



Board of Trustees

Meeting Agenda

Thursday, November 14, 2019, 5.15p
Study Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville
OPEN TO THE PUBLIC

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|--|---------|
| 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 October 10, 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 | |
| 7. New business | |
| a. Public meetings training | Nielsen |
| b. Privacy Policy (ACTION) | Nielsen |
| 8. Agenda items for next meeting, December 12, 2019 | |
| 9. Adjournment | |

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, October 10, 2019, 5.15-6.45p
Study Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville
OPEN TO THE PUBLIC

Present: Jerry Bishop (Chair), ZuAnne Neal, Pam Looney, Buzzy Nielsen (Director), Jane Schepcke (Assistant Director), LaQuita Stec, Cindy York (Operations Manager)

Absent: Jan Anderson

1. Additions/deletions from the agenda (ACTION)

Bishop

President Jerry called the meeting to order at 5.15p. ZuAnne moved to approve the agenda as presented. LaQuita seconded. The motion carried unanimously.

2. Conflicts/potential conflicts of interest

Bishop

None stated.

3. Public comment

Bishop

No public present.

4. Consent agenda (ACTION)

Bishop

a. Minutes of September 12, 2019, regular meeting

Pam moved to approve the minutes of the September 12, 2019, regular meeting as presented. ZuAnne seconded. The motion carried unanimously.

5. Reports

a. Friends

Friends

Buzzy reported the following on behalf of the Friends:

- October is the annual Saunders Lecture Series, a partnership with the Bowman Museum. The first lecture, a re-enactment of Edgar Allan Poe, drew around 70 people. There are three more installments, all on Thursdays at 6.30p, through October 24.
- The Friends' second big Book Blowout sale of the year is on October 19.
- At their September meeting, the Friends gave the library money for a variety of projects including more height-adjustable desks, new patron bags, and Spanish language books.

b. Circulation services

York

Cindy reported the following on behalf of the circulation team:

- As of 5.00p on October 10, library staff had tagged nearly 30,000 items as part of the RFID project, including all of the print adult and teen materials. They're working on audiovisual materials now. The library had a few hang-ups due to staff illnesses and the trolley needing a new battery, but they're back on track.
- The security gates and selfchecks will be installed on December 9, with the go live public date for RFID shortly afterward. Some prep will be required, including moving the fire extinguisher and installing a new data port.
- September was National Library Card Signup Month. The new patrons who won the library's two drawings were Jacqueline Sorensen and Lenora Lafkey, who won *Toy Story 4* schwag and \$25 gift certificates to Chapters.

- Cindy had a minor correction to her written report: the volunteer who's been helping with RFID tagging is Andie Finley, not Andy Haney.

c. Public services

Scheppeke

Jane reported the following on behalf of the public services team:

- All of the public services staff have been engaging in a lot of outreach to schools, youth-serving organizations, community groups, and more. They're still re-establishing connections with some outreach partners.
- The library, in partnership with the Veteran Services Office, has started a new weekly program, Veterans' Coffee Club, on Wednesday mornings.
- The Humane Society of the Ochocos is once again partnering with the library in an adoption event later in October, Pages & Paws.

d. Finance

Nielsen

Buzzy reported the following on the financial reports:

- The Finance Department has been working on new, clearer reports for financial reporting. Buzzy included the July and August reports as examples.
- The final FY18-19 report should be available at the next meeting.
- Otherwise, the finances for the library are on track for this point in the year.

The Trustees reviewed the financial reports and had no further questions.

e. Director

Nielsen

Buzzy reported the following:

- The library recently renewed its magazine subscriptions. There were several changes, including magazines that no longer publish, some dropped due to low circulation, and several additions.
- The contract to replace the library's lighting was awarded to Tri-Phase electric. Work should begin ASAP.
- The annual staff in-service will be held on Monday, October 14. Topics will include empathy-based enforcement and revisiting the Staff Statement of Principle.
- Buzzy recently submitted a \$100,000 grant to Facebook for a new vehicle, new laptops and tablets, and robotics equipment.
- US Census recruiters have been at the library regularly trying to find workers for their upcoming 2020 efforts.
- The library and several other County departments are investigating the possibility of getting vending machines.
- The County Court approved a contract with a new website vendor, Municode. Progress on building the new site is good.

6. Old business

a. Strategic Plan

Nielsen

The library's 2019-24 Strategic was approved by the County Court. The Board of Trustees had no particular idea on a tracking document but agreed that quarterly updates were sufficient. Library staff plan to conduct three community surveys during the plan period.

7. New business

a. OLA Public Library Standards

Nielsen

The Oregon Library Association Public Library Division establishes standards to guide public libraries in offering excellent service. Each standard has three levels: Essential, Enhanced, and Exemplary. The Board and library staff reviewed the standards to see how Crook County Library was doing. The analysis below focuses on the standards not currently met by the library.

- Minimum standards
 - The library meets all minimum requirements for public libraries in Oregon.
- Governance standards
 - No library policies officially adopt the ALA Statement on Confidentiality of Library Records. The Privacy Policy is the most logical place for it.
 - The board and staff need to be trained more regularly in public official ethics, public records, law, etc.
 - The library does not have a current Technology Plan. Buzzy will check with the State Library to see if this is still considered a best practice.
 - While staff originally thought that the library did not have a Business Services Policy, it turns out that it simply means financial policies, which the County has.
 - Key library policies – especially the Code of Conduct, Meeting Room Policy, Use Restrictions Policy, and Technology Use Policy – need to be made available in Spanish.
- Staff standards
 - Library staff are not paid in the top 25% (or 5%) of similarly-sized and -situated libraries. This standard may also not be achievable. Since the compensation study from 2018. Staff compensation has been generally competitive with similar libraries, however.
 - The library lacks a succession plan but plans to cross-train staff in various areas.
 - The library cannot facilitate services in languages other than English, although there is some small capacity for Spanish.
 - The Strategic Plan does not include a specific goal for the library to reflect the diversity of the community.
 - There is no specific staff development plan.
 - Library staff are not qualified to provide services for new immigrants.
 - The library needs to expand its outreach programs to minority populations, for which there are plans.
 - The library lacks a position devoted solely to marketing, but it also is not feasible to meet this standard given the library's size.
- Materials standards – The library particularly shines here.
 - Currently, the library does not review the contract with its primary materials vendor every three years but has plans to do so.
 - Staff do not measure turnover rates for collections, but that statistic may not be useful.
 - The library does not have a collection of materials for adult language learners.
 - Archival materials are not stored using the Society of American Archivist standards, but the library also doesn't consider itself primarily an archive.
- Services and Programs Standard – Another strong area for CCL.
 - The library does not provide Notary services, but staff do not want to compete with other County departments (e.g. Clerk) that already offer it.
 - The library lacks good services for people with disabilities.
 - Staff do not conduct outcome-based surveys annually. Annually seems like overkill. Every three years seems more reasonable.
- Technology standards
 - The library does not provide or support multimedia applications (e.g. photo editing, videography, etc.). However, this is a low priority based on demand.
 - Staff are unable to provide technology training in languages other than English.
 - Several technology standards address providing certain kinds of resources online. When the library has a website again, staff will consider what kind of curated lists to provide.
 - Currently the library does not offer formal technology classes but plans to do so as part of the new strategic plan.
 - The previous website was not ADA-accessible, but the new website will be.
- Community Engagement and Advocacy standards
 - The library generally does not convene or initiate efforts to address community issues, although it typically is not the best-positioned entity to do so, depending on the topic.
 - There is no library partnership policy, but library partners do complete contracts.

- The library does not have procedures in place to act as a community information hub during crises, but the County has identified other agencies to act in that capacity.
- The library does not have a specific communications plan.
- Communications staff member – not dedicated
- Key people need to be trained on messaging and advocacy on behalf of the library.
- Facilities standards
 - The library's lighting and ADA-accessibility are lacking, but plans are in place to address both issues.
 - The library lacks signs in multiple languages.
 - The facilities plan historically has not been reviewed every three years. However, the current plan is due for review in January.

Many of the deficiencies identified in reviewing the standards have already been noted as top-level goals or initiatives in the newly-adopted strategic plan. Staff will review those standards and others to help see how the library can meet them, if deemed a priority.

b. 2018-19 statistical report

Nielsen

Buzzy reviewed the 2018-19 statistical report and compared the statistics to the 2017-18 figures. The statistics were a mixed bag. The physical collection size grew overall, especially in light of previous years' heavy weeding efforts. Library spending compared to the previous year went down, primarily due to several key positions being vacant (two librarian positions and a technician position). Despite this, library spending on collections remained healthy. Library program attendance was a mixed bag. Children's program attendance saw a big drop, primarily due to the vacant Children's Librarian position. Teen program attendance saw modest increases, while adult program attendance increased dramatically. Overall, library program attendance was basically flat, a coup considering the two vacant programming positions. Finally, overall library use dropped, primarily because of a significant decrease in physical checkouts. Digital use also dropped slightly, but mainly because several new resources were added in 2017-18, resulting in usage bumps early on. Visits increased because, for the first time in several years, they were recorded using accurate counters, not estimated.

c. E-book petition (ACTION)

Nielsen

Buzzy presented about a recent action being taken by a large book publisher, Macmillan. The publisher has decided to embargo its new e-book titles from libraries, allowing libraries to buy only a single copy during the first eight weeks the book is out. Libraries already pay significantly more for e-titles than individuals. This embargo will significantly impact Crook County and Central Oregon patrons, who won't be able to get titles by popular authors such as James Patterson as quickly. The American Library Association is encouraging people to sign a petition to ask Macmillan to stop these unfair practices. ZuAnne moved to promote the petition to Crook County patrons. LaQuita seconded. The motion carried unanimously.

8. Agenda items for next meeting, November 14, 2019

- FY 18-19 financial reports

9. Adjournment

The meeting adjourned at 6.21p.

Friends of the Crook County Library

Minutes of FOL Board Meeting

October 15, 2019

Board Members Attending

Glenda Janssen-President; Susan Swan-VP & Chapters; Carrie Gordon-Treasurer; Ailsa Gray-Secretary; Bob Riley-Member; Janice Staats-Book Sales; Barb Franano-Public Relations; Olivia Mitchell-Member; Jerri Muir-Member

Honored Guests Attending

Buzzy Nielsen-Library Director; Jane Scheppke-Asst. Library Director; Jane Primrose-Guest

Absent

Glenda called the Membership Meeting to order at 4:30.

The following board members were reelected for another two year term: Susan Swan, Barb Franano and Jerri Muir.

Membership Meeting adjourned at 4:35.

Glenda called the FOL Board Meeting to order at 4:35

Officer Reports

President:

Glenda announced that she had two new documents for our records - #1-Where we donate books. #2 Contacts for leftovers. Glenda will provide copies of these documents for the record.

Secretary:

September Board Minutes – MSP approved. Ailsa will be responsible for collecting volunteer hours.

Treasurer:

Carrie reviewed budget and financial reports. Reports will be filed.

Chapters:

No report

Publicity and Public Relations/Volunteer Coordinator:

No report

Book Sorting:

No report

Newsletter:

No report

Old and Recurring Business:

The October Blowout Sale was the main subject of old business – anything still needed? Janice needs help setting up and arranging tables, Olivia will bring two large tables and a smaller table. Carrie changed the wording on our outdoor signs to read “HUGE Book Sale 8-4. Carrie will handle getting \$200 and change from the bank, and during the sale will collect the money several times from the cashiers, money will be put in the zippered bag in the locked drawer in Chapters. Buzzy mentioned that if the Main Library doors were already closed after the sale, the children’s book tables can be left in the Broughton Room until Monday. Janice suggested that she would provide some empty boxes that paperbacks could be sorted into until the Juniper Room can be set up on Friday, due to a class being held in the Juniper Room on Thursday evening. Susan will be here on Thursday, but will be absent on Friday and Saturday. Bob Riley will manage the children’s book tables in her absence. Bob Troutner will be asked to put signs out on Saturday morning. Barb will purchase the bottled water for volunteers, and someone will make some cookies. We need to remember to have Volunteer Forms available for new volunteers, and we need to make sure tables are put back in the right places.

New Business:

Election of Officers - a motion was made to elect all Officers at once-motion was seconded and passed unanimously.

Officers were elected as follows for one year terms: Susan Swan-President; Janice Staats-Vice-President; Ailsa Gray-Secretary; Carrie Gordon- Treasurer

Glenda thanked Bob Riley for putting wheels on the bookcase that holds the free books, much easier to move! Bob commented that sometimes when Chapters is open, if more than two extra visitors are in the room it becomes very crowded, and customers might be reluctant to

come inside. Bob will be making the mid-month Chapters deposit in the future. Susan told the group that she had recently let a person use the phone in Chapters, but regretted it afterwards – she advised that in the future we should not allow random people to use that phone.

Janice is lead person for the November sale, it will be featuring Westerns and some Christmas items. We will try (as an experiment) having an all-day Bag Sale.

Library Director's and Assistant Library Director's Report

Buzzy and Jane reported details of current library activities and have provided a copy of those reports for our records. Buzzy requested a \$1,000.00 check for “Better Together” for the Dolly Parton Imagination Library. Susan made a motion to issue the check, motion was seconded and passed.

Meeting adjourned at 5:30 P.M.

Next Board Meeting: Thursday November 21, 2019 – 4:30 P.M.

Next Book Sale: November 16th (this is BEFORE the November Board Meeting)

Crook County Library Circulation Services Report November 2019

Prepared by Cindy York, Library Operations Manager

Did You Know?

At 3:05pm on November 7th, our staff officially completed the collection tagging project! Since the project began on August 28th, staff and our two volunteers have tagged 48,442 items—that's only 60 days dedicated to tagging!



Last cart to be tagged!



Kim tagging the last Reference item!



Circulation Statistics:

High/Low statistics for October:

	<u>Highest Number Recorded</u>	<u>Lowest Number Recorded</u>
Self-Check Stations	266 checkouts on 10/15	100 checkouts on 10/3
Front Counter Stations	213 checkouts on 10/7	50 checkouts on 10/12
Checkins	502 returns on 10/7	151 returns on 10/12
Paging List Items (items leaving the building)	244 items listed on 10/15	77 items listed on 10/12
Items on Hold Shelf	195 items on 10/17	117 items on 10/7
Incoming Crates	10 crates on 10/7, 10/21	4 crates on 10/24

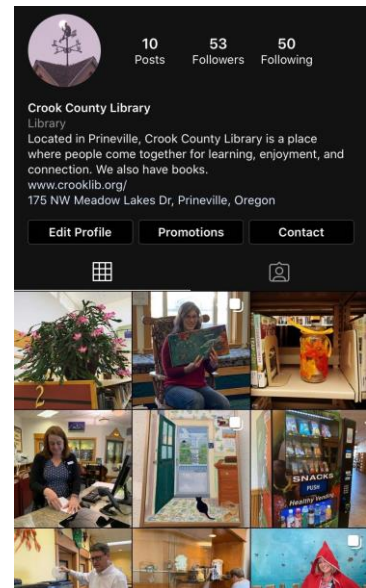
Crook County Library Public Services Report October-November 2019

Prepared by Jane Schepcke, Assistant Director of Library Services

Moving right along with marketing

Now that the library's new Strategic Plan has been formally adopted, it's time to start recalibrating how the library is getting its message across to the public. Here's some stuff we've done and some stuff we plan on doing:

- **New social media outlets.** As of this writing, our brand-new Instagram account @crookcolibrary has 54 followers and counting. The creation of an Instagram account was primarily done to try to grab the attention of older teens and young adults. This demographic has always been hard to reach; in particular, high schoolers have been almost entirely missing from library programs for the last two years. Given that 72% of teenagers are on Instagram (source: <https://www.omnicoreagency.com/instagram-statistics>) we're hoping this will get our message in front of a younger audience. Right now, my goals for the Instagram are modest – post one 'gram a day emphasizing all the things that go on in the library (because I can't count the number of conversations I've had with young adults in the community that included some variation on "the library?! Isn't it really boring in there!!?"). That approach will likely be modified as the experiment continues.



We have also started making greater use of Facebook's Events feature. By making an event for a library program – i.e. a dedicated page within Facebook's calendar system, as opposed to a simple one-off wall post – we make it easier for our patrons to spread the word about the library via sharing/reposting. Additionally, when someone indicates interest in a particular event, their friends are notified and Facebook will automatically send them periodic reminders in the time leading up to the program.

- **New stuff for new patrons.** New library cardholders receive a book bag full of library and community information at signup. With the exception of the occasional promotional schwag for Summer Reading or National Library Card Sign-Up Month, the contents of these bags hadn't changed in a long time, and some of the information in the bags was out of date. We are working to update this with current and more visually appealing handouts, starting with our

library bookmark and the tutorial on how to use the online catalog. We will also continue to explore ways that we can use the bags to encourage regular visits (because you can't just take our bag and never come back! The Friends bought those for us).

- **New brochures.** By the end of November, library brochures will be updated to highlight those library services and events that tie directly into the goals of the Strategic Plan. These will be distributed both in the library and at key spots in the community, like the Health Department and the Prineville Visitors' Center. We will eventually supplement the brochures with lobby cards about specific library services, including electronic resources, Spanish-language collections, and our Drop-In Tech Help program.

Additionally (and I know that it seems like I'm putting the cart before the horse by doing all the stuff above first, but I'm a deeply impatient person), I am working on putting together a three-year Marketing Plan for the library. While the library already has marketing guidelines and a style guide, we don't have a document that specifically names the populations we specifically need to reach, the messages and attitudes we want to impart to the public, and the perceptions around the library we want to change. I'm writing this guide with the help of library staff and key stakeholders, and I hope to present a first draft to the Board in December or January.

Programming Roundup

There were/are lots of new library programs debuting in October and November. Many of these new programs directly support Strategic Plan goals. For example...



The first **Veterans' Coffee Club** was held on October 2. A partnership between the library and the Crook County Veteran Services office, VCC gives local vets the opportunity to chat over snacks and freshly-brewed coffee. The program got off to a slow start, but has started to show some momentum in recent weeks. Veterans, older residents, and men in general are all groups that the library would like to see attending programs and using library resources in greater numbers. VCC meets every Wednesday from 9:00 AM – 12:00 PM.

Make It Tuesday replaces the Art Journaling program we held during FY2018-19. The program is designed to showcase and teach a wide variety of DIY skills to adults, and some programs will feature guest presenters showing off their areas of expertise. This program will be held every first Tuesday of the month from 6:00 – 7:30 PM.

Drop-In Tech Help is the first of many library programs and initiatives designed to address the technology gap in Crook County. Every Tuesday from 1:00 – 2:30 PM, patrons can come in for 15 guaranteed minutes of one-on-one technology help from library staff. Our current plan is to have two Public Services team members staffing the program at a time, although that number may increase or decrease based on demand. The program will be held on a drop-in, first-come-first-served basis; patrons may bring their own computers or mobile devices, or they can borrow one from us.

This program is based on Deschutes' Open Computer Lab model, which has been successful for many years. We hope to follow it up with classes on specific topics, likely in partnership with other local organizations that offer technology education, vocational skills training, or services to older adults.

Outreach Roundup

For this mega Board Report, I asked our outreach librarians to talk a bit about their regular activities out in the community. Who better to explain all the great work we do outside library walls, and how it impacts our community? Take it away –

Amber Smith, Adult Services Librarian

Crook County on the Move (CCOTM) is a group that resulted from an unsuccessful bid for Crook County to become a Blue Zone. Out of that goal a group was formed to promote health and quality of life in the Crook County region. The group has grown and has three focus areas: movement and exercise, healthy eating, and positive communities. CCOTM holds meeting monthly.

Being a member of CCOTM has provided opportunities for the library to be a part of many community events, including their Mother's Day Gardening event (attended by over a hundred people) and movies in the park events (also well attended). At these events, the library offered a booth with library information and activities.

Faith Based Network (FBN) is a gathering of support minded individuals and groups in Prineville and is an opportunity for those attending to share resources and request help for specific people and situations. This group meets on a monthly basis during fall, winter, and spring.

People from Our Past (PFOP) is a collaborative program between the Bowman Museum and the library. Programs on local characters are portrayed in first person by volunteers who either research their character or they are provided with historical information by historian, Steve Lent. Programs are offered on a weekly basis.

Prineville Chamber Perk is held weekly and provides information about local events and offers an opportunity for the library to share our events and programs. This program is focused on promoting businesses and groups that belong to the Chamber and is an excellent networking opportunity. Chamber Perks are held weekly.

Older Adult Roundtable (OAR) is a monthly meeting that focuses on the needs of the older adults in the area. It is comprised of entities that focus on the needs of the elderly, such as Veteran's Affairs, Central Oregon Veteran's Organization, Regency, Lutheran Family Services, and many more.

Little Free Libraries (LFL) are distributed locally and offer a passive method of outreach. I receive many positive comments on the LFL in Powell Butte, with comments such as how important it is to them for finding free reading material.

Jennifer Fischer, Children's Services Librarian

Currently I spend about 13-14 hours of my time per week delivering storytimes at preschools around the county and in the library, traveling to Brothers and Paulina to deliver books and read to the

elementary school children, and providing programming to elementary school children at the library as well as Brothers and Paulina Schools.

I offer two weekly storytimes at the library, illustrating best early literacy practices. Outside the library, I deliver storytimes to MountainStar Family Relief Nursery, Powell Butte Preschool, Junior Preschool, Smaller Scholars, Headstart Ochoco and Prineville, and Larson Learning. I also deliver book boxes to each of these locations, as well as High Desert Christian Academy to provide books for their preschool and kindergarten classrooms. My storytimes at Powell Butte Preschool serves to fulfill the strategic plan by offering programming to rural areas of the county. My storytimes at MountainStar, Headstart Ochoco and Prineville, and Larson Learning fulfill the strategic plan by offering early literacy programming to underserved and at-risk populations. Delivering book boxes around the county to preschool and kindergarten children fulfills the strategic plan by increasing access to books for early literacy populations.

By delivering books and reading to children at Brothers and Paulina Schools, I provide library access to rural children who may not otherwise use the library. I promote the Dolly Parton Imagination Library to these rural areas and stock the Little Free Library at the Paulina General Store. I also provide occasional, approximately once quarterly, programs to the children at the Brothers and Paulina Schools. These are programs that are already offered at the library, but may not be accessible to the most rural populations.

I offer approximately one STEAM program per month at the library aimed at elementary school children. To augment my outreach to elementary school children, I am also attending the afterschool program, Kids Club, that is offered to children of Barnes Butte Elementary and Crooked River Elementary. I bring shortened versions of my STEAM programs, as well as a reading program aimed at K-2 students involving reading a picture book and pairing it with a suitable craft. This increases our outreach to elementary school children and relates to the strategic goal of helping the children of Crook County succeed and thrive.

5-8 hours of my time is spent on prep work for programming, which includes finding books to read for my storytimes, placing books on hold, pulling books for the Brothers and Paulina Schools, prepping for any elementary school programming that I do, and developing programs.

The rest of my time is spent on miscellaneous projects: researching new ways to provide early literacy programs to the county, providing one-time programs with the elementary schools or preschools such as school tours or early literacy classes for parents, providing additional backup to desk staff in the library, attending occasional (once monthly or every other month) meetings related to early literacy (Early Childhood Committee meetings) or the 2020 Oregon Library Association Conference, redesigning the children's room to make it more inviting, and working on any tasks related to Latino services.

I provide classes on early literacy to parents who have been court-ordered to attend parenting classes and to preschool parents who want to learn more about how to get their child ready to read. So far, these classes are being offered through Parenting Today, and once or twice a year at MountainStar Family Relief Nursery. I am researching additional preschools and/or places that these classes can be offered to reach out to parents who are most at risk of having a child fall behind due to a variety of risk

factors. This helps serve the strategic plan by serving underserved populations and increasing parents' knowledge of early literacy principles and practices through simple, hands-on experience with the American Library Association's Every Child Ready to Read early learning curriculum.

The meetings I attend related to the Early Childhood Committee assist in my ability to connect with other people in Crook County focused on early literacy and helping the children of Crook County to succeed and thrive. This year I am on the 2020 Oregon Library Association Conference Committee to assist with the 2020 OLA Conference in Bend, OR. The success of this conference is important to make sure that I and my colleagues connect with vendors, workshops, and talks that will give us the ability to come up with new ideas and learn new ways of providing library service that will improve our ability to reach out to underserved populations and provide new ways for Crook County youth to succeed and thrive.

Heather Jones, Teen Services Librarian

Rimrock Trails is an adolescent treatment center that provides mental health and substance abuse treatment services for teens 12-17 years old. Since August, I have been visiting Rimrock Trails two times a month on Thursdays to provide arts and crafts and STEM (Science, Technology, Engineering, and Math) programs to the students within the facility. The students I work with are inpatient residents at the center, and often have their mentors within their program join in on the programs to support the students. I coordinate the library programs with two school district employees that are embedded within the facility and programs are done within their classroom.

Pioneer High School is an alternative education program for high school students in Crook County. Pioneer has smaller classes sizes than the traditional high school in order for students to get more personalized attention. I began working with Pioneer when I was invited in September to present book talks to the English class. This was a great way of supporting their curricular goals – students at the schools are encouraged to develop a love of reading by giving the students the freedom to read anything versus having to read from a reading list. After this visit, I was invited back to do a monthly art program with the students. Pioneer does not have a formal arts education program, so library programs are a great opportunity for the students to spend time being creative by doing arts and crafts.

The Landing is an after school program for students grades 6-12, administered by the Central Oregon Youth Development Inc. This program is free and all students that attend are provided dinner 4 nights a week, along with many recreational and educational opportunities. I began working with The Landing last February and we continued our partnership this September. This school year I am visiting their location once a week on Thursdays, to provide coding and robotics programming. Currently, I am teaching an 8 week session on coding and engineering using Edison robots. I plan to continue coding at The Landing with another 8 week session in January.

Crook County Middle School is an outreach site that we have been working with for several years. Library programs are presented to middle school students twice a month on Tuesdays during the lunch period in the school library. I present a variety of library programs to the students, but the main focus has been arts and crafts and STEM. Examples of programs I have facilitated include bristle bots, magnetic slime, rock painting, seed planting, and engineering challenges. These programs have been very popular with approximately 75-90 students signing up to attend each session.

I am currently developing a relationship with the English Department and School Media Assistant at **Crook County High School**. I am working on creating a Crook County Battle of the Books program, which is a modified version of the Oregon Battle of the Books (OBOB). Students will participate in book club meetings, reading a selection of books from the OBOB lists and chosen by the English teachers. We will then hold book battles with teams answering questions based on the books. Pioneer High School is also interested in participating in this program so we are hoping to have a community battle of the books event at the end of this program.

With the exception of Crook County High School, I have been able to develop arts and crafts programs and STEM learning opportunities that can be presented at multiple locations. This helps to save on the cost of materials and staff time. Examples of some of the programs I have presented at several of these outreach sites include:

- Metal tooling art
- Origami
- Mod Podge collage
- Engineering challenges-such as building with marshmallows and candy corn to create the tallest or strongest structure.
- Zentangle meditative art
- Cookie decorating
- Air dry clay
- Edison robots

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	SEP ACTUAL	Y-T-D ACTUAL	ADJUSTED BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY						
LIBRARY						
101-3000-329.42-18	PHOTOCOPY FEES	458.33-	1,617.61-	6,200-	4,582-	.26
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	145.00-	410.00-	1,200-	790-	.34
101-3000-329.50-19	FINES	133.64-	243.54-	2,260-	2,016-	.11
101-3000-329.50-20	LOST OR DAMAGED	232.27-	575.53-	3,700-	3,124-	.16
101-3000-343.43-24	MERCHANDISE	9.54-	30.54-	100-	69-	.31
101-3000-343.43-25	CARD REPLACEMENT	.00	.00	0	0	.00
101-3000-345.45-21	FRIENDS OF LIBRARY SALES	719.20-	2,287.85-	0	2,288	.00
101-3000-360.60-03	REIMBURSED ITEMS	.00	.00	0	0	.00
101-3000-360.60-13	CASHIER ADJUSTMENT	3.00-	2.95-	0	3	.00
101-3000-360.60-51	E-RATE INTERNET RETIME	.00	.00	0	0	.00
101-3000-380.80-03	FR RESERVE FUND	.00	.00	0	0	.00
	REVENUE	1,700.98-	5,168.02-	13,460-	8,292-	.38
	PERSONNEL SERVICES					
101-3000-510.01-01	REGULAR WAGES	.00	.00	0	0	.00
101-3000-510.01-17	DEPARTMENT HEADS	5,802.70	14,506.78	72,900	58,393	.20
101-3000-510.01-22	ASST/TECH/COORD/CLERK	29,045.20	74,907.05	395,800	320,893	.19
101-3000-510.01-28	MAINTENANCE	2,065.45	5,499.85	30,000	24,500	.18
101-3000-510.01-32	EXTRA HELP	2,805.51	6,963.42	2,600	4,363-	2.68
101-3000-510.02-01	FIGA	3,003.89	7,701.11	38,400	30,699	.20
101-3000-510.02-02	WORKERS COMPENSATION	121.52	319.26	3,300	2,981	.10
101-3000-510.02-03	HEALTH INSURANCE	10,760.05	32,280.15	121,300	89,020	.27
101-3000-510.02-04	LIFE INSURANCE/LTD	91.25	273.75	1,600	1,326	.17
101-3000-510.02-05	UNEMPLOYMENT	39.72	101.89	700	598	.15
101-3000-510.02-06	401K RETIREMENT	3,076.12	6,959.05	39,000	32,041	.18
	EXPENDITURE	56,811.41	149,512.31	705,600	556,088	.21
	MATERIALS & SERVICES					
101-3000-520.05-30	POSTAGE	96.98	365.23	700	335	.52
101-3000-520.05-74	PROGRAMS AND OUTREACH	127.55	333.59	4,300	3,966	.08
101-3000-520.05-75	PROGRAMS - YOUTH	.00	.00	0	0	.00
101-3000-520.05-89	CREDIT CARD CHARGES	15.18	40.25	200	160	.20
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	98.45	179.00	1,500	1,321	.12
101-3000-520.10-07	COPY MACHINES	86.42	260.24	1,800	1,540	.14
101-3000-520.10-25	OFFICE SUPPLIES	915.29	1,245.46	7,100	5,855	.18
101-3000-520.20-07	BOOKMOBILE MAINTENANCE	.00	.00	0	0	.00
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	7.99	184.97	5,000	4,815	.04
101-3000-520.20-43	RESOURCE SHARING	.00	110.00	7,500	7,390	.01
101-3000-520.25-08	MOTOR POOL CHARGES	51.38	136.36	2,700	2,564	.05
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE	.00	.00	0	0	.00
101-3000-520.30-05	COLLECTION DEVELOPMENT	8,925.47	20,358.21	118,500	98,142	.17
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA	.00	.00	0	0	.00
101-3000-520.30-07	MATERIALS-YOUTH COLLECTIN	.00	.00	0	0	.00
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICIA	.00	.00	0	0	.00
101-3000-520.30-09	ELECTRONIC MEDIA	.00	.00	0	0	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	SEP ACTUAL	Y-T-D ACTUAL	ADJUSTED BUDGET	REMAINING BUDGET	% REC'D/SPENT
101-3000-520.35-13	CONTRACT SERVICES	384.00	384.00	5,000	4,616	.08
101-3000-520.35-42	SOFTWARE MAINTENANCE	319.00	3,705.44	4,500	795	.82
101-3000-520.35-85	LIBRARY CONSORTIUM	.00	.00	11,000	11,000	.00
101-3000-520.40-10	TELEPHONE	266.97	569.32	2,600	2,031	.22
101-3000-520.45-02	EDUCATION & CERTIFICATION	.00	.00	0	0	.00
101-3000-520.45-03	LODGING & MEALS	15.00	376.24	1,200	824	.31
101-3000-520.45-04	REGISTRATION & DUES	362.00	1,281.00	4,000	2,719	.32
101-3000-520.60-16	PROMOTION & PUBLICITY	126.14	181.19	1,500	1,319	.12
*	EXPENDITURE	11,797.82	29,710.50	179,100	149,390	.17
	CAPITAL OUTLAY					
101-3000-580.80-13	EQUIPMENT	.00	.00	50,000	50,000	.00
*	EXPENDITURE	.00	.00	50,000	50,000	.00
****	LIBRARY	66,908.25	174,054.79	921,240	747,185	.19
****	LIBRARY	66,908.25	174,054.79	921,240	747,185	.19

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	SEP ACTUAL	YTD ACTUAL	ADJUSTED BUDGET	BUDGET REMAINING	% REC'D/SPENT
REVENUE						
330-0000-300.01-01	BEGINNING BALANCE	.00	58,199.74-	55,749-	2,451	1.04
330-0000-300.01-05	INTEREST EARNED	101.29-	312.16-	400-	88-	.78
330-0000-390.90-04	PRIOR YEAR TAXES	304.83-	1,978.75-	0	1,979	.00

* REVENUE		406.12-	60,490.65-	56,149-	4,342	1.08
MATERIALS & SERVICES						
EXPENDITURE						
330-3001-520.05-74	PROGRAMS AND OUTREACH	683.68	2,789.25	12,000	9,211	.23
330-3001-520.05-75	PROGRAMS - YOUTH	.00	.00	0	0	.00
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	.00	2,500	2,500	.00
330-3001-520.30-05	COLLECTION DEVELOPMENT	.00	200.81	5,000	4,799	.04
330-3001-520.30-07	MATERIALS-YOUTH COLLECTIN	.00	.00	0	0	.00
330-3001-520.30-09	ELECTRONIC MEDIA	.00	.00	0	0	.00
330-3001-520.30-12	READY TO READ GRANT	.00	548.25	8,500	7,952	.06
330-3001-520.35-13	CONTRACT SERVICES	.00	.00	0	0	.00
330-3001-520.60-16	PROMOTION & PUBLICITY	.00	.00	0	0	.00

* EXPENDITURE		683.68	3,538.31	28,000	24,462	.13
CAPITAL OUTLAY						
EXPENDITURE						
330-3001-580.80-13	EQUIPMENT	.00	.00	50,000	50,000	.00

* EXPENDITURE		.00	.00	50,000	50,000	.00

*** LIBRARY GRANT/DONATIONS		277.56	56,952.34-	21,851	78,803	2.61-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	SEP ACTUAL	YTD ACTUAL	ADJUSTED BUDGET	BUDGET REMAINING	% REC'D/SPENT
REVENUE						
401-6004-300.01-01	BEGINNING BALANCE	.00	64,861.63-	91,965-	27,103-	.71
401-6004-300.01-05	INTEREST EARNED	.00	244.26-	800-	556-	.31
401-6004-329.50-24	FINES-STATE COURTS	.00	20,045.79-	18,000-	2,046	1.11
REVENUE						
* REVENUE		.00	85,151.68-	110,765-	25,613-	.77
PERSONNEL SERVICES						
EXPENDITURE						
401-6004-510.01-17	DEPARTMENT HEADS	210.46	526.14	2,565	2,039	.21
401-6004-510.02-01	FICA	15.82	39.55	200	160	.20
401-6004-510.02-02	WORKERS COMPENSATION	.25	.66	0	1-	.00
401-6004-510.02-03	HEALTH INSURANCE	59.52	178.56	0	179-	.00
401-6004-510.02-04	LIFE INSURANCE/LTD	.45	1.35	0	1-	.00
401-6004-510.02-05	UNEMPLOYMENT	.22	.55	0	1-	.00
401-6004-510.02-06	401K RETIREMENT	11.38	28.45	0	28-	.00
* EXPENDITURE		298.10	775.26	2,765	1,990	.28
MATERIALS & SERVICES						
EXPENDITURE						
401-6004-520.05-74	PROGRAMS AND OUTREACH	.00	.00	29,750	29,750	.00
401-6004-520.10-25	OFFICE SUPPLIES	.00	17.49	0	17-	.00
401-6004-520.10-26	ORDINANCE COMPLIATION	2,237.00	2,717.00	0	2,717-	.00
401-6004-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	1,117.46	0	1,117-	.00
401-6004-520.30-05	COLLECTION DEVELOPMENT	5,474.01	14,187.02	0	14,187-	.00
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICIA	.00	.00	0	0	.00
401-6004-520.30-16	WESTLAW	194.00	388.00	0	388-	.00
401-6004-520.35-28	LEGAL SERVICES	.00	.00	0	0	.00
401-6004-570.70-03	ADMIN CHARGES/CO COUNSEL	.00	.00	0	0	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	SEP ACTUAL	YTD ACTUAL	ADJUSTED BUDGET	BUDGET REMAINING	% REC'D/SPENT
*	EXPENDITURE	7,905.01	18,426.97	29,750	11,323	.62
	CAPITAL OUTLAY					
	EXPENDITURE	.00	.00	15,000	15,000	.00
401-6004-580.80-05	CAPITAL OUTLAY					
*	EXPENDITURE	.00	.00	15,000	15,000	.00
	TRANSFERS OUT					
	EXPENDITURE	.00	.00	0	0	.00
401-6004-597.97-21	TO GENERAL FUND					
*	EXPENDITURE	.00	.00	0	0	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	OCT ACTUAL	Y-T-D ACTUAL	ADJUSTED BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY						
LIBRARY						
101-3000-329.42-18	PHOTOCOPY FEES	591.72-	2,209.33-	6,200-	3,991-	.36
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	10.00-	420.00-	1,200-	780-	.35
101-3000-329.50-19	FINES	146.02-	389.56-	2,260-	1,870-	.17
101-3000-329.50-20	LOST OR DAMAGED	130.29-	705.82-	3,700-	2,994-	.19
101-3000-343.43-24	MERCHANDISE	7.00-	37.54-	100-	62-	.38
101-3000-343.43-25	CARD REPLACEMENT	.00	.00	0	0	.00
101-3000-345.45-21	FRIENDS OF LIBRARY SALES	2,151.35	136.50-	0	137	.00
101-3000-360.60-03	REIMBURSED ITEMS	.00	.00	0	0	.00
101-3000-360.60-13	CASHIER ADJUSTMENT	.00	2.95-	0	3	.00
101-3000-360.60-51	E-RATE INTERNET RETIME	.00	.00	0	0	.00
101-3000-380.80-03	FR RESERVE FUND	.00	.00	0	0	.00
	REVENUE	1,266.32	3,901.70-	13,460-	9,558-	.29
	PERSONNEL SERVICES					
101-3000-510.01-01	REGULAR WAGES	.00	.00	0	0	.00
101-3000-510.01-17	DEPARTMENT HEADS	5,802.70	20,309.48	72,900	52,591	.28
101-3000-510.01-22	ASST/TECH/COORD/CLERK	30,612.70	105,519.75	395,800	290,280	.27
101-3000-510.01-28	MAINTENANCE	2,281.06	7,780.91	30,000	22,219	.26
101-3000-510.01-32	EXTRA HELP	2,764.78	9,728.20	2,600	7,128-	3.74
101-3000-510.02-01	FIGA	3,137.23	10,838.34	38,400	27,562	.28
101-3000-510.02-02	WORKERS COMPENSATION	130.50	449.76	3,300	2,850	.14
101-3000-510.02-03	HEALTH INSURANCE	10,760.05	43,040.20	121,300	78,260	.35
101-3000-510.02-04	LIFE INSURANCE/LTD	91.25	365.00	1,600	1,235	.23
101-3000-510.02-05	UNEMPLOYMENT	41.45	143.34	700	557	.20
101-3000-510.02-06	401K RETIREMENT	3,238.62	10,197.67	39,000	28,802	.26
	EXPENDITURE	58,860.34	208,372.65	705,600	497,227	.30
	MATERIALS & SERVICES					
101-3000-520.05-30	POSTAGE	125.46	490.69	700	209	.70
101-3000-520.05-74	PROGRAMS AND OUTREACH	549.06	882.65	4,300	3,417	.21
101-3000-520.05-75	PROGRAMS - YOUTH	.00	.00	0	0	.00
101-3000-520.05-89	CREDIT CARD CHARGES	9.56-	30.69	200	169	.15
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	53.70	232.70	1,500	1,267	.16
101-3000-520.10-07	COPY MACHINES	384.13	644.37	1,800	1,156	.36
101-3000-520.10-25	OFFICE SUPPLIES	75.00	1,320.46	7,100	5,780	.19
101-3000-520.20-07	BOOKMOBILE MAINTENANCE	.00	.00	0	0	.00
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	184.97	5,000	4,815	.04
101-3000-520.20-43	RESOURCE SHARING	22.52	132.52	7,500	7,367	.02
101-3000-520.25-08	MOTOR POOL CHARGES	248.84	385.20	2,700	2,315	.14
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE	.00	.00	0	0	.00
101-3000-520.30-05	COLLECTION DEVELOPMENT	6,233.67	26,590.88	118,500	91,909	.22
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA	.00	.00	0	0	.00
101-3000-520.30-07	MATERIALS-YOUTH COLLECTIN	.00	.00	0	0	.00
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICIA	.00	.00	0	0	.00
101-3000-520.30-09	ELECTRONIC MEDIA	.00	.00	0	0	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	OCT ACTUAL	Y-T-D ACTUAL	ADJUSTED BUDGET	REMAINING BUDGET	% REC'D/SPENT
101-3000-520.35-13	CONTRACT SERVICES	150.00	534.00	5,000	4,466	.11
101-3000-520.35-42	SOFTWARE MAINTENANCE	.00	3,705.44	4,500	795	.82
101-3000-520.35-85	LIBRARY CONSORTIUM	.00	.00	11,000	11,000	.00
101-3000-520.40-10	TELEPHONE	489.84	1,059.16	2,600	1,541	.41
101-3000-520.45-02	EDUCATION & CERTIFICATION	.00	.00	0	0	.00
101-3000-520.45-03	LODGING & MEALS	.00	376.24	1,200	824	.31
101-3000-520.45-04	REGISTRATION & DUES	.00	1,281.00	4,000	2,719	.32
101-3000-520.60-16	PROMOTION & PUBLICITY	16.52	197.71	1,500	1,302	.13
* EXPENDITURE		8,338.18	38,048.68	179,100	141,051	.21
CAPITAL OUTLAY						
101-3000-580.80-13	EQUIPMENT	20,376.08	20,376.08	50,000	29,624	.41
* EXPENDITURE		20,376.08	20,376.08	50,000	29,624	.41
**** LIBRARY		88,840.92	262,895.71	921,240	658,344	.29
**** LIBRARY		88,840.92	262,895.71	921,240	658,344	.29

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	OCT ACTUAL	YTD ACTUAL	ADJUSTED BUDGET	BUDGET REMAINING	% REC'D/SPENT
REVENUE						
330-0000-300.01-01	BEGINNING BALANCE	.00	58,199.74-	55,749-	2,451	1.04
330-0000-300.01-05	INTEREST EARNED	107.45-	419.61-	400-	20	1.05
330-0000-390.90-04	PRIOR YEAR TAXES	159.99-	2,138.74-	0	2,139	.00

* REVENUE		267.44-	60,758.09-	56,149-	4,609	1.08
MATERIALS & SERVICES						
EXPENDITURE						
330-3001-520.05-74	PROGRAMS AND OUTREACH	102.26	2,891.51	12,000	9,108	.24
330-3001-520.05-75	PROGRAMS - YOUTH	.00	.00	0	0	.00
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	.00	2,500	2,500	.00
330-3001-520.30-05	COLLECTION DEVELOPMENT	.00	200.81	5,000	4,799	.04
330-3001-520.30-07	MATERIALS-YOUTH COLLECTIN	.00	.00	0	0	.00
330-3001-520.30-09	ELECTRONIC MEDIA	.00	.00	0	0	.00
330-3001-520.30-12	READY TO READ GRANT	.00	548.25	8,500	7,952	.06
330-3001-520.35-13	CONTRACT SERVICES	.00	.00	0	0	.00
330-3001-520.60-16	PROMOTION & PUBLICITY	.00	.00	0	0	.00

* EXPENDITURE		102.26	3,640.57	28,000	24,359	.13
CAPITAL OUTLAY						
EXPENDITURE						
330-3001-580.80-13	EQUIPMENT	.00	.00	50,000	50,000	.00

* EXPENDITURE		.00	.00	50,000	50,000	.00

*** LIBRARY GRANT/DONATIONS		165.18-	57,117.52-	21,851	78,969	2.61-

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	OCT19 ACTUAL	Y-T-D ACTUAL	ADJUSTED BUDGET	BUDGET REMAINING	% REC'D/SPENT
DISTRICT ATTORNEY						
LAW LIBRARY						
REVENUE						
401-6004-300.01-01	BEGINNING BALANCE	.00	64,861.63-	91,965-	27,103-	.71
401-6004-300.01-05	INTEREST EARNED	106.79-	463.55-	800-	336-	.58
401-6004-329.50-24	FINES-STATE COURTS	.00	20,045.79-	18,000-	2,046	1.11
* REVENUE						
		106.79-	85,370.97-	110,765-	25,394-	.77
EXPENDITURE						
401-6004-510.01-17	DEPARTMENT HEADS	210.46	736.60	2,565	1,828	.29
401-6004-510.02-01	FICA	15.82	55.37	200	145	.28
401-6004-510.02-02	WORKERS COMPENSATION	.33	.99	0	1-	.00
401-6004-510.02-03	HEALTH INSURANCE	59.52	238.08	0	238-	.00
401-6004-510.02-04	LIFE INSURANCE/LTD	.45	1.80	0	2-	.00
401-6004-510.02-05	UNEMPLOYMENT	.22	.77	0	1-	.00
401-6004-510.02-06	401K RETIREMENT	11.38	39.83	0	40-	.00
* EXPENDITURE						
		298.18	1,073.44	2,765	1,692	.39
EXPENDITURE						
401-6004-520.05-74	PROGRAMS AND OUTREACH	.00	.00	29,750	29,750	.00
401-6004-520.10-25	OFFICE SUPPLIES	.00	17.49	0	17-	.00
401-6004-520.10-26	ORDINANCE COMPILATION	.00	2,717.00	0	2,717-	.00
401-6004-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	1,117.46	0	1,117-	.00
401-6004-520.30-05	COLLECTION DEVELOPMENT	334.94	14,521.96	0	14,522-	.00
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICA	.00	.00	0	0	.00
401-6004-520.30-16	WESTLAW	194.00	582.00	0	582-	.00
401-6004-520.35-28	LEGAL SERVICES	.00	.00	0	0	.00
401-6004-570.70-03	ADMIN CHARGES/CO COUNSEL	.00	.00	0	0	.00
* EXPENDITURE						
		528.94	18,955.91	29,750	10,794	.64
EXPENDITURE						
401-6004-580.80-05	CAPITAL OUTLAY	.00	.00	15,000	15,000	.00
* EXPENDITURE						
		.00	.00	15,000	15,000	.00
EXPENDITURE						
401-6004-571.90-00	RESERVED FOR FUTURE EXPNS	.00	.00	63,250	63,250	.00
* EXPENDITURE						
		.00	.00	63,250	63,250	.00
EXPENDITURE						
401-6004-597.97-21	TO GENERAL FUND	.00	.00	0	0	.00
* EXPENDITURE						
		.00	.00	0	0	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	OCT19 ACTUAL	Y-T-D ACTUAL	ADJUSTED BUDGET	BUDGET REMAINING	% REC'D/SPENT
** LAW LIBRARY		720.33	65,341.62	0	65,342	.00

Director's Report

November 14, 2019

Prepared by Buzzy Nielsen, Director of Library Services

Collections

- The three circuit court judges are planning to visit the law library to advise me on what else to purchase, both for laypeople and legal professionals.
- All law materials that we're planning to keep have now been transferred to the library. The last of them – old collections of Oregon court opinions – will be stored in the technology room.

Facilities

- Tri-Phase electric has signed the contract to replace the library's lighting. Work should commence shortly.
- As part of the transfer of law books, the Maintenance Department has installed additional shelving in the technology room.

Programs and services

- The Census Bureau will be recruiting in the library weekly through February, in partnership with WorkSource Oregon.

Technology

- We unexpectedly had to switch from the "classic" (i.e. old) online catalog to a new version called Encore. We'd already planned to do this but were waiting until the website was fully functional. Sudden compatibility issues with the old catalog forced our hand. After a few hiccups (e.g. missing reading history), the switchover has gone relatively smoothly, with only a few comments from patrons. Assistant Director Jane Schepke put together an excellent guide on how to search and place holds in Encore.

Statistics, July-October 2019

ACTIVITY	Annual change	Monthly average	Total	Oct	Sep	Aug	Jul
Collection use							
<i>Physical circulation activity</i>							
Checkouts: selfcheck	-6.5%	5,038	20,153	4,473	4,724	5,148	5,808
Checkouts: desk	3.9%	3,681	14,725	3,422	3,419	4,024	3,860
Outreach checkouts		20	217	80	137	-	-
Total physical circ.	-1.8%	2,925	35,095	7,975	8,280	9,172	9,668
Items lent w/in system	5.1%	3,212	12,847	3,292	3,030	3,180	3,345
Items borrowed w/in system	10.2%	1,020	4,078	1,095	978	978	1,027
Outside ILLs borrowed	42.9%	43	170	38	33	48	51
Outside ILLs lent	5.6%	5	19	4	8	3	4
Checkins	-1.2%	8,192	32,769	7,539	7,535	8,800	8,895
Paging list items	0.1%	2,751	11,004	2,680	2,810	2,731	2,783
<i>Electronic use</i>							
Ancestry searches	292.6%	134	534	39	35	380	80
Ancestry content views	277.2%	120	479	55	71	326	27
Chilton sessions		16	62	31	2	21	8
Chilton searches		16	62	31	2	21	8
Chilton full-text views		16	62	31	2	21	8
Gale inside sessions	5110.0%	261	1,042	234	40	192	576
Gale remote sessions	-43.8%	34	135	92	3	40	-
Gale full-text views	67.0%	37	147	78	6	21	42
HeinOnline sessions		3	10	1	2	5	2
HeinOnline searches		-	-	-	-	-	-
HeinOnline views		-	-	-	-	-	-
HeritageQuest searches	-75.2%	30	118	66	25	6	21
HeritageQuest views	-87.1%	21	82	60	15	-	7
LearningExpress sessions	300.0%	3	12	5	2	3	2
LearningExpress resources	-16.7%	1	5	2	1	-	2
Legal Forms sessions		10	38	19	1	7	11
Legal Forms searches		10	38	19	1	7	11
Legal Forms retrievals		10	38	19	1	7	11
Oregon BarBooks							
OverDrive checkouts	4.1%	2,822	11,288	2,753	2,782	2,806	2,947
OverDrive new users	-6.1%	23	92	29	10	23	30
Small Engine sessions	200.0%	1	3	-	-	3	-

ACTIVITY	Annual change	Monthly average	Total	Oct	Sep	Aug	Jul
Small Engine content views	1200.0%	3	13	-	-	13	-
Website sessions (visits)	-69.9%	1,368	2,735	N/A	N/A	495	2,240
Website unique users	-69.0%	733	1,465	N/A	N/A	312	1,153
Website pageviews	-68.9%	2,437	4,874	N/A	N/A	1,005	3,869
Westlaw							
Total electronic use	2.5%	3,019	12,076	2,979	2,877	3,187	3,033
<i>Total collection use</i>	-0.7%	3,931	47,171	10,954	11,157	12,359	12,701
<i>Average use/day</i>	-75.4%	N/A	458	421	465	458	489
Library use							
<i>Days open</i>	1.0%	26	103	26	24	27	26
Hours open	0.6%	244	975	248	228	247	252
Patron visits	-7.4%	11,296	45,184	11,896	10,629	11,182	11,477
New patrons	12.4%	95	381	99	92	96	94
Reference Interactions	34.5%	102	409	93	101	98	117
<i>Computer sessions</i>							
Desktop sessions	-0.4%	771	3,082	759	744	795	784
WiFi sessions			-				
Total Internet use	4.9%	271	3,246	783	784	839	840
Laptop sessions	234.7%	41	164	24	40	44	56
AWE sessions	-1.7%	396	1,585	351	325	431	478
Meetings held	-7.4%	76	302	87	84	79	52
Collection activity							
<i>New items</i>	10.6%	141	1,691	434	459	443	355
Books & print	8.4%	121	1,451	401	408	327	315
Audio	-6.1%	8	93	21	26	25	21
Movies	61.5%	12	147	12	25	91	19
Items withdrawn	227.7%	316	3,788	697	599	922	1,570
Billed/damaged not paid	7.6%	32	127	25	33	48	21
Claimed returned	100.0%	2	6	-	2	4	-
Long missing	-15.3%	18	72	8	44	13	7
Withdrawn	277.2%	896	3,583	664	520	857	1,542
Net change in items	-662.2%	(175)	(2,097)	(263)	(140)	(479)	(1,215)
Items Processed	3.4%	515	2,059	420	485	572	582
Items Repaired	-53.0%	167	666	150	130	185	201
Programs and outreach							
<i>Children's programs</i>							
<i># kids programs</i>	76.2%	3	37	8	8	3	17

ACTIVITY	Annual change	Monthly average	Total	Oct	Sep	Aug	Jul
Kids program attendance	-36.0%	57	678	135	104	50	389
# kids outreach	10300.0%	9	104	36	22	2	-
Kids outreach attendance	3200.0%	55	660	352	288	20	-
# Kids Total	540.9%	12	141	44	30	5	17
Total kids attendance	24.0%	112	1,338	487	392	70	389
<i>Teen programs</i>							
# teen programs	212.5%	2	25	8	6	1	5
Teen Program attendance	16.1%	11	137	50	8	28	34
# teen outreach		2	21	10	3	2	-
Teen outreach attendance		36	433	266	81	86	-
# teen total	475.0%	4	46	18	9	3	5
Total teen attendance	383.1%	48	570	316	89	114	34
<i>Adult programs</i>							
# adult programs	92.6%	4	52	23	9	8	11
Adult program attendance	-10.0%	65	777	429	55	156	135
# adult outreach	50.0%	0	3	-	1	2	-
Adult outreach attendance	790.6%	24	285	-	125	160	-
# adult total	89.7%	5	55	23	10	10	11
Total adult attendance	18.7%	89	1,062	429	180	316	135
<i>Total # programs</i>	310.2%	20	242	85	49	18	33
<i>Total attendance</i>	42.0%	248	2,970	1,232	661	500	558
<i>Outreach activities only</i>	4166.7%	11	128	46	26	6	-
<i>Outreach attendance only</i>	2550.0%	115	1,378	618	494	266	-
Volunteering							
Volunteers		N/A	N/A	16	11	7	14
Volunteer Hours	76.5%	54	215	77	48	44	46

Protecting the public's right to know

A QUICK REFERENCE GUIDE TO OREGON'S PUBLIC MEETINGS LAW

For local and state officials, members
of Oregon boards and commissions, citizens,
and non-profit groups

This guide is published as a public service by
Open Oregon: a Freedom of information Coalition
and the Oregon Attorney General's office.



A Time Saving Reference

This guide is brought to you free of charge as a joint project between Open Oregon: A Freedom of Information Coalition and Oregon Attorney General Hardy Myers. Funding for this booklet came from the National Freedom of Information Coalition through a grant from the John S. and James L. Knight Foundation.

How to Use This Guide

This summary is intended as a quick reference to the Oregon Public Meetings Law. The entire law may be found in Oregon Revised Statutes 192.610 to 192.690. Additional information may be obtained by sending an e-mail request to info@open-oregon.com or visiting www.open-oregon.com

For a comprehensive analysis of the law, refer to the latest edition of the Attorney General's Public Records and Meetings Manual, available for a nominal fee by calling (503) 378-2992 or writing to Department of Justice, Administrative Services, 1162 Court Street NE, Salem, Oregon 97301-4096.

What is Open Oregon?

Open Oregon: A Freedom of Information Coalition is a non-profit educational and charitable organization with a single purpose: to assist and educate the general public, students, educators, public officials, media and legal professional to understand and exercise:

- Their rights to open government.
- Their rights and responsibilities under the Oregon public meetings and records laws.
- Their rights under the federal Freedom of Information Act.

Open Oregon is a 501(c)(3) non-profit corporation.

The Spirit of Oregon's Public Meetings Law

The Value of Openness

Understanding the letter of the Public Meetings Law is critical. Equally important is understanding and committing to the spirit of that law. Public bodies should approach the law with openness in mind. Open meetings help citizens understand decisions and build trust in government. It is better to comply with the spirit of the law and keep deliberations open.

"Government accountability depends on an open and accessible process."

•
Hardy Myers
Oregon Attorney General

"Public bodies must conduct business in public - it's really that simple."

•
Bill Bradbury
Oregon Secretary of State
Honorary Co-Chair, Open Oregon

"Oregon needs to protect its tradition of openness."

•
Dave Frohnmayer
President, University of Oregon
Honorary Co-Chair, Open Oregon

Oregon's Public Meetings Law

"Open government" or "sunshine" laws originally were enacted nationwide in the early 1970s because of growing public unhappiness with government secrecy. As a result, every state and the District of Columbia enacted laws requiring government to conduct its business openly, rather than behind closed doors.

Open government laws benefit both government and the public. Citizens gain by having access to the process of deliberation - enabling them to view their government at work and to influence its deliberations. Government officials gain credibility by permitting citizens to observe their information-gathering and decision-making processes. Such understanding leads to greater trust in government by its citizens. Conversely, officials who attempt to keep their deliberations hidden from public scrutiny create cynicism, erode public trust and discourage involvement.

Policy

Oregon's Public Meetings Law was enacted in 1973 to make sure that all meetings of governing bodies covered by the law are open to the public. This includes meetings called just to gather information for subsequent decisions or recommendations.

The law also requires that the public be given notice of the time and place of meetings and that meetings be accessible to everyone, including persons with disabilities.

The Public Meetings Law guarantees the public the right to view government meetings, but not necessarily to speak at them. Governing bodies set their own rules for citizen participation and public comment.

Who is covered?

Because questions often arise about what groups must comply with the public-meetings law, it is useful to look at the definitions in the law. The law says that any "governing body" of a "public body" is required to comply. It offers these definitions:

- A "**public body**" is any state, regional, or local governmental board, department, commission, council, bureau, committee, subcommittee, or advisory group created by the state constitution, statute, administrative rule, order, intergovernmental agreement, bylaw or other official act.
- A "**governing body**" is two or more members of a public body who have the authority to make decisions for or recommendations to a public body on policy or administration. A group without power of decision is a governing body when authorized to make recommendations to a public body, but not when the recommendations go to individual public officials.

Example

- *A school board must meet in public.*
- *So must most advisory committees that the school board creates, such as a budget committee.*
- *But if the school board chair asks several business leaders to meet with him to discuss future building needs, that meeting may be held in private.*

Private bodies, such as non-profit corporations, do not have to comply with the public-meetings law, even if they receive public funds, contract with governmental bodies or perform public services.

Example

- *A school district contracts with Regence BlueCross BlueShield of Oregon to provide health insurance for district employees. The BlueCross BlueShield board of directors is not required to meet in public.*

Public agencies contracting with private bodies may require a private body to comply with the law for pertinent meetings. Federal agencies are not subject to Oregon's Public Meetings Law.

What is a Public Meeting?

A public meeting is the convening of any governing body for which a quorum is required to make or deliberate toward a decision on any matter, or to gather information. Decisions must be made in public, and secret ballots are prohibited. Quorum requirements may vary among governing bodies.

Example

- *A county commission's goal-setting retreat is a public meeting if a quorum is present and they discuss official business.*
- *A training session for the commissioners is not a public meeting, unless a quorum is present and the commissioners discuss official business.*
- *A staff meeting absent a quorum of commissioners, whether called by a single commissioner or a non-elected official, is not a public meeting.*

Meetings accomplished by telephone conference calls or other electronic means are public meetings. The governing body must provide public notice, as well as a location where the public may listen to or observe the meeting.

Governing bodies must hold their meetings within the geographic boundaries of their jurisdiction. However, a governing body may meet elsewhere if there is an actual emergency requiring immediate action or to hold a training session, when no deliberation toward a decision is involved.

Example

- *A library board is free to rotate meetings at different libraries in its district, but it may not meet outside its district.*

Federal and state law requires that meetings be held in places accessible to individuals with mobility and other impairments.

What is Exempt from the Law?

On-site inspections, staff meetings and gatherings of associations to which a public body or its members belong are not considered public meetings. Chance social gatherings are not considered meetings as long as no official business is discussed.

Example

- *Three out of five city councilors inspect a new landfill site. Their inspection does not constitute a public meeting, unless they deliberate toward a decision on a city matter.*
- *Later, the three city councilors attend a League of Oregon Cities conference. Again, this is not a public meeting, unless the councilors discuss official city business.*
- *That evening, the three councilors chat during a concert intermission. As long as they talk about the music, this is not a public meeting. But if they stray into discussion of official city business, then it is.*

Also exempt from the Public Meetings Law are:

- Meetings of state or local lawyers assistance committees.
- Meetings of medical peer review committees.
- Meetings of multidisciplinary teams reviewing child abuse and neglect fatalities.
- Judicial proceedings. However, see Oregon Constitution, Section 10.
- Review by the Workers' Compensation Board and the Employment Appeals Board of hearings on contested cases.
- Meetings of the Energy Facility Siting Council when it reviews and approves security programs.
- The Oregon Health and Science University regarding presidential selection process, sensitive business matters, or meetings of faculty or staff committees.
- Mediation by the agricultural mediation service program.

For some entities, the deliberation process alone is exempt, although information-gathering and decision-making must be public. This applies to the State Board of Parole, the Psychiatric Security Review Board, and state agencies conducting hearings on contested cases under the Administrative Procedures Act.

Notice of Meetings

Governing bodies must give notice of the time, place and agenda for any regular, special or emergency meeting.

Public notice must be reasonably calculated to give actual notice to interested persons and media who have asked in writing to be notified of meetings and general notice to the public at large.

Governing bodies wishing to provide adequate notice should strive to provide as much notice as possible to ensure that those wishing to attend have ample opportunity – a week to 10 days for example.

At least 24-hour notice to members of the governing body, the public and media is required for any special meeting, unless the meeting is considered an emergency meeting. Appropriate notice is required for emergency meetings and should include phone calls to media and other interested parties. Notice for emergency meetings must also cite the emergency.

A meeting notice must include a list of the principal subjects to be considered at the meeting. This list should be specific enough to permit citizens to recognize matters of interest. However, discussion of subjects not on the agenda is allowed at the meeting.

Example

The State Board of Higher Education plans to discuss building new college campus in Burns. An agenda item that says "Discussion of public works" would be too general. Instead, the agenda should say something like "Discussion of proposed Burns campus."

Executive Sessions

Governing bodies are allowed to exclude the public – but generally not the media – from the discussion of certain subjects. These meetings are called executive sessions.

Executive sessions may be called during any regular, special or emergency meeting. A governing body may set a meeting solely to hold an executive session as long as it gives appropriate public notice. Notice requirements for executive sessions are the same as for regular, special or emergency meetings. However, labor negotiations conducted in executive sessions are not subject to public notice requirements.

Notice of an executive session must cite the specific law that authorizes the executive session. This authorization also must be announced before going into the executive session.

Governing bodies may formally specify that the media not disclose information that is the subject of the executive session. Governing bodies should not discuss topics apart from those legally justifying the executive session. Media representatives may report discussions that stray from legitimate executive session topics and are not required to inform the governing body when they intend to do so.

No final action may be taken in executive session. Decisions must be made in public session. If a governing body expects to meet publicly to make a final decision immediately after an executive session, it should try to announce the time of that open session to the public before the executive session begins.

Example

• City councilors meet in executive session to discuss the city manager's performance. A local reporter attends. During the meeting, the councilors discuss whether the city should put a bond measure on the next ballot. The reporter may write a story on the council's bond-measure discussion, because that discussion was not allowed under the executive session rules. The reporter may not write about the city manager's performance.

Executive Sessions Criteria

Executive sessions are allowed only for very limited purposes. Those include:

- 1. To consider the initial employment of a public officer**, employee or staff member, but not to fill a vacancy in an elected office, or on public committees, commissions or advisory groups. These sessions are allowed only if the position has been advertised, standardized procedures for hiring have been publicly adopted, and the public has had an opportunity for input on the process. Executive sessions are not allowed to consider general employment policies.
- 2. To consider dismissal**, discipline, complaints or charges against a public official, employee, official, staff or individual agent, unless that person requests a public hearing.
- 3. To review and evaluate the job performance** of a chief executive officer, or other officer or staff member, unless that person requests an open hearing. Such evaluation must be pursuant to standards, criteria and policy directives publicly adopted by the governing body following an opportunity for public comment. The executive session may not be used for the general evaluation of agency goals, objectives, programs or operations, or to issue any directive to personnel on the same.
- 4. To deliberate with persons designated to conduct labor negotiations.** The media may be excluded from these sessions.
- 5. To conduct labor negotiations** if both sides request that negotiations be in executive session. Public notice is not required for such meetings.
- 6. To consider records** that are exempt by law from public disclosure.
- 7. To consult with counsel** concerning litigation filed or likely to be filed against the public body. Members of the media that are a party to that litigation, or represent a media entity that is a party, may be excluded.
- 8. To consult with persons designated to negotiate** real property transactions.

9. To discuss matters of trade when the governing body is in competition with other states or nations.

10. To negotiate with a private person or business regarding public investments.

11. To discuss matters of medical competency and other matters pertaining to licensed hospitals.

12. To consider information obtained by a health professional regulatory board or State Landscape Architect Board as part of an investigation of licensee or applicant conduct.

13. To discuss information relating to the security of: a nuclear power plant; transportation of radioactive materials; generation, storage or conveyance of electricity, gas hazardous substances, petroleum, sewage or water; and telecommunications and data transmission.

Media at Executive Sessions

Media representatives must be allowed to attend executive sessions, with three exceptions. Media may be excluded from:

- Strategy discussions with labor negotiators.
- Meetings to consider expulsion of a student or to discuss students' confidential medical records.
- Meetings to consult with counsel concerning litigation to which the media or media representative is a party.

A governing body may require that specific information not be reported by the media. This should be done by declaration of the presiding officer or vote. In the absence of this directive, the executive session may be reported. Any discussion of topics apart from those legally justifying the executive session may be reported by the media.

The media also is free to report on information gathered independently from executive session, even though the information may be the subject of an executive session.

Example

• A reporter attends the executive session on the city council's discussion of the city manager's performance. Afterwards the reporter asks a councilor what she thinks of the city manager's performance. She shares her criticism. The reporter may use that interview to develop a story, even though the reporter first heard the information at the executive session.

Minutes

Written, sound, video or digital recording of minutes are required for all meetings.

The meetings law says minutes must be made available within a "reasonable time" after each meeting, but does not specify the time. Generally, this time frame should not exceed three weeks. Minutes must be preserved for a "reasonable time." This is generally interpreted to be at least one year. Minutes of many governing bodies are subject to records retention rules and schedules established by the State Archivist.

Minutes must indicate:

- Members present
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
- The result of all votes by name of each member (except for public bodies consisting of more than 25 members). No secret ballots are allowed.
- The substance of discussion on any matter.
- A reference to any document discussed at the meeting.

Minutes are not required to be a verbatim transcript and the meeting does not have to be tape recorded unless so specified by law. Minutes are public record and may not be withheld from

the public merely because they will not be approved until the next meeting. Minutes of executive sessions are exempt from disclosure under the Oregon Public Records Law. Governing bodies are allowed to charge fees to recover their actual cost for duplicating minutes, tapes and records. A person with a disability may not be charged additional costs for providing records in larger print.

Enforcement

County district attorneys or the Oregon Attorney General's Office may be able to answer questions about possible public meetings law violations, although neither has any formal enforcement role and both are statutorily prohibited from providing legal advice to private citizens.

Any person affected by a governing body's decision may file a lawsuit in circuit court to require compliance with or prevent violations of the Public Meetings Law. The lawsuit must be filed within 60 days following the date the decision becomes public record.

The court may void a governing body's decision if the governing body intentionally or willfully violated the Public Meetings Law, even if the governing body has reinstated the decision in a public vote. The court also may award reasonable legal fees to a plaintiff who brings suit under the Public Meetings Law.

Complaints of executive session violations may be directed to the Oregon Government Ethics Commission, 3218 Pringle Road SE, Suite 220, Salem OR, 97302-1544; 503-378-5105, for review, investigation and possible imposition of civil penalties.

Members of a governing body may be liable for attorney and court costs both as individuals or as members of a group if found in willful violation of the Public Meetings Law.

For additional copies of this guide or information about Open Oregon, contact:

Open Oregon: A Freedom of information Coalition
PO Box 172, Portland, Oregon 97207-0172
info@open-oregon.com
www.open-oregon.com

Additional resources:

- **Oregon Attorney General's Public Records and Meetings Manual**, available by calling 503-378-2992 or writing to Department of Justice, 1162 Court Street NE, Salem, OR 97301-4096; www.doj.state.or.us/oregonians/pubs.shtml
- **Oregon Revised Statutes 192.610 to 162.690**, the Oregon Public Meetings Law, available in most libraries and on the internet at www.leg.state.or.us.
- **Oregon Newspaper Publishers Association**, 503-624-6397. Offers legal advice to member newspapers and general information about public records and meetings requirements; www.orenews.com
- **League of Oregon Cities**, 1201 Court St. NE, Salem, OR 97301. 503-588-6550; www.orcities.org
- **Association of Oregon Counties**, 1201 Court St. NE, Salem, OR 97301. 503-585-8351; www.aocweb.org
- **Oregon School Boards Association**, 1201 Court St. NE, Salem, OR 97301. 503-588-2800; www.osba.org
- **Special Districts Association of Oregon**, PO Box 12613, Salem, OR 97301-0613, 503-371-8667; www.sdao.com

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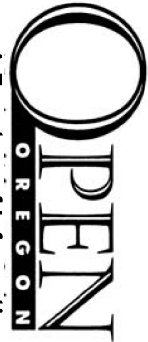
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November 2007



A Freedom of Information Coalition
P.O. Box 172
Portland, Oregon 97207-0172



Crook County Library

Privacy Policy

Approved by the Library Board of Trustees on September 11, 2014
Revised by the Library Board of Trustees on ~~August 11~~ November 6, 2019

~~We at Crook County Library believe that P~~privacy is essential to the exercise of free speech, free thought, and free association. The First Amendment of the United States Constitution guarantees freedom of speech with the corresponding right to hear what is spoken and read what is written without fear of government intrusion, intimidation, or reprisal. In keeping with these principles, we endorse the American Library Association's statements on privacy and confidentiality of library records, which can be read here:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>

~~Crook County~~Our Library is ~~recognized as~~considered a public body subject to Oregon Public Records Law. However, ORS 192.~~502-23355~~ provides the following exemption from disclosure of public records:

- Records showing the use of specific library materials, ~~whether analog or electronic, consulted, borrowed, acquired, or transmitted,~~ by a named person; or
- Records showing the name of a patron together with the person's address, email address, or telephone number, ~~or other personally identifiable information.~~

~~The Library is~~We are committed to protecting ~~every patron's~~your library records. ~~However, u~~Upon issuance of a court order or Oregon public records request, ~~the Library~~we may be required to disclose ~~borrower~~your records to law enforcement agencies or courts of law. Depending on the court order, ~~the Library~~we may ~~or may~~ not be allowed to disclose to ~~the patron~~you or anyone else, with the exception of Crook County's legal counsel, that the records were released.

These records include, but are not limited to:

- Circulation records;
- Registration records; and
- Records regarding use of library information, materials, and services.

~~To protect patrons, the Library~~We will not make library records available to any agency of state, federal, or local government without first consulting county legal counsel and unless a valid subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All such requests must be made through the Library Director or designee.

To further protect ~~library record~~your privacy, ~~the Library~~we shall will ~~electronically purge or manually shred~~ the following records according to the Oregon State Archives record retention schedule(s):

- Records with personally-identifiable information including but not limited to a name together with an address, email, telephone number, or name of a library material used or accessed.
- Records showing information on use of ~~the Library's~~ our computer networks or electronic resources that can be specifically identified with a particular user or device.

~~The Library~~ We reserves the right to use library records for administrative purposes, such as recovering overdue materials, payment for lost items, customer surveys, or other administrative communications.

Library staff and volunteers may access your personal data ~~stored in the library's computer system~~ only for the purpose of performing their assigned library duties. ~~We may only disclose~~ Circulation records ~~may be disclosed to the patron themselves to you, and/or~~ to other parties in the following instances:

- Records may be disclosed to the legal guardian of borrowers under the age of 17.
- Records may be disclosed to other persons upon ~~the your~~ written consent ~~of the patron~~. Written consent must be submitted to ~~Library Administration~~ the Library Director or designee and will be valid for no more than one year from the date of submission. ~~The patron~~ You may withdraw consent at any time.
- Records may be disclosed in compliance with a court order or where otherwise required by law.

Persons requesting access to ~~circulation~~ library records may be required to submit proof of identification ~~and/or~~ other forms of documentation deemed necessary by ~~Library Administration~~ the Library Director and County Counsel.

~~The Library~~ We does not sell, lease or give ~~patron's~~ your personal information to companies, governmental agencies, or individuals, except as required by law or with ~~the patron's~~ your authorization. In all contracts with third-party agents, ~~the Library~~ we will protect patron and staff privacy to the greatest extent reasonable under the circumstances. ~~The Library~~ We does not allow use of library records for fundraising or political purposes.

Nothing in this statement prevents ~~the Library~~ us from exercising ~~its~~ our right to enforce ~~its Code of Conduct for Library Patrons, protect its facilities, network, and equipment from harm, our policies~~ or prevent the use of library facilities and equipment for illegal purposes.