



Board of Trustees

Meeting Agenda

Thursday, March 12, 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 February 13, 2020, 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. Facebook grant update | Nielsen |
| 7. New business | |
| a. 2020-21 budget | Nielsen |
| 8. Agenda items for next meeting, April 9, 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, February 13, 2020, 5.15p
Study Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

Present: Jerry Bishop (Chair), Jerry Brummer (Commissioner liaison), Jennifer Fischer (Children's Services Librarian), Pam Looney (Vice-Chair), ZuAnne Neal, Buzzy Nielsen (Director), Jane Schepke (Assistant Director), LaQuita Stec

Absent: Jan Anderson, Cindy York (Operations Manager)

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

There was no public present.

4. Consent agenda (ACTION)

Bishop

a. Minutes of January 9, 2020, regular meeting

Pam moved to approve the minutes of the January 9, 2020, regular meeting as presented. ZuAnne seconded. The motion carried unanimously, with LaQuita abstaining.

5. Reports

a. Friends

Friends

Buzzy reported the following on behalf of the Friends.

- The \$100,000 Facebook technology education grant was deposited into their bank account. They've transferred the funds to the Library.
- The Friends held their annual planning retreat in January.
- They continue refining the procedures for their Saturday and semi-annual sales to make them more efficient and profitable.

b. Circulation services

York

Cindy reported the following on behalf of the Circulation Team:

- Library Technician Renee Parrott is experimenting with a new method of shipping out-of-system interlibrary loans (ILLs): Stamps.com. The service allows Renee to pack and ship items directly from the library, rather than having to haul everything to the Finance department to use the postal machine.
- January 2020 was a record-setting month for new patrons at 129! The previous record was set in January 2017 at 112.

c. Public services

Schepke

Jane reported the following on behalf of the Public Services Team:

- January saw a marked increase in use of some of the statewide digital resources, including LearningExpress Library (career/test preparation) and Gale PowerSearch (general

periodical/journal database). Staff have been heavily promoting these resources and utilizing them as part of their regular customer service.

- On February 3, Teen Services Librarian Heather Jones taught information literacy and basic search techniques to a Central Oregon Community College public speaking class. She also had 53 students make Valentine's Day cards for veterans at an outreach event at the middle school and continues her outreach efforts to Rimrock Trails, a youth residential facility.
- The library's popular Full STEAM Ahead program, held on in-service school days, has a new addition: robots! Children's Services Librarian Jennifer Fischer has incorporated robots of various kinds, including ones aimed at toddlers.
- Adult programs continue to be popular, coordinating by Adult Services Librarian Amber Smith. The January Music in Public Places program had 65 attendees. Make It Tuesdays are drawing crowds, especially a recent session where people made beeswax wraps. In January, Starbucks sponsored the coffee and snacks at Veterans' Coffee Club. The Club also had a special guest: Lilly, a service dog in training.
- Catalog Services Librarian Kim Bales is now training on original cataloging, enabling her to create records for items that are not owned by other libraries in the country. The Ochoco and Spanish collections will expand more quickly now, since the library will no longer have to rely on Deschutes Public Library to create records for unique items.

d. Finance

Nielsen

Buzzy went over the financial reports.

- The General Fund materials & services section is a bit high for the time of year because several large bills have been paid, including RFID and the annual fees for the library consortium.
- The 2020-21 budget process is starting. Buzzy hopes to have a draft of the budget at the next meeting.

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

e. Director

Nielsen

Buzzy reported the following:

- Tri-Phase Electric completed replacing all of the lights in the library with energy-efficient LEDs, which is anticipated to cut the library's lighting electricity use by 75%.
- Buzzy has begun working with the Garden Club to revitalize the library's landscaping.
- AARP Tax-Aide has returned. They served 17 people at their first session on February 8. They'll return every other Saturday through mid-April, with their last session on April 11.
- The library recently distributed a press release about the Facebook grant for technology education, which has been picked up by multiple media outlets.
- Buzzy has started the process of purchasing a van as part of the Facebook grant.
- Federal library funding once again has been threatened. Library staff and supporters are contacting their federal legislators to get the funds restored, which was done successfully the last three times it was threatened.
- The library is seeking quotes to replace the shelving in the children's library, as part of the third and final phase of the children's library renovation.
- Thrive Central Oregon, the library's embedded social workers, is adding a second day on Fridays!

6. Continuing business

a. RFID update

York/Nielsen

The Radio Frequency Identification (RFID) project is now completely implemented, and the results have been successful so far.

- There are now three self-service kiosks, two in the main part of the library and one in the children's room. The newest kiosk is height-adjustable.

- The security gates were turned on in mid-January. They have proven effective and have caught a few instances of items that were not checked out properly.
- Staff have begun using the scanning wand for new purposes. All shelving carts are now scanned before being re-shelved in order to catch items that didn't get properly checked in, items that are on hold, etc.
- Staff are particularly enjoying the Sort Assistant software, which is used to check in items. The system is much more efficient, enabling staff to bypass annoying popup messages from the library management software.

7. New business

a. Guadalajara International Book Fair

Fischer

Children's Services Librarian Jennifer Fischer attended the Guadalajara International Book Fair (FIL) as part of an Oregon Library Association (OLA) program called Libros for Oregon. The program sends several librarians to FIL to purchase high-quality, Spanish language books for libraries that are unable to attend themselves. Jennifer shopped for both the Crook County Library and several other libraries throughout the state.

Jennifer wanted to participate in the program because she noticed that the library's Spanish collection was underutilized. It simply didn't have the kind of materials people wanted. Many of the books the library can purchase through regular distributors are translations of English materials or are localized to other Spanish-speaking regions (e.g. Spain), not Mexico. FIL offers many high quality materials that are written and published in Mexico and other Spanish-speaking countries.

Jennifer showed off several of the materials that she purchased, which included books for children and adults. She plans to do outreach to promote the new materials, once they're entered into the collection. Board members suggested reaching out to churches who serve Latinx residents as one possibility.

b. Code of Conduct revision (ACTION)

Nielsen

Staff proposed a few changes to the Code of Conduct:

- Clarifying rules on child supervision.
- Adding provisions regarding recording/photographing other patrons.
- Noting that library partners (such as the Census) are permitted to solicit, advocate, and distribute materials.
- Clarifying language regarding controlled substances.

Pam moved to approve the revisions to the Code of Conduct as presented. ZuAnne seconded. The motion carried unanimously.

8. Agenda items for next meeting, March 13, 2020

Bishop

- 2020-21 budget
- Facebook grant update

9. Agenda items for next meeting, March 13, 2020

Brummer

Commissioner Brummer thanked the library staff and board for their work. He hears a lot of positive things about the library. He also gave kudos to the Friends of the Library.

10. Adjournment

Bishop

The meeting adjourned at 6.19p.

Crook County Library Circulation Services Report March 12, 2020

Prepared by Cindy York, Library Operations Manager

Did You Know?

With the activation of the security gates on Feb. 6th, we have completed our RFID transformation! Some of the information we can now obtain:

Patron Traffic

	2:00 PM	1:00 PM	Today	Yesterday	This week	Last week	March	February
Alarms		1	1	2	43	42	43	193
Inbound Traffic	23	30	185	262	1650	2101	1654	7566
OutBound Traffic	20	32	203	293	1795	2240	1798	8053
Total traffic	21	31	194	277	1722	2170	1726	7809



Carl Zepnewski—our first patron thru the security gates

Materials Traffic

Date	Gate	Branch	Asset #	Title
3/6/2020 1:11:01 PM	Gate 2 Middle Gate	Crook County Library	31465001088341	Easter love letters from God : Bible stories / written by Glenys Nellist ; illustrated by Sophie All
3/5/2020 1:31:27 PM	Gate 1 Master on the left	Crook County Library	31465000622728	No Title
3/5/2020 12:13:33 PM	Gate 3 Right Gate	Crook County Library	31465000942878	Crunch, the shy dinosaur / Cirocco Dunlap ; pictures by Greg Pizzoli.

Circulation Statistics:

High/Low statistics for February:

Highest Number Recorded

Self-Check Stations **315** checkouts on 2/18
 Front Counter Stations **242** checkouts on 2/18
 Checkins **634** returns on 2/18
 Paging List Items **228** items listed on 2/18
 (items leaving the building)
 Items on Hold Shelf **193** items on 2/28
 Incoming Crates **15** crates on 2/17

Lowest Number Recorded

134 checkouts on 2/6
45 checkouts on 2/1
139 returns on 2/15
74 items listed on 2/29
98 items on 2/10
2 crates on 2/18

Crook County Library Public Services Report March 2020

Prepared by Jane Schepcke, Assistant Director of Library Services

Outreach & programming roundup

Here's a neat statistic: thanks to Children's Services Librarian Jennifer Fischer, about 50 kids in Crook County know how to use a potato to light up a LED bulb. After a well-attended program at the library on February 14, Jennifer took her **Electric Potatoes** program to the Kids Club afterschool program at Barnes Butte Elementary. Participants learned about electrical circuits and batteries through hands-on, tuber-based activities.

Speaking of STEM, Jennifer also delivered a special **Leap Into Science Day** program on Saturday, February 29 dedicated to wind. Leap Into Science is a nationwide initiative that integrates science activities with children's books. About 12 kids came to make straw rockets and wind detectors. Friend of the Library and volunteer Bob Riley was on hand to assist.

On February 18, Crook County Library hosted a **Family Night** for participants in Barnes Butte Elementary's dual language program. Jennifer promoted the library's Spanish-language collections and, with the help of circulation staff, issued 31 brand-new library cards to kids and parents. Jennifer is also working with Crook County's Early Childhood Education Committee to put together a **Week of the Young Child** event in April.

Teen Services Librarian Heather Jones also had a busy February. On February 28, Heather tabled at the Crook County Middle School **Health Fair**. Heather shared books on health-related topics and led a handmade stress ball craft. About 525 middle schoolers stopped by Heather's table.

Heather also visited **Crook County High School** to deliver a craft-based lunchtime event. It had been a long time since the library was able to do a substantive outreach program at the high school, so we were excited by the turnout: 15 students came to the school media center during lunch to do a metal-tooling activity. We hope this will be the start of a beautiful partnership with the CCHS library!



Finally, on March 3rd, Adult Services Librarian Amber Smith hosted a Make it Friday program all about **Sprouts!** Adult participants learned how to grow bean sprouts at home and enjoyed a hearty lentil soup made with sprouted lentils.

Census 2020 comes to CCL

Thanks to the efforts of Amber S., Crook County Library will be acting as an official Census Resource Center from March through July. Since this year's census is being primarily conducted online, the library will set up a dedicated computer kiosk just for census-taking. We will also have information on the census available courtesy of the State Library of Oregon and Oregon Counts 2020.

Website update

You may have noticed that www.crooklib.org is looking a bit less wind-blown and desolate these days. That's because the County's shiny new Municode-powered site went live on Friday, February 28,

"Iranian" hackers be damned.



Our new website generally follows the organization scheme of the old, pre-hacking website, with a few updates including Google calendar integration and an easier-to-use directory of databases and web resources. Some pages, including the calendar, the Friends of the Library page, and the Research & Learning page, are still a work in progress. The library is also exploring the possibility of paying for

a "mini-site" with Municode which will give us more control over website features, page layout, and branding.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FEB ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY							
LIBRARY							
101-3000-329.42-18	PHOTOCOPY FEES	670.33-	4,428.59-	6,200-	6,200-	1,771-	.71
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	85.00-	760.00-	1,200-	1,200-	440-	.63
101-3000-329.50-19	FINES	76.94-	720.71-	2,260-	2,260-	1,539-	.32
101-3000-329.50-20	LOST OR DAMAGED	248.41-	1,379.17-	3,700-	3,700-	2,321-	.37
101-3000-343.43-24	MERCHANDISE	7.17-	69.21-	100-	100-	31-	.69
101-3000-343.43-25	CARD REPLACEMENT	.00	.00	0	0	0	.00
101-3000-345.45-21	FRIENDS OF LIBRARY SALES	31.20	116.30-	0	0	116	.00
101-3000-360.60-03	REIMBURSED ITEMS	.00	11.20-	0	0	11	.00
101-3000-360.60-13	CASHIER ADJUSTMENT	.00	2.95-	0	0	3	.00
101-3000-360.60-51	E-RATE INTERNET RETIME	.00	.00	0	0	0	.00
101-3000-380.80-03	FR RESERVE FUND	.00	.00	0	0	0	.00
	REVENUE	1,056.65-	7,488.13-	13,460-	13,460-	5,972-	.56
	PERSONNEL SERVICES						
101-3000-510.01-01	WAGES-OTHER	.00	.00	0	0	0	.00
101-3000-510.01-17	DEPARTMENT HEADS	5,802.70	43,520.31	72,900	72,900	29,380	.60
101-3000-510.01-22	ASST/TECH/COORD/CLERK	33,618.82	236,481.54	395,800	395,800	159,318	.60
101-3000-510.01-28	MAINTENANCE	2,267.14	16,849.48	30,000	30,000	13,151	.56
101-3000-513.01-32	EXTRA HELP	.00	12,492.98	2,600	2,600	9,893-	4.81
101-3000-510.02-01	FICA	3,150.57	23,391.41	38,400	38,400	15,009	.61
101-3000-510.02-02	WORKERS COMPENSATION	129.70	967.81	3,300	3,300	2,332	.29
101-3000-510.02-03	HEALTH INSURANCE	10,760.05	86,080.40	121,300	121,300	35,220	.71
101-3000-510.02-04	LIFE INSURANCE/LTD	100.81	739.56	1,600	1,600	860	.46
101-3000-510.02-05	UNEMPLOYMENT	41.68	309.30	700	700	391	.44
101-3000-510.02-06	401K RETIREMENT	3,238.62	23,152.15	39,000	39,000	15,848	.59
	EXPENDITURE	59,110.09	443,984.94	705,600	705,600	261,615	.63
	MATERIALS & SERVICES						
101-3000-520.05-30	POSTAGE	263.44	1,139.17	700	700	439-	1.63
101-3000-520.05-71	MINOR EQUIPMENT	15,976.42	34,205.56	0	35,000	794	.98
101-3000-520.05-74	PROGRAMS AND OUTREACH	156.07	2,109.24	4,300	4,300	2,191	.49
101-3000-520.05-75	PROGRAMS - YOUTH	45.99-	.00	0	0	0	.00
101-3000-520.05-89	CREDIT CARD CHARGES	6.16	66.21	200	200	134	.33
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	35.80	581.75	1,500	1,500	918	.39
101-3000-520.10-07	COPI MACHINES	264.58	1,317.17	1,800	1,800	483	.73
101-3000-520.10-25	OFFICE SUPPLIES	4,810.14	12,125.38	7,100	20,050	7,925	.60
101-3000-520.20-07	BOOKMOBILE MAINTENANCE	.00	.00	0	0	0	.00
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	65.00	1,034.07	5,000	5,000	3,966	.21
101-3000-520.20-43	RESOURCE SHARING	22.00	5,698.52	7,500	7,500	1,801	.76
101-3000-520.25-08	MOTOR POOL CHARGES	180.50	1,309.14	2,700	2,700	1,391	.48
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE	.00	.00	0	0	0	.00
101-3000-520.30-05	COLLECTION DEVELOPMENT	6,280.38	86,201.45	118,500	118,500	32,299	.73
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA	.00	.00	0	0	0	.00
101-3000-520.30-07	MATERIALS-YOUTH COLLECTIN	.00	.00	0	0	0	.00
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICIA	.00	.00	0	0	0	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FEB ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
101-3000-520.30-09	ELECTRONIC MEDIA	.00	.00	0	0	0	.00
101-3000-520.35-13	CONTRACT SERVICES	.00	534.00	5,000	5,000	4,466	.11
101-3000-520.35-42	SOFTWARE MAINTENANCE	1,500.00	5,737.04	4,500	6,500	763	.88
101-3000-520.35-85	LIBRARY CONSORTIUM	.00	8,000.00	11,000	11,000	3,000	.73
101-3000-520.40-10	TELEPHONE	311.98	2,350.97	2,600	2,600	249	.90
101-3000-520.45-02	EDUCATION & CERTIFICATION	.00	.00	0	0	0	.00
101-3000-520.45-03	LODGING & MEALS	20.00	730.81	1,200	1,200	469	.61
101-3000-520.45-04	REGISTRATION & DUES	179.10	1,745.10	4,000	4,000	2,255	.44
101-3000-520.60-16	PROMOTION & PUBLICITY	21.08	463.99	1,500	1,500	1,036	.31
*	EXPENDITURE	30,046.66	165,349.57	179,100	229,050	63,700	.72
	CAPITAL OUTLAY						
101-3000-580.80-13	EQUIPMENT	.00	.00	50,000	50	50	.00
*	EXPENDITURE	.00	.00	50,000	50	50	.00
***	LIBRARY	88,100.10	601,846.38	921,240	921,240	319,394	.65
*****	LIBRARY	88,100.10	601,846.38	921,240	921,240	319,394	.65

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FEB ACTUAL	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
REVENUE							
330-0000-300.01-01	BEGINNING BALANCE	.00	58,199.74-	55,749-	55,749-	2,451	1.04
330-0000-300.01-05	INTEREST EARNED	154.14-	833.06-	400-	400-	433	2.08
330-0000-390.90-04	PRIOR YEAR TAXES	171.26-	2,867.72-	0	0	2,868	.00
*	REVENUE	325.40-	61,900.52-	56,149-	56,149-	5,752	1.10
**	REVENUE	325.40-	61,900.52-	56,149-	56,149-	5,752	1.10
REVENUE							
330-3001-324.34-00	STATE GRANTS	.00	8,439.00-	8,500-	8,500-	61-	.99
330-3001-347.47-00	DONATIONS/CONTRIBUTIONS	102,321.50-	111,495.06-	75,000-	175,000-	63,505-	.64
*	REVENUE	102,321.50-	119,934.06-	83,500-	183,500-	63,566-	.65
**	REVENUE	102,321.50-	119,934.06-	83,500-	183,500-	63,566-	.65
MATERIALS & SERVICES							
EXPENDITURE							
330-3001-520.05-71	MINOR EQUIPMENT	.00	.00	0	60,000	60,000	.00
330-3001-520.05-74	PROGRAMS AND OUTREACH	.00	2,931.34	12,000	12,000	9,069	.24
330-3001-520.05-75	PROGRAMS - YOUTH	.00	.00	0	0	0	.00
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	2,678.00	2,500	2,500	178-	1.07
330-3001-520.30-05	COLLECTION DEVELOPMENT	609.19	1,039.28	5,000	5,000	3,961	.21
330-3001-520.30-07	MATERIALS-YOUTH COLLECTIN	.00	.00	0	0	0	.00
330-3001-520.30-09	ELECTRONIC MEDIA	.00	.00	0	0	0	.00
330-3001-520.30-12	READY TO READ GRANT	.00	4,372.91	8,500	8,500	4,127	.51
330-3001-520.35-13	CONTRACT SERVICES	.00	.00	0	0	0	.00
330-3001-520.60-16	PROMOTION & PUBLICITY	.00	3,810.00	0	0	3,810-	.00
*	EXPENDITURE	609.19	14,831.53	28,000	88,000	73,168	.17
**	EXPENDITURE	609.19	14,831.53	28,000	88,000	73,168	.17
CAPITAL OUTLAY							
EXPENDITURE							
330-3001-580.80-13	EQUIPMENT	.00	.00	50,000	90,000	90,000	.00
*	EXPENDITURE	.00	.00	50,000	90,000	90,000	.00
**	EXPENDITURE	.00	.00	50,000	90,000	90,000	.00
NON OPERATING EXPENSES							
EXPENDITURE							
330-3001-571.90-00	RESERVED FOR FUTURE EXPNS	.00	.00	61,649	61,649	61,649	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FEB ACTUAL	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
*	EXPENDITURE	.00	.00	61,649	61,649	61,649	.00
**	NON OPERATING EXPENSES	.00	.00	61,649	61,649	61,649	.00
***	LIBRARY GRANT/DONATIONS	102,037.71-	167,003.05-	0	0	167,003	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FEB ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
DISTRICT ATTORNEY LAW LIBRARY							
REVENUE							
401-6004-300.01-01	BEGINNING BALANCE	.00	64,861.63-	91,965-	91,965-	27,103-	.71
401-6004-300.01-05	INTEREST EARNED	98.50-	814.15-	800-	800-	14	1.02
401-6004-329.50-24	FINES-STATE COURTS	.00	20,045.79-	18,000-	18,000-	2,046	1.11
* REVENUE							
		98.50-	85,721.57-	110,765-	110,765-	25,043-	.77
EXPENDITURE							
401-6004-510.01-17	DEPARTMENT HEADS	210.46	1,578.42	2,565	2,565	987	.62
401-6004-510.02-01	FICA	15.82	118.65	200	200	81	.59
401-6004-510.02-02	WORKERS COMPENSATION	.31	2.20	0	0	2-	.00
401-6004-510.02-03	HEALTH INSURANCE	59.52	476.16	0	0	476-	.00
401-6004-510.02-04	LIFE INSURANCE/LTD	.51	3.66	0	0	4-	.00
401-6004-510.02-05	UNEMPLOYMENT	.22	1.65	0	0	2-	.00
401-6004-510.02-06	401K RETIREMENT	11.38	85.35	0	0	85-	.00
* EXPENDITURE							
		298.22	2,266.09	2,765	2,765	499	.82
EXPENDITURE							
401-6004-520.05-71	MINOR EQUIPMENT	.00	.00	0	5,000	5,000	.00
401-6004-520.05-74	PROGRAMS AND OUTREACH	.00	60.95	29,750	29,750	29,689	.00
401-6004-520.10-25	OFFICE SUPPLIES	.00	17.49	0	0	17-	.00
401-6004-520.10-26	ORDINANCE COMPLIATION	.00	2,717.00	0	0	2,717-	.00
401-6004-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	1,117.46	0	0	1,117-	.00
401-6004-520.30-05	COLLECTION DEVELOPMENT	1,730.08	17,678.63	0	10,000	7,679-	1.77
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICA	.00	85.00	0	0	85-	.00
401-6004-520.30-16	WESTLAW	194.00	813.00	0	0	813-	.00
401-6004-520.35-28	LEGAL SERVICES	.00	.00	0	0	0	.00
401-6004-570.70-03	ADMIN CHARGES/CO COUNSEL	.00	.00	0	0	0	.00
* EXPENDITURE							
		1,924.08	22,489.53	29,750	44,750	22,260	.50
EXPENDITURE							
401-6004-580.80-05	CAPITAL OUTLAY	.00	.00	15,000	0	0	.00
* EXPENDITURE							
		.00	.00	15,000	0	0	.00
EXPENDITURE							
401-6004-571.90-00	RESERVED FOR FUTURE EXPNS	.00	.00	63,250	63,250	63,250	.00
* EXPENDITURE							
		.00	.00	63,250	63,250	63,250	.00
EXPENDITURE							
401-6004-597.97-21	TO GENERAL FUND	.00	.00	0	0	0	.00
* EXPENDITURE							
		.00	.00	0	0	0	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FEB ACTUAL	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
** LAW LIBRARY		2,123.80	60,965.95	0	0	60,966	.00

Director's Report

March 2020

Prepared by Buzzy Nielsen, Director of Library Services

Facilities

- We received a quote on new shelving for the children's library for new braces and end panels to lower the shelves. The quote fits well within the rest of our renovation budget.
- I'm working with a local photographer to get professional photos of the facility and activities taken. We'll use these photos in online and print marketing.

Programs and Services

- Thrive Central Oregon started their Friday service on March 6. Their regular hours are now Tuesdays 11.00a-1.00p & 2.00-5.00p and Fridays 12.00-3.00p. A Thrive social worker will also be available on Friday mornings for scheduled appointments only.
- AARP Tax-Aide has proven even more popular this year than last. We've had people lining up even before 8.00a for Tax-Aide's service, which operates 9.00a-4.00p every other Saturday.

Statistics

- February saw astoundingly high patron visits, at 12,751. This number is akin to visits we usually get on longer months in the summer.
- New patrons continue to stream into the library, with February's 128 new patrons nearly equaling last month's record 129.
- Catalog Services Librarian Kim Bales' cataloging acumen is on display with the 35% increase in the number of new items added into the system.
- All ages have seen increases in program attendance thanks to the work of the Public Services Team.

Statistics, July 2019 - February 2020

ACTIVITY	Annual change	Monthly average	Total	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Collection use											
<i>Physical circulation activity</i>											
Checkouts: selfcheck	-7.0%	4,885	39,082	4,982	5,263	4,628	4,056	4,473	4,724	5,148	5,808
Checkouts: desk	-7.8%	3,321	26,564	2,645	3,186	2,979	3,029	3,422	3,419	4,024	3,860
Selfcheck ratio			60%	65%	62%	61%	57%	57%	58%	56%	60%
Outreach checkouts	54.7%	27	294		17	60		80	137	-	-
Total physical circ.	-7.2%	5,495	65,945	7,628	8,467	7,668	7,086	7,976	8,281	9,173	9,669
Items lent w/in system	8.1%	3,242	25,937	3,233	3,726	3,049	3,082	3,292	3,030	3,180	3,345
Items borrowed w/in system	4.7%	1,023	8,183	964	1,159	1,024	958	1,095	978	978	1,027
Outside ILLs borrowed	39.7%	42	338	46	48	43	31	38	33	48	51
Outside ILLs lent	32.0%	4	33	5	6	-	3	4	8	3	4
Checkins	-6.1%	7,597	60,773	7,098	7,432	6,891	6,583	7,539	7,535	8,800	8,895
Paging list items	-0.1%	2,690	21,518	2,625	2,990	2,349	2,550	2,680	2,810	2,731	2,783
<i>Electronic use</i>											
Ancestry searches	244.7%	94	748	47	59	21	87	39	35	380	80
Ancestry content views	260.9%	81	646	6	88	9	64	55	71	326	27
Chilton sessions		4	35	-	-	-	4	-	2	21	8
Chilton searches		4	35	-	-	-	4	-	2	21	8
Chilton full-text views		4	35	-	-	-	4	-	2	21	8
Gale sessions	133.8%	213	1,707	50	283	120	77	326	43	232	576
Gale searches	194.9%	784	6,269	481	1,572	1,040	191	1,539	46	771	629
Gale full-text views	81.3%	28	223	27	29	18	2	78	6	21	42
HeinOnline sessions		2	16	-	3	2	1	1	2	5	2
HeinOnline searches		0	1	-	-	-	1	-	-	-	-
HeinOnline views		1	4	-	-	-	4	-	-	-	-
HeritageQuest searches	-79.2%	22	179	-	7	4	50	66	25	6	21
HeritageQuest views	-85.9%	15	119	-	7	1	29	60	15	-	7
LearningExpress sessions	221.4%	6	45	1	17	8	7	5	2	3	2
LearningExpress resources	83.3%	4	33	1	20	2	5	2	1	-	2
Legal Forms sessions		6	45	-	2	-	16	4	5	7	11
Legal Forms searches		6	45	-	2	-	16	4	5	7	11
Legal Forms retrievals		6	45	-	2	-	16	4	5	7	11
Oregon BarBooks				-	-	-					
OverDrive checkouts	3.5%	2,853	22,820	2,706	3,166	2,894	2,766	2,753	2,782	2,806	2,947
OverDrive new users	8.1%	25	200	30	34	24	20	29	10	23	30

ACTIVITY	Annual change	Monthly average	Total	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Small Engine sessions	25.0%	1	5	2	-	-	-	-	-	3	-
Small Engine content views	275.0%	2	15	2	-	-	-	-	-	13	-
Website sessions (visits)	-84.6%	1,368	2,735	N/A	N/A	N/A	N/A	N/A	N/A	495	2,240
Website unique users	-84.3%	733	1,465	N/A	N/A	N/A	N/A	N/A	N/A	312	1,153
Website pageviews	-84.5%	2,437	4,874	N/A	N/A	N/A	N/A	N/A	N/A	1,005	3,869
Westlaw		-		-	-	-					
Total electronic use	2.6%	2,986	23,891	2,742	3,310	2,924	2,870	2,948	2,877	3,187	3,033
Total collection use	-4.8%	7,486	89,836	10,370	11,777	10,592	9,956	10,924	11,158	12,360	12,702
Average use/day	-88.2%	N/A	449	432	471	424	433	420	465	458	489
Library use											
Days open	1.0%	25	200	24	25	25	23	26	24	27	26
Hours open	1.4%	234	1,873	223	235	229	211	248	228	247	252
Patron visits	-6.0%	11,437	91,499	12,751	12,903	10,504	10,157	11,896	10,629	11,182	11,477
New patrons	22.0%	96	770	128	129	71	61	99	92	96	94
Reference Interactions	43.4%	110	876	165	115	103	84	93	101	98	117
Computer sessions											
Desktop sessions	-6.3%	709	5,672	678	688	565	659	759	744	795	784
WiFi sessions			-								
Total Internet use	-2.0%	494	5,927	700	723	579	679	783	784	839	840
Laptop sessions	77.1%	32	255	22	35	14	20	24	40	44	56
AWE sessions	-12.3%	372	2,974	349	375	301	364	351	325	431	478
Meetings held	-4.5%	87	693	85	126	91	89	87	84	79	52
Collection activity											
New items	34.7%	284	3,411	429	448	442	401	434	459	443	355
Books & print	36.5%	245	2,945	395	399	356	344	401	408	327	315
Audio	21.4%	18	210	23	19	48	27	21	26	25	21
Movies	26.1%	21	256	11	30	38	30	12	25	91	19
Items withdrawn	156.0%	376	4,515	-	121	423	183	697	599	922	1,570
Billed/damaged not paid	24.8%	38	267		38	25	77	25	33	48	21
Claimed returned	28.6%	1	9		-	2	1	-	2	4	-
Long missing	3.9%	23	158		-	37	49	8	44	13	7
Withdrawn	193.4%	583	4,081		83	359	56	664	520	857	1,542
Net change in items	-243.6%	(92)	(1,104)	429	327	19	218	(263)	(140)	(479)	(1,215)
Items Processed	19.2%	511	4,088	510	512	504	503	420	485	572	582
Items Repaired	-53.3%	173	1,381	203	174	206	132	150	130	185	201

ACTIVITY	Annual change	Monthly average	Total	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Programs and outreach											
<i>Children's programs</i>											
# kids programs	51.2%	5	65	10	6	7	6	7	6	3	17
Kids program attendance	-18.7%	106	1,273	187	132	111	90	135	104	50	389
# kids outreach	102.6%	13	154	30	22	15	20	34	22	2	-
Kids outreach attendance	138.8%	175	2,099	513	300	203	306	382	288	20	-
# Kids Total	84.0%	18	219	40	28	22	26	41	28	5	17
Total kids attendance	37.9%	281	3,372	700	432	314	396	517	392	70	389
<i>Teen programs</i>											
# teen programs	133.3%	4	49	5	7	6	5	8	6	1	5
Teen Program attendance	54.3%	23	270	27	39	44	31	50	8	28	34
# teen outreach	950.0%	4	42	8	4	4	5	10	3	2	-
Teen outreach attendance	508.5%	144	1,722	717	101	139	129	266	81	86	-
# teen total	264.0%	8	91	13	11	10	10	18	9	3	5
Total teen attendance	334.9%	166	1,992	744	140	183	160	316	89	114	34
<i>Adult programs</i>											
# adult programs	127.3%	10	125	14	17	18	17	26	9	8	11
Adult program attendance	-7.3%	115	1,374	173	140	97	74	444	55	156	135
# adult outreach	200.0%	1	6	-	-	1	2	-	1	2	-
Adult outreach attendance	1059.4%	31	371	-	-	24	62	-	125	160	-
# adult total	129.8%	11	131	14	17	19	19	26	10	10	11
Total adult attendance	15.3%	145	1,745	173	140	121	136	444	180	316	135
<i>Total # programs</i>	119.4%	37	441	67	56	51	55	85	47	18	33
<i>Total attendance</i>	60.9%	592	7,109	1,617	712	618	692	1,277	661	500	558
<i>Outreach activities only</i>	146.3%	17	202	38	26	20	27	44	26	6	-
<i>Outreach attendance only</i>	251.1%	349	4,192	1,230	401	366	497	648	494	266	-
Volunteering											
Volunteers		N/A	N/A	12	12	11	10	16	11	7	14
Volunteer Hours	77.3%	47	372	28	35	41	53	77	48	44	46