



# Board of Trustees

## Meeting Agenda

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Thursday, May 14, 2020, 5.15p

<https://crookcounty.my.webex.com/crookcounty.my/j.php?MTID=mc26872c55730f6696a237e10b6182034>

Phone: 408-418-9388

Access code: 297 210 092

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|--|---------|
| 1. Additions/deletions from the agenda ( <b>ACTION</b> ) | Bishop  |
| 2. Conflicts/potential conflicts of interest             | Bishop  |
| 3. Public comment  | Bishop  |
| 4. Consent agenda ( <b>ACTION</b> )                      | Bishop  |
| a. Minutes of April 9, 2020, regular meeting             |         |
| b. Minutes of May 1, 2020, emergency meeting             |         |
| 5. Reports   |         |
| a. Finance   | Nielsen |
| b. Director  | Nielsen |
| 6. Continuing business                                   |         |
| a. Coronavirus response                                  | Nielsen |
| 7. New business  |         |
| a. Reopening plans                                       | Nielsen |
| 8. Agenda items for next meeting, June 11, 2020          | Bishop  |
| 9. Adjournment   | Bishop  |

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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

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Thursday, April 9, 2020, 5:15 pm  
Broughton Room, Crook County Library  
175 SW Meadow Lakes Dr., Prineville

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

**1. Additions/deletions from the agenda (ACTION) Bishop**

Chair Jerry called the meeting to order at 5:20 pm. Jan moved to approve the agenda as presented. LaQuita seconded. The motion carried unanimously.

**2. Conflicts/potential conflicts of interest Bishop**

None stated.

**3. Public comment: Bishop**

No public present.

**4. Consent agenda (ACTION) Bishop**

**a. Minutes of March 12, 2020, regular meeting**

ZuAnne moved to approve the minutes of the March 12, 2020, regular meeting as presented. Jan seconded. The motion carried unanimously, with LaQuita abstaining.

**5. Reports**

**a. Friends**

To help mitigate the potential spread of novel coronavirus and keep themselves and their customers safe, the Friends have stopped holding sales or opening Chapters Bookstore for Kids. Neither the Friends nor the library itself are accepting item donations.

**b. Circulation services**

Cindy reported the following on behalf of the Circulation Services Team:

- Checkouts have been low since the library closed to the public and moved to curbside hold pickup, averaging about 35/day since closure.
- The day before the library closed, there were a record number of checkouts: 1,162.
- Since Deschutes Public Library is closed to all physical checkouts, CCL is providing some curbside service to Deschutes County patrons.
- In addition to placing new holds upon request, staff are calling patrons who have outstanding holds from before the library closed, trying to clear the holdshelf.
- Staff are still making new cards for patrons, mostly for people interested in accessing the library's online resources.
- Cindy is trying to find ways to relieve stress during this tense time, including by bringing in "Yellies", toys that move along with staff yelling at them!

**c. Public services**

**Scheppke**

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

- The team is still busy doing things even while the library is closed to the public.
  - *Phone reference:* The library is getting many phone questions about using online resources, tax forms, advice on what to read/watch/hear, and local services.

- *Online programming:* Children's Services Librarian Jennifer Fischer has started doing storytimes via Facebook Live on Mondays and Wednesdays at 10.00a. Teen Services Librarian Heather Jones is investigating ways to reach out to teens online as well.
- *Online technology education:* Adult Services Librarian Amber Smith is working on a guide to help technology learners master basic computer concepts.
- *Cataloging:* Catalog Services Librarian Kim Bales has been quickly working through a backlog of original cataloging (rare or unusual materials, mostly about the local area).
- *Collection maintenance:* The Public and Circulation Services Teams are working together to weed and reorganize collections to make them easier to use for the public, including separating children's biographies into their own collection, organizing graphic novels by series (e.g. Batman) rather than author, and putting genre labels on teen fiction.
- Several new digital resources have been added for children. The new sites are being offered for free by their publishers. Resources include TumbleBook Library, TumbleMath, TeenBookCloud, Miss Humblebee's Academy, and Abdo Digital Bookshelf.

#### **d. Finance**

Buzzy gave an overview the library's finances:

- It's unlikely that the library will receive much more revenue for the fiscal year, given the public closure.
- There are some budget items that likely won't be spent out, either, due to the closure: staff training, mileage for outreach, programming, law library, and collection development.
- Staff will be spending out more of the Grants budget thanks to the Facebook technology education grant, including purchase of the outreach van and new laptop and tablets. There will also be some money spent on Children's Room renovations.
- With 75% of the year elapsed, about 72% of the budget is spent.

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

#### **e. Director:**

Buzzy additionally reported the following:

- While the building is closed, he's coordinating some facilities projects: replacing the cracked window on the east end of the building, replacing carpeting in the Juniper Room, and purchasing new shelves for the children's room.
- The library has purchased the van for the Facebook Technology Education grant. It's in the parking lot. It just needs to get a license plate and registration, followed by putting a wrap on it to make it pretty.
- William Marks from Facebook has proposed investing \$150,000 to improve technology in the Broughton Room.
- A Health Savings Account option is being added to the health benefits for staff.
- The library's last in-person event was the Chamber of Commerce Perk on March 13, which drew 40 people.
- April is Child Abuse Prevention Month. In recognition, Technician Leona Coleman put up a pinwheel garden on the north side of the building, outside the Children's Room.
- Library staff are still promoting the Census. An accurate Census count has a huge impact on how federal funds are distributed to rural areas.
- Buzzy let the Board know about a letter the library, Friends, and County Judge received from a person who was charged for a damaged item. The individual said that they didn't damage the book and felt that the library's response was incompetent and expressed concerns about the library's overall direction. This person did not contact the library to let them know that he didn't damage the item. In such cases, the charges are waived. Buzzy sent a response letter.
- The statistics will differ greatly going forward due to the public closure. Some stats, such as circulation, public computer usage, and door counts, will be low or non-existent. Staff are also tracking how many days/hours the building is closed or has limited services to the public.

## **6. Continuing business**

### **a. Coronavirus response**

Buzzy presented how the library has changed its service model since closing to the public.

- The Crook and Jefferson County Libraries are doing curbside hold pickup right now. Deschutes Public Library is not. To avoid mass holds chaos when everything's running again, patrons cannot place holds online. Crook County patrons may call or email the library to place holds, but they're limited to things that are currently physically available at Crook County Library.
- There are no automated notices of any kind going out from the system, including due date reminders, overdue notices, or hold pickup notices. Staff are manually emailing patrons to let them know their holds are ready.
- All due dates and hold pickup periods have been extended until April 30 but may be extended pending a decision from DPL. Nobody is being sent to materials recovery, either.
- All library programs and meeting room events are canceled through April 30. AARP Tax-Aide has been canceled nationwide. The annual Oregon Library Association conference, previously scheduled to occur in Bend at the end of April, is also canceled.
- The laptops the library normally checks out to the public are being used by the County Information Technology department to facilitate work-from-home for several County employees.
- Due to County policy, not all staff are allowed to work from home, but library managers are trying to reduce the number of people in the building as much as possible. Some staff are splitting their time between onsite and offsite work. People onsite are practicing social distancing. Curbside pickup is no-contact.
- Staff are working on several special projects while the building is closed to the public: relabeling, redoing procedures, deep-cleaning furniture and surfaces, planning the Summer Reading Program, and more.
- Ann Schepke has kindly agreed to make face masks for all of the staff. There will be enough for each staff member to have two.
- Items are being sanitizing as they come in and go out. Common workspaces, door hardware, etc. are also being disinfected multiple times a day.
- The public WiFi is still on. People have been parking in their cars to use it from the parking lot.
- Buzzy praised staff for being flexible and having a positive attitude through the changes.

### **b. 2020-21 budget request**

Buzzy went over the 2020-21 budget request. He had a preliminary budget meeting with Commissioner Brummer and the Finance Department on April 9. Here are a few takeaways from that meeting:

- Some staff salaries were inputted incorrectly and will need to be tweaked in the final document.
- Most costs are the similar to last year.
- Next fiscal year, all of the library's funds (General, Grants/Donations, and Law Library) are being combined into one to make accounting easier and track actual costs. Some other General Fund departments are also being separated into their own funds.
- The County will start "charging" departments for centralized services such as maintenance, administration, Human Resources (HR), Information Technology (IT), and Finance. These charges will better reflect the actual costs of operating the departments and are used commonly in other municipalities. ZuAnne asked how the allocations are determined. Buzzy replied that it varies by department. IT will be based on the number of workstations in each department, maintenance on square footage, and Human Resources on staffing. He wasn't sure how Finance, Legal, or Admin will be allocated but will ask. It sounds like "rent", i.e. charges for maintenance, will not happen in 2020-21 but is very likely in 2021-22.
- Jan asked why revenue in the General Fund doesn't match the expenditures, as it does in the other two funds. Buzzy explained that the difference between revenues and expenditures in General Fund departments are made up by tax dollars.

## **7. New business**

### **a. Review of emergency facility use MOU**

The Legal Department sent a document for the Board to review. It's a Memorandum of Understanding between the Library, Health Department, and Sheriff's Office emergency services to be able to use the library for emergency purposes, including possible vaccine distribution for pandemics. The MOU was first signed in 2008. The Fairgrounds has a similar agreement. The County currently does not plan to use the library as an emergency facility but wants to be prepared should the situation arise. The Board had no questions/objections.

### **b. Other**

Jerry praised library staff's response to the coronavirus crisis and how quickly they were able to change their service model to account for the closure.

## **8. Agenda items for next meeting, May 14, 2020**

**Bishop**

- Update on the Coronavirus response
- 2020-21 budget review

## **9. Adjournment**

**Bishop**

The meeting adjourned at 6:08 pm.



# Board of Trustees

## Emergency Meeting Minutes

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Friday, May 1, 2020, 3.00p

Connection information:

Phone: 408-418-9388

Access code: 290 864 390

Present: Jerry Bishop (Chair), Jerry Brummer (Commissioner Liaison), Pam Looney (Vice Chair), ZuAnne Neal, Buzzy Nielsen (Director), Jane Schepcke (Assistant Director), LaQuita Stec

Absent: Jan Anderson

### 1. Additions/deletions from the agenda (ACTION)

**Bishop**

Chair Jerry Bishop called the emergency meeting to order at 3.03p. The emergency meeting was called to discuss the recent action by the Crook County Court to furlough library employees. ZuAnne moved to approve the agenda as presented. LaQuita seconded. The motion carried unanimously.

### 2. Library staff furloughs

**Nielsen**

Buzzy updated the Board on the current situation regarding furloughed library employees.

- At an emergency meeting on April 30, the Court voted to furlough Library and Fairgrounds employees. They also voted to give Judge Seth Crawford authority to furlough employees from other departments.
- The initial vote furloughed all but the department head and one other employee in both departments. Subsequently, the Judge agreed to have a third person at the library. Catalog Services Librarian Kim Bales and Library Technician Renee Parrott will be joining Buzzy in operating the library during the furlough. Ten of the library's 13 employees were furloughed.
- The library's service will be limited to curbside hold pickup and answering phone calls & emails.
- Hours of operation will be Monday through Friday from 9.00a to 5.00p. This change cuts off the Saturday curbside hours. The three staff members will be present in the building from 8:45a to 5:15p, with a half-hour lunch.
- The furlough was effective starting Friday, May 1, at 5.00p. Staff have received an official furlough letter via email, met individually with Seth, Human Resources Director Kim Barber, and Buzzy, and will receive a letter from Finance about continuing with optional benefits (e.g. Aflac).
- Health insurance coverage will continue during the furlough for eligible employees.
- Employees were told that the furlough would end on July 31, which is the last date of the extra federal unemployment insurance, but the Court is going to try to bring employees back sooner.
- Given the way that pay periods and days fall, employees were paid on April 30 and will receive full paychecks again on May 14, to cover the April 16-30 pay period.

Jerry Brummer explained the Court's decision. The transient room tax (collected by hotels and other temporary lodging) is way down, as are lottery funds. Gas tax revenues have lessened by 20-25%. The Court doesn't know when they'll be able to reopen and bring back employees. Jerry estimates that things won't get "back to normal" for at least 60 days. The County could have a \$1-1.5 million shortfall. The Court wanted to act quickly so that employees can get the additional unemployment funds from the federal government, hopefully staving off future layoffs.

Board members had several questions for Jerry Brummer and Buzzy:

- How do the furloughs affect the reopening plan that Buzzy drafted in April, or is too early to discuss? Jerry Brummer said that Seth plans to meet with the Governor on May 1 to see how

things are going within the area's healthcare zone (shared by several other Central and Eastern Oregon counties). A reopening plan for the County will be drafted by Public Health Director Muriel Delavergne-Brown and signed off by the Governor. Jerry couldn't comment on the library's reopening plan at this time, other than that it looked good.

- Was the Museum discussed at the Court's emergency meeting? Jerry Brummer said that Seth is planning to talk to the Museum soon as well as the District Attorney's office. More information is coming.
- Can the Court use the website to keep people advised as to what's going on with the furloughs? LaQuita said that she learned about the furlough from a Facebook post from Seth on the "Prineville, Crook County – Your Voice, Our Community" Facebook site. Jerry Brummer apologized for the Facebook post and said that the County will use different means of communication in the future. Buzzy said that he's hoping information will go out via a countywide press release. He also posted about the reduced hours on Facebook.
- When did Buzzy know that the furlough was happening? He said that he was informed of the furlough on April 23 in a meeting with county budget consultant Andy Parks and Seth. Buzzy was asked to draft a plan for furloughing staff to retain "current service levels". There was no specific monetary savings that was requested in the plan.
- Did the Court ask all department heads for cuts to avoid furloughs? Jerry Brummer said that all department heads were asked 5% and 10% cut scenarios, although Buzzy clarified that those scenarios were intended for the 2020-21 budget year, not the current one. Jerry Brummer noted that the General Fund is the primary fund for the County and that it's better to be proactive. The furloughs probably would have been better to do a month ago.
- Why does the library seem like the hardest hit department despite providing ongoing services? Jerry Brummer noted that this was the decision that was made by the Court and that furloughs at other departments are being considered. The Court is trying to prevent further difficulties to next year's budget, trying to get ahead of the curve.
- Some Eastern Oregon counties are pushing for early reopenings. What about Crook County? Jerry Brummer said that the County is working on it.

### **3. Public comment**

There was no public present.

**Bishop**

### **4. Adjournment**

The meeting adjourned at 3.27p.

**Bishop**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY							
LIBRARY							
101-3000-329.42-18	PHOTOCOPY FEES	409.93-	4,838.52-	6,200-	6,200-	1,361-	.78
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	760.00-	1,200-	1,200-	440-	.63
101-3000-329.50-19	FINES	95.46-	816.17-	2,260-	2,260-	1,444-	.36
101-3000-329.50-20	LOST OR DAMAGED	168.36-	1,547.53-	3,700-	3,700-	2,152-	.42
101-3000-343.43-24	MERCHANDISE	14.01-	83.22-	100-	100-	17-	.83
101-3000-346.45-21	FRIENDS OF LIBRARY SALES	382.80	266.50	0	0	267-	.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
REVENUE		304.96-	7,793.09-	13,460-	13,460-	5,667-	.58
PERSONNEL SERVICES							
101-3000-510.01-17	DEPARTMENT HEADS	6,063.64	49,583.95	72,900	72,900	23,316	.68
101-3000-510.01-22	ASST/TECH/COORD/CLERK	33,304.78	269,786.32	395,800	395,800	126,014	.68
101-3000-510.01-28	MAINTENANCE	2,072.40	18,921.88	30,000	30,000	11,078	.63
101-3000-510.01-32	EXTRA HELP	.00	12,492.98	2,600	2,600	9,893-	4.81
101-3000-510.02-01	FICA	3,131.57	26,522.98	38,400	38,400	11,877	.69
101-3000-510.02-02	WORKERS COMPENSATION	124.28	1,092.09	3,300	3,300	2,208	.33
101-3000-510.02-03	HEALTH INSURANCE	10,760.05	96,840.45	121,300	121,300	24,460	.80
101-3000-510.02-04	LIFE INSURANCE/LTD	100.81	840.37	1,600	1,600	760	.53
101-3000-510.02-05	UNEMPLOYMENT	41.45	350.75	700	700	349	.50
101-3000-510.02-06	401K RETIREMENT	3,238.62	26,390.77	39,000	39,000	12,609	.68
EXPENDITURE		58,837.60	502,822.54	705,600	705,600	202,777	.71
MATERIALS & SERVICES							
101-3000-520.05-30	POSTAGE	17.99	1,157.16	700	700	457-	1.65
101-3000-520.05-71	MINOR EQUIPMENT	.00	34,205.56	0	35,000	794	.98
101-3000-520.05-74	PROGRAMS AND OUTREACH	716.69	2,825.93	4,300	4,300	1,474	.66
101-3000-520.05-89	CREDIT CARD CHARGES	7.42	73.63	200	200	126	.37
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	80.55	662.30	1,500	1,500	838	.44
101-3000-520.10-07	COPY MACHINES	236.55	1,553.72	1,800	1,800	246	.86
101-3000-520.10-25	OFFICE SUPPLIES	4,926.52	17,051.90	7,100	20,050	2,998	.85
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	10.49	1,044.56	5,000	5,000	3,955	.21
101-3000-520.20-43	RESOURCE SHARING	1,133.60	6,832.12	7,500	7,500	668	.91
101-3000-520.25-08	MOTOR POOL CHARGES	177.00	1,486.14	2,700	2,700	1,214	.55
101-3000-520.30-05	COLLECTION DEVELOPMENT	6,783.66	92,985.11	118,500	118,500	25,515	.78
101-3000-520.35-13	CONTRACT SERVICES	575.00	1,109.00	5,000	5,000	3,891	.22
101-3000-520.35-42	SOFTWARE MAINTENANCE	1,133.60-	4,603.44	4,500	6,500	1,897	.71
101-3000-520.35-85	LIBRARY CONSORTIUM	.00	8,000.00	11,000	11,000	3,000	.73
101-3000-520.40-10	TELEPHONE	497.38	2,848.35	2,600	2,600	248-	1.10
101-3000-520.45-03	LODGING & MEALS	.00	730.81	1,200	1,200	469	.61
101-3000-520.45-04	REGISTRATION & DUES	220.00	1,965.10	4,000	4,000	2,035	.49
101-3000-520.60-16	PROMOTION & PUBLICITY	35.00	498.99	1,500	1,500	1,001	.33
EXPENDITURE		14,284.25	179,633.82	179,100	229,050	49,416	.78
CAPITAL OUTLAY							



ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
101-3000-580	EQUIPMENT	.00	.00	50,000	50	50	.00
*	EXPENDITURE	.00	.00	50,000	50	50	.00
****	LIBRARY	72,816.89	674,663.27	921,240	921,240	246,577	.73
****	LIBRARY	72,816.89	674,663.27	921,240	921,240	246,577	.73

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH ACTUALS	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	248.95-	1,082.01-	400-	400-	682	2.71
330-0000-390.90-04	PRIOR YEAR TAXES	33.50-	2,901.22-	0	0	2,901	.00
*	REVENUE	282.45-	62,182.97-	56,149-	56,149-	6,034	1.11
**		282.45-	62,182.97-	56,149-	56,149-	6,034	1.11
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	306.00-	111,801.06-	75,000-	175,000-	63,199-	.64
*	REVENUE	306.00-	120,240.06-	83,500-	183,500-	63,260-	.66
**		306.00-	120,240.06-	83,500-	183,500-	63,260-	.66
MATERIALS & SERVICES							
EXPENDITURE							
330-3001-520.05-71	MINOR EQUIPMENT	.00	2,931.34	12,000	12,000	9,069	.24
330-3001-520.05-74	PROGRAMS AND OUTREACH	.00	2,678.00	2,500	2,500	178-	1.07
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	171.90	1,211.18	5,000	5,000	3,789	.24
330-3001-520.30-05	COLLECTION DEVELOPMENT	.00	4,372.91	8,500	8,500	4,127	.51
330-3001-520.60-16	PROMOTION & PUBLICITY	.00	3,810.00	0	0	3,810-	.00
*	EXPENDITURE	171.90	15,003.43	28,000	88,000	72,997	.17
**		171.90	15,003.43	28,000	88,000	72,997	.17
CAPITAL OUTLAY							
EXPENDITURE							
330-3001-580.80-13	EQUIPMENT	.00	50,000	90,000	90,000	90,000	.00
*	EXPENDITURE	.00	50,000	90,000	90,000	90,000	.00
**		.00	50,000	90,000	90,000	90,000	.00
NON OPERATING EXPENSES							
EXPENDITURE							
330-3001-571.90-00	RESERVED FOR FUTURE EXPNS	.00	61,649	61,649	61,649	61,649	.00
*	EXPENDITURE	.00	61,649	61,649	61,649	61,649	.00
**		.00	61,649	61,649	61,649	61,649	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH ACTUALS	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
***	LIBRARY GRANT/DONATIONS	416.55-	167,419.60-	0	0	167,420	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH ACTUALS	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	87.46-	901.61-	800-	800-	102	1.13
401-6004-329.50-24	FINES-STATE COURTS	.00	20,045.79-	18,000-	18,000-	2,046	1.11
REVENUE							
87.46-			85,809.03-	110,765-	110,765-	24,956-	.77
EXPENDITURE							
401-6004-510.01-17	DEPARTMENT HEADS	219.93	1,798.35	2,565	2,565	767	.70
401-6004-510.02-01	FICA	16.55	135.20	200	200	65	.68
401-6004-510.02-02	WORKERS COMPENSATION	.33	2.53	0	0	3-	.00
401-6004-510.02-03	HEALTH INSURANCE	59.52	535.68	0	0	536-	.00
401-6004-510.02-04	LIFE INSURANCE/LTD	.51	4.17	0	0	4-	.00
401-6004-510.02-05	UNEMPLOYMENT	.22	1.87	0	0	2-	.00
401-6004-510.02-06	401K RETIREMENT	11.38	96.73	0	0	97-	.00
EXPENDITURE							
308.44			2,574.53	2,765	2,765	190	.93
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	1,363.00	4,080.00	0	0	4,080-	.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	408.14	18,086.77	0	10,000	8,087-	1.81
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICA	85.00-	.00	0	0	0	.00
401-6004-520.30-16	WESTLAW	194.00	1,007.00	0	0	1,007-	.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							
1,880.14			24,369.67	29,750	44,750	20,380	.54
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	MARCH ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
** LAW LIBRARY		2,101.12	58,864.83	0	0	58,865	.00

# General Fund Revenues, April 2020

PREPARED 05/11/2020, 12:24:32  
PROGRAM: GM365L

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	1,584.51	2,115.49
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		570.25	570.25
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	7,526.32	5,933.68

# General Fund Expenditures, April 2020

PREPARED 05/11/2020, 12:24:40  
PROGRAM: GM365L

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST

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

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
101-3000-510.01-01	WAGES-OTHER	72,900.00	61,026.53	11,873.47
101-3000-510.01-17	DEPARTMENT HEADS	395,800.00	307,059.78	88,730.22
101-3000-510.01-22	ASST/TECH/COORD/CLERK	30,000.00	21,286.39	8,713.61
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	30,392.80	8,007.20
101-3000-510.02-01	FICA	3,300.00	1,235.21	2,064.79
101-3000-510.02-02	WORKERS COMPENSATION	121,300.00	107,600.50	13,699.50
101-3000-510.02-03	HEALTH INSURANCE	1,600.00	941.18	658.82
101-3000-510.02-04	LIFE INSURANCE/LTD	700.00	396.68	303.32
101-3000-510.02-05	UNEMPLOYMENT	39,000.00	29,629.39	9,370.61
101-3000-510.02-06	401K RETIREMENT	700.00	1,375.15	675.15-
101-3000-520.05-30	POSTAGE	35,000.00	34,205.56	794.44
101-3000-520.05-71	MINOR EQUIPMENT	4,300.00	3,252.41	1,047.59
101-3000-520.05-74	PROGRAMS AND OUTREACH	200.00	71.09	128.91
101-3000-520.05-75	PROGRAMS - YOUTH	1,500.00	662.30	837.70
101-3000-520.05-89	CREDIT CARD CHARGES	1,800.00	1,553.72	246.28
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	20,050.00	18,007.49	2,042.51
101-3000-520.10-07	COPY MACHINES	5,000.00	1,184.04	3,815.96
101-3000-520.10-25	OFFICE SUPPLIES	7,500.00	6,595.73	904.27
101-3000-520.20-07	BOOKMOBILE MAINTENANCE	2,700.00	1,534.14	1,165.86
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	118,500.00	99,264.19	19,235.81
101-3000-520.20-43	RESOURCE SHARING	5,000.00	1,109.00	3,891.00
101-3000-520.25-08	MOTOR POOL CHARGES	6,500.00	4,603.44	1,896.56
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE	11,000.00	8,000.00	3,000.00
101-3000-520.30-05	COLLECTION DEVELOPMENT	2,600.00	3,115.80	515.80-
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA	5,000.00	1,200.00	469.19
101-3000-520.30-07	MATERIALS-YOUTH COLLECTIN	6,500.00	730.81	4,699.19
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICA	11,000.00	2,070.10	1,929.90
101-3000-520.30-09	ELECTRONIC MEDIA	2,600.00	536.70	963.30
101-3000-520.35-13	CONTRACT SERVICES	50.00	50.00	50.00
101-3000-520.35-42	SOFTWARE MAINTENANCE	934,700.00	759,943.11	174,756.89
101-3000-520.35-85	LIBRARY CONSORTIUM	5,000.00	4,603.44	1,896.56
101-3000-520.40-10	TELEPHONE	11,000.00	8,000.00	3,000.00
101-3000-520.45-02	EDUCATION & CERTIFICATION	2,600.00	3,115.80	515.80-
101-3000-520.45-03	LODGING & MEALS	1,200.00	730.81	469.19
101-3000-520.45-04	REGISTRATION & DUES	4,000.00	2,070.10	1,929.90
101-3000-520.60-16	PROMOTION & PUBLICITY	1,500.00	536.70	963.30
101-3000-580.80-13	EQUIPMENT	50.00	50.00	50.00
TOTALS:		934,700.00	759,943.11	174,756.89

# Grants/Donations Fund Revenues, April 2020

PREPARED 05/11/2020, 12:24:52  
 PROGRAM: GM365L

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		58,199.74	2,450.74-
330-0000-300.01-05	INTEREST EARNED	55,749.00	1,292.46	892.46-
330-0000-390.90-04	PRIOR YEAR TAXES	400.00	3,082.21	3,082.21-
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	182,814.47	56,834.53



# Grants/Donations Fund Expenditures, April 2020

PREPARED 05/11/2020, 12:25:07  
PROGRAM: GM365L

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST

PAGE 1

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	3,780.34	8,219.66
330-3001-520.05-75	PROGRAMS - YOUTH			
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	2,500.00	2,810.50	310.50-
330-3001-520.30-05	COLLECTION DEVELOPMENT	5,000.00	1,253.13	3,746.87
330-3001-520.30-07	MATERIALS-YOUTH COLLECTIN			
330-3001-520.30-09	ELECTRONIC MEDIA			
330-3001-520.30-12	READY TO READ GRANT	8,500.00	4,461.14	4,038.86
330-3001-520.35-13	CONTRACT SERVICES			
330-3001-520.60-16	PROMOTION & PUBLICITY	61,649.00	3,810.00	3,810.00-
330-3001-571.90-00	RESERVED FOR FUTURE EXPNS	90,000.00	28,884.89	61,115.11
330-3001-580.80-13	EQUIPMENT			
TOTALS:		239,649.00	45,000.00	194,649.00

# Law Library Revenues, April 2020

PREPARED 05/11/2020, 12:25:18  
 PROGRAM: GM365L

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	901.61	101.61-
401-6004-329.50-24	FINES-STATE COURTS	18,000.00	20,045.79	2,045.79-
TOTALS:		110,765.00	85,809.03	24,955.97

# Law Library Expenditures, April 2020

PREPARED 05/11/2020, 12:25:27  
PROGRAM: GM365L

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST

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

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
401-6004-510.01-17	DEPARTMENT HEADS			
401-6004-510.02-01	FICA	2,213.38	2,213.38	351.62
401-6004-510.02-02	WORKERS COMPENSATION	200.00	166.68	33.32
401-6004-510.02-03	HEALTH INSURANCE		3.01	3.01
401-6004-510.02-04	LIFE INSURANCE/LTD		595.20	595.20
401-6004-510.02-05	UNEMPLOYMENT		4.68	4.68
401-6004-510.02-06	401K RETIREMENT		2.22	2.22
401-6004-520.05-71	MINOR EQUIPMENT		108.11	108.11
401-6004-520.05-74	PROGRAMS AND OUTREACH	5,000.00		5,000.00
401-6004-520.10-25	OFFICE SUPPLIES	29,750.00	60.95	29,689.05
401-6004-520.10-26	ORDINANCE COMPILATION		17.49	17.49
401-6004-520.20-19	EQUIPMENT REPAIRS/MAINT.		4,080.00	4,080.00
401-6004-520.30-05	COLLECTION DEVELOPMENT		1,117.46	1,117.46
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICA	10,000.00	18,492.77	8,492.77
401-6004-520.30-16	WESTLAW			
401-6004-520.35-28	LEGAL SERVICES		1,201.00	1,201.00
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	28,062.95	82,702.05

# Director's Report

May 2020

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Prepared by **Buzzy Nielsen, Director of Library Services**

There are no Circulation or Public Services reports this month, as Library Operations Manager Cindy York and Assistant Director of Library Services Jane Schepke are furloughed.

## Collections

- Staff have not been idle while the building. We've finished some relabeling projects to help the public find materials, including organizing all graphic novels by series (e.g. Batman), rather than author, and putting genre stickers (e.g. suspense, fantasy) on the teen books to make for easier browsing.
- Last week, we completed a major shift of the fiction books to "flow" better, making the organization easier to understand.

## Facilities

- Some of the recently-replaced lights have failed, so Tri-Phase Electric is replacing them (they're under warranty). They're also trying out alternate mounting mechanisms for the fixtures, as they suspect that may have been the issue.
- Electricians are also working on putting battery-operated lit exit signs in the building, for use in emergencies. They're required per fire code.
- I'm proceeding with the Children's Room renovation, replacing the tall shelving with shorter shelving for visibility. Unfortunately, the project cost has gotten high enough that I need to seek multiple quotes. The laminate tops currently in the children's room are no longer made, so we're replacing with a different color.
- We have about \$3,500 leftover from the building bond, which expired in July 2018. I'm talking to Prineville Heating & Cooling about installing smart thermostats.
- There's now a free tampon/pad dispenser in the women's restroom.
- I'm working with Wendels Landscaping, who works on our irrigation, to clean up the plant beds around the building. This work is in partnership with the Garden Club, who's helping us come up with a planting plan.

## Personnel

- Several Crook County personalities, including myself, recorded public service announcements encouraging people to "Stay Home, Save Lives". The PSAs are being played on local TV stations and shared on social media.
- Mount Angel (Oregon) Library Director Jackie Mills, author Cory Silverberg, author Mariko Tamaki, and I participated in a webinar entitled "Banned Books uncensored: Health, Sex, & Growing Up", sponsored by the American Library Association Office of Intellectual Freedom. The webinar discussed challenges to books on health, sexuality, and gender identity. Jackie was invited to speak because her small library

received seven (!! ) challenges to such books in the matter of a few months. I was invited on because of our challenge last fall to Silverberg's *Sex is a Funny Word: A Book about Bodies, Feelings, and YOU*, which we ultimately decided to retain in the children's nonfiction section. About 100 people joined the webinar on May 7.

## Programs and Services

- At their meeting on May 6, the County Court approved our annual resource-sharing agreement with Deschutes Public Library (and Jefferson County Library District). The approval included an anticipated large increase in OverDrive use, given the building's closure to the public.
- All due dates for items currently are extended to June 15.

## Technology

- The Information Technology Department is purchasing new wireless access points for the library that will extend the signal and allow for better network management, avoiding the issue of a single person taking up disproportionate amounts of bandwidth.
- Work continues on the library's new website, which will be more tailored to library users and will include library services at the top, rather than information about other County departments.

## Other

- Deschutes and Jefferson County Libraries are working on reopening plans. They're hoping to reopen to the public in a limited fashion starting in early June. Deschutes will be doing staggered return of items, since they have not been open for returns or curbside hold pickup since March.
- Pam Looney has agreed to serve another term on the Library Board of Trustees!

# Statistics, July 2019 - April 2020

ACTIVITY	Annual change	Monthly average	Total	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
<b>Collection use</b>														
<i>Physical circulation activity</i>														
Checkouts: selfcheck	-12.3%	4,193	41,930		-	2,848	4,982	5,263	4,628	4,056	4,473	4,724	5,148	5,808
Checkouts: desk	-4.4%	3,169	31,691		1,102	4,025	2,645	3,186	2,979	3,029	3,422	3,419	4,024	3,860
Selfcheck ratio			57%			41%	65%	62%	61%	57%	57%	58%	56%	60%
Outreach checkouts	42.0%	27	294			-	-	17	60		80	137	-	-
Total physical circ.	-8.9%	6,160	73,920	-	1,102	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%	2,760	27,598		2	1,659	3,233	3,726	3,049	3,082	3,292	3,030	3,180	3,345
Items borrowed w/in system	-1.0%	888	8,877		51	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	-7.6%	6,809	68,092		1,978	5,341	7,098	7,432	6,891	6,583	7,539	7,535	8,800	8,895
Paging list items	-5.2%	2,311	23,105		-	1,587	2,625	2,990	2,349	2,550	2,680	2,810	2,731	2,783
<i>Electronic use</i>														
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	83.1%	195	1,952		163	82	50	283	120	77	326	43	232	576
Gale searches	32.0%	655	6,554		41	244	481	1,572	1,040	191	1,539	46	771	629
Gale full-text views	35.4%	24	241		3	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	-77.1%	20	200		3	18	-	7	4	50	66	25	6	21
HeritageQuest views	-77.6%	19	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%	3	33		-	-	1	20	2	5	2	1	-	2
Legal Forms retrievals		7	49					2	-	16	4	9	7	11
Oregon BarBooks					-	-	-	-	-					
OverDrive checkouts	16.9%	2,907	29,068		3,160	3,088	2,706	3,166	2,894	2,766	2,753	2,782	2,806	2,947
OverDrive new users	34.0%	29	288		42	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	May	Apr	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	15.4%	3,025	30,250		3,163	3,180	2,744	3,317	2,931	2,870	2,948	2,877	3,187	3,033
Total collection use	-3.0%	8,681	104,170	-	4,265	10,053	10,372	11,784	10,599	9,956	10,924	11,158	12,360	12,702
Average use/day	-88.8%	N/A	482	#DIV/0!	#DIV/0!	628	432	471	424	433	420	465	458	489
<b>Library use</b>														
Days open	-3.6%	22	216		-	16	24	25	25	23	26	24	27	26
Hours open	-2.9%	203	2,029		-	156	223	235	229	211	248	228	247	252
Limited days open		18	36		26	10								
Limited hours open		137	274		222	52								
Public closure hours		27	54		44	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
Gate traffic			-											
New patrons	13.1%	83	831		13	48	128	129	71	61	99	92	96	94
Reference Interactions	56.8%	112	1,118		84	158	165	115	103	84	93	101	98	117
<b>Computer sessions</b>														
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
<b>Collection activity</b>														
New items	47.4%	364	4,364	-	476	477	429	448	442	401	434	459	443	355
Books & print	51.5%	318	3,821	-	433	443	395	399	356	344	401	408	327	315
Audio	34.9%	21	251	-	15	26	23	19	48	27	21	26	25	21
Movies	15.9%	24	292	-	28	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%	31	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	-140.3%	(23)	(275)	-	476	477	305	327	19	218	(263)	(140)	(479)	(1,215)
Items Processed	27.9%	514	5,141		549	504	510	512	504	503	420	485	572	582
Items Repaired	42.9%	486	4,863		2,460	1,022	203	174	206	132	150	130	185	201

ACTIVITY	Annual change	Monthly average	Total	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
<b>Programs and outreach</b>														
<i>Children's programs</i>														
# kids programs	22.6%	6	65	-		3	10	6	7	6	7	6	3	17
Kids program attendance	-32.7%	116	1,273	-		75	187	132	111	90	135	104	50	389
# kids outreach	41.2%	15	161	-		16	30	22	15	20	34	22	2	-
Kids outreach attendance	13.4%	200	2,195	-		183	513	300	203	306	382	288	20	-
# Kids Total	35.3%	21	226	-		19	40	28	22	26	41	28	5	17
Total kids attendance	-9.4%	315	3,468	-		258	700	432	314	396	517	392	70	389
<i>Teen programs</i>														
# teen programs	76.9%	4	46	-		3	5	7	6	5	8	6	1	5
Teen Program attendance	39.9%	25	270	-		9	27	39	44	31	50	8	28	34
# teen outreach	680.0%	4	39	-		3	8	4	4	5	10	3	2	-
Teen outreach attendance	284.4%	157	1,722	-		203	717	101	139	129	266	81	86	-
# teen total	174.2%	8	85	-		6	13	11	10	10	18	9	3	5
Total teen attendance	210.8%	181	1,992	-		212	744	140	183	160	316	89	114	34
<i>Adult programs</i>														
# adult programs	85.7%	12	130	-		8	16	17	18	17	26	9	8	11
Adult program attendance	-17.5%	131	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%	34	371	-		-	-	-	24	62	-	125	160	-
# adult total	88.9%	12	136	-		8	16	17	19	19	26	10	10	11
Total adult attendance	1.9%	165	1,816	-		142	202	140	121	136	444	180	316	135
<i>Online programs</i>														
# online programs		3	12	-	10	2								
Online program attendance		17	66	-	51	15								
Total # programs	70.0%	38	459	-	10	35	69	56	51	55	85	47	18	33
Total attendance	17.5%	612	7,342	-	51	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	-
<b>Volunteering</b>														
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

## Coronavirus Reopening Procedures

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This document is keyed to the phases recommended by the Governor's Office. The measures depend on the Governor's orders as well as guidelines from public health professionals and actions of the County Court. We will try to coordinate reopening with our partner libraries in Deschutes and Jefferson Counties.

### Measures implemented until all restrictions are lifted

Most of these measures are intended to allow for physical distancing.

#### Physical building measures

- Installing sneeze guards at the service desk.
- Moving or removing some public computers.
- Removing all but one chair from tables.
- Removing some standalone chairs.
- Taping off spots on the floor to indicate physical distance.
- Making the doors from the lobby into the main library one-way (entrance and exit).
- Building occupancy limited to 5 people per 1,000 feet of available space (see details in phases below), including staff and patrons.
- No more than 5 people allowed in the lobby at once.

#### Service measures

- Public computer use limited to one hour.
- No public meeting room events.
- No in-house library programs.
- Hours limited to Monday-Friday 9.00a-6.00p and Saturdays 10.00a-4.00p.
- Technology assistance would be conducted in the teen or study rooms, abiding by 6' physical distancing.
- One public computer completely devoted to applying for government benefits, such as unemployment, and completing the Census.

#### Sanitation/reduction of touchpoint measures

- Keyboards and mice for public computers will be checked out at the desk and sanitized after every use.
- Doors will be propped open to negate the need for people to touch them.
- All incoming and outgoing items will be sanitized.
- All areas that people touch will be sanitized at least hourly.
- Collection items will be quarantined before being sent to another person/location

- Sanitizing fixtures in restrooms multiple times daily.
- Hand sanitizer/disinfecting wipes available throughout building, for staff and patrons.
- Disposable face masks available to the public upon request.
- No direct handoff of materials between staff and patrons.
- Frequent signage educating the public about recommended public health guidelines.
- No communal toys/activities provided (e.g. puppets, kitchen play area, puzzles)
- Gently-worded reminder cards for patrons who do not appear to be abiding by public health guidelines.
- No food permitted to be consumed in the building.

### Staff measures

- Ample PPE provided, including gloves and at least three cloth masks/staff member.
- Limit on the amount of consecutive time staff spend on the service desk.
- Limit to the number of staff who can work at the service desk at once.
- Continue remote work arrangements to limit the number of staff in the building.
- Staff will wear masks whenever working with the public.
- Half-hour building checks by staff. Staff would help ensure that public health guidelines are being followed by those in the building.
- Staff are not permitted to touch patrons' personal devices.

### Phase one measures

- Patrons would be limited to the 3,300 square feet between the children's room doors and the start of the adult area shelving. This area includes the staff service desk. No more than 16 people would be allowed in this space.
- No access to children's room, teen room, or general library stacks.
- No opening browsing of shelves allowed. Staff would act as runners.

### Phase two-three measures

- Children's room, teen room, and general stacks open for public browsing.
- Aisles would be one-way.
- No more than 60 people (about 5 people/1,000 square feet) permitted in the lobby and main part of the library, including the children's room, teen room, general library stacks, and magazine area.

### All restrictions lifted

- Sanitizer continues to be widely available.
- Informational signage remains, though lessened.
- Regular sanitizing continues, though not as frequent.
- Meeting room bookings resume.

- In-house library programs resume.
- All furniture and computers are returned.
- Doors no longer propped open.
- Regular hours resume.
- Communal toys/activities returned.
- Building occupancy returns to fire code limit.
- Tape and one-way signs for aisles removed.
- Keyboards/mice returned to computers.
- Collection items no longer quarantined.
- Food permitted in building again.
- Staff no longer required to wear masks.
- Remote work arrangements end unless determined otherwise.
- Staff may work directly with patrons' devices again.



## Reopening Guidance

### Sector: Libraries

#### Specific Guidance for Libraries:

#### **Libraries are required to:**

- Limit the number of patrons in the library building and focus on maintaining at least six (6) feet of distance between all individuals. Each library should determine maximum occupancy to maintain at least six (6) feet of physical distancing, considering areas of the library prone to crowding and limit admittance accordingly.

Libraries may need to consider closing or rearranging areas of the library building where people gather such as:

- Meeting rooms
- Study rooms
- Seating areas
- Public computers

Libraries that cannot maintain at least six feet of distance between people should not open the building to the public and may instead want to consider services such as appointment based access to the building, holds pick-up, curbside service, or mail delivery of materials.

- Post [clear signs](#) (available at [healthoregon.org/coronavirus](http://healthoregon.org/coronavirus)) listing COVID-19 symptoms, asking employees and patrons with symptoms to stay home, and listing who to contact if they need assistance.
- Use signs to encourage physical distancing.
- Frequently clean and sanitize work areas, high-traffic areas, and commonly touched surfaces in both public and employee areas of the library.
- Follow collection safe handling recommendations from [IMLS study](#).
- Offer programming through virtual options only such as online and radio. No in-person programming is offered.
- Remove all toys from children's areas.
- Encourage all employees to wear cloth, paper, or disposable face coverings.

## To the extent possible, libraries should, but are not required to:

- Encourage all patrons to wear cloth, paper, or disposable face coverings. If a library sets a policy that all patrons are required to wear cloth, paper, or disposable face coverings, library management should consult with their legal counsel to determine whether such a requirement can be enforced.
- Consider placing clear plastic or glass barriers at service desks or in other places where maintaining six (6) feet of physical distance between employees and patrons is more difficult.
- Encourage one-way flow with marked entrances and exits, but do not block egress for fire exits. Use signs to direct one-way flow of traffic.
- Use signs and tape on the floor to maintain physical distancing while waiting for assistance at service desks.
- When processing returned items, employees should wash hands or use hand sanitizer before and after handling items, or use gloves. Libraries should follow collection safe handling protocols from [IMLS study](#).
- Consider offering alternative order ahead and pick up options, such as curbside pickup as appropriate and applicable.
- Review and implement [General Guidance for Employers](#), as applicable.

## Additional Resources:

- [OHA Guidance for the General Public](#)
- [OHA General Guidance for Employers](#)

## Additional State Resources Needed:

- Reopening checklist
- Symptoms and resource signs
- Signs to discourage gathering

You can get this document free of charge in other languages, large print, braille or a format you prefer. Contact Mavel Morales at 1-844-882-7889, 711 TTY or [OHA.ADAModifications@dhsosha.state.or.us](mailto:OHA.ADAModifications@dhsosha.state.or.us).



## Phase One Reopening Guidance

Sector: Retail

Specific Guidance for Retail Stores:

### **Retail stores are required to:**

- Limit the number of customers in the retail store and focus on maintaining at least six (6) feet of distance between people and employees in the store. Store management should determine maximum occupancy to maintain at least six (6) feet of physical distancing, considering areas of the store prone to crowding (like aisles) and limit admittance accordingly.
- Post [clear signs](https://healthoregon.org/coronavirus) (available at [healthoregon.org/coronavirus](https://healthoregon.org/coronavirus)) listing COVID-19 symptoms, asking employees and customers with symptoms to stay home, and listing who to contact if they need assistance.
- Use signs to encourage physical distancing.
- Frequently clean and disinfect work areas, high-traffic areas, and commonly touched surfaces in both customer/public and employee areas of store. Wipe down changing room doorknobs, walls and seating between each customer use.
- Require all employees to wear cloth or disposable face coverings. Businesses must provide cloth or disposable face coverings for employees.

### **To the extent possible, retail stores should, but are not required to:**

- Strongly encourage all customers to wear cloth or disposable face coverings. If a store sets a policy that all customers are required to wear cloth or disposable face coverings, store management should consult with their legal counsel to determine whether such a requirement can be enforced.
- Consider placing clear plastic or glass barriers in front of cashiers or customer service counters, or in other places where maintaining six (6) feet of physical distance between employees and customers is more difficult.
- Encourage one-way flow with marked entrances and exits, but do not block egress for fire exits. Use signs to direct one-way flow of traffic.
- Use signs and tape on the floor to maintain physical distancing while waiting for cashiers.
- Prohibit customers from trying on items that are worn on the face (cloth masks, scarves, headbands, eyewear).
- Decide whether to re-open fitting rooms. If fitting rooms are re-opened, customers should wash hands or use hand sanitizer before and after trying on clothes. Retailers

should provide hand sanitizer or hand washing stations near fitting rooms. Note: There are no scientific data to indicate that clothing items are a major means of spread of the coronavirus. Any risk from this exposure is likely to be very low. Items that have been in a fitting room can be set aside for a day or longer if the retailer is concerned about perceived risks from clothing that has been tried on by customers.

- When processing returns, employees should wash hands or use hand sanitizer before and after handling items. Retailer may set items aside for a day or longer if concerned about perceived risks of exposure.
- Consider offering alternative order ahead and pick up options, such as curbside pickup as appropriate and applicable.
- Review and implement [General Guidance for Employers](#), as applicable.

## Specific Guidance for Shopping Centers and Malls:

Shopping center and malls must:

- Keep any common area settings such as food courts and seating areas configured to support at least six (6) feet physical distance between parties (chairs, benches, tables).
- Determine maximum occupancy within the shopping center or mall to maintain at least six (6) feet physical distancing and limit admittance accordingly.
- Post signs at entrances, exits and common areas (seating areas, food courts, etc.) to discourage groups from congregating, and remind customers and employees to keep six (6) feet of physical distance between individuals or parties while waiting.

To the extent possible, shopping centers and malls should:

- Designate specific entrances and exits to the shopping center or mall to constrain traffic flow and encourage physical distancing between customers. For entrances with a single door or single pair of doors, consider designating it entrance only or exit only if another entrance/exit exists and one-way flow through the area is feasible. Do not block egress for fire exits.

## Additional Resources:

- [OHA Guidance for the General Public](#)
- [OHA General Guidance for Employers](#)

## Additional State Resources Needed:

- Reopening checklist
- Symptoms and resource signs
- Signs to discourage gathering

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