Board of Trustees
Meeting Agenda

Thursday, April 9, 2020, 5.15p
Broughton Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville
OPEN TO THE PUBLIC
Social distancing measures will be implemented

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 March 12, 2020, regular meeting	
5.	Reports	
	a. Friends	Nielsen
	b. Circulation services	York
	c. Public services	Scheppke
	d. Finance	Nielsen
	e. Director	Nielsen
6.	Continuing business	
	a. Coronavirus response	Nielsen
	b. 2020 budget request	Nielsen
7.	New business	
	a. Review of emergency facility use MOU	Nielsen
8.	Agenda items for next meeting, May 14, 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 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, March 12, 2020, 5.15p
Study Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

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

1. Additions/deletions from the agenda (ACTION)   Bishop
Chair Jerry called the meeting to order at 5.17p. Buzzy asked to add a discussion about the library's coronavirus response to the agenda. ZuAnne moved to approve the agenda as revised. Jan 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 February 13, 2020, regular meeting
ZuAnne moved to approve the minutes of the February 13, 2020, regular meeting as presented. Pam seconded. The motion carried unanimously.

5. Reports
a. Friends   Friends
Buzzy reported that the Friends of the Crook County Library donated $2,000 to support bringing Young Adult author April Henry to visit the library and Crook County schools in late April.

b. Circulation services   York
Cindy reported the following on behalf of the Circulation Services Team:
* The new security gates can count people as they come and go through the main part of the library. This statistic will be added to the overall stats spreadsheet in future months. The gate count could be compared to the lobby thermal counters to get a very rough (low) estimate of the number of meeting room users.
* The gates also record the number of alarms they issue. Some research is needed to determine if the alarm going off on multiple gate columns count as one alarm or several.
* February saw the second highest record for new patrons at 128. Being a short month, February also had heavy patron traffic at 12,700, a figure more typical of summer months.

c. Public services   Nielsen
Buzzy reported the following on behalf of Jane and the Public Services Team:
* Children's programs and outreach: Children's Services Librarian Jennifer Fischer delivered several programs and outreach in February including teaching kids to make electric potatoes, Leap Into Science day on Leap Day, and a family night at the library for participants in Barnes Butte Elementary's dual language program.

- Teen programs and outreach: Teen Services Librarian Heather Jones had over 500 students visit her table at the Crook County Middle School Health Fair. She's also started partnering with the high school library to offer lunchtime craft programs, starting with metal tooling. Heather volunteered for the regional Oregon Battle of the Books competition held at the middle school.
- Adult programs and outreach: Make It Tuesday was all about sprouts, learning how to grow and cook with them, ably taught by Adult Services Librarian Amber Smith.
- The library will be acting as a Census Resource Center from March through July, having a dedicated station for people to complete their Census online and in general encouraging people to complete the Census.
- The new County website went live on February 28, along with the library's new website. It's not the final version of the site, but it's a huge improvement over having no website and even the previous site.

d. Finance   Nielsen

The Board reviewed the March financial statements and had no further questions. The library is on schedule for the time of year.

e. Director   Nielsen

Buzzy reported the following:
- He's seeking quotes to replace shelving in the children's area, to lower the shelves for increased visibility.
- The library plans to hire a local photographer to take professional photos of the building and events to use for the website and other promotional materials.
- Thrive Central Oregon started their Friday hours on March 6. They're now available for walk-in appointments on Tuesdays 11a-1p and 2-5p and Fridays 12-3p. They also have some hours on Friday for scheduled appointments.
- AARP Tax-Aide has proven extremely popular this year. They operate 9a-4p every other Saturday.
- Catalog Services Librarian Kim Bales has become so efficient that there's been a 35% increase in the number of new items added to the system.
- Attendance at program and outreach events have increased for all ages.

6. Continuing business
a. Facebook grant update   Nielsen

Buzzy updated the Board on the status of the Facebook technology education grant. He's sought three bids for a new outreach van, which will be a Ford Transit Connect XLT model. He's also starting to look at new equipment such as laptops and iPads. Finally, the library is starting to work with 4-H and the schools to figure out what kind of robotics equipment to purchase.

7. New business
a. 2020-21 budget   Nielsen

Buzzy updated the Board on the status of the 2020-21 budget request. Unfortunately, many parameters for requests have been changed by Finance and the Court, so Buzzy did not have a request ready. He plans to get it to the Board by the end of the month to seek comments. However, there will be a few notable changes to the request:
- Finance is planning to combine all of the Library's fund into one, with separate sections within the fund to keep the operating, grants/donations, and law library monies separate.
- More expenses for the library are being moved into the library fund, rather than being kept in other departments. These include some maintenance costs and software currently paid out of the Information Technology budget. This change is happening with multiple departments and is meant to increase transparency about actual costs.

b. Coronavirus   Nielsen

Buzzy reviewed the library's current response to the novel coronavirus outbreak. Currently, the library is still open to the public. However, staff have implemented a more aggressive sanitizing schedule, especially for heavily trafficked areas such as the doors, bathrooms, service desk, and public computers. Hand sanitizer and wipes are being made available for the public. Deschutes Public Library is suspending all of their programs and outreach as of March 13. Crook County Library will cancel its programs and outreach as of March 16, with the Chamber Perk on Friday, March 13, being its last event for a while. The only programs that will continue will be Thrive and Drop-In Tech Help, since they are one-on-one in nature. Continuance of third-party meeting room events are being determined by the event coordinators. Things are subject to change pending the local health situation.

8. Agenda items for next meeting, April 16, 2020   Bishop
- 2020-21 budget
- Interlibrary loan policies (Library Card Policy)

9. Adjournment   Bishop

The meeting adjourned at 6.19p.

Crook County Library
Circulation Services Report
April 9 2020

Prepared by Cindy York, Library Operations Manager

Did You Know?

Library life—what is the new normal? For circulation team that means re-evaluating every aspect of our day! With limited staff in the building at any given time and circulation activity greatly reduced, we are focusing on clean up (not just shelves—spine labels too!) and training—lots of training!

Anyone who says that libraries are dying out has not seen how adaptable we've become!

Check outs—as expected, check out numbers have dropped significantly. Prior to closing the building from public access, our highest checkout number was 206 items at counter and 284 items at the self-checks. The week of the closure, staff encouraged patrons to "stock up" on materials and the numbers soared! The day before, we had a record 1,162 items checked out at the front counter (the self-checks were turned off at this point). That's amazing for just one day! Since offering curbside service, we are seeing an average of 35 items a day. *Worth noting*: not all of these checkouts are for Crook County residents. We've had several people drive over from Deschutes County to check out materials.

Check ins—the highest number of returns-476 items- took place on March 1st. Even though DPL extended all due dates to April 30th, we still have returns coming daily. *Worth noting*: because DPL is not accepting any returns at this time, we may see an increase in returns at our location as the closure timeframe is extended.

Holds—I was hoping that the number of items on the hold shelf would decrease, and for a short time it did; however, the number of items appears to be growing again and is back up to over 100 items on the shelf awaiting pick up.

New Patrons—due to the many closures in our community, we have adjusted our new accounts process to allow access to services. *Worth noting*: with only 48 new patrons in March, 15 were created post-closure! True story~we received an email from a Crook County resident desperate for a card. Turns out she is in quarantine in Cabo and wanted to check out an e-book!

Stressed Out? Try a Yellie!
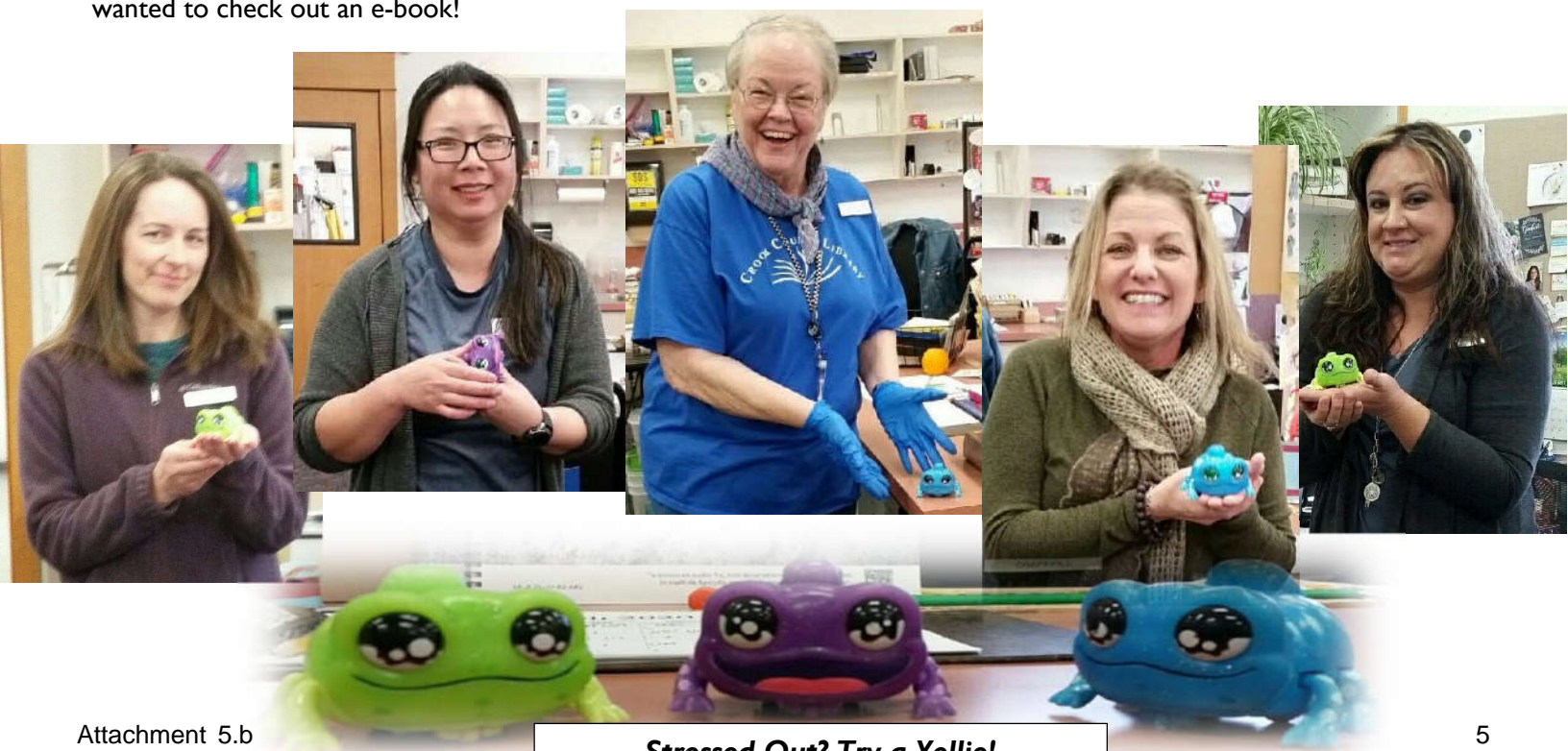
Crook County Library Public Services Report April 2020

Prepared by Jane Scheppke, Assistant Director of Library Services

What we're up to

Since closing to the public on March 20, Public Services staff have been working hard to make sure that the library is still actively serving the Crook County community. This is just a partial list of all the ways we've been keeping the library valuable and visible in the eyes of our patrons:

- **Phone reference**: Public Services team members who work onsite are largely responsible for answering the phones. Although most of the questions we get (and there are a lot of them) relate to curbside pickup of library materials, we are still receiving reference questions at a steady clip. These have ranged from reader's and podcast listener's advisory, to instruction on our digital resources (particularly the new ones, explained below), to questions about the availability of local resources and services.
- **Online programming**: On Wednesday 3/25, our children's librarian Jennifer Fischer hosted our first-ever online storytime on Facebook Live. Though it was an un-advertised test run of the concept, it was viewed, liked, and shared widely. We will continue to provide online storytimes every Monday and Wednesday at 10:00 AM. Staff are exploring other ways that we can use online streaming technology to reach patrons; in particular, teen librarian Heather Jones is working on finding ways to reach teens, who tend not to congregate on Facebook (it's where their parents are).
- **Online technology instruction**: Because shelter-in-place time is a great time to build your tech skills! Adult Services librarian Amber Smith is putting together a series of guides designed to help emerging technology learners master basic concepts around computer setup and use, mobile devices, web searching and safety, and other topics. These guides feature curated links to online learning resources, multimedia, and glossaries of key terms.
- **Cataloging**: Cataloging services librarian Kim Bales continues to build her skills around original cataloging. She has been steadily reducing her queue of library materials that are too rare or too old to have bibliographic records that you can download off the Internet.
- **Collection maintenance**: Although orders for new library materials have slowed, staff are still working to improve our physical collections. Public Services and Circulation staff are working together to weed some items and recategorize others. The children's section will soon have a separate area for biographies, similar to the adult collection; graphic novels will be shelved by series instead of author (so the Alan Moore Batmans and the Grant Morrison Batmans are in the same place, for example); and teen fiction will have genre labels on the spines.

New digital resources for kids at home

In response to the current pandemic, several major publishers and database companies have temporarily released their products for free to the public. We are excited to be able to offer these resources to families and children in Crook County who are adjusting to school closures. These resources include:

- **TumbleBook Library:** Features thousands of professionally published picture books, graphic novels, chapter books, videos, games, music and more for kids in grades K-6. The picture books in particular are a lot of fun – they've been spruced up with simple Reading Rainbow-style animations and sound effects, and can read themselves out loud.
- **TumbleMath**: Math textbooks and learning resources for kids in grades K-6.
- **TeenBookCloud**: Middle grade and YA novels, commonly-assigned classics (including AP English selections), videos, and audiobooks for teens and preteens in grades 6-12.
- **Miss Humblebee's Academy**: Provides standardized, Common Core-aligned lessons in all subjects for children ages 2-6, along with tools that allow parents to track their child's learning and progress.
- **Abdo Digital Bookshelf**: E-book versions of Abdo's popular nonfiction titles for kids and teens. There are separate portals for pre-K – grade 8 resources and grade 5 – grade 12 resources.

All of these sites may be accessed for free via the links above. These resources do not require a library card to access, although Miss Humblebee's Academy requires users to set up a free account.
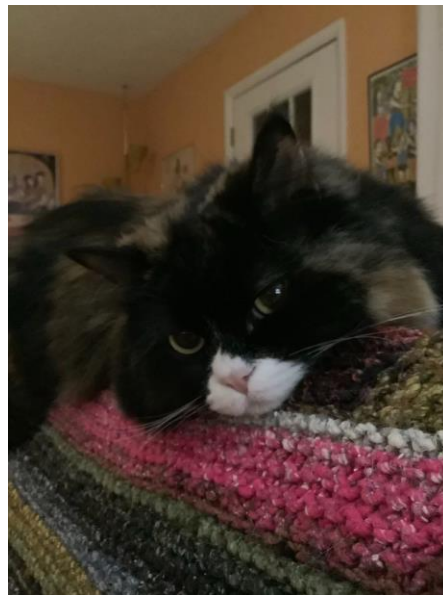
Stacey says: "We indoor cats have a lot to teach humans about social distancing."

General Fund revenues, March 2020

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST
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	4,838.52	1,361.48
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	1,200.00	760.00	440.00
101-3000-329.50-19	FINES	2,260.00	816.17	1,443.83
101-3000-329.50-20	LOST OR DAMAGED	3,700.00	1,547.53	2,152.47
101-3000-343.43-24	MERCHANDISE	100.00	83.22	16.78
101-3000-343.43-25	CARD REPLACEMENT			
101-3000-345.45-21	FRIENDS OF LIBRARY SALES		266.50-	266.50
101-3000-360.60-03	REIMBURSED ITEMS		11.20	11.20-
101-3000-360.60-13	CASHIER ADJUSTMENT		2.95	2.95-
101-3000-360.60-51	E-RATE INTERNET REIMB			
101-3000-380.80-03	FR RESERVE FUND			

TOTALS: 13,460.00   7,793.09   5,666.91

General Fund expeditures, March 2020

PREPARED 04/06/2020, 9:16:45
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST
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	WAGES-OTHER	72,900.00	49,583.95	23,316.05
101-3000-510.01-17	DEPARTMENT HEADS	395,800.00	269,786.32	126,013.68
101-3000-510.01-22	ASST/TECH/COORD/CLERK	30,000.00	18,921.88	11,078.12
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	26,522.98	11,877.02
101-3000-510.02-01	FICA	3,300.00	1,092.09	2,207.91
101-3000-510.02-02	WORKERS COMPENSATION	121,300.00	96,840.45	24,459.55
101-3000-510.02-03	HEALTH INSURANCE	1,600.00	840.37	759.63
101-3000-510.02-04	LIFE INSURANCE/LTD	700.00	350.75	349.25
101-3000-510.02-05	UNEMPLOYMENT	39,000.00	26,390.77	12,609.23
101-3000-510.02-06	401K RETIREMENT	700.00	1,157.16	457.16-
101-3000-520.05-30	POSTAGE	35,000.00	34,205.56	794.44
101-3000-520.05-71	MINOR EQUIPMENT	4,300.00	2,547.76	1,752.24
101-3000-520.05-74	PROGRAMS AND OUTREACH			
101-3000-520.05-75	PROGRAMS - YOUTH			
101-3000-520.05-89	CREDIT CARD CHARGES	200.00	73.63	126.37
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	1,500.00	662.30	837.70
101-3000-520.10-07	COPY MACHINES	1,800.00	1,553.72	246.28
101-3000-520.10-25	OFFICE SUPPLIES	20,050.00	16,926.71	3,123.29
101-3000-520.20-07	BOOKMOBILE MAINTENANCE			
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	5,000.00	1,044.56	3,955.44
101-3000-520.20-43	RESOURCE SHARING	7,500.00	6,832.12	667.88
101-3000-520.25-08	MOTOR POOL CHARGES	2,700.00	1,486.14	1,213.86
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE			
101-3000-520.30-05	COLLECTION DEVELOPMENT	118,500.00	92,664.78	25,835.22
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA			
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	1,109.00	3,891.00
101-3000-520.35-42	SOFTWARE MAINTENANCE	6,500.00	4,603.44	1,896.56
101-3000-520.35-85	LIBRARY CONSORTIUM	11,000.00	8,000.00	3,000.00
101-3000-520.40-10	TELEPHONE	2,600.00	2,584.78	15.22
101-3000-520.45-02	EDUCATION & CERTIFICATION			
101-3000-520.45-03	LODGING & MEALS	1,200.00	730.81	469.19
101-3000-520.45-04	REGISTRATION & DUES	4,000.00	1,965.10	2,034.90
101-3000-520.60-16	PROMOTION & PUBLICITY	1,500.00	498.99	1,001.01
101-3000-580.80-13	EQUIPMENT	50.00		50.00
	TOTALS:	934,700.00	681,469.10	253,230.90

Grants/Donations Fund revenues, March 2020

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	55,749.00	58,199.74	2,450.74-
330-0000-300.01-05	INTEREST EARNED	400.00	833.06	433.06-
330-0000-390.90-04	PRIOR YEAR TAXES		2,901.22	2,901.22-
330-3001-324.34-00	STATE GRANTS	8,500.00	8,439.00	61.00
330-3001-347.47-00	DONATIONS/CONTRIBUTIONS	175,000.00	111,801.06	63,198.94
	TOTALS:	239,649.00	182,174.08	57,474.92

Grants/Donations Fund expenditures, March 2020

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	2,678.00	178.00-
330-3001-520.30-05	COLLECTION DEVELOPMENT	5,000.00	1,211.18	3,788.82
330-3001-520.30-07	MATERIALS-YOUTH COLLECTIIN			
330-3001-520.30-09	ELECTRONIC MEDIA			
330-3001-520.30-12	READY TO READ GRANT	8,500.00	4,372.91	4,127.09
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	15,003.43	224,645.57

Law Library revenues, March 2020

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST
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	814.15	14.15-
401-6004-329.50-24	FINES-STATE COURTS	18,000.00	20,045.79	2,045.79-
	TOTALS:	110,765.00	85,721.57	25,043.43

Law Library expenditures, March 2020

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST
2020 FROM ACCOUNT: 401-6004-500.00-00 THRU ACCOUNT: 401-6004-999.99-99

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ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
401-6004-510.01-17	DEPARTMENT HEADS	2,565.00	1,798.35	766.65
401-6004-510.02-01	FICA	200.00	135.20	64.80
401-6004-510.02-02	WORKERS COMPENSATION		2.53	2.53-
401-6004-510.02-03	HEALTH INSURANCE		535.68	535.68-
401-6004-510.02-04	LIFE INSURANCE/LTD		4.17	4.17-
401-6004-510.02-05	UNEMPLOYMENT		1.87	1.87-
401-6004-510.02-06	401K RETIREMENT		96.73	96.73-
401-6004-520.05-71	MINOR EQUIPMENT	5,000.00		5,000.00
401-6004-520.05-74	PROGRAMS AND OUTREACH	29,750.00	60.95	29,689.05
401-6004-520.10-25	OFFICE SUPPLIES		17.49	17.49-
401-6004-520.10-26	ORDINANCE COMPILATION		4,080.00	4,080.00-
401-6004-520.20-19	EQUIPMENT REPAIRS/MAINT.		1,117.46	1,117.46-
401-6004-520.30-05	COLLECTION DEVELOPMENT	10,000.00	18,086.77	8,086.77-
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICA			
401-6004-520.30-16	WESTLAW			
401-6004-520.35-28	LEGAL SERVICES		1,007.00	1,007.00-
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	26,944.20	83,820.80

Director's Report (COVID-free edition)
April 2020

Prepared by Buzzy Nielsen, Director of Library Services

Facilities

- Given that the building is closed to the public, we're using it as an opportunity to get a couple of special facilities projects done:
  - Replacing the cracked window on the west side of the building. It's been cracked for several years and affects the library's climate control.
  - Replacing the carpet in the Juniper Room, the last part of the library to have original carpet. We're using carpet squares that we already had in stock from when the public area carpet was replaced.

Grants/Donations

- The County Court approved the purchase of a 2020 Ford Transit Connect van, XLT model, from Robberson Ford. This purchase is part of the 2019 technology education grant from Facebook.
- Community Development Regional Manager William Marks submitted a proposal idea to Facebook to invest $150,000 to upgrade technology in the Broughton Room. Once he hears back, we'll submit a more formal proposal.

Personnel

- The County benefits committee is recommending adding a Health Savings Account (HSA) option for health insurance. The option would not replace current offerings but would provide an option that may be helpful to people who have health coverage through other sources. We're anticipating a 9.9% increase to premiums next fiscal year in general.

Programs and Services

- On Friday, March 13, the Library and Friends hosted the Chamber of Commerce's last in-person perk for a while. About 40 members of the community attended and learned about what the Friends and library have to offer.

Other

- April is Child Abuse Prevention Month. While we won't be passing out blue awareness ribbons as per usual, we hope to put up a pinwheel garden outside the children's library, along 2nd Street, to raise awareness.

Statistics, July 2019 - March 2020

ACTIVITY	Annual change	Monthly average	Total	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Collection use												
Physical circulation activity												
Checkouts: selfcheck	-12.3%	4,659	41,930	2,848	4,982	5,263	4,628	4,056	4,473	4,724	5,148	5,808
Checkouts: desk	-7.7%	3,399	30,589	4,025	2,645	3,186	2,979	3,029	3,422	3,419	4,024	3,860
Selfcheck ratio			58%	41%	65%	62%	61%	57%	57%	58%	56%	60%
Outreach checkouts	42.0%	27	294	-		17	60		80	137	-	-
Total physical circ.	-10.3%	6,068	72,818	6,873	7,628	8,467	7,668	7,086	7,976	8,281	9,173	9,669
Items lent w/in system	0.8%	3,066	27,596	1,659	3,233	3,726	3,049	3,082	3,292	3,030	3,180	3,345
Items borrowed w/in system	-1.5%	981	8,826	643	964	1,159	1,024	958	1,095	978	978	1,027
Outside ILLs borrowed	30.8%	41	365	27	46	48	43	31	38	33	48	51
Outside ILLs lent	30.8%	4	34	1	5	6	-	3	4	8	3	4
Checkins	-10.3%	7,346	66,114	5,341	7,098	7,432	6,891	6,583	7,539	7,535	8,800	8,895
Paging list items	-5.2%	2,567	23,105	1,587	2,625	2,990	2,349	2,550	2,680	2,810	2,731	2,783
Electronic use												
Ancestry searches	238.7%	84	752	4	47	59	21	87	39	35	380	80
Ancestry content views	229.9%	72	650	4	6	88	9	64	55	71	326	27
Chilton retrievals		6	51	-	2	7	7	4	-	2	21	8
Gale sessions	67.8%	199	1,789	82	50	283	120	77	326	43	232	576
Gale searches	31.2%	724	6,513	244	481	1,572	1,040	191	1,539	46	771	629
Gale full-text views	33.7%	26	238	15	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		0	4	-	-	-	-	4	-	-	-	-
HeritageQuest searches	-77.5%	22	197	18	-	7	4	50	66	25	6	21
HeritageQuest views	-77.6%	21	192	73	-	7	1	29	60	15	-	7
LearningExpress sessions	200.0%	5	45	-	1	17	8	7	5	2	3	2
LearningExpress resources	57.1%	4	33	-	1	20	2	5	2	1	-	2
Legal Forms retrievals		5	49	-	-	2	-	16	4	9	7	11
Oregon BarBooks				-	-	-	-					
OverDrive checkouts	4.2%	2,879	25,908	3,088	2,706	3,166	2,894	2,766	2,753	2,782	2,806	2,947
OverDrive new users	14.4%	27	246	46	30	34	24	20	29	10	23	30
Small Engine sessions	25.0%	1	5	-	2	-	-	-	-	-	3	-
Small Engine content views	275.0%	2	15	-	2	-	-	-	-	-	13	-
Website sessions (visits)	-86.5%	1,368	2,735		N/A	N/A	N/A	N/A	N/A	N/A	495	2,240
Website unique users	-86.1%	733	1,465		N/A	N/A	N/A	N/A	N/A	N/A	312	1,153

ACTIVITY	Annual change	Monthly average	Total	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Website pageviews	-86.5%	2,437	4,874		N/A	N/A	N/A	N/A	N/A	N/A	1,005	3,869
Westlaw		-		-	-	-	-					
Total electronic use	3.4%	3,010	27,087	3,180	2,744	3,317	2,931	2,870	2,948	2,877	3,187	3,033
Total collection use	-6.9%	8,325	99,905	10,053	10,372	11,784	10,599	9,956	10,924	11,158	12,360	12,702
Average use/day	-89.3%	N/A	463	628	432	471	424	433	420	465	458	489
Library use												
Days open	-3.6%	24	216	16	24	25	25	23	26	24	27	26
Hours open	-2.9%	225	2,029	156	223	235	229	211	248	228	247	252
Limited days open		10	10	10								
Limited hours open		52	52	52								
Public closure hours		10	10	10								
Patron visits	-14.6%	10,507	94,562	3,063	12,751	12,903	10,504	10,157	11,896	10,629	11,182	11,477
New patrons	11.3%	91	818	48	128	129	71	61	99	92	96	94
Reference Interactions	45.0%	115	1,034	158	165	115	103	84	93	101	98	117
Computer sessions												
Desktop sessions	-11.3%	676	6,088	416	678	688	565	659	759	744	795	784
WiFi sessions			-									
Total Internet use	-7.5%	529	6,349	422	700	723	579	679	783	784	839	840
Laptop sessions	56.3%	29	261	6	22	35	14	20	24	40	44	56
AWE sessions	-19.4%	353	3,180	206	349	375	301	364	351	325	431	478
Meetings held	-9.8%	82	735	42	85	126	91	89	87	84	79	52
Collection activity												
New items	31.4%	324	3,888	477	429	448	442	401	434	459	443	355
Books & print	34.3%	282	3,388	443	395	399	356	344	401	408	327	315
Audio	26.9%	20	236	26	23	19	48	27	21	26	25	21
Movies	4.8%	22	264	8	11	30	38	30	12	25	91	19
Items withdrawn	103.7%	387	4,639	-	124	121	423	183	697	599	922	1,570
Billed/damaged not paid	6.8%	35	283		16	38	25	77	25	33	48	21
Claimed returned	42.9%	1	10		1	-	2	1	-	2	4	-
Long missing	11.7%	23	181		23	-	37	49	8	44	13	7
Withdrawn	126.0%	521	4,165		84	83	359	56	664	520	857	1,542
Net change in items	-210.0%	(63)	(751)	477	305	327	19	218	(263)	(140)	(479)	(1,215)
Items Processed	14.3%	510	4,592	504	510	512	504	503	420	485	572	582
Items Repaired	-29.4%	267	2,403	1,022	203	174	206	132	150	130	185	201

ACTIVITY	Annual change	Monthly average	Total	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Programs and outreach												
Children's programs												
# kids programs	22.6%	5	65	3	10	6	7	6	7	6	3	17
Kids program attendance	-32.7%	106	1,273	75	187	132	111	90	135	104	50	389
# kids outreach	41.2%	13	161	16	30	22	15	20	34	22	2	-
Kids outreach attendance	13.4%	183	2,195	183	513	300	203	306	382	288	20	-
# Kids Total	35.3%	19	226	19	40	28	22	26	41	28	5	17
Total kids attendance	-9.4%	289	3,468	258	700	432	314	396	517	392	70	389
Teen programs												
# teen programs	76.9%	4	46	3	5	7	6	5	8	6	1	5
Teen Program attendance	39.9%	23	270	9	27	39	44	31	50	8	28	34
# teen outreach	680.0%	3	39	3	8	4	4	5	10	3	2	-
Teen outreach attendance	284.4%	144	1,722	203	717	101	139	129	266	81	86	-
# teen total	174.2%	7	85	6	13	11	10	10	18	9	3	5
Total teen attendance	210.8%	166	1,992	212	744	140	183	160	316	89	114	34
Adult programs												
# adult programs	85.7%	11	130	8	16	17	18	17	26	9	8	11
Adult program attendance	-17.5%	120	1,445	142	202	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	88.9%	11	136	8	16	17	19	19	26	10	10	11
Total adult attendance	1.9%	151	1,816	142	202	140	121	136	444	180	316	135
Online programs												
# online programs		1	3	2								
Online program attendance		6	22	15								
Total # programs	66.7%	38	450	35	69	56	51	55	85	47	18	33
Total attendance	16.7%	608	7,298	627	1,646	712	618	692	1,277	661	500	558
Outreach activities only	70.2%	17	206	19	38	26	20	27	44	26	6	-
Outreach attendance only	77.6%	357	4,288	386	1,230	401	366	497	648	494	266	-
Volunteering												
Volunteers		N/A	N/A	11	12	12	11	10	16	11	7	14
Volunteer Hours	65.4%	43	390	18	28	35	41	53	77	48	44	46

Crook County Library
Public Closure - Holds Delivery

This procedure will be used in cases when the library is closed to the public but maintaining checkout service to patrons with holds/reservations ready for pick up.

Hold Delivery

Hold pickup times will be limited to Monday through Friday from 9am to 6pm and Saturday 10am to 4pm.

Patrons

Patron will contact the library staff either by calling the regular phone line (541-447-7978) or ringing the doorbell upon arrival at the staff entrance on Second Street (by the bookdrop).

Staff

- Type of service:
    - Phone call service: Ask for patron's name and request that patron meet you at the entrance. Ask them to verify the full birthdate on the account.
    - Drop-in Doorbell service: Ask for patron's name and for them to verify the full birthdate on the account.
- Wash your hands well and often. Hand sanitizer may be available, but it's not a replacement for hand washing. PPE such as gloves and face masks are available, if you'd like to use them. Sanitize the desk and keyboard regularly.
- Maintain social distance. Rather than asking for a card/ID, ask the patron to tell you the name on the account for which they're picking up holds and the full birthdate on the account. You can copy the information onto a sticky note.
    - Residents of the same household can pick up holds provided they can give the correct information.
- If the patron tries to hand you their returns, direct them to the bookdrop.
- Pull any holds waiting for that patron from the temporary holds shelf location.
- Using Circ Assist at the courier station, manually bring up patron and check out item(s) to them. Change the due date as needed.
- Sanitize the items using provided spray and paper towels. Dry off the materials, if needed.
- Put date receipt inside item(s) and put the item(s) in a bag.
- Greet patron at the door with a smile and ask them to step back to the sidewalk by the street to maintain social distance.
- Place the items on the ledge to the left of the bookdrop.
- Thank the patron and let them know they can pick up their items.

AT NO TIME SHOULD PATRONS BE ALLOWED IN THE BUILDING!!

Crook County Library
Public Closure - Checkin

This procedure will be used in cases when the library is closed to the public but staff are still in the building.

Considerations

- All returns should go through the bookdrop to reduce close interactions between patrons and staff.
- At no time should patrons be allowed in the building.
- Wash your hands well and often. Hand sanitizer may be available, but it's not a replacement for hand washing. PPE such as gloves and face masks are available, if you'd like to use them. Sanitize the desk and keyboard regularly.

Procedure

1. The person assigned to the counter should check the bookdrop at the start of their shift and every half hour thereafter.
2. If there are returned items, place them on the designated checkin cart.
3. A Library Aide will then check the items in at Circ 3 station.
4. Check in the items in Sierra using Circ Assist (*not* Sort Assist). Sanitizing the items is not required, given the survivability of the virus, but you are welcome to do so if you want using the spray and paper towels provided.
5. Route the items as appropriate.
   - *CCL Returns:* Put items onto the appropriate shelving cart.
   - *CCL Holds:* Insert the hold slip and put on the small black cart (normally used for circ desk courier returns). These patrons will need to be contacted manually.
   - *LINX holds:* Cancel the holds per procedure (assuming that schools are also closed).
   - *Other libraries' holds and returns:* Put into appropriate crate. Once a crate is filled, stack it in the corner to the right of the staff entrance.

Crook County Library
Manual Holds Notifications

This procedure will be used in cases when the ILS isn't sending notifications.

Checking in holds

1. Check the hold in as per usual using Circ/Sort Assist and print the hold slip.
2. Place the hold on a designated cart for hold notifications.
3. Make sure that the holds are in alphabetical order by last name.

Contacting patrons

1. Look up the patron in Sierra using the name printed on the holdslip.
2. Verify that the patron is the one for whom the holds are intended by checking the "Holds" tab.
3. Click "View" in the top right corner.
4. Note the "Notice preference" field on the right side of the screen and proceed accordingly.

Email notifications

1. Go to https://outlook.office365.com.
2. Login to library@crooklib.org
3. Click "New message" in the top left corner.
4. Copy and paste the patron's email into the "To:" field.
5. Open the document "Manual hold pickup email notification.docx" saved in Z:\Library\Official Policy & Procedure\Procedures - Circulation Desk
6. Copy the text under "Subject" in the Word document into the "Subject" field of the email.
7. Copy the text under "Body Text" into the message field of the new email.
   a. You can also copy/paste the information from the email in the "Drafts" folder.
8. Click "Send".

Phone notifications

1. Copy the patron's phone number (including backup number) onto a sticky note and place it on the item(s).
2. Put the item(s) aside so that you can make all the phone calls at once.
3. Once you've processed all the email notifications, find an available phone.
4. Call the first-listed phone number on the account.
   a. *If you get a person:* Ask for the person whose holds you have. If that person is available, let them know they have items ready to pick up and what they are. Answer any questions that they have. If you get someone other than the person for whom the holds are intended, ask them to pass on that there are holds ready to pick up at the library. Please do not tell the third party what items are available.
   b. *If you get no answer and can't leave a message:* Try the secondary number, if available. If not, no further action is needed.

c. *If you get an answering service:* Say the following. Please do not say what items are available.

Hi, this is Crook County Library. You have items on hold that are ready to pick up. If you have any questions, please call us back at 541-447-7978 on Monday-Wednesday 9.00a-8.00p, Thursday-Friday, 9.00a-6.00p, Saturday 10.00a-4.00p. You can also check your account online at crooklib.org.

Public closure edition
Hi, this is Crook County Library. You have items on hold that are ready to pick up. If you have any questions, please call us back at 541-447-7978 on Monday-Friday 9.00a-6.00p and Saturday 10.00a-4.00p. Curbside pickup is available at the same hours at our Second Street entrance, near the bookdrop. Park on the street and call us or knock on the door for service. You can also check your account online at crooklib.org.

Once you've emailed or called all of the patrons, the holds can be shelved as per usual.

Crook County Library
Go Card Procedures

Due to the covid-19 pandemic, we are experiencing a change in the manner in which patrons apply for library service. While many schools have turned to online education and people in our community are unable to physically come into the building, we are offering two temporary methods of acquiring a library card: Online or Phone.

Online

1. Verify patron is not already in the system
2. Have patron go to our website. This will allow him/her a chance to browse our website too!

- Under Quick Links, have patron click **Log in to Your Account**
- Click **Create an Account**
- Fill in all boxes
- Click **Submit**
- Once completed, have patron call or email staff at library@crooklib.org

3. In Sierra

Fixed fields:

- Expiration date: 90 days from current date
- Community Info: appropriate code
- Patron Type: 108 (Courtesy Card)
- Home Library: cp (Prineville)
- Patron Message: Verify Address
- Notice Preference: Email

Variable Fields:

- Phone Number: make sure there are dashes in the correct spots
- Barcode: replace system generated barcode with a CCL card number
- Pin #: enter the last 4 digits of the phone number if not already filled in

4. Using a legal sized preprinted envelope displaying RETURN SERVICE REQUESTED under our logo & address, place the new card inside a folded new patron packet. Also include a note to have patron call or email upon receipt.

5. Print Sierra patron info and give to Library Operations Manager

Phone

- Complete all fields in Sierra based on information given over the phone and using the information in step 3.
- Does patron need immediate digital access? Let them know their card and pin number immediately.
- Complete steps 4 and 5

Date	Action
03/16/2020	**Crook County Declares State of Emergency** **Notice to all Crook County Employees**
	In an effort to support our employees and their families during this uncertain time, the Court has designated the following policy to address employee absenteeism related to the current COVID19 event and any resulting potential County office closures. Our goal is to provide flexible work and pay options to help bridge challenges. At the discretion of the Court, Crook County's COVID19 work /pay Policy will be in effect for the duration of County's stated declaration of emergency. **Health Guidelines** Local Public Health and the Oregon Health Authority continue to recommend people in Oregon take everyday precautions to prevent the spread of many respiratory illnesses, including COVID-19 and influenza - The CDC is recommending non-pharmaceutical interventions to slow the spread of COVID19, and other respiratory infections (including flu and pertussis) by taking everyday preventive actions, including: • If you feel sick, call ahead to your healthcare provider to discuss whether or not you need to be seen. • Cover your coughs and sneezes with a tissue and then throw the tissue in the trash. • Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol. • Avoid close contact with people who are sick. • Avoid touching your eyes, nose and mouth with unwashed hands. • Clean and disinfect surfaces that are often touched. • Take care of your health overall; staying current on your vaccinations, including flu vaccine, eating well and exercising all help your body stay resilient. • Consult CDC's travel website for any travel advisories and steps to protect yourself if you plan to travel outside of the US. • Stay home if you are sick and talk with your employer now about a plan if you do become ill and cannot show up for work.
	Employee Work Policy It is critical that we provide our employees support to the best of our ability and help them meet the changing needs and various challenges presented by the current situation, such as school closures. The Court has developed a set of options designed to provide flexibility to our employees, allowing them to better address both their personal and professional responsibilities in ways that meet their unique set of needs. **Flextime:** Flextime is a" flexible hours" schedule that allows employees to alter workday start and finish times. In contrast to traditional <u>work</u> arrangements that require <u>employees</u> to work a standard 8 a.m. to 5 p.m. <u>day</u>, flextime typically involves a "core" period of the day during which employees are required to be at work (e.g., between 11 a.m. and 3 p.m.), and a "bandwidth" period within which all required hours must be worked (e.g., between 5:30 a.m. and 7:30 p.m.) The working day outside of the "core" period is "flexible time", in which employees can choose when they work, subject to achieving total daily, weekly or monthly hours within the "bandwidth" period set by employers, and subject to the necessary work being done. The total working time required of employees on flextime schedules is the same as that required under traditional work schedules. **Weekend Shifts:** Employees may work with heir department head to determine if their work can be conducted in office on Saturdays and/or Sundays. This option is dependent on a number of qualifiers such as access to building and equipment. A position heavily centered on providing customer service may not be a best fit for this option, Please discuss this with your department head to determine viability. **Remote Work / Work from Home:** There are some positions throughout the County that can be conducted from home with the use of a County issued laptop and phone. Due to the nature of the County's work, not all positions can be conducted in this manner. Please discuss this possibility with your department head. Additionally, the County possesses a limited supply of laptops available on a limited basis. To explore this possibility with your department head, please the following considerations:

	• Whether your position is largely dependent on computer work and can be fulfilled at a location outside of the office. • Whether your position is not dependent on information and/or materials that pose a confidentiality risk if taken off County premises. • Whether your work is dependent on being on premises to direct, guide, or manages processes and/or people in person, and cannot be performed remotely. **Split Shifts:** A split shift is a schedule where a person's work day is split into two or more parts. For example, a person may work from 8:00 to 12:00, take a break until 4:00 and then return to work until 8:00 to complete their shift. This type of shift provides flexibility to attend to you and your family's needs that may occur during standard business hours or allow for you to be home to care for others until another person is available to take over and allow you to return to work and complete your shift. **Availability of the flexible options provided above, are dependent on several factors, including job type and equipment availability, final decisions are at the department head and/or Court's discretion.*

	Employee Pay Policy
	Please note that Federal and State executive orders may Supersede and you should revisit daily.
	If the County remains open for business during the immediate future, and *the employee chooses* to not report to work, they will be required to utilize accruals as designated by the county *or* may opt for unpaid absences.
	*Please note that the collective bargaining unit at the Sheriff's office follows an accrual structure unique to their department (PTO, Comp, and Sick).
	
	Comp Time:
	    • If an employee has available comp time it will be utilized first for paid absences. Their comp time should be fully utilized and if they still require use of accruals they will then draw from accruals as designated.
	    • If any employee does not have comp time accrued they will first utilize floating holidays if available to them.
	Floating Holidays:
	1. Once all comp time has been exhausted, or none is available, the employee shall utilize any available floating holidays. If none are available, they will utilize vacation if available. Floating holidays can only be used in full; day amounts – i.e... 8 hours, 10 hours, dependent on your normal workday.
	Vacation Pay:
	2. Once an employee has utilized all available comp and floating holiday accruals and still require time off they will utilize their available vacation pay accruals.
	
	Sick Pay:
	3. If an employee has utilized all available comp time, floating holidays, and vacation pay, they will then utilize available sick time accruals.
	Accrual Loan:
	4. If an employee has exhausted all available accruals and/or has insufficient accruals to cover their voluntary time off, the County will allow them to borrow against future earned sick time accruals. Payroll accruals will continue per usual, and the finance department will track and adjust accordingly. The employee will be required to "pay back" outstanding/borrowed sick time accruals at such time the County stated emergency ends. The availability of accrual loans is limited to the County emergency and is at the discretion of the County Court.
	
	5. If the County closes for business during the County declared state of emergency, non-essential employees will not be asked to report to work. At such time the County will implement current emergency closure pay policy. Employees will be compensated at their standard rate based on their regularly worked schedule *i.e. Inclement Weather Pay Policy.*

03/16/2020	**Secretary of State Sick Leave**
	Employees can use sick time to care for themselves, family members, for visits to medical professional. Sick time can also be used if your child's school is closed by order of a public official for a public health emergency, such as

	Governor Brown's current closure of all K-12 schools.
03/18/2020	**State of Oregon Temporary Administrative Order – OFLA**
	Eligible employees may take OFLA leave for the purposes commonly referred to as parental leave, serious health condition leave, pregnancy disability leave, sick child leave, and the death of a family member. 1. Parental leave is taken for the birth of the employee's child, to care for the employee's newborn, newly adopted or newly placed foster child under 18 years of age or newly placed foster child 18 years of age or older who is incapable of self-care because of a physical or mental impairment. It includes leave time to effectuate the legal process required for placement of a foster child or the adoption of a child. 2. Serious health condition. *To provide care for a family member with serious condition as defined in ORS 839-009-0210(200; or *To recover from or seek treatment for a serious health condition that renders an employee unable to perform at least one essential function of the employee's regular position 3. Pregnancy disability leave is leave taken by a female employee for a disability related to pregnancy or childbirth, occurring before, during or after the birth of the child, or for prenatal care. Pregnancy disability leave is a form of serious health condition leave. 4. Sick child leave is leave taken to care for employee's child suffering from an illness, injury, or condition that requires home care but is not a serious health condition. *Absence to care for an employee's child whose school or place of care has been close in conjunction with a statewide public health emergency declared by a public health official. *An employer is not required to grant leave for routine medical or dental appointments. 5. Leave to deal with the death of a family member is leave taken to attend a funeral of alternative to a funeral of the family member: to make arrangements hesitated by the death if the family member or grieve the death of the family member.
03/18/2020	**Federal Families First Coronavirus Response Act - Begins April 1, 2020**
	• *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular* rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or • *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.
03/24/2020	**Office of Representative Greg Walden** Paid Sick Leave Parameters 1. Employee subject to a Federal, State, or local quarantine or isolation order. 2. The employee has been advised by a health care provider to self-quarantine. 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis 4. The employee is caring for an individual to which points 1 and/or 2 apply. 5. The employee is caring for a child if the child's school or place of care has been closed due to COVID-19 precautions. 6. The employee is experiencing any there substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretaries of labor bad row Treasury.
03/26/2020	**Crook County Timesheets Instructions**
	## Timesheets: For any sick time coded on your timesheet related to COVID 19, please use the following codes as necessary. • COVID 1 – for an employee who is unable to work because of Coronavirus quarantine or self-quarantine or has Coronavirus symptoms and is seeking a

medical diagnosis.
- COVID 2 - for an employee who is caring for someone with Coronavirus, or is caring for a child because the child's school or child care facility is closed, or the child care provider is unavailable due to the Coronavirus.
- COVID 3 – for an employee who is unable to work because of Coronavirus but does not fall into the criteria for COVID 1 or COVID 2.

March 16th – April 30st:
- Please refer to the Pay and Work Policy distributed to all County employees on 3/16/2020 for appropriate use of accruals.
- The only exception to this policy is related to the school closure during this time. You may use your sick accrual first if you are caring for children due to the statewide school closure.

Effective April 1st:
- Families First Coronavirus Response Act becomes effective on April [1st] and provides up to 80 hours of additional sick time to employees, using the following criteria:
  - For an employee who is unable to work because of Coronavirus quarantine or self-quarantine or has Coronavirus symptoms and is seeking a medical diagnosis.
    - o Full time employees are paid at 100% of their regular rate of pay, up to $511 per day or a maximum of $5,110.
    - o Part-time employees will not be entitled to 80 hours of sick time, but are entitled to the typical number of hours that they work in a typical two-week period, paid at their regular rate of pay.
  - For an employee who is caring for someone with Coronavirus, or is caring for a child because the child's school or child care facility is closed, or the child care provider is unavailable due to the Coronavirus.
    - o Full time employees are paid at two thirds of their regular rate of pay, up to $200 per day or a maximum of $2,000.
    - o Part-time employees will not be entitled to 80 hours of sick time, but are entitled to the typical number of hours that they work in a typical two-week period, paid at two thirds of their regular rate of pay.

If you qualify for this sick time, you will receive sick pay based on the calculation designated in the Act. Once you have exhausted the available sick time under the Act or if you do not meet the above criteria, you should code your time according to the Pay and Work policy.

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Budget Adjustments	Adjusted 2019-20 Budget	YTD 2019-20 1/31/20	2019-20 Estimate	2020-21 Requested Budget
101-3000-329.42-18	PHOTOCOPY FEES	6,399	5,857	6,519	7,216	6,200		6,200	3,758	5,000	6,500
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	945	945	705	945	1,200		1,200	675	900	1,000
101-3000-329.50-19	*FINES & FEES*	6,915	5,728	6,424	2,171	2,260		2,260	644	800	4,000
101-3000-329.50-20	*LOST OR DAMAGED*	2,594	2,908	1,549	2,778	3,700		3,700	1,131	2,000	-
101-3000-343.43-24	MERCHANDISE	117	93	101	117	100		100	62	100	100
101-3000-343.43-25	CARD REPLACEMENT	238	188	65	-	-		-	-	-	-
101-3000-345-45-21	FRIENDS OF LIBRARY SALES	(157)	39	8	(78)	-		-	148	-	-
101-3000-360-60-03	REIMBURSED ITEMS	10	-			-		-	11	-	-
101-3000-360-60-13	CASHIER ADJUSTMENT	2	(41)	(7)	6	-		-	3	-	-
101-3000-360-60-51	E-RATE INTERNET REIMB		2,295			-		-	-	-	-
101-3000-361.61-07	*INTERFUND REIMB / FRM LAW LIBRARY*										3,800
	TOTAL REVENUE	17,063	18,012	15,363	13,155	13,460	-	13,460	6,432	8,800	15,400
101-3000-510.01-17	DEPARTMENT HEADS	66,088	56,171	63,774	72,127	72,900		72,900	37,718		76,000
101-3000-510.01-22	ASST/TECH/COORD/CLERK	347,247	353,915	356,896	340,844	395,800		395,800	202,863		406,000
101-3000-510.01-28	MAINTENANCE	14,972	24,906	26,343	28,475	30,000		30,000	14,582		27,800
101-3000-510.01-32	EXTRA HELP	583	484	423	12,689	2,600		2,600	12,493		-
101-3000-510.02-01	FICA	30,972	31,398	32,919	34,097	38,400		38,400	20,241		38,500
101-3000-510.02-02	WORKERS COMPENSATION	1,468	1,829	1,542	1,581	3,300		3,300	838		1,400
101-3000-510.02-03	HEALTH INSURANCE	78,927	94,237	116,095	94,906	121,300		121,300	75,320		143,700
101-3000-510.02-04	LIFE INSURANCE/LTD	1,020	1,181	1,101	919	1,600		1,600	639		1,200
101-3000-510.02-05	UNEMPLOYMENT	4,564	435	447	454	700		700	268		500
101-3000-510.02-06	401K RETIREMENT	18,578	33,586	39,000	27,138	39,000		39,000	19,914		39,000
		564,420	598,144	638,541	613,230	705,600	-	705,600	384,876	-	734,100
101-3000-520.05-30	POSTAGE	54	44		639	700		700	876	1,500	1,700
101-3000-520.05-71	MINOR EQUIP						35,000	35,000	18,229	35,000	4,000
101-3000-520.05-74	PROGRAMS AND OUTREACH	487	1,178	5,032	4,798	4,300		4,300	1,953	4,300	4,300
101-3000-520.05-75	PROGRAMS - YOUTH	963	1,383			-		-	46	-	-
101-3000-520.05-89	CREDIT CARD CHARGES		49	140	109	200		200	60	150	150
101-3000-520.10-06	*MATERIALS RECOVERY EXPENSE*	1,217	1,181	1,155	1,038	1,500		1,500	546	800	1,500
101-3000-520.10-07	COPY MACHINES	2,377	2,544	2,029	2,167	1,800		1,800	1,053	1,800	1,800
101-3000-520.10-25	OFFICE SUPPLIES	3,957	2,536	6,564	6,168	7,100	12,950	20,050	7,315	20,000	8,000
101-3000-520.20-07	BOOKMOBILE MAINTENANCE	1,311	456		4,465	-		-	-	-	-

Account Number	Description	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Budget Adjustments	Adjusted 2019-20 Budget	YTD 2019-20 1/31/20	2019-20 Estimate	2020-21 Requested Budget
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	2,647	11,076	6,113	6,960	5,000		5,000	969	4,000	1,000
101-3000-520.20-43	RESOURCE SHARING	6,388	6,672	6,763	-	7,500		7,500	5,676	7,000	7,500
101-3000-520.25-08	MOTOR POOL CHARGES	118	2,416	2,325	2,131	2,700		2,700	1,129	2,300	1,200
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE	6,300	3,335			-		-	-	-	-
101-3000-520.30-05	COLLECTION DEVELOPMENT	44,101	36,818	62,020	58,977	118,500		118,500	79,921	118,500	127,000
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA	15,890	25,131	223	-	-		-	-	-	-
101-3000-520.30-07	MATERIALS-YOUTH COLLECTIN	21,809	23,366			-		-		-	-
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICA	5,561	6,154	3,045	3,565	-		-		-	-
101-3000-520.30-09	ELECTRONIC MEDIA	6,078	5,464	28,349	32,652	-		-	-	-	-
101-3000-520.35-13	CONTRACT SERVICES	6,400	600	600	-	5,000		5,000	534	2,000	2,000
101-3000-520.35-42	SOFTWARE MAINTENANCE			4,086	5,108	4,500	2,000	6,500	4,237	6,500	11,000
101-3000-520.35-85	LIBRARY CONSORTIUM			9,997	9,000	11,000		11,000	8,000	8,000	8,280
101-3000-520.40-10	TELEPHONE	3,200	4,941	4,148	4,277	2,600		2,600	2,039	3,500	3,700
101-3000-520.45-02	EDUCATION & CERTIFICATION	268	175	1,310	2,338	-		-	-	-	-
101-3000-520.45-03	LODGING & MEALS	253	807	1,858	1,266	1,200		1,200	711	1,000	2,000
101-3000-520.45-04	REGISTRATION & DUES	2,579	3,973	2,402	3,289	4,000		4,000	1,566	2,500	3,500
101-3000-520.60-16	PROMOTION & PUBLICITY	685	552	1,206	735	1,500		1,500	443	1,500	1,250
		132,643	140,852	149,363	149,682	179,100	49,950	229,050	135,303	220,350	189,880
101-3000-580.80-13	CAPITAL OUTLAY					50,000	(49,950)	50		-	-
	CAPITAL OUTLAY TOTAL	-	-	-	-	50,000	(49,950)	50	-	-	-
									-		
	TOTAL EXPENDITURES	697,063	738,996	787,904	762,912	934,700	0	934,700	520,179	220,350	923,980

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Budget Adjustments	Adjusted 2019-20 Budget	YTD 2019-20 1/31/20	2019-20 Estimate	2020-21 Requested Budget
330-0000-300.01-01	BEGINNING BALANCE	32,500	58,518	55,749		55,749	58,200	58,200	101,629
330-0000-300.01-05	INTEREST EARNED	419	1,297	400		400	679	800	1,000
330-3001-324.34-00	STATE GRANTS	7,943	8,094	8,500		8,500	8,439	8,439	8,500
330-3001-347.47-00	DONATIONS	19,501	14,567	75,000	100,000	175,000	9,174	125,000	200,000
330-0000-390.90-04	PRIOR YEAR TAXES		7,262	0		0	2,696	3,000	1,000
	TOTAL REVENUE	60,363	89,738	139,649	100,000	239,649	79,188	195,439	312,129
330-3001-520.05-71	MINOR EQUIPMENT				60,000	60,000		35,000	225,000
330-3001-520.05-74	PROGRAMS AND OUTREACH	5,280	13,030	12,000		12,000	2,931	5,000	13,000
330-3001-520.05-75	PROGRAMS - YOUTH	417		0		0	0	0	0
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT	1,528	2,100	2,500		2,500	2,678	4,000	0
330-3001-520.25-08	MOTOR POOL CHARGES	2,325							1,500
330-3001-520.30-05	COLLECTION DEVELOPMENT	1,143	506	5,000		5,000	430	2,000	5,000
330-3001-520.30-07	MATERIALS-YOUTH COLLECTIN			0		0	0	0	0
330-3001-520.30-09	ELECTRONIC MEDIA	1,763		0		0	0	0	0
330-3001-520.30-12	READY TO READ GRANT EXP	7,400	8,227	8,500		8,500	4,373	8,500	8,500
330-3001-520.35-13	CONTRACT SERVICES			0		0		0	0
330-3001-520.60-16	PROMOTION & PUBLICITY	25	456	0		0	3,810	4,310	1,000
		19,881	24,319	28,000	60,000	88,000	14,222	58,810	254,000
330-3001-571.90-00	RESERVE			61,649		61,649	0	101,629	58,129
		0	0	61,649	0	61,649	0	101,629	58,129
330-3001-580.80-13	EQUIPMENT	6,537	7,219	50,000	40,000	90,000	0	35,000	0
		6,537	7,219	50,000	40,000	90,000	0	35,000	0
	TOTAL EXPENDITURES	26,418	31,538	139,649	100,000	239,649	14,222	195,439	312,129

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Budget Adjustments	Adjusted 2019-20 Budget	YTD 2019-20 1/31/20	2019-20 Estimate	2020-21 Requested Budget
401-6004-300.01-01	BEGINNING BALANCE	78,150	74,450	91,965		91,965	64,862	64,862	52,116
401-6004-300.01-05	INTEREST EARNED	902	1,810	800		800	716	900	800
401-6004-329.50-24	**LAW LIBRARY APPRO.**	19,158	19,158	18,000		18,000	20,045	20,045	20,045
	TOTAL REVENUE	**98,210**	**95,418**	**110,765**	**-**	**110,765**	**85,623**	**85,807**	**72,961**
401-6004-510.01-17	DEPARTMENT HEADS			2,565		2,565	1,368		
401-6004-510.02-01	FICA			200		200	103		
401-6004-510.02-02	WORKERS COMP					-	2		
401-6004-510.02-03	HEALTH INSURANCE					-	417		
401-6004-510.02-04	LIFE INSURANCE/ LTD					-	3		
401-6004-510.02-05	UNEMPLOYMENT					-	1		
401-6004-510.02-06	401K					-	74		
		-	-	2,765	-	2,765	1,968	3,374	-
401-6004-520.05-71	MINOR EQUIPMENT			29,750	5,000	34,750		-	-
401-6004-520.05-74	PROGRAMS AND OUTREACH	2,394				-	61	150	300
401-6004-520.10-25	OFFICE SUPPLIES	3,227	106			-	17	50	100
401-6004-520.10-26	ORDINANCE COMPILATION	3,232	784			-	2,717	4,500	3,500
401-6004-520.20-19	EQUIPMENT REPAIRS/MAINT		637			-	1,117	1,117	-
401-6004-520.30-05	COLLECTION DEVELOPMENT		9,506		10,000	10,000	15,949	22,000	25,000
401-6004-520.30-08	**BOOKS/PERIODICALS/PUB**		1,408			-	85	-	-
401-6004-520.30-16	**WESTLAW**		1,667			-	619	2,500	-
401-6004-520.35-28	**LEGAL SERVICES**					-		-	-
401-6004-520.45-04	*REGISTRATION AND DUES*							-	1,000
401-6004-570.70-03	**MATS/SERV REIMBURSED**					-		-	-
		8,853	14,108	29,750	15,000	44,750	20,565	30,317	29,900
401-6004-571.90-00	RESERVED FOR FUTURE EXPNS			63,250		63,250	-	52,116	39,261
		-	-	63,250	-	63,250	-	52,116	39,261
401-6004-580.80-05	CAPITAL OUTLAY		1,448	15,000	(15,000)	-	-	-	-
		-	1,448	15,000	(15,000)	-	-	-	-
401-6004-597.97-21	TO GENERAL FUND	15,000	15,000	-		-	-	-	3,800
		15,000	15,000	-	-	-	-	-	3,800
	TOTAL EXPENDITURES	**98,210**	**30,556**	**110,765**	**-**	**110,765**	**22,533**	**85,807**	**72,961**

Crook County Library
Budget prep notes, FY 2020-21
by line item

GENERAL FUND - REVENUES

101-3000-329.42-18 (Photocopy fees)

- Income from photocopies, printouts, and faxes.

101-3000-329.42-39 (Non-resident registrations)

- Fees paid by out-of-library-network residents for library card access, $85 per year, which options for quarterly and monthly.

101-3000-329.50-19 (Fines & Fees)

- This line item was used for fees charged to people who are sent to materials recovery (for long overdue items) and fees charged to people using the meeting rooms for commercial activities. I'm recommending merging it with the below line item (Lost or Damaged) to reduce the number of line items we're using. We don't get much utility by tracking these items separately.

101-3000-329.50-20 (Lost or damaged)

- I recommend merging this line items with the above one (Fines and Fees). See description above.

101-3000-343.43-24 (Merchandise)

- This is bags, earphones, and other library swag people can buy.

101-3000-343.43-25 (Card replacement)

- Our library consortium eliminated the fee for replacement cards in FY 2018 due to the low cost of library cards ($0.10-0.15).

101-3000-345-45-21 (Friends of Library sales)

- Used by Finance to pass Friends monies in and out. Ultimately zeroes out

101-3000-360-60-03 (Reimbursed items)

- Used by Finance

101-3000-360-60-13 (Cashier adjustment)

- Used by Finance.

101-3000-360.60-51 (E-Rate reimbursement)

- The Federal Government no longer reimburses telephony through the E-Rate service. The IT department still receives a reimbursement for bandwidth, which is deposited into their budget.

101-3000-360.61-07 (Interfund Reimbursement from Law Library)

- This money is being transferred from the Law Library fund to pay for a portion of the Library Director's salary.

GENERAL FUND - PERSONAL SERVICES

101-3000-510.01-17 (Department Heads)

- Library Director's salary

101-3000-510.01-22 (Asst/Tech/Coord/Clerk)

- Salaries for Aides, Technicians, Librarians, Operations Manager, and Assistant Director.

101-3000-510.01-28 (Maintenance)

- Salary for Maintenance Custodian.

101-3000-510.01-32 (Extra Help)

- Previously used for outside cleaning, which should be in materials & services. Putting amount in to 520.35-13 below. We'll be using an outside firm to do cleaning for Saturdays.

101-3000-510.02-01 (FICA)

- Calculated based on salaries, typically 7.35%.

101-3000-510.02-02 (Workers Compensation)

- Calculated based on salaries.

101-3000-510.02-03 (Health Insurance)

- Number will be determined after County finishes negotiating health insurance contract. Currently the County is anticipating a 9.9% increase.

101-3000-510.02-04 (Life Insurance)

- Fixed amount based on number of full-time employees.

101-3000-510.02-05 (Unemployment)

- Calculated based on salaries.

101-3000-510.02-06 (Retirement)

- $325/month for every full-time employee

GENERAL FUND – MATERIALS AND SERVICES

101-3000-520.05-30 (Postage)

- Postage for items like interlibrary loans was previously paid through the Treasurer's office. In FY19, the library started being charged directly. Increased line item accordingly. We use an online service called Stamps.com, which also charges a monthly fee ($18).

101-3000-520.05-71 (Minor Equipment)

- This is the new line item that's being used for small equipment (e.g. things that cost less than $10,000 individually), rather than the Equipment Repairs/Maintenance (520.20-19).

101-3000-520.05-74 (Programs and Outreach)

- Used for non-Summer Reading programs throughout the year. Keeping level since many programs will be paid for with the Facebook Technology Education grant.

101-3000-520.05-75 (Programs – Youth)

- Subsumed into 05-74 in FY 18.

101-3000-520.05-89 (Credit card charges)

- Charges for use of Square payment system. $0.10 per transaction + 2.6%.

101-3000-520.10-06 (Collection agency expense)

- This line item is used to pay the fees to the company that helps us get back long overdue items. I'm recommending renaming this line item to "Materials Recovery Expense", since the company isn't really a collections agency.

101-3000-520.10-07 (Copy machines)

- Used to pay copier and printing fees.

101-3000-520.10-25 (Office supplies)

- Efficiencies found in processing procedures have reduced the need for some expensive supplies and cases. Reduced further.

101-3000-520.20-07 (Bookmobile maintenance)

- The former library bookmobile was transferred to Search & Rescue in FY 20 to use as a mobile command vehicle.

101-3000-520.20-19 (Equipment repair/maintenance)

- Rather than the Equipment Repairs/Maintenance to buy small equipment (e.g. things that cost less than $10,000 individually), we'll be using 520.05-71 (Minor Equipment). This line item will be used strictly repair/upkeep of current equipment.

101-3000-520.20-43 (Resource sharing)

- Includes costs for OCLC WorldShare (used for out-of-system interlibrary loans) and the inter-library Central Oregon courier.

101-3000-520.25-08 (Motor pool charges)

- This amount is decreased significantly this year since the Facebook grant for Technology Education allowed us to purchase a van. The grant included some monies for operating expenses.

101-3000-520.30-04 (Processing/repair supplies)

- Subsumed into 10-25 in FY18.

101-3000-520.30-05 (Collection development)

- This line item includes the 30-06 to 09 line items now to simplify accounting. This line item is used to purchase physical and digital items for the collection, i.e., it's the bread-and-butter of wat we do.

101-3000-520.30-06 (Materials – Digital media)

- Subsumed into 30-05 in FY18.

101-3000-520.30-08 (Books/periodicals/publications)

- Subsuming into 30-05 above in FY 20.

101-3000-520.30-09 (Electronic media)

- Subsuming into 30-05 in FY 20.

101-3000-520.35-13 (Contract services)

- Used for on-call outside cleaning service. Regular cleaning is done Monday-Friday by our Maintenance Custodian (510.01-28). Saturday cleaning is done by Advantage Cleaning, which is covered in the Maintenance Department budget.

101-3000-520-35-42 (Software maintenance)

- Used for staff software. Estimates: TS360 (for collection development), $1,500; Amazon Prime, $125; WhenToWork (scheduling), $200; Cataloging software, $3,250; RFID software, $2,500; Computer management software, $2,750; $250; Traf-Sys (people counting), $200. Some of these items are being moved from the IT department's budget to ours. The new software addition is the RFID software, which will be an annual expense.

101-3000-520-35-85 (Library consortium)

- The annual fee we pay to Deschutes Public Library to belong to the Central Oregon library partnership. The increase for this year is 3.5%.

101-3000-520.40-10 (Telephone)

- This line item is used to pay for the library's telephone lines (5, $2,430), mobile phone reimbursements (4 lines, $720), and mobile hotspot ($550).

101-3000-520.45-02 (Education and certification)

- Combined with 45-04 in FY 20.

101-3000-520.45-03 (Lodging and meals)

- Used for out-of-county travel to trainings, conferences, meetings, etc.

101-3000-520.45-04 (Registration and dues)

- Used for staff professional members in the Oregon Library Association, organizational membership in groups such as the Chamber of Commerce, and registration fees for conferences and trainings.

101-3000-520.60-16 (Promotion and publicity)

- Used for online and print advertising and printing of promotional materials.

GRANTS/DONATIONS FUND

330-0000-300.01-01 (Beginning balance)

- Includes funds for future projects as well as Summer Reading money, Ready to Read grant carryover, and unspent funds from the 2019 Facebook technology education grant.

330-0000-300.01-05 (Interest earned)

- Increased slightly due to the larger amount in the fund.

330-3001-324.34-00 (State grants)

- Annual Ready to Read grant from the State Library of Oregon.

330-3001-347.47-00 (Contributions/donations)

- Anticipating possible $125,000 from Facebook for meeting room improvements, in addition to usual donations from the Friends of the Library, private parties, and other grants we may pursue.

330-0000-390.90-04 (Prior Year Taxes)

- Money trickling in the construction bond that funded the current library building. The bond expired in 2018, but unpaid taxes continue coming, less each year. This money is used for building-related projects. For instance, we used some of the money to pay for the library's security camera system.

330-3001-520.05-71 (Minor Equipment)

- This is the new line item that's being used for small equipment (e.g. things that cost less than $10,000 individually), rather than the Equipment Repairs/Maintenance (330-3001-520.20-19). The large amount in this line item is for the Facebook grant we've already received for technology education and a potential grant we'll be receiving to upgrade technology in the meeting room.

330-3001-520.05-74 (Programs and outreach)

- Primarily used for the Summer Reading Program, thanks to contributions from the Friends of the Library. This line item will also be used to pay for some of the programs/activities from the Facebook Technology Education grant.

330-3001-520.20-19 (Equipment repairs/maintenance)

- Rather than the Equipment Repairs/Maintenance to buy small equipment (e.g. things that cost less than $10,000 individually), we'll be using 520.05-71 (Minor Equipment). Nearly all equipment being purchased out of the Grants/Donations fund is new equipment, not items being repaired.

101-3000-520.25-08 (Motor pool charges)

- This is a new line item for the Grants/Donations Fund. It will be used to pay for the mileage for the new outreach van paid for with the Facebook Technology Education grant.

330-3001-520.30-05 (Collection Development)

- Used to purchase new physical and digital items for the collection. We'll likely ask the Friends to fund a new electronic resource, TumbleBooks, next year. TumbleBooks provides e-books and online graphic novels for kids.

330-3001-520.30-12 (Ready to Read grant expense)

- Expenditures = estimated revenue from 324.34-00 above.

330-3001-520-60-16 (Promotion and publicity)

- This money is typically used to promote new resources/programs in partnership with the Friends.

330-3001-571.90-00 (Reserve)

- Carryover into the next fiscal year, mostly from unspent grant monies that cross fiscal years.

330-3001-580.80-13 (Capital outlay)

- The County prefers that the only items paid out of capital outlay line items are equipment and building-related items that cost >$10,000, so the expenses for this line item were moved to 330-3001-520.05-71 above.

LAW LIBRARY

401-6004-300.01-01 (Beginning balance)

- Includes unspent money from several years of law library appropriations.

401-6004-300.01-05 (Interest earned)

- Decreasing slightly due to smaller amount in fund.

401-6004-329.50-24 (Fines-State Court)

- Rename to "LAW LIBRARY APPR", since the law library money from the state is no longer based on state court fines. This is the appropriation we receive from the state to provide law library services. Since it's funded biennially, we'll receive the same amount in 2020-21 as we received in 2019-20.

401-6004-510.xx-xx (Personnel expenses)

- This money pays for part of the library director's salary to manage the law library. Rather than directly take personnel expenses out of this fund, we'll be transferring the money into the General Fund. See 401-6004-597.97-21 for the transfer.

401-6004-520.05-74 (Programs)

- Funds for doing law-related public programming.

401-6004-520.10-25 (Office Supplies)

- For paper, processing materials, etc.

401-6004-520.10-26 (Ordinance Compilation)

- Used to pay for publishing the Crook County Code online at https://www.codepublishing.com/OR/CrookCounty/. This publishing greatly increases the public's access to the County's laws, hence using law library money for it.

401-6004-520.20-19 (Equipment Repairs/Maintenance)

- Last year, this was used to purchase a height adjustable desk and new computer. No equipment expenses are anticipated in 2020-21.

401-6004-520.30-05 (Collection Development)

- For purchasing print and online legal resources.

401-6004-520.30-08 (Books/Periodicals/Pub)

- Deprecated line item

401-6004-520.30-16 (Westlaw)

- Law Library funding was previously used to pay for the County Legal Department's subscription to legal research software. After a conversation with Eric Blaine, it was determined that this was not an effective use of law library money intended for law resources available to the general public. This line item will be deprecated.

401-6004-520.45-04 (Registration and Dues)

- New line item for this fund. It will be used for law-related trainings.

401-6004-571.90-00 (Reserved for Future Expansion)

- This money will be carried over into the next fiscal year. We're spending slightly more than the money we receive each year in order to spend down the large carryovers in the law library fund.

401-6004-597.97-21 (To General Fund)

- A transfer to the General Fund for the portion of the library director's salary devoted to managing the law library. See 401-6004-520.xx-xx above.

MEMORANDUM OF UNDERSTANDING

The Crook County Health Department and Crook County Library, by and through their governing body, the Crook County Court, enter into this Memorandum of Understanding as follows:

RECITALS

WHEREAS, the Crook County Health Department is responsible for public health during routine and emergency conditions; and

WHEREAS, Crook County Health Department employees are trained to conduct communication disease investigation and other services related to public health emergencies and related support;

WHEREAS, in the event of a public health crisis or major emergency or disaster as defined in ORS 401.025 (4), the parties have executed this Memorandum of Understanding to address the mutual need for assistance, supplemental personnel, equipment, and other support in the event of such emergency; and

WHEREAS, it is anticipated that each of the parties will have the necessary personnel and equipment to provide such services in the event of an emergency; and

WHEREAS, it is necessary and desirable that this agreement be executed for the exchange of mutual assistance, with the intent to supplement rather than supplant agency personnel; and

WHEREAS, such an agreement would provide documentation needed to seek the maximum reimbursement possible from appropriate Federal Agencies during emergencies; and

WHEREAS, ORS 401.480 provides for cooperative assistance agreement among public and private agencies for reciprocal emergency aid and resources; and

WHEREAS, ORS Chapter 190 provides for Intergovernmental Agreements and apportionment among parties and the apportionment of responsibilities including the payment of expenses incurred in the performance of the agreed upon functions or activities.

NOW THEREFORE, the parties agree as follows:

A.   Facility Space -- In the event of a public health crisis, major emergency or disaster, the Governor may request that the Strategic National Stockpile (SNS) be mobilized and delivered to a designated RSS facility location within the State of Oregon to be distributed to supporting treatment sites and dispensing facilities. The Crook County Library accepts designation as a treatment and dispensing site in the event the

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need arises. This facility has been evaluated and meets the minimum facility requirements recommended by the Center of Disease Control.

B. Use of Facility – The ability of a designated facility to provide support and operate as a dispensing site will be directly related to the circumstances, needs, and requirements presented by the event, as well as the status of the facility when the need arises. The time required to prepare these sites will depend on a variety of factors such as current use, available staff, and other resources available, etc., which may influence the selection process. Consequently, several facilities may be considered before final selection of a facility is made for a specific event. Facilities under consideration will be notified as soon as possible in regard to their potential use and availability as a treatment or dispensing site through the Oregon Emergency Operations Center. Designation and use of the Crook County Library as a treatment site and dispensing facility shall be mutually agreed upon by all parties to this agreement.

C. Modification or Suspension of Normal Facility Business Activities – Once designated as a treatment site and dispensing facility, normal business operations may need to be modified or suspended entirely depending on the current use and characteristics of the facility as well as the scope and associated demands of the emergency. The Crook County Library shall modify or suspend normal business operations in the event of a disaster.

D. Facility Operations – In the event the Crook County Library is designated as a treatment site or dispending facility, the facility will be managed jointly by the Crook County Health Department, Library Management, and Crook County Emergency Management. Staff support will be a combination of local, regional, state, federal, and private sector personnel.

E. Use of Facility Space Resources and Associated Systems – The Crook County Library authorizes the use of facility staff, equipment, and other associated resources to support the distribution of medical services to the extend it is appropriate, safe, legal, and feasible to do so. This includes but is not limited to such items as communications equipment/services, computers, copying equipment, etc. Facility staff resources and associated systems will only be used with facility management authorization and supervision, and subsequent to the appropriate and necessary orientation and training. Facility management may deny access to specific space within the facility or use of any facility resources or systems by outside agency/organizations if it feels that in doing so may in any way compromise operational integrity, safety, and/or security of the facility and associated resources and systems.

F. Cost Obligations – To the extent feasible, all reasonable and eligible costs associated with the operation of the facility during the public health crises, emergency or disaster will be submitted to the appropriate State and Federal Agencies for consideration and reimbursement through established assistance programs.

G.   Security – The Oregon State Police, in coordination with the other local, state, and federal law enforcement resources, will provide the necessary security for the site, once it has been established as a treatment site or dispensing facility.

H.   Liability – ORS 401.515 provides that during the existence of an emergency, the state and any local government, any agent thereof or emergency serviced worker engaged in any emergency services activity shall not, except in cases of willful misconduct, gross negligence or bad faith, be liable for the death or injury of any person, damage or loss of property, as a result of that activity. Furthermore, the Statute provides that there shall be no liability on the part of a person who owns or maintains any building or premises which has been designated by any Emergency Management Agency for the death of or injury to any individual or damage to or loss of property while in or upon the building.

I.   Amendments – This Agreement may be amended at any time by signature approval of the parties or their respective designee.

J.   Term – This agreement shall be effective on the date it has been signed by all parties, and shall continue until terminated by either party at any time on 60 days written notice to the others.

CROOK COUNTY COURT

_____   7-1-2009
Judge Mike McCabe   Date

_____   7-1-2009
Commissioner Lynn Lundquist   Date

_____   7-1-2009
Commissioner Ken Fahlgren   Date

CROOK COUNTY LIBRARY

_____   6/17/09
David Patterson   Date

CROOK COUNTY HEALTH

_____   6/17/09
Muriel DeLaVergne-Brown   Date

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