subgoals arising from that process speak directly to services previously provided by the bookmobile. These goals include promoting use and services to older adults, the Latinx community, and outlying regions; providing better access to individuals with disabilities, including those who are homebound; and spreading early literacy principles among children and caregivers throughout the county.

A bookmobile sounds like it might facilitate achieving these goals, but the financial and logistical challenges remain. It has proven more efficient and effective to send single staff members in smaller vehicles as needed. While Crook County Library has a rich future of outreach ahead of it, the bookmobile currently lacks a place in that future.

Mobile command in Crook County

The Crook County Sheriff recently had to take their mobile command vehicle (MCV) off the road; it was no longer considered safe to operate. MCVs are primarily used to plan and coordinate incident response, emergency operations, and search & rescue operations requiring some sort of on-site presence. Without such a vehicle, public safety personnel are using the hoods of their standard squad vehicles for planning, an inadequate but unfortunately necessary option right now.

Demand for an MCV arises frequently in Crook County, which, like the rest of Central Oregon, is prone to fires, missing persons, and automobile accidents due to rapidly increasing populations, increased recreation, and the changing climate. Here are just a few recent incidents for which a command vehicle would have been useful:

- In June, law enforcement had a four-hour standoff with an armed individual after responding to a reported domestic assault.
- Also in June, deputies and volunteers conducted a five-day search for an elderly man in the Ochoco National Forest.

- In August 2017, Crook County hosted one of the largest solar eclipse gatherings in the nation, attracting 80,000 people to the area with commensurate traffic and other issues.
- The last several fire seasons required evacuation of homes in the county, including a fire that threatened parts of Prineville.

In addition to onsite planning for incidents and searches, an MCV would provide other services for Crook County. It could be used in public education events, such as the recent “Disease in the Desert”, a full-scale exercise simulating what would happen if a pandemic hit the area. The Sheriff also recently received a FEMA grant, administered by the State of Oregon, to purchase search & rescue drones. Such drones could be effectively deployed from a command vehicle, allowing them to be quickly taken to the search area and operated from within the vehicle. Finally, an MCV can act as a backup Emergency Operations Center (EOC), should the nature of an emergency compromise the county’s public safety facility that currently houses the EOC.

A new life for the bookmobile?

It is sad to see a great vehicle like the bookmobile go to waste, which is why we propose repurposing it as a command vehicle for the county. Crook County Emergency Manager Mike Ryan has analyzed the bookmobile and found that its design makes it ideal to retrofit as an MCV. It has a relatively open floor plan, a lot of space, and has a built-in generator. The vehicle could easily be installed with radio equipment, computers, satellite Internet, and other hardware to facilitate its use as a command vehicle.

Presented with a variety of options for the bookmobile, the Crook County Library Board of Trustees voted at their April 11, 2019, meeting to investigate transferring the bookmobile to Search & Rescue. The board felt that the county strongly needs a command vehicle, and that to retrofit the Bookmobile as an MCV would be an effective way to keep the vehicle in the service of the County. Repurposing the vehicle also leverages other federal grants the County has received. In addition to the aforementioned drone grant, the County’s emergency planning efforts are primarily funded by the federal Emergency Management Performance Grant program.

Should the transfer be approved, we do not see it as the end of the library’s role with the vehicle formerly known as the bookmobile. Our efforts to expand outreach have led to more partnerships with other County departments. Since the 2017 eclipse, the County has built a strong infrastructure to educate the public on emergency response. We see the library as a part of that process. In addition to assisting the Sheriff’s Office by distributing information and hosting information sessions, we also foresee opportunities for joint appearances at fairs and other educational events.

How to proceed

As the granting agency, we request permission from the State Library of Oregon to transfer the Crook County Library bookmobile to the Sheriff’s Office for use as a mobile command vehicle. We are aware that there may be federal requirements for disposition of the bookmobile, since it was partially purchased with federal funds. It is difficult to price such a customized vehicle, but we estimate that its value is \$7,500-\$12,500. The LSTA grant paid for approximately 12% of the original value of the vehicle, accounting for \$900-\$1,500 of the remaining value.

We would appreciate any guidance you have for how to proceed with this request, should you approve it. If there is any additional information we can provide to help you analyze our request, we are happy to provide it. Thank you for your consideration. Please don't hesitate to contact me if you have questions.

Sincerely,

A handwritten signature in purple ink that reads "Buzzy Nielsen". The signature is stylized and cursive.

Buzzy Nielsen
Director of Library Services
bnielsen@crooklib.org
541-447-7978 x314

Statistics, July 2018 - June 2019

ACTIVITY	Annual change	Monthly average	Total	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Collection use															
<i>Physical circulation activity</i>															
Checkouts: selfcheck	-12.4%	5,195	62,335	4,796	4,849	4,886	5,758	4,313	5,859	4,790	5,521	5,186	4,639	5,858	5,880
Checkouts: desk	0.7%	3,589	43,063	3,402	3,034	3,481	4,339	3,492	4,348	3,423	3,365	3,414	3,170	3,887	3,708
Outreach checkouts		27	296	-	71	18	17	176	14	-	-	-	-	-	-
Total physical circ.	-9.0%	8,808	105,694	8,198	7,954	8,385	10,114	7,981	10,221	8,213	8,886	8,600	7,809	9,745	9,588
Items lent w/in system	-6.2%	2,996	35,952	2,876	2,651	3,038	3,387	2,643	3,449	2,721	2,962	3,086	2,990	3,255	2,894
Items borrowed w/in system	-6.8%	987	11,847	909	918	1,056	1,150	946	1,248	919	999	946	822	981	953
Outside ILLs borrowed	2.9%	30	354	13	29	33	37	21	48	27	27	27	26	34	32
Outside ILLs lent	-20.5%	3	35	4	3	2	1	3	1	2	1	2	4	5	7
Checkins	-8.1%	8,026	96,307	7,168	7,240	8,205	8,942	7,123	8,673	7,939	7,858	7,938	7,241	8,736	9,244
Paging list items	-3.6%	2,640	31,680	2,301	2,508	2,507	2,821	2,482	3,161	2,337	2,574	2,787	2,657	2,865	2,680
<i>Electronic use</i>															
Ancestry searches	-99.8%	19	229	3	1	3	5	11	9	61	-	48	28	46	14
Ancestry content views	-99.6%	17	206	3	1	5	18	16	10	26	-	49	30	37	11
Auto Repair sessions	405.6%	8	91		13	6	11	5	-	3	36	9	-	6	2
Auto Repair full-text views	14.8%	14	70								-	51	-	17	2
Gale inside sessions	4942.9%	88	1,059	39	206	96	298	191	82	125	2	1	3	16	-
Gale remote sessions	-44.1%	24	284	-	-	1	42	1	-	-	-	41	39	153	7
Gale full-text views	-34.1%	16	189	-	15	7	49	1	14	12	3	7	13	61	7
HeritageQuest searches	-98.3%	86	1,027	100	-	52	16	69	146	33	136	31	34	127	283
HeritageQuest views	-99.5%	77	918	39	-	23	12	47	62	17	83	39	15	239	342
LearningExpress sessions	494.1%	8	101	23	63	-	1	1	-	2	8	-	1	-	2
LearningExpress resources	2.6%	3	39	3	15	-	3	-	-	5	7	-	1	-	5
OverDrive checkouts	30.2%	2,819	33,832	2,909	3,100	2,951	2,833	2,667	2,963	2,772	2,789	2,804	2,595	2,786	2,663
OverDrive new users	42.0%	24	284	22	22	25	30	22	27	17	21	18	20	30	30
Rocket Lang. content use	-18.2%	1	9	-	-	-	-	-	-	1	3	1	-	-	4
Rocket Lang. new users		0	5	-	-	-	-	-	-	-	-	-	-	-	5
Small Engine sessions	-28.6%	0	5	-	1	-	-	1	1	1	-	1	-	-	-
Small Engine content views	20.0%	1	6	-	2	-	-	-	2	1	-	1	-	-	-
Website sessions	14.4%	2,258	27,098	2,375	2,259	2,211	2,456	2,163	2,376	2,023	2,153	2,134	2,045	2,412	2,491
Website unique users	10.0%	1,181	14,169	1,279	1,151	1,187	1,219	1,097	1,239	1,047	1,221	1,229	1,045	1,206	1,249
Website pageviews	26.8%	4,054	48,644	4,485	4,253	3,909	4,460	3,771	4,484	3,776	3,838	3,501	3,347	4,320	4,500
Total electronic use	-1.7%	2,939	35,269	2,954	3,133	2,986	2,915	2,731	3,051	2,834	2,885	2,952	2,654	3,140	3,034
Total collection use	-7.3%	11,747	140,963	11,152	11,087	11,371	13,029	10,712	13,272	11,047	11,771	11,552	10,463	12,885	12,622

ACTIVITY	Annual change	Monthly average	Total	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
<i>Average use/day</i>		N/A	N/A	446	426	437	501	487	531	442	490	444	436	477	505
Library use															
<i>Days open</i>		25	301	25	26	26	26	22	25	25	24	26	24	27	25
Hours open		235	2,820	234	246	250	243	196	237	222	223	250	223	257	239
Patron visits		12,137	145,640	11,122	11,488	12,304	13,340	10,677	13,374	11,625	12,915	12,845	11,132	12,324	12,494
New patrons	-2.0%	84	1,002	92	94	81	104	65	88	62	77	94	55	96	94
Reference Interactions	-16.5%	81	971	89	99	70	102	79	76	62	90	70	45	77	112
<i>Computer sessions</i>															
Desktop sessions	-13.8%	763	9,155	646	771	875	812	666	858	721	711	768	677	864	786
WiFi sessions			-												
Total Internet use		763	9,155	646	771	875	812	666	858	721	711	768	677	864	786
Laptop sessions	-24.3%	19	230	36	18	9	23	19	29	28	19	14	16	11	8
AWE sessions	4.0%	428	5,138	453	377	363	554	371	507	434	466	384	296	432	501
Meetings held		101	1,209	104	106	103	112	103	101	98	107	101	92	92	90
Collection activity															
<i>New items</i>	3.2%	428	5,138	849	586	743	427	343	281	185	195	320	452	460	297
Books & print	7.2%	368	4,420	801	480	617	365	300	240	136	142	268	398	392	281
Audio	0.6%	29	343	23	48	86	13	19	13	19	23	38	23	26	12
Movies	-27.2%	31	375	25	58	40	49	24	28	30	30	14	31	42	4
Items withdrawn	-34.7%	306	3,671	448	338	608	513	111	131	200	166	122	382	376	276
Billed/damaged not paid	-11.7%	38	452	72	67	48	51	24	23	6	43	36	42	26	14
Claimed returned	-38.9%	1	11	2	1	1	-	2	2	-	-	1	1	1	-
Long missing	2.1%	16	195	5	6	22	10	11	23	19	14	19	24	30	12
Withdrawn	-38.5%	251	3,013	369	264	537	452	74	83	175	109	66	315	319	250
Net change in items	1780.8%	122	1,467	401	248	135	(86)	232	150	(15)	29	198	70	84	21
Items Processed	21.3%	508	6,101	678	651	754	589	360	562	254	262	328	519	558	586
Items Repaired	159.8%	359	4,312	159	382	368	443	359	281	626	278	682	396	206	132
Programs and outreach															
<i>Children's programs</i>															
# Programs	-39.8%	6	74	8	9	7	10	6	7	6	2	4	2	-	13
Program attendance	-36.6%	204	2,451	236	233	179	326	190	199	130	18	305	70	-	565
# Outreach	-19.4%	15	179	5	38	33	38	27	31	5	1	-	1	-	-
Outreach attendance	-16.7%	363	4,350	1,542	521	352	1,056	405	376	68	10	-	20	-	-
# Total	-26.7%	21	253	13	47	40	48	33	38	11	3	4	3	-	13
Total attendance	-25.1%	567	6,801	1,778	754	531	1,382	595	575	198	28	305	90	-	565
<i>Teen programs</i>															
# Programs	-22.0%	3	39	3	3	5	5	6	4	3	-	2	1	-	7

ACTIVITY	Annual change	Monthly average	Total	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Program attendance	-17.8%	25	305	21	13	76	18	13	21	23	-	2	2	-	116
# Outreach	-34.5%	2	19	1	8	5	1	2	2	-	-	-	-	-	-
Outreach attendance	-37.8%	87	1,045	67	427	103	165	158	125	-	-	-	-	-	-
# Total	-26.6%	5	58	4	11	10	6	8	6	3	-	2	1	-	7
Total attendance	-34.2%	113	1,350	88	440	179	183	171	146	23	-	2	2	-	116
Adult programs															
# Programs	67.4%	6	72	6	10	6	7	8	3	1	2	10	6	4	9
Program attendance	53.4%	201	2,411	99	546	127	202	238	149	7	92	492	92	92	275
# Outreach	-40.0%	1	6	2	1	1	-	-	-	-	-	-	-	2	-
Outreach attendance	48.6%	22	263	43	132	56	-	-	-	-	-	-	-	32	-
# Total	47.2%	7	78	8	11	7	7	8	3	1	2	10	6	6	9
Total attendance	52.9%	223	2,674	142	678	183	202	238	149	7	92	492	92	124	275
Total # programs	-18.4%	32	389	25	69	57	61	49	47	15	5	16	10	6	29
Total attendance	-16.0%	902	10,825	2,008	1,872	893	1,767	1,004	870	228	120	799	184	124	956
Outreach activities only	-21.8%	17	204	8	47	39	39	29	33	5	1	-	1	2	-
Outreach attendance only	-20.1%	472	5,658	1,652	1,080	511	1,221	563	501	68	10	-	20	32	-
Volunteering															
Volunteers		N/A	N/A	16	10	9	9	9	10	10	12	11	11	10	12
Volunteer Hours	21.6%	28	332	47	21	28	26	18	22	19	29	34	24	29	34

Crook County Library

Meeting and Study Rooms Policy

Last revised ~~October 11, 2018~~ July 18, 2019; effective August 1, 2019

We have three meeting rooms that the public can use. The Broughton Room is a large multi-purpose room which seats up to 120 and has a kitchenette, patio, and audiovisual equipment. The Juniper Room holds a conference table, chairs, and audiovisual equipment, with seating for up to 15. The Study Room may be used more informally by individuals or groups up to 12.

Purpose and Scope

The meeting rooms are primarily for our events and ~~the~~ Friends of the Library activities. However, if you are a nonprofit, civic, or community organization, government entity, or private party, you may use the meeting rooms without charge for non-commercial purposes such as meetings, lectures, parties, classes, etc.

~~You may use our meeting rooms for commercial activities - which include selling products/services or hosting events where a fee is charged - for \$20 per hour, billable in hourly increments. We do not allow commercial activities in our rooms, including but not limited to selling or advertising products and services or hosting events with entrance fees.~~ At their discretion, the Library Director or designee may allow registered not-for-profit entities to host fundraisers or charge for events. Such organizations may be asked to submit proof of their tax-exempt status. If you are a business or commercial organization, you may use the meeting rooms without charge for educational and informational purposes or for staff meetings and trainings providing no goods or services are being sold or advertised.

Meeting room use does not constitute an endorsement of your beliefs by us or Crook County. Publicity should not give the impression that we or the County sponsor or support your event. You may not use our or the County's contact information or logos for events unless we or the County are co-sponsors.

Broughton and Juniper Room Use

1. You must be at least 18 years old to book a room or check out a key. A responsible adult must be present during the event at all times.
- ~~1.2.~~ For commercial room use, you must pay in full before a key will be issued.
- ~~2.3.~~ Reservations may be made up to three months in advance and are confirmed on a first-come, first-served basis, with preference given to our or ~~the~~ Friends of the Library's events. To confirm a booking, complete a reservation form and return it to us within six library business days.
- ~~3.4.~~ Room occupancy limits are 120 for the Broughton Room and 15 for the Juniper Room. Please do not exceed these limits.
- ~~4.5.~~ Events are to be confined within the rooms in which they're scheduled.
- ~~5.6.~~ You may schedule events between 6:00 am and 10:00 pm.
- ~~6.7.~~ To ensure equitable access by the community, we generally will not allow the same individual or group to regularly use ~~the each~~ rooms more than once a week.
- ~~7.8.~~ If your event occurs when the library is closed, you must pick up a key beforehand during library open hours. We are unable to provide staff to open the building should you forget to pick up a key.
- ~~8.9.~~ Please use only official library contact channels ~~for to~~ coordinating your event. Staff are unable to respond to requests made using their personal contact information or social media accounts.

~~9.~~10. We do not provide storage for meeting room users.

~~10.~~11. To ensure access for other library users, please ask your event attendees, if they're able, to use the parking lot across the street from the library.

12. Please try to give us at least 24 hours' notice for cancellations.

13. We will refund paying meeting room users in full if the event is cancelled with at least 24 hours' notice. Otherwise, we will retain a non-refundable deposit of \$20. Refunds will not be issued if you fail to pick up a key.

14. For safety, please do not cook on the Broughton Room patio. A range is available inside.

~~11.~~15. You or your organization will be charged for any damage caused by you or your attendees to the furnishings, artwork, equipment, building, landscaping, or other Library or County property.

~~12.~~16. You are expected to leave the facilities in clean, safe condition. A charge of at least \$25.00 will be assessed if cleaning the room requires an abnormally large amount of staff time. If the meeting room is dirty or something is otherwise amiss upon arrival, please contact us immediately.

Study Room Use

You may use our Study Room with or without prior reservation during library open hours. Most provisions noted above apply to the Study Room with the following exceptions:

1. Individuals of any age may book the Study Room.
2. Reservations may be made up to three weeks in advance and are confirmed on a first-come, first-served basis, with preference given to our or ~~the~~ Friends of the Library's events. To confirm a booking, check with staff at the service desk.
3. The room occupancy limit is 12 people. Please do not exceed this limit.
4. We generally will not allow the same individual or group to regularly use the room more than twice a week or three hours per day.

Legal Restrictions

1. You and your attendees must abide by this policy, the Code of Conduct, other Library and County policies, any accompanying rules of use, and all local, state, and federal laws. Users also must follow library staff requests. Failure to comply with policies, laws, or staff requests may result in immediate termination of events, fees, and possible denial of future room use, per our Use Restrictions Policy.
2. People attending events must make their own provisions for childcare. Children under the age of ten may not be left unattended in the library. Children are welcome at all meeting room events, but you are expected to ensure proper supervision as determined by Oregon childcare regulations.
3. Smoking, vaping, and using alcohol ~~or~~, tobacco, or marijuana products are not allowed on library grounds.
4. The Library and County do not assume liability for personal injuries or for damage or theft of personal property which occur as a result of the actions of meeting room users.
5. Unauthorized reproduction or public display of any recorded audio, video, or other intellectual property in our meeting rooms is prohibited if such reproduction is not covered by our or your public performance licenses or for which a written waiver of the applicable rights has not first been obtained.

Exceptions to this policy are at the discretion of the Library Director or designee.