



Board of Trustees

Meeting Agenda

Thursday, January 9, 2020, 5.15p
Study Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville
OPEN TO THE PUBLIC

- | | |
|--|---------|
| 1. Additions/deletions from the agenda (ACTION) | Bishop |
| 2. Conflicts/potential conflicts of interest | Bishop |
| 3. Public comment | Bishop |
| 4. Consent agenda (ACTION) | Bishop |
| a. Minutes of December 12, 2019, regular meeting | |
| 5. Reports | |
| a. Friends | Friends |
| b. Circulation services | York |
| c. Public services | Schepke |
| d. Finance | Nielsen |
| e. Director | Nielsen |
| 6. Continuing business | |
| a. 2020 closure schedule (ACTION) | Nielsen |
| 7. New business | |
| a. Meeting & Study Rooms Policy update (ACTION) | Nielsen |
| b. Review of Library Director job description (ACTION) | Nielsen |
| c. Executive session per ORS 192.660(i), Library Director review | Bishop |
| 8. Agenda items for next meeting, February 13, 2020 | Bishop |
| 9. Adjournment | Bishop |

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

The Board of Trustees meets on the 2nd Thursday each month at 5.15p in the Juniper 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, December 12, 2019, 5:15p
Broughton Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

Present: Jan Anderson, Jerry Bishop, Pam Looney, ZuAnne Neal, Buzzy Nielsen (Director), Jane Scheppke (Assistant Director), Cindy York (Operations Manager)

Absent: LaQuita Stec

1. Additions/deletions from the agenda (ACTION)

Bishop

President Jerry called the meeting to order at 5:15p. Pam moved to approve the agenda as presented. ZuAnne 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 November 14, 2019, regular meeting

Pam moved to approve the minutes of the November 14, 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 of the Crook County Library:

- Their December sale will be earlier this year on the second Saturday (the 14th) rather than the third, to give people time to shop for holiday gifts. The Friends anticipate higher-than-usual sales.
- The adjustable-height desks that the Friends purchased, thanks to a kind donation, are being assembled and installed.
- At their November meeting, the Friends gave \$8,000 for 2020 Summer Reading Program, \$600 more than the previous year. The increase will be used to purchase an online summer reading service.

b. Circulation services

York

Cindy reported the following:

- The State Library now subscribes to Ryan Dowd's Librarian's Guide to Homelessness for the entire state. The Circulation Team has been taking advantage of monthly special topic webinars, such as avoiding job burnout and how to read body language.
- Nearly all physical items have RFID tags now. Since staff workstations are able to read the tags, staff are beginning to find some mistakes and untagged items.
- Returns have been dropping for the post-Thanksgiving Monday, with 690 returns in 2017 and only 480 in 2019.
- A Trustee asked about the "crates" mentioned in the circulation report. Cindy explained that they are the boxes of materials that the library sends and receives via the tri-county library courier.

c. Public services

Scheppeke

Jane presented the following:

- Children’s Librarian Jennifer Fischer attended the *Feria Internacional del Libro de Guadalajara* (FIL), AKA Guadalajara International Book Fair, in Mexico. She attended on behalf of the Oregon Library Association, helping purchase high quality Spanish language materials for libraries around the state. She also purchased new adult and youth materials for Crook County Library.
- Teen Librarian Heather Jones received a \$300 grant from Google as part of their “Code Your Hero” initiative. The grant will be used to provide coding programs for teens.
- The Public Services Team has offered several programs recently including an interactive Harry Potter movie night, life-sized Clue, Make It Tuesday with holiday fabric ornaments, and another Pages & Paws adoption event with the Humane Society of the Ochocos.
- Planning for the 2020 Summer Reading Program is going well. The Ready to Read grant, which funds the children’s part of the program, came in for \$8,439. One new feature in 2020 likely will be online signups, made possible thanks to the Friends of the Library.

d. Finance

Nielsen

Buzzy reviewed the financial statements. The library’s spending is on par for this time of year. There is a budget shift that will happen in the library General Fund. Rather than the \$50,000 RFID project being in budgeted in a capital line item, it will be redistributed among non-capital line items within the library’s budget. The County only wants items that individually cost \$10,000 or more to be paid out of capital line items, for depreciation and inventory purposes. The Board reviewed the financial statements and had no further questions.

e. Director

Nielsen

Buzzy reported the following:

- Library managers now have full access to the building’s security account with East Cascades Security, thanks to the Information Technology department.
- Three more fixed countertops have been removed from the library, making way for new height-adjustable desks.
- The library’s \$100,000 grant from Facebook has been approved!
- Once again, the library is acting as a toy drop-off site and giving tree location for Holiday Partnership, the county-wide holiday giving program for needy families.
- The RFID systems are finally being installed! Staff already have been using RFID reader pads at the front desk. The new selfcheck kiosks for the public will be available the week of December 16. The security gates will be turned on in mid-January.
- A Trustee asked what the difference is between the genealogy databases Ancestry and HeritageQuest. Staff explained that the two resources have access to different genealogical materials (although they share some). Also, Ancestry is limited to use in the library, while HeritageQuest can be accessed anywhere with Internet access with a library card.
- On December 10, there were four incidents at the library that involved law enforcement presence within a 90-minute span. Four is a more typical number of incidents over the course of a month, not a day.

6. Previous business

There was no previous business.

7. New business

a. Ethics training

Nielsen

The Trustees viewed a 20-minute webinar about Oregon’s ethics laws for public officials. The training, which was designed by the Oregon Government Ethics Commission, was available on the state’s online learning portal, iLearn.

b. 2020 Closure Schedule (ACTION)

Nielsen

Buzzy presented the draft 2020 closure schedule. Most of the closure days are County-recognized holidays. However, there were a few exceptions. Staff are requesting to close on May 1 so that everyone can attend the Oregon Library Association conference in Bend. The library also traditionally holds a staff in-service on Indigenous Peoples' Day, the second Monday in October. Pam moved to approve the closure schedule as presented. ZuAnne seconded. The motion carried unanimously.

c. Library Director review

Nielsen

The Board discussed logistics for Buzzy's annual review. They agreed to meet in executive session on Monday, January 6, 11.30a at Meadow Lakes Golf Course to conduct the review. The results will be presented to Buzzy at the regular meeting on January 9. Buzzy will get all necessary materials, including his self-evaluation, to the Trustees with ample time for review.

8. Agenda items for next meeting, January 9, 2020

- Executive session for Buzzy's review
- An overview from Jennifer Fischer about her trip to Guadalajara
- RFID updates.

9. Adjournment

The meeting adjourned at 6.21p.

Friends of the Crook County Library

Minutes of FOL Board Meeting

December 12, 2019

Board Members Attending

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

Honored Guests Attending

Buzzy Nielsen-Library Director; Jane Schepcke-Asst. Library Director

Officer Reports

President:

Susan Swan called the meeting to order at 4:30. Buzzy asked to be first on the agenda, as he and Jane had another meeting to attend.

Library Director's and Asst. Library Director's Report:

Buzzy and Jane reported details of current library activities and have provided a copy of the report for our records. Buzzy then took all the members for a tour of the new checkout system in the Library, and demonstrated how to use it.

Secretary:

November Board Minutes-MSP Approved

Treasurer:

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

Committee Reports

Chapters: No report

Publicity and Public Relations: Barb Franano agreed to take on the Publicity and Public Relations position.

Volunteer Coordinator: Ailsa collected volunteer hours from the Board Members

Book Sorting: No report

Newsletter: No report

Old and Recurring Business: Barb led the discussion of Saturday Sale plans, she told us that everything is in the shed except for the wrapping paper, which is in the locker. She said that she had lots of volunteers for setting up in the Broughton Room on Friday, and enough volunteers for setup and takedown on Saturday. Olivia will bring a Santa sign advertising gift books and wrapping services in the Broughton Room. Olivia also framed a poster for sale along with the gift books. Janice asked about selling postcards at 50 cents each, or three for a dollar, and possibly making packets of assorted postcards. Our metal stands will be used for pricing in the Broughton Room. Bob volunteered to contact Tom Hughes from the Sisters Bookstore to make sure that he knew the sale was on the second Saturday this month. Leftover gift books will go back to the shed, other leftover books will go to the locker. There will be a Bag Sale for the last hour, this does not include books in the Broughton Room. Bob will be cashier in Chapters, and Susan will be cashier in the Broughton Room. Ailsa volunteered to count the money at the end of the sale so that Bob could leave at 2:00.

We decided to discuss the future of the newsletter during the January Retreat meeting, and come up with ideas to keep the newsletter alive- Buzzy is willing to write a summary of library activities again if needed.

It was decided that the date of the January Retreat would be Friday, January 24th. A few of the members enquired about having the meeting at the library instead of someone's house, and making the meeting shorter. After some discussion we decided to have the meeting at Barb Franano's house from 9:00 to 3:00, and maybe arrange car pools to take people there. Bob mentioned that he would need to leave by 1:00 to take care of business at home. Ailsa will bring Records Roundup information for 2018, and Janice will bring back issues of the newsletter.

Carrie went over the 2020 Budget information, and a motion was made, seconded and passed to approve the 2020 Budget.

New Business: Bob told us that he had taken several boxes of books to the Prineville Jail. The group then discussed the possible purchase of a dolly that could be used in the Main Library as well as being used for FOL purposes. Bob had submitted details of a specialized dolly at a previous meeting, and agreed to check into it further, as well as talk to Buzzy about the Library's needs. There is a video available that demonstrates the use of this dolly, and we decided that we could view the video at the January Retreat. We will also discuss next year's meeting dates at the Retreat.

Meeting adjourned at 5:30 pm.

Next Board Meeting: January 24th, 2020 (Retreat)
Next Book Sale: January 18, 2020 – Janice is lead

Crook County Library Circulation Services Report January 9, 2020

Prepared by Cindy York, Library Operations Manager

Did You Know?

The self-check kiosks were installed and operational on 12/10/19 and patrons appear to be excited to try these new-fangled devices. One positive we noticed right away is that the glow of the screens has taken the focus away from the security gates and the myriad of guesses as to what purpose those gates will actually serve! We are already seeing a slight increase in self-check usage (61% for December) compared with the usage from the same period in 2018 (only 58%). It's also worth noting that while the self-check usage has increased, overall checkouts have decreased—from 8,213 in 2018 down to 7,606 in 2019!



Our next step—wand scanning the shelves to catch any problem items before the tags are turned on! Renee Parrott (holding the wand scanner) and Amber Dozhier (holding the tablet) are keeping us moving forward with the RFID project

Circulation Statistics:

High/Low statistics for December:

	<u>Highest Number Recorded</u>	<u>Lowest Number Recorded</u>
Self-Check Stations	316 checkouts on 12/16	1 checkouts on 12/14
Front Counter Stations	210 checkouts on 12/17	33 checkouts on 12/7
Checkins	480 returns on 12/2	89 returns on 12/24
Paging List Items (items leaving the building)	138 items listed on 12/30	60 items listed on 12/7
Items on Hold Shelf	163 items on 12/13	97 items on 12/16
Incoming Crates	11 crates on 12/16	1 crates on 12/26

Worth Noting:

Comparing Circulation statistics the week of Christmas through New Year's Eve

	<u>Self-Check Station</u>	<u>Front Counter Station</u>	<u>Returns</u>
2017	1209	705	1971
2018	1133	685	1892
2019	1332	704	1956

Crook County Library Public Services Report January 2020

Prepared by Jane Schepcke, Assistant Director of Library Services

Librarians ASPIRE to greatness

As part of our mission to reach people of all ages outside library walls, Teen Services Librarian Heather Jones joined the ASPIRE program as a mentor. ASPIRE (**A**ccess to **S**tudent Assistance **P**rograms **I**n **R**each of **E**veryone) provides free resources and coaching for high school students looking to explore their post-graduation options. As a mentor, Heather will spend 1-4 hours per month helping Crook County students explore careers, prepare for college, and work on job applications – among other things.

And psst... hey... the Crook County ASPIRE program is in serious need of more mentors (as of this writing, there are more kids on the wait list than are currently being mentored), so if you're reading this and you're interested – or if you know someone who might be interested – spread the word and talk to Heather about how to apply.

Programming roundup

December is traditionally a slower programming month at the library, but we still managed to sneak in some fun stuff before the turn of the New Year.

On Wednesday, December 18, Santa Claus made his annual visit to Crook County Library. Santa, who is played by our Maintenance Specialist Rocky York (but don't tell the kids that), distributed candy canes and interacted with 18 wee ones.

Before Santa left, he gave the children of Crook County a fabulous present – a free book for every child in Crook County six and younger (actually, the books were funded through our Ready to Read grant, which is administered through the State Library of Oregon and funds our early literacy initiatives. Again, don't tell the kids. They will be upset and bored at the same time). The book giveaway ran from December 23 – January 4.



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	NOV ACTUAL	Y-T-D ACTUAL	ADJUSTED BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY						
LIBRARY						
101-3000-329.42-18	PHOTOCOPY FEES	476.96-	2,686.29-	6,200-	3,514-	.43
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	420.00-	1,200-	780-	.35
101-3000-329.50-19	FINES	90.92-	480.48-	2,260-	1,780-	.21
101-3000-329.50-20	LOST OR DAMAGED	145.31-	851.13-	3,700-	2,849-	.23
101-3000-343.43-24	MERCHANDISE	4.00-	41.54-	100-	58-	.42
101-3000-343.43-25	CARD REPLACEMENT	.00	.00	0	0	.00
101-3000-345.45-21	FRIENDS OF LIBRARY SALES	83.26-	219.76-	0	220	.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	800.45-	4,702.15-	13,460-	8,758-	.35
	PERSONNEL SERVICES					
101-3000-510.01-01	REGULAR WAGES	.00	.00	0	0	.00
101-3000-510.01-17	DEPARTMENT HEADS	5,802.71	26,112.19	72,900	46,788	.36
101-3000-510.01-22	ASST/TECH/COORD/CLERK	30,633.82	136,153.57	395,800	259,646	.34
101-3000-510.01-28	MAINTENANCE	2,364.51	10,145.42	30,000	19,855	.34
101-3000-510.01-32	EXTRA HELP	2,764.78	12,492.98	2,600	9,893-	4.81
101-3000-510.02-01	FIGA	3,145.20	13,983.54	38,400	24,416	.36
101-3000-510.02-02	WORKERS COMPENSATION	135.53	585.29	3,300	2,715	.18
101-3000-510.02-03	HEALTH INSURANCE	10,760.05	53,800.25	121,300	67,500	.44
101-3000-510.02-04	LIFE INSURANCE/LTD	91.25	456.25	1,600	1,144	.29
101-3000-510.02-05	UNEMPLOYMENT	41.55	184.89	700	515	.26
101-3000-510.02-06	401K RETIREMENT	3,238.62	13,436.29	39,000	25,564	.34
	EXPENDITURE	58,978.02	267,350.67	705,600	438,249	.38
	MATERIALS & SERVICES					
101-3000-520.05-30	POSTAGE	147.42	638.11	700	62	.91
101-3000-520.05-71	MINOR EQUIPMENT	.00	15,976.43	35,000	19,024	.46
101-3000-520.05-74	PROGRAMS AND OUTREACH	524.57	1,407.22	4,300	2,893	.33
101-3000-520.05-75	PROGRAMS - YOUTH	45.99	45.99	0	46-	.00
101-3000-520.05-89	CREDIT CARD CHARGES	14.13	44.82	200	155	.22
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	107.40	340.10	1,500	1,160	.23
101-3000-520.10-07	COPIE MACHINES	30.84	675.21	1,800	1,125	.38
101-3000-520.10-25	OFFICE SUPPLIES	854.74	6,574.85	20,050	13,475	.33
101-3000-520.20-07	BOOKMOBILE MAINTENANCE	.00	.00	0	0	.00
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	129.33	314.30	5,000	4,686	.06
101-3000-520.20-43	RESOURCE SHARING	.00	132.52	7,500	7,367	.02
101-3000-520.25-08	MOTOR POOL CHARGES	241.00	626.20	2,700	2,074	.23
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE	.00	.00	0	0	.00
101-3000-520.30-05	COLLECTION DEVELOPMENT	10,038.83	36,629.71	118,500	81,870	.31
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA	.00	.00	0	0	.00
101-3000-520.30-07	MATERIALS-YOUTH COLLECTION	.00	.00	0	0	.00
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICIA	.00	.00	0	0	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	NOV ACTUAL	Y-T-D ACTUAL	ADJUSTED BUDGET	REMAINING BUDGET	% REC'D/SPENT
101-3000-520.30-09	ELECTRONIC MEDIA	.00	.00	0	0	.00
101-3000-520.35-13	CONTRACT SERVICES	.00	534.00	5,000	4,466	.11
101-3000-520.35-42	SOFTWARE MAINTENANCE	.00	3,705.44	6,500	2,795	.57
101-3000-520.35-85	LIBRARY CONSORTIUM	.00	.00	11,000	11,000	.00
101-3000-520.40-10	TELEPHONE	265.60	1,324.76	2,600	1,275	.51
101-3000-520.45-02	EDUCATION & CERTIFICATION	.00	.00	0	0	.00
101-3000-520.45-03	LODGING & MEALS	201.98	578.22	1,200	622	.48
101-3000-520.45-04	REGISTRATION & DUES	135.00	1,416.00	4,000	2,584	.35
101-3000-520.60-16	PROMOTION & PUBLICITY	93.34	291.05	1,500	1,209	.19
*	EXPENDITURE	12,830.17	71,254.93	229,050	157,795	.31
	CAPITAL OUTLAY					
101-3000-580.80-13	EQUIPMENT	.00	.00	50	50	.00
*	EXPENDITURE	.00	.00	50	50	.00
***	LIBRARY	71,007.74	333,903.45	921,240	587,337	.36
****	LIBRARY	71,007.74	333,903.45	921,240	587,337	.36

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	NOV ACTUAL	YTD ACTUAL	ORIGINAL 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	81.57-	501.18-	400-	101	1.25
330-0000-390.90-04	PRIOR YEAR TAXES	411.27-	2,550.01-	0	2,550	.00
*	REVENUE	492.84-	61,250.93-	56,149-	5,102	1.09
**	REVENUE	492.84-	61,250.93-	56,149-	5,102	1.09
REVENUE						
330-3001-324.34-00	STATE GRANTS	.00	.00	8,500-	8,500-	.00
330-3001-347.47-00	DONATIONS/CONTRIBUTIONS	7.50-	8,052.50-	75,000-	166,948-	.05
*	REVENUE	7.50-	8,052.50-	83,500-	175,448-	.04
**	REVENUE	7.50-	8,052.50-	83,500-	175,448-	.04
MATERIALS & SERVICES						
EXPENDITURE						
330-3001-520.05-71	MINOR EQUIPMENT	.00	.00	0	60,000	.00
330-3001-520.05-74	PROGRAMS AND OUTREACH	.00	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	21.49	569.74	8,500	7,930	.07
330-3001-520.35-13	CONTRACT SERVICES	.00	.00	0	0	.00
330-3001-520.60-16	PROMOTION & PUBLICITY	3,810.00	3,810.00	0	3,810-	.00
*	EXPENDITURE	3,831.49	7,472.06	28,000	80,528	.08
**	EXPENDITURE	3,831.49	7,472.06	28,000	80,528	.08
CAPITAL OUTLAY						
EXPENDITURE						
330-3001-580.80-13	EQUIPMENT	.00	.00	50,000	90,000	.00
*	EXPENDITURE	.00	.00	50,000	90,000	.00
**	EXPENDITURE	.00	.00	50,000	90,000	.00
NON OPERATING EXPENSES						
EXPENDITURE						
330-3001-571.90-00	RESERVED FOR FUTURE EXPNS	.00	.00	61,649	61,649	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	NOV ACTUAL	YTD ACTUAL	ORIGINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
*	EXPENDITURE	.00	.00	61,649	61,649	.00
**	NON OPERATING EXPENSES	.00	.00	61,649	61,649	.00
***	LIBRARY GRANT/DONATIONS	3,331.15	61,831.37-	0	61,831	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	NOV 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	77.96-	541.51-	800-	258-	.68
401-6004-329.50-24	FINES-STATE COURTS	.00	20,045.79-	18,000-	2,046	1.11
REVENUE						
-----		77.96-	85,448.93-	110,765-	25,316-	.77
EXPENDITURE						
401-6004-510.01-17	DEPARTMENT HEADS	210.45	947.05	2,565	1,618	.37
401-6004-510.02-01	FICA	15.82	71.19	200	129	.36
401-6004-510.02-02	WORKERS COMPENSATION	.31	1.30	0	1-	.00
401-6004-510.02-03	HEALTH INSURANCE	59.52	297.60	0	298-	.00
401-6004-510.02-04	LIFE INSURANCE/LTD	.45	2.25	0	2-	.00
401-6004-510.02-05	UNEMPLOYMENT	.22	.99	0	1-	.00
401-6004-510.02-06	401K RETIREMENT	11.38	51.21	0	51-	.00
-----		298.15	1,371.59	2,765	1,393	.50
EXPENDITURE						
401-6004-520.05-71	MINOR EQUIPMENT	.00	.00	5,000	5,000	.00
401-6004-520.05-74	PROGRAMS AND OUTREACH	60.95	60.95	29,750	29,689	.00
401-6004-520.10-25	OFFICE SUPPLIES	.00	17.49	0	17-	.00
401-6004-520.10-26	ORDINANCE COMPLIATION	.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	1,234.48	15,756.44	10,000	5,756-	1.58
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICA	85.00	85.00	0	85-	.00
401-6004-520.30-16	WESTLAW	351.00-	231.00	0	231-	.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
-----		1,029.43	19,985.34	44,750	24,765	.45
EXPENDITURE						
CAPITAL OUTLAY						
401-6004-580.80-05	CAPITAL OUTLAY	.00	.00	0	0	.00
EXPENDITURE						
RESERVED FOR FUTURE EXPNS						
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						
-----		.00	.00	0	0	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	NOV ACTUAL	Y-T-D ACTUAL	ADJUSTED BUDGET	BUDGET REMAINING	% REC'D/SPENT
** LAW LIBRARY		1,249.62	64,092.00	0	64,092	.00

General Fund Revenues, December 2019

PREPARED 01/03/2020, 10:09:41
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

PAGE 1

2020 FROM ACCOUNT: 101-3000-300.00-00 THRU ACCOUNT: 101-3000-399.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
101-3000-329.42-18	PHOTOCOPY FEES	6,200.00	3,149.50	3,050.50
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	1,200.00	590.00	610.00
101-3000-329.50-19	FINES	2,260.00	541.33	1,718.67
101-3000-329.50-20	LOST OR DAMAGED	3,700.00	985.70	2,714.30
101-3000-343.43-24	MERCHANDISE	100.00	48.04	51.96
101-3000-343.43-25	CARD REPLACEMENT			
101-3000-345.45-21	FRIENDS OF LIBRARY SALES		200.60	200.60
101-3000-360.60-03	REIMBURSED ITEMS		2.95	2.95
101-3000-360.60-13	CASHIER ADJUSTMENT			
101-3000-360.60-51	E-RATE INTERNET REIMB			
101-3000-380.80-03	FR RESERVE FUND			

TOTALS: 13,460.00 5,518.12 7,941.88

General Fund Expenditures, December 2019

PREPARED 01/03/2020, 10:09:50
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

PAGE 1

2020 FROM ACCOUNT: 101-3000-500.00-00 THRU ACCOUNT: 101-3000-999.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
101-3000-510.01-01	REGULAR WAGES	72,900.00	31,914.89	40,985.11
101-3000-510.01-17	DEPARTMENT HEADS	395,800.00	169,101.85	226,698.15
101-3000-510.01-22	ASST/TECH/COORD/CLERK	30,000.00	12,217.82	17,782.18
101-3000-510.01-28	MAINTENANCE	2,600.00	12,492.98	9,892.98-
101-3000-510.01-32	EXTRA HELP	38,400.00	17,071.95	21,328.05
101-3000-510.02-01	FICA	3,300.00	708.66	2,591.34
101-3000-510.02-02	WORKERS COMPENSATION	121,300.00	64,560.30	56,739.70
101-3000-510.02-03	HEALTH INSURANCE	700.00	547.50	1,052.50
101-3000-510.02-04	LIFE INSURANCE/LTD	700.00	225.72	474.28
101-3000-510.02-05	UNEMPLOYMENT	39,000.00	16,674.91	22,325.09
101-3000-510.02-06	401K RETIREMENT	700.00	638.11	61.89
101-3000-520.05-30	POSTAGE	35,000.00	18,229.14	16,770.86
101-3000-520.05-71	MINOR EQUIPMENT	4,300.00	1,710.84	2,589.16
101-3000-520.05-74	PROGRAMS AND OUTREACH	200.00	45.99	45.99-
101-3000-520.05-75	PROGRAMS - YOUTH	1,500.00	50.54	149.46
101-3000-520.05-89	CREDIT CARD CHARGES	1,800.00	492.25	1,007.75
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	20,050.00	924.76	875.24
101-3000-520.10-07	COPY MACHINES		7,254.92	12,795.08
101-3000-520.10-25	OFFICE SUPPLIES			
101-3000-520.20-07	BOOKMOBILE MAINTENANCE			
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.			
101-3000-520.20-43	RESOURCE SHARING	5,000.00	427.58	4,572.42
101-3000-520.25-08	MOTOR POOL CHARGES	7,500.00	132.52	7,367.48
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE	2,700.00	1,010.64	1,689.36
101-3000-520.30-05	COLLECTION DEVELOPMENT			
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA	118,500.00	41,443.16	77,056.84
101-3000-520.30-07	MATERIALS-YOUTH COLLECTIN			
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICA			
101-3000-520.30-09	ELECTRONIC MEDIA			
101-3000-520.35-13	CONTRACT SERVICES	5,000.00	534.00	4,466.00
101-3000-520.35-42	SOFTWARE MAINTENANCE	6,500.00	4,042.04	2,457.96
101-3000-520.35-85	LIBRARY CONSORTIUM	11,000.00		11,000.00
101-3000-520.40-10	TELEPHONE	2,600.00	1,813.98	786.02
101-3000-520.45-02	EDUCATION & CERTIFICATION			
101-3000-520.45-03	LODGING & MEALS	1,200.00	710.81	489.19
101-3000-520.45-04	REGISTRATION & DUES	4,000.00	1,416.00	2,584.00
101-3000-520.60-16	PROMOTION & PUBLICITY	1,500.00	291.05	1,208.95
101-3000-580.80-13	EQUIPMENT	50.00		50.00
TOTALS:		934,700.00	406,684.91	528,015.09

Grants Fund Revenues, December 2019 Grant

PREPARED 01/03/2020, 10:10:00
 PROGRAM: GM365L

CROOK COUNTY TREASURER
 ACCOUNT BALANCE LIST

2020 FROM ACCOUNT: 330-0000-300.00-00 THRU ACCOUNT: 330-3001-399.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
330-0000-300.01-01	BEGINNING BALANCE			2,450.74-
330-0000-300.01-05	INTEREST EARNED	55,749.00	58,199.74	101.18-
330-0000-390.90-04	PRIOR YEAR TAXES	400.00	501.18	2,550.01-
330-3001-324.34-00	STATE GRANTS	8,500.00	2,550.01	61.00
330-3001-347.47-00	DONATIONS/CONTRIBUTIONS	175,000.00	8,439.00	165,829.44
TOTALS:		239,649.00	78,860.49	160,788.51

Grants Fund Expenditures, December 2019

PREPARED 01/03/2020, 10:10:10
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

2020 FROM ACCOUNT: 330-3001-500.00-00 THRU ACCOUNT: 330-3001-999.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
330-3001-520.05-71	MINOR EQUIPMENT	60,000.00		60,000.00
330-3001-520.05-74	PROGRAMS AND OUTREACH	12,000.00	2,931.34	9,068.66
330-3001-520.05-75	PROGRAMS - YOUTH			
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	2,500.00		2,500.00
330-3001-520.30-05	COLLECTION DEVELOPMENT	5,000.00	430.09	4,569.91
330-3001-520.30-07	MATERIALS-YOUTH COLLECTIN			
330-3001-520.30-09	ELECTRONIC MEDIA	8,500.00	1,601.05	6,898.95
330-3001-520.30-12	READY TO READ GRANT			
330-3001-520.35-13	CONTRACT SERVICES		3,810.00	3,810.00-
330-3001-520.60-16	PROMOTION & PUBLICITY	61,649.00		61,649.00
330-3001-571.90-00	RESERVED FOR FUTURE EXPNS	90,000.00		90,000.00
330-3001-580.80-13	EQUIPMENT			
	TOTALS:	239,649.00	8,772.48	230,876.52

Law Library Revenues, December 2019

PREPARED 01/03/2020, 10:12:30
 PROGRAM: GM365L

CROOK COUNTY TREASURER
 ACCOUNT BALANCE LIST

PAGE 1

2020 FROM ACCOUNT: 401-6004-300.00-00 THRU ACCOUNT: 401-6004-399.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
401-6004-300.01-01	BEGINNING BALANCE	91,965.00	64,861.63	27,103.37
401-6004-300.01-05	INTEREST EARNED	800.00	541.51	258.49
401-6004-329.50-24	FINES-STATE COURTS	18,000.00	20,045.79	2,045.79
TOTALS:		110,765.00	85,448.93	25,316.07

Law Library Expenditures, December 2019

PREPARED 01/03/2020, 10:12:40
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

PAGE 1

2020 FROM ACCOUNT: 401-6004-500.00-00 THRU ACCOUNT: 401-6004-999.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
401-6004-510.01-17	DEPARTMENT HEADS			
401-6004-510.02-01	FICA	2,565.00	1,157.51	1,407.49
401-6004-510.02-02	WORKERS COMPENSATION	200.00	87.01	112.99
401-6004-510.02-03	HEALTH INSURANCE		1.62	1.62
401-6004-510.02-04	LIFE INSURANCE/LTD		357.12	357.12
401-6004-510.02-05	UNEMPLOYMENT		2.70	2.70
401-6004-510.02-06	401K RETIREMENT		1.21	1.21
401-6004-520.05-71	MINOR EQUIPMENT	5,000.00	62.59	62.59
401-6004-520.05-74	PROGRAMS AND OUTREACH	29,750.00		5,000.00
401-6004-520.10-25	OFFICE SUPPLIES		60.95	29,689.05
401-6004-520.10-26	ORDINANCE COMPILATION		17.49	17.49
401-6004-520.20-19	EQUIPMENT REPAIRS/MAINT.		2,717.00	2,717.00
401-6004-520.30-05	COLLECTION DEVELOPMENT	10,000.00	1,117.46	1,117.46
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICA		15,836.05	5,836.05
401-6004-520.30-16	WESTLAW		85.00	85.00
401-6004-520.35-28	LEGAL SERVICES		425.00	425.00
401-6004-570.70-03	ADMIN CHARGES/CO COUNSEL			
401-6004-571.90-00	RESERVED FOR FUTURE EXPNS	63,250.00		63,250.00
401-6004-580.80-05	CAPITAL OUTLAY			
401-6004-597.97-21	TO GENERAL FUND			
TOTALS:		110,765.00	21,928.71	88,836.29

Director's Report

January 2020

Prepared by Buzzy Nielsen, Director of Library Services

Facilities

- Two pads have been poured along the south lawn for our two other new benches. Maintenance Custodian Rocky York will be installing them soon.



Grants

- The Friends have received the \$100,000 from the Facebook grant for mobile technology education and robotics. Work will begin on that grant soon, including procuring a new courier vehicle.
- We also received our annual Ready to Read grant, this year for \$8,439. In addition to funding all of the children's portion of the 2020 Summer Reading Program, the grant will also support free giveaway books for outreach facilities serving children ages 0-5 as well as enrichment toys for the same age group, to be kept in the children's library.

Programs and Services

- We had a complaint from an adult patron about the policy governing our Teen Room. The current Code of Conduct states "Browse wherever you'd like, but reserve the children's room for children and their caregivers or tutors and the Teen Room for those ages 11-18 and their caregivers or tutors." This individual felt they should be able to use the room if they weren't bothering anyone. I said that I'd raise this issue with you. Staff feel that have a safe space for teenagers is important and recommend retaining the current policy.

Technology

- RFID adoption continues apace. As noted in the Circulation Services Report, the public has welcomed the new self-check kiosks, which most people find easier to use than the previous units. After a few weeks of public use, we've tweaked the software to make it easier. On January 13, we're turning on the security gates. Some hullabaloo, but staff are prepared.
- Our third kiosk, the height-adjustable one, was damaged in shipping, so currently one of the kiosks in the adult area is intended to go in the kids room. Our replacement kiosk is anticipated to arrive in late January.

Statistics, July-December 2019

ACTIVITY	Annual change	Monthly average	Total	Dec	Nov	Oct	Sep	Aug	Jul
Collection use									
<i>Physical circulation activity</i>									
Checkouts: selfcheck	-9.5%	4,806	28,837	4,628	4,056	4,473	4,724	5,148	5,808
Checkouts: desk	-1.1%	3,456	20,733	2,979	3,029	3,422	3,419	4,024	3,860
Selfcheck ratio			58%	61%	57%	57%	58%	56%	60%
Outreach checkouts		25	277	60		80	137	-	-
Total physical circ.	-5.7%	4,154	49,850	7,668	7,086	7,976	8,281	9,173	9,669
Items lent w/in system	6.0%	3,163	18,978	3,049	3,082	3,292	3,030	3,180	3,345
Items borrowed w/in system	7.8%	1,010	6,060	1,024	958	1,095	978	978	1,027
Outside ILLs borrowed	41.0%	41	244	43	31	38	33	48	51
Outside ILLs lent	4.8%	4	22	-	3	4	8	3	4
Checkins	-5.5%	7,707	46,243	6,891	6,583	7,539	7,535	8,800	8,895
Paging list items	0.0%	2,651	15,903	2,349	2,550	2,680	2,810	2,731	2,783
<i>Electronic use</i>									
Ancestry searches	225.9%	107	642	21	87	39	35	380	80
Ancestry content views	260.8%	92	552	9	64	55	71	326	27
Chilton sessions		6	35	-	4	-	2	21	8
Chilton searches		6	35	-	4	-	2	21	8
Chilton full-text views		6	35	-	4	-	2	21	8
Gale sessions	201.3%	229	1,374	120	77	326	43	232	576
Gale searches	182.0%	703	4,216	1,040	191	1,539	46	771	629
Gale full-text views	54.6%	28	167	18	2	78	6	21	42
HeinOnline sessions		2	13	2	1	1	2	5	2
HeinOnline searches		0	1	-	1	-	-	-	-
HeinOnline views		1	4	-	4	-	-	-	-
HeritageQuest searches	-73.3%	29	172	4	50	66	25	6	21
HeritageQuest views	-84.8%	19	112	1	29	60	15	-	7
LearningExpress sessions	107.7%	5	27	8	7	5	2	3	2
LearningExpress resources	-33.3%	2	12	2	5	2	1	-	2
Legal Forms sessions		7	43	-	16	4	5	7	11
Legal Forms searches		7	43	-	16	4	5	7	11
Legal Forms retrievals		7	43	-	16	4	5	7	11
Oregon BarBooks				-					
OverDrive checkouts	3.3%	2,825	16,948	2,894	2,766	2,753	2,782	2,806	2,947
OverDrive new users	0.0%	23	136	24	20	29	10	23	30

ACTIVITY	Annual change	Monthly average	Total	Dec	Nov	Oct	Sep	Aug	Jul
Small Engine sessions	50.0%	1	3		-	-	-	3	-
Small Engine content views	550.0%	3	13		-	-	-	13	-
Website sessions (visits)	-79.4%	1,368	2,735	N/A	N/A	N/A	N/A	495	2,240
Website unique users	-79.1%	733	1,465	N/A	N/A	N/A	N/A	312	1,153
Website pageviews	-79.1%	2,437	4,874	N/A	N/A	N/A	N/A	1,005	3,869
Westlaw		-		-					
Total electronic use	1.9%	2,973	17,839	2,924	2,870	2,948	2,877	3,187	3,033
Total collection use	-3.8%	5,641	67,689	10,592	9,956	10,924	11,158	12,360	12,702
Average use/day	-84.0%	N/A	448	424	433	420	465	458	489
Library use									
Days open	0.0%	25	151	25	23	26	24	27	26
Hours open	0.1%	236	1,415	229	211	248	228	247	252
Patron visits	-10.2%	10,974	65,845	10,504	10,157	11,896	10,629	11,182	11,477
New patrons	7.3%	86	513	71	61	99	92	96	94
Reference Interactions	30.7%	99	596	103	84	93	101	98	117
Computer sessions									
Desktop sessions	-4.9%	718	4,306	565	659	759	744	795	784
WiFi sessions			-						
Total Internet use	-0.5%	375	4,504	579	679	783	784	839	840
Laptop sessions	106.3%	33	198	14	20	24	40	44	56
AWE sessions	-10.5%	375	2,250	301	364	351	325	431	478
Meetings held	-7.1%	80	482	91	89	87	84	79	52
Collection activity									
New items	32.7%	211	2,534	442	401	434	459	443	355
Books & print	33.0%	179	2,151	356	344	401	408	327	315
Audio	19.1%	14	168	48	27	21	26	25	21
Movies	42.4%	18	215	38	30	12	25	91	19
Items withdrawn	160.9%	331	3,971	-	183	697	599	922	1,570
Billed/damaged not paid	22.2%	41	204		77	25	33	48	21
Claimed returned	133.3%	1	7		1	-	2	4	-
Long missing	2.5%	24	121		49	8	44	13	7
Withdrawn	194.9%	728	3,639		56	664	520	857	1,542
Net change in items	-471.3%	(120)	(1,437)	442	218	(263)	(140)	(479)	(1,215)
Items Processed	22.3%	511	3,066	504	503	420	485	572	582
Items Repaired	-56.7%	167	1,004	206	132	150	130	185	201
Programs and outreach									
Children's programs									

ACTIVITY	Annual change	Monthly average	Total	Dec	Nov	Oct	Sep	Aug	Jul
<i># kids programs</i>	58.6%	4	46	7	6	7	6	3	17
Kids program attendance	-25.3%	73	879	111	90	135	104	50	389
<i># kids outreach</i>	1228.6%	8	93	15	20	34	22	2	-
Kids outreach attendance	1123.5%	100	1,199	203	306	382	288	20	-
<i># Kids Total</i>	286.1%	12	139	22	26	41	28	5	17
Total kids attendance	63.0%	173	2,078	314	396	517	392	70	389
<i>Teen programs</i>									
<i># teen programs</i>	181.8%	3	31	6	5	8	6	1	5
Teen Program attendance	38.3%	16	195	44	31	50	8	28	34
<i># teen outreach</i>		2	24	4	5	10	3	2	-
Teen outreach attendance		58	701	139	129	266	81	86	-
<i># teen total</i>	400.0%	5	55	10	10	18	9	3	5
Total teen attendance	535.5%	75	896	183	160	316	89	114	34
<i>Adult programs</i>									
<i># adult programs</i>	63.2%	5	62	3	8	23	9	8	11
Adult program attendance	-16.1%	72	866	39	52	429	55	156	135
<i># adult outreach</i>	200.0%	1	6	1	2	-	1	2	-
Adult outreach attendance	1059.4%	31	371	24	62	-	125	160	-
<i># adult total</i>	70.0%	6	68	4	10	23	10	10	11
Total adult attendance	16.3%	103	1,237	63	114	429	180	316	135
<i>Total # programs</i>	201.1%	22	262	36	46	82	47	18	33
<i>Total attendance</i>	69.8%	351	4,211	560	670	1,262	661	500	558
<i>Outreach activities only</i>	1266.7%	10	123	20	27	44	26	6	-
<i>Outreach attendance only</i>	1646.9%	189	2,271	366	497	648	494	266	-
Volunteering									
Volunteers		N/A	N/A	11	10	16	11	7	14
Volunteer Hours	81.9%	52	309	41	53	77	48	44	46

Crook County Library Closures 2020

Date	Day	Reason
January 1	Wednesday	New Year's Day
January 20	Monday	Martin Luther King Jr. Day
February 17	Monday	President's Day
May 1	Friday	Oregon Library Association conference
May 25	Monday	Memorial Day
July 3	Friday	Independence Day (observed)
July 4	Saturday	Independence Day
September 7	Monday	Labor Day
October 12	Monday	Staff in-service
November 11	Wednesday	Veterans Day
November 27	Thursday	Thanksgiving
November 28	Friday	Day after Thanksgiving
December 24, 12.00p	Thursday	Christmas Eve
December 25	Friday	Christmas
December 31, 5.00p	Thursday	New Year's Eve
January 1, 2020	Friday	New Year's Day

Crook County Library

Meeting and Study Rooms Policy

Last revised ~~January 9, 2020~~~~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~~library, Friends of the Library, and County 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 30-minute~~ increments with a one hour minimum. 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.
2. For commercial room use, you must pay in full before a key will be issued.
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~~library, or County events. To confirm a booking, complete a reservation form and return it to us within six library business days.
4. Room occupancy limits are 120 for the Broughton Room and 15 for the Juniper Room. Please do not exceed these limits.
5. Events are to be confined within the rooms in which they're scheduled.
6. You may schedule events between 6:00 am and 10:00 pm.
7. To ensure equitable access by the community, we generally will not allow the same individual or group to regularly use each room more than once a week.
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.
9. Please use only official library contact channels to coordinate your event. Staff are unable to respond to requests made using their personal contact information or social media accounts.

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

~~10.~~11. You may put up directional signs slightly before and during your event on the day it's scheduled. However, library staff may remove the signs if they present an obstruction or safety hazard. Please remove the signs promptly after your event is finished.

~~11.~~12. 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.~~13. Please try to give us at least 24 hours' notice for cancellations.

~~13.~~14. 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.~~15. For safety, please do not cook on the Broughton Room patio. A range is available inside.

~~15.~~16. 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.

~~16.~~17. 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 library~~, Friends of the Library, or County 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.
- 4.5. No commercial activities – which include selling products/services or hosting events where a fee is charged – are allowed in the Study Room.

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, 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.



DIRECTOR OF LIBRARY SERVICES JOB DESCRIPTION

Department: Library

Reports To: Crook County Court and Library Board of Trustees

Classification: Exempt

Salary Grade: 127

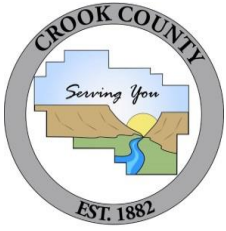
Summary

The Director of Library Services utilizes their judgment and professional expertise to plan and direct public library services in Crook County. They are expected to work extensively with staff, volunteers, the Crook County Court, the Library Board of Trustees, Friends of the Crook County Library, and others in and outside the county to ensure that the library continually evolves to meet community needs.

Essential Job Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provides leadership in developing library mission, vision, values, goals, strategic direction, and objectives. Establishes operational targets to achieve goals and objectives.
2. Plans and develops collections, programs, services, and activities based on analysis of public interest and need, growth, use patterns, workload, staffing levels, patron requests, and related legislative issues to provide appropriate library services to the community.
3. Administers County Court and Library Board policies, makes policy recommendations, and provides executive support and information to the Library Board. Acts as Secretary of the Library Board.
4. Prepares the library budget. Monitors and approves expenditures in accordance with the budget and Crook County financial policies. Oversees library finances by establishing a culture of efficient use of taxpayer resources. Administers grants, gifts, and state and federal money. Pursues supplemental funding through grants, donations, endowments, and other income sources.
5. Together with other County departments, oversees general administrative operations of the library including human resources, information technology, facility and equipment management, and other general governmental responsibilities.
6. Develops strong partnerships within the community and state. Advocates for the library by representing it at public forums, being involved in the community and the profession, attending meetings and events to promote library services, and developing good will.
7. Champions community involvement. Oversees recruitment and support of a strong base of volunteers. Works closely with the Friends of the Library to ensure robust local fundraising and volunteering.



DIRECTOR OF LIBRARY SERVICES JOB DESCRIPTION

8. Supervises library personnel and volunteers directly or through designees. Hires and trains or oversees hiring and training of library employees and volunteers. Assigns, supervises, and evaluates employee work, including supervisory personnel. Hears grievances and administers disciplinary action as needed.
9. Leads and supervises the library's Management Team.
10. Develops the collection of all types of materials including print media, electronic resources, and other items. Oversees classification and cataloging of materials, provides reference services, and maintains the collection.
11. Provides for program and outreach services for a diverse population including but not limited to children, teenagers, adults, Latinos, seniors, and others.
12. Coordinates County law library services.
13. Evaluates, develops, and implements goals, programs, policies, strategic plans, and procedures to improve the effectiveness and efficiency of the library. Develops long-range plans for library services.
14. Works with library patrons with a wide variety of backgrounds, capacities, needs, and experiences.
15. Attends and participates in professional conferences, trainings, associations, and committees; reads professional literature; stays current with emerging library technologies; attends and participates in library and County meetings and committees.

Essential Knowledge, Skills, and Attitudes

Knowledge

1. Public library practices, procedures, and policies, including privacy and intellectual freedom.
2. Principles of collection development, acquisitions, cataloging, database management, public and technical services, and reference.
3. Best practices in human resources, information technology, and facility management.
4. Pertinent federal, state, and local policies, procedures, laws, and regulations affecting libraries.
5. Modern library and public management principles and practices.
6. Effective practices in evaluation and outcomes measurement.

Skills

1. Ability to manage multiple short- and long-range projects at once.
2. Effective written, verbal, and digital communication skills aimed at people of all ages and backgrounds.
3. Ability to prepare and manage budgets and oversee finances.
4. Ability to motivate, direct, and supervise professional, paraprofessional, and clerical library personnel and volunteers in a manner conducive to full performance and high morale.
5. Cultural competency.
6. Bilingual English/Spanish fluency preferred.



DIRECTOR OF LIBRARY SERVICES JOB DESCRIPTION

Attitude

1. Flexibility, adaptability, and open-mindedness to work in a fast-paced, changing environment.
2. Strong public service mindset.
3. People-centered management.
4. Ethical conduct.
5. Initiative.

Supervisory Responsibility

The employee in this position exercises full supervision of all Crook County Library employees and volunteers, directly or indirectly, through the departmental hierarchy. Directly supervises the Assistant Director of Library Services, Library Operations Manager, and Maintenance Custodian.

Work Environment

This position works in a variety of locations and in a variety of roles in and outside the library. Individuals in this position routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines as well as library-specific equipment such as barcode scanners, book carts and bins, crates, and mobile devices. Software requirements include basic office applications, integrated library systems, desktop publishing software, Internet, social media, digital media, and a variety of electronic resources and mobile applications.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk, hear, and read. The employee is regularly required to sit, stand for extended periods usually not exceeding 3 hours, walk, lift, use hands, and reach. Ability to lift up to 40 pounds, push bins and carts up to 75 pounds, twist, and bend.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work typically are Monday through Friday but also include some regularly-scheduled evening and weekend shifts.

Travel

Regular travel within County is required. Occasional travel outside of County is expected.

Required Education and Experience



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- Master's degree in Library or Information Science from an ALA-accredited institution, or Master's degree in an affiliate field.
- Six years of progressively responsible public library experience, including at least two years in administration/management.
- Any equivalent combination of education, experience, and training satisfying the above.

Additional Eligibility Requirements

- Must hold or be willing and able to attain a valid driver's license.
- Ability to complete a thorough employment and/or criminal history check.
- Final candidates will be required to provide official proof of college degree and certified transcripts.

Safety Sensitive Requirements

- This position is not considered to be safety sensitive.

AAP/EEO Statement

- This position is 'at-will,' and either Crook County or the employee may terminate the relationship at any time with or without cause.
- Crook County is an equal opportunity employer.

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

The employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Print Name: _____

Date: _____

Employee Signature: _____

Date: _____

Supervisor/HR Signature: _____

Date: _____