



# Board of Trustees

## Meeting Agenda

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Thursday, June 11, 2020, 5.15p

<https://crookcounty.my.webex.com/crookcounty.my/j.php?MTID=me8a673224e9cbce986b163bc9e54d11c>

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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 May 14, 2020, special meeting              |         |
| 5. Reports                                               |         |
| a. Finance                                               | Nielsen |
| b. Director                                              | Nielsen |
| 6. Continuing business                                   |         |
| a. Reopening plans                                       | Nielsen |
| b. 2020-21 budget                                        | Nielsen |
| 7. New business                                          |         |
| a. Planning for officer elections for 2020-21            | Nielsen |
| 8. Agenda items for next meeting, July 9, 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, May 14, 2020, 5.15p  
Virtual meeting via WebEx

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

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

**Bishop**

Chair Jerry called the meeting to order at 5.20p. Pam 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 comment.

### 4. Consent agenda (ACTION)

**Bishop**

#### a. Minutes of April 9, 2020, regular meeting

#### b. Minutes of May 1, 2020, emergency meeting

Pam moved to approve the consent agenda. LaQuita seconded. The motion carried unanimously.

### 5. Reports

#### a. Finance

**Nielsen**

Buzzy reviewed the financial reports. Given that ten of the library's thirteen employees were furloughed, the personnel budget will not be spent for the fiscal year. Buzzy plans to redirect some of the Materials & Services expenses that won't be spent out to building-related matters.

The County Budget Committee meetings have been moved to June 9-11, to give more time to see potential budget impacts of novel coronavirus. The budget likely will be approved at a special County Court meeting near the end of June. The library's budget will combine the General Fund, Grants/Donations, and Law Library funds into one fund.

#### b. Director

**Nielsen**

Buzzy reported the following:

- Staff have completed several collections-related projects: shifting the adult fiction to be easier to find, relabeling graphic novels, and adding genre labels to teen fiction for easier browsing.
- Some of the new LED lights have failed. Tri-Phase Electric is fixing them. They're also putting in lit exit signs.
- Buzzy is proceeding with the children's library renovation. Unfortunately, because the top designs currently used in the library are discontinued, the project cost is higher. Buzzy is seeking bids from various vendors.
- Leftover money from the building bond is going to be used to install smart thermostats.
- There's now a free tampon/pad dispenser in the women's restroom.
- Wendel's Landscaping is going to give a quote on cleaning up the plant beds.
- Buzzy was on a panel for a recent American Library Association webinar on censoring books about health, sex, and growing up. About 100 people participated.

- At their May 6 meeting, the County Court approved the annual resource-sharing agreement with Deschutes Public Library.
- The Information Technology department is purchasing new, faster wireless access points for the library. They'll also be more secure.
- Pam Looney has agreed to serve another term on the Library Board of Trustees.
- Buzzy notified Facebook about the furloughed employees and the delay in carrying out the technology education grant. They understand.
- LaQuita thanked Buzzy for including the Library Board on emails he sends to the County Court.
- Jan said that she knows several people for whom the library is the only service they've used during the quarantine.

## **6. Continuing business**

### **a. Coronavirus response**

**Nielsen**

Buzzy reported on the continuing effects of novel coronavirus on the library:

- Since ten of the library's employees have been furloughed, services have been limited to just curbside hold pickup and phone/email reference. Catalog Services Librarian Kim Bales, Technician Renee Parrott, and Buzzy have been able to handle matters, although it's been busy.
- Curbside hold pickup has been steadily busy.
- Many patrons have been asking for reading recommendations, which has exposed them to a great service the library is able to provide.
- ZuAnne commented that it would be nice if those patrons who are using or missing library services would put those thoughts on the library or County Facebook page.
- Buzzy plans to send out a press release about the auto repair and small engine repair databases available at the library.
- Buzzy has checked with the furloughed staff. They all seem to be doing okay, but they'd like to come back to work. The Board asked Buzzy to let them know that they're missed, supported, and hopefully will come back as soon as possible.

## **7. New business**

### **a. Reopening plans**

**Nielsen**

Buzzy reported about the library's reopening plans.

- The County has been approved for Phase I reopening by the State, starting May 15.
- In response to the approval, Buzzy emailed the Court asking how the library fits into the Phase I reopening.
- Judge Seth Crawford's recent email to all staff, in response to the Phase I approval. He said "Our County government facilities will continue to operate under the guidelines currently in place," which likely means there are no plans to include the library in reopening.
- The library is stocked up on sanitizer and gloves. Ann Scheppke made the staff nice cloth masks as well.
- One-way signs have been put down in all the aisles.
- Buzzy ordered sneeze guards, which should arrive in the next couple of weeks.
- Generally speaking, the focus is on keeping staff safe, as the library is limited in how much it can control patrons' behavior.
- The Board wants Kim and Renee know that they appreciate all the extra work they're doing.

## **8. Agenda items for next meeting, June 11, 2020**

**Bishop**

- 2020-21 budget
- Planning for officer elections

## **9. Adjournment**

**Bishop**

The meeting adjourned at 6.05p.

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APRIL ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	REMAINING BUDGET	% REC'D/SPENT
LIBRARY							
101-3000-329.42-18	PHOTOCOPY FEES	.00	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	.00	816.17-	2,260-	2,260-	1,444-	.36
101-3000-329.50-20	LOST OR DAMAGED	36.98-	1,584.51-	3,700-	3,700-	2,115-	.43
101-3000-343.43-24	MERCHANDISE	.00	83.22-	100-	100-	17-	.83
101-3000-346.45-21	FRIENDS OF LIBRARY SALES	303.75	570.25	0	0	570-	.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							
266.77			7,526.32-	13,460-	13,460-	5,934-	.56
PERSONNEL SERVICES							
101-3000-510.01-17	DEPARTMENT HEADS	5,976.66	55,560.61	72,900	72,900	17,339	.76
101-3000-510.01-22	ASST/TECH/COORD/CLERK	33,598.02	303,384.34	395,800	395,800	92,416	.77
101-3000-510.01-28	MAINTENANCE	2,364.51	21,286.39	30,000	30,000	8,714	.71
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	3,169.73	29,692.71	38,400	38,400	8,707	.77
101-3000-510.02-02	WORKERS COMPENSATION	134.99	1,227.08	3,300	3,300	2,073	.37
101-3000-510.02-03	HEALTH INSURANCE	10,760.05	107,600.50	121,300	121,300	13,700	.89
101-3000-510.02-04	LIFE INSURANCE/LTD	100.81	941.18	1,600	1,600	659	.59
101-3000-510.02-05	UNEMPLOYMENT	41.93	392.68	700	700	307	.56
101-3000-510.02-06	401K RETIREMENT	3,238.62	29,629.39	39,000	39,000	9,371	.76
EXPENDITURE							
59,385.32			562,207.86	705,600	705,600	143,392	.80
MATERIALS & SERVICES							
101-3000-520.05-30	POSTAGE	217.99	1,375.15	700	700	675-	1.96
101-3000-520.05-71	MINOR EQUIPMENT	.00	34,205.56	0	35,000	794	.98
101-3000-520.05-74	PROGRAMS AND OUTREACH	426.48	3,252.41	4,300	4,300	1,048	.76
101-3000-520.05-89	CREDIT CARD CHARGES	2.54-	71.09	200	200	129	.36
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	.00	662.30	1,500	1,500	838	.44
101-3000-520.10-07	COPY MACHINES	.00	1,553.72	1,800	1,800	246	.86
101-3000-520.10-25	OFFICE SUPPLIES	955.59	18,007.49	7,100	20,050	2,043	.90
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	139.48	1,184.04	5,000	5,000	3,816	.24
101-3000-520.20-43	RESOURCE SHARING	236.39-	6,595.73	7,500	7,500	904	.88
101-3000-520.25-08	MOTOR POOL CHARGES	48.00	1,534.14	2,700	2,700	1,166	.57
101-3000-520.30-05	COLLECTION DEVELOPMENT	6,279.08	99,264.19	118,500	118,500	19,236	.84
101-3000-520.35-13	CONTRACT SERVICES	.00	1,109.00	5,000	5,000	3,891	.22
101-3000-520.35-42	SOFTWARE MAINTENANCE	.00	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	267.45	3,115.80	2,600	2,600	516-	1.20
101-3000-520.45-03	LODGING & MEALS	.00	730.81	1,200	1,200	469	.61
101-3000-520.45-04	REGISTRATION & DUES	105.00	2,070.10	4,000	4,000	1,930	.52
101-3000-520.60-16	PROMOTION & PUBLICITY	37.71	536.70	1,500	1,500	963	.36
EXPENDITURE							
8,237.85			187,871.67	179,100	229,050	41,178	.82
CAPITAL OUTLAY							

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APRIL 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	67,889.94	742,553.21	921,240	921,240	178,687	.81
*****	LIBRARY	67,889.94	742,553.21	921,240	921,240	178,687	.81

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APRIL 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	210.45-	1,292.46-	400-	400-	892	3.23
330-0000-390.90-04	PRIOR YEAR TAXES	180.99-	3,082.21-	0	0	3,082	.00
*	REVENUE	391.44-	62,574.41-	56,149-	56,149-	6,425	1.11
**		391.44-	62,574.41-	56,149-	56,149-	6,425	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	.00	111,801.06-	75,000-	175,000-	63,199-	.64
*	REVENUE	.00	120,240.06-	83,500-	183,500-	63,260-	.66
**		.00	120,240.06-	83,500-	183,500-	63,260-	.66
MATERIALS & SERVICES							
EXPENDITURE							
330-3001-520.05-71	MINOR EQUIPMENT	.00	.00	0	60,000	60,000	.00
330-3001-520.05-74	PROGRAMS AND OUTREACH	849.00	3,780.34	12,000	12,000	8,220	.32
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	132.50	2,810.50	2,500	2,500	311-	1.12
330-3001-520.30-05	COLLECTION DEVELOPMENT	41.95	1,253.13	5,000	5,000	3,747	.25
330-3001-520.30-12	READY TO READ GRANT	88.23	4,461.14	8,500	8,500	4,039	.52
330-3001-520.60-16	PROMOTION & PUBLICITY	.00	3,810.00	0	0	3,810-	.00
*	EXPENDITURE	1,111.68	16,115.11	28,000	88,000	71,885	.18
**		1,111.68	16,115.11	28,000	88,000	71,885	.18
CAPITAL OUTLAY							
EXPENDITURE							
330-3001-580.80-13	EQUIPMENT	28,884.89	28,884.89	50,000	90,000	61,115	.32
*	EXPENDITURE	28,884.89	28,884.89	50,000	90,000	61,115	.32
**		28,884.89	28,884.89	50,000	90,000	61,115	.32
NON OPERATING EXPENSES							
EXPENDITURE							
330-3001-571.90-00	RESERVED FOR FUTURE EXPNS	.00	.00	61,649	61,649	61,649	.00
*	EXPENDITURE	.00	.00	61,649	61,649	61,649	.00
**		.00	.00	61,649	61,649	61,649	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APRIL ACTUALS	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
***	LIBRARY GRANT/DONATIONS	29,605.13	137,814.47-	0	0	137,814	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APRIL 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	81.20-	982.81-	800-	800-	183	1.23
401-6004-329.50-24	FINES-STATE COURTS	.00	20,045.79-	18,000-	18,000-	2,046	1.11
REVENUE							
		81.20-	85,890.23-	110,765-	110,765-	24,875-	.78
EXPENDITURE							
401-6004-510.01-17	DEPARTMENT HEADS	216.78	2,015.13	2,565	2,565	550	.79
401-6004-510.02-01	FICA	16.32	151.52	200	200	48	.76
401-6004-510.02-02	WORKERS COMPENSATION	.32	2.85	0	0	3-	.00
401-6004-510.02-03	HEALTH INSURANCE	59.52	595.20	0	0	595-	.00
401-6004-510.02-04	LIFE INSURANCE/LTD	.51	4.68	0	0	5-	.00
401-6004-510.02-05	UNEMPLOYMENT	.22	2.09	0	0	2-	.00
401-6004-510.02-06	401K RETIREMENT	11.38	108.11	0	0	108-	.00
EXPENDITURE							
		305.05	2,879.58	2,765	2,765	115-	1.04
EXPENDITURE							
401-6004-520.05-71	MINOR EQUIPMENT	.00	.00	0	5,000	5,000	.00
401-6004-520.05-74	PROGRAMS AND OUTREACH	.00	60.95	29,750	29,750	29,689	.00
401-6004-520.10-25	OFFICE SUPPLIES	.00	17.49	0	0	17-	.00
401-6004-520.10-26	ORDINANCE COMPLIATION	.00	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	406.00	18,492.77	0	10,000	8,493-	1.85
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICA	.00	.00	0	0	0	.00
401-6004-520.30-16	WESTLAW	194.00	1,201.00	0	0	1,201-	.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							
		600.00	24,969.67	29,750	44,750	19,780	.56
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	APRIL ACTUALS	Y-T-D ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
** LAW LIBRARY		823.85	58,040.98	0	0	58,041	.00

# General Fund revenues, May 2020

PREPARED 06/09/2020, 15:15:57  
PROGRAM: GM365L

CROOK COUNTY TREASURER

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

ACCOUNT BALANCE LIST

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, May 2020

PREPARED 06/09/2020, 15:16:05  
PROGRAM: GM365L

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST  
2020 FROM ACCOUNT: 101-3000-500.00-00 THRU ACCOUNT: 101-3000-999.99-99

PAGE 1

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
101-3000-510.01-01	WAGES-OTHER	72,900.00	63,117.11	9,782.89
101-3000-510.01-17	DEPARTMENT HEADS	395,800.00	325,567.29	70,232.71
101-3000-510.01-22	ASST/TECH/COORD/CLERK	30,000.00	22,531.24	7,468.76
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	32,652.57	5,747.43
101-3000-510.02-01	FICA	3,300.00	1,320.47	1,979.53
101-3000-510.02-02	WORKERS COMPENSATION	121,300.00	118,360.55	2,939.45
101-3000-510.02-03	HEALTH INSURANCE	1,600.00	1,041.99	558.01
101-3000-510.02-04	LIFE INSURANCE/LTD	700.00	426.94	273.06
101-3000-510.02-05	UNEMPLOYMENT	39,000.00	31,730.51	7,269.49
101-3000-510.02-06	401K RETIREMENT	700.00	1,395.15	695.15-
101-3000-520.05-30	POSTAGE	35,000.00	34,205.56	794.44
101-3000-520.05-71	MINOR EQUIPMENT	4,300.00	3,296.35	1,003.65
101-3000-520.05-74	PROGRAMS AND OUTREACH	200.00	71.09	128.91
101-3000-520.05-75	PROGRAMS - YOUTH	1,500.00	662.36	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	18,724.44	1,325.56
101-3000-520.10-07	COPY MACHINES	5,000.00	1,393.69	3,606.31
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	104,672.97	13,827.03
101-3000-520.20-43	RESOURCE SHARING			
101-3000-520.25-08	MOTOR POOL CHARGES			
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE			
101-3000-520.30-05	COLLECTION DEVELOPMENT			
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA			
101-3000-520.30-07	MATERIALS-YOUTH COLLECTRN			
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICIA			
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	3,350.64	750.64-
101-3000-520.45-02	EDUCATION & CERTIFICATION	1,200.00	730.81	469.19
101-3000-520.45-03	LODGING & MEALS	4,000.00	2,070.10	1,929.90
101-3000-520.45-04	REGISTRATION & DUES	1,500.00	583.61	916.39
101-3000-520.60-16	PROMOTION & PUBLICITY	50.00		50.00
101-3000-580.80-13	EQUIPMENT			
TOTALS:		934,700.00	803,794.39	130,905.61

# Grants/Donations Fund revenues, May 2020

PREPARED 06/09/2020, 15:16:18  
PROGRAM: GM365L

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST

PAGE 1

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	1,453.93	1,053.93-
330-3000-329.42-18	PRIOR YEAR TAXES		3,331.35	3,331.35-
330-3000-329.42-18	PHOTOCOPY FEES			
330-3000-329.42-39	NONRESIDENT REGISTRATIONS			
330-3000-329.50-19	FINES			
330-3000-329.50-20	LOST OR DAMAGED			
330-3000-343.43-24	MERCHANDISE			
330-3000-343.43-25	CARD REPLACEMENT			
330-3000-345.45-21	FRIENDS OF LIBRARY SALES			
330-3000-360.60-03	REIMBURSED ITEMS			
330-3000-360.60-13	CASHIER ADJUSTMENT			
330-3000-360.60-51	E-RATE INTERNET REIMB			
330-3000-380.80-03	FR RESERVE FUND			
330-3000-390.90-03	CURRENT YEAR TAXES			
330-3000-390.90-04	PRIOR YEAR TAXES			
330-3000-510.01-01	WAGES-OTHER			
330-3000-510.01-17	DEPARTMENT HEADS			
330-3000-510.01-22	ASST/TECH/COORD/CLERK			
330-3000-510.01-28	MAINTENANCE			
330-3000-510.01-32	EXTRA HELP			
330-3000-510.02-01	FICA			
330-3000-510.02-02	WORKERS COMPENSATION			
330-3000-510.02-03	HEALTH INSURANCE			
330-3000-510.02-04	LIFE INSURANCE/LTD			
330-3000-510.02-05	UNEMPLOYMENT			
330-3000-510.02-06	401K RETIREMENT			
330-3000-520.05-30	POSTAGE			
330-3000-520.05-71	MINOR EQUIPMENT			
330-3000-520.05-74	PROGRAMS AND OUTREACH			
330-3000-520.05-75	PROGRAMS - YOUTH			
330-3000-520.05-89	CREDIT CARD CHARGES			
330-3000-520.10-06	COLLECTION AGENCY EXPENSE			
330-3000-520.10-07	COPY MACHINES			
330-3000-520.10-25	OFFICE SUPPLIES			
330-3000-520.20-07	BOOKMOBILE MAINTENANCE			
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.			
330-3000-520.25-08	MOTOR POOL CHARGES			
330-3000-520.30-04	PROCESSING/REPAIR SUPPLIE			
330-3000-520.30-05	COLLECTION DEVELOPMENT			
330-3000-520.30-06	MATERIALS-DIGITAL MEDIA			
330-3000-520.30-07	MATERIALS-YOUTH COLLECTIN			
330-3000-520.30-08	BOOKS/PERIODICALS/PUBLICIA			
330-3000-520.30-09	ELECTRONIC MEDIA			
330-3000-520.35-13	CONTRACT SERVICES			
330-3000-520.35-42	SOFTWARE MAINTENANCE			
330-3000-520.35-85	LIBRARY CONSORTIUM			
330-3000-520.40-10	TELEPHONE			
330-3000-520.45-02	EDUCATION & CERTIFICATION			
330-3000-520.45-03	LODGING & MEALS			
330-3000-520.45-04	REGISTRATION & DUES			
330-3000-520.60-16	PROMOTION & PUBLICITY			

PREPARED 06/09/2020, 15:16:18  
 PROGRAM: GM365L

CROOK COUNTY TREASURER  
 ACCOUNT BALANCE LIST

PAGE 2

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
330-3000-520.66-04	FINANCE			
330-3000-520.66-09	FACILITIES			
330-3000-520.66-27	LEGAL			
330-3000-520.66-28	ADMINISTRATION			
330-3000-520.66-29	HUMAN RESOURCES			
330-3000-520.66-94	GIS			
330-3000-520.66-95	IT			
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	189,225.08	56,423.92

# Grants/Donations Fund expenditures, May 2020

PREPARED 06/09/2020, 15:16:29  
PROGRAM: GM365L

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST

PAGE 1

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	3,928.46	8,071.54
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	1,281.17	3,718.83
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	8,992.47	492.47-
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	61,649.00
330-3001-580.80-13	EQUIPMENT			61,115.11
TOTALS:		239,649.00	49,707.49	189,941.51

# Law Library revenues, May 2020

PREPARED 06/09/2020, 15:16:47  
PROGRAM: GM365L

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST

PAGE 1

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

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
401-6004-300.01-01	BEGINNING BALANCE	91,965.00	64,861.63	27,103.37
401-6004-300.01-05	INTEREST EARNED	800.00	982.81	182.81-
401-6004-329.50-24	FINES-STATE COURTS	18,000.00	20,045.73	2,045.79-
TOTALS:		110,765.00	85,890.23	24,874.77

# Law Library expenditures, May 2020

PREPARED 05/09/2020, 15:17:00  
PROGRAM: GM365L

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

CROOK COUNTY TREASURER  
ACCOUNT BALANCE LIST  
PAGE 1

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
401-6004-510.01-17	DEPARTMENT HEADS	2,565.00	2,430.16	134.84
401-6004-510.02-01	FICA	200.00	185.64	14.36
401-6004-510.02-02	WORKERS COMPENSATION		3.37	3.37
401-6004-510.02-03	HEALTH INSURANCE		654.72	654.72
401-6004-510.02-04	LIFE INSURANCE/LTD		5.19	5.19
401-6004-510.02-05	UNEMPLOYMENT		2.48	2.48
401-6004-510.02-06	401K RETIREMENT		119.49	119.49
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	19,297.77	9,297.77
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICA			
401-6004-520.30-16	WESTLAW		1,395.00	1,395.00
401-6004-520.35-28	LEGAL SERVICES			
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			
401-6004-597.97-00	TRANSFERS OUT			
401-6004-597.97-21	TO GENERAL FUND			
TOTALS:		110,765.00	29,369.72	81,395.28



# Director's Report

June 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 were furloughed in May and part of June.

## Facilities

- Central Oregon Intergovernmental Council (COIC) is considering putting a bus pad and shelter near the current stop on Second Street, in front of the library, to assist with their expanded bus service.
- The County Court approved purchase of new shelving for the children's room. I've attached the memo I sent to them explained the project.
- We've been using the "redecorating" required as a result of COVID-19 to make a few other changes to the building, including moving some furniture to more convenient locations and getting rid of some teen room furniture we no longer wanted.
- Our sneeze guards arrived. We ended up having to order a few extras, which we gave to the fairgrounds.

## Programs and Services

- The courier starting running among the libraries again on June 1. The first week was spent working through the holds backlog from before the libraries closed to the public. Holds were turned back on in the library catalog starting June 10 (although they were actually operational a bit earlier, on June 8/9). As a result, the June 9 paging list was a whopping 174 items!
- Once again, the library served as a convenient ballot drop site for the May 19 election. Despite this being the first election with postage-paid ballots, we still receive quite a few. With the building closed, people put the ballots in the bookdrop.
- We are dropping Gale Legal Forms from our list of databases given the inaccuracies in many of the forms. Instead, we're directing people to the Oregon Judicial Department's forms center.

## Technology

- IT is putting wireless cards in our catalogs computers, to allow us to place them in better locations. No longer will we be held down by limited ethernet port locations!
- Our new outreach van has license plates now! It's all street legal and such. Unfortunately, given that it was idle for a month plus, the battery died. It's operational again now, however, and we're taking it on short drives regularly to make sure that it remains charged.
- We are starting to investigate mobile hotspots for checkout, which will be paid for with the Facebook technology education grant.

# Memo



**To:** County Court  
**From:** Buzzy Nielsen, Director of Library Services *Bny*  
**cc:** Eric Blaine, John Eisler  
**Date:** May 27, 2020  
**Re:** Children's Room shelving

I request approval of a bid from Spacesaver Specialists, Inc., of Tualatin, Oregon, for \$21,407 for new shelving, tops, and end panels for the children's library. This purchase is part of the third and final phase of our multi-year children's library renovation, trying to make the space more safe and inviting.

We're planning to replace the current tall (60") shelving that currently holds the children's fiction and nonfiction sections and replace it with 42" shelving, which is more standard for children's libraries and matches the height of the shelving that holds our picture books. The photos below show the height difference between the new and old shelves. Shortening the shelving will dramatically improve sightlines in the room, particularly helpful for parents who have especially mobile children. Staff will also be able to keep a better eye on the room. Patrons will also be able to better see the graphic novels, movies, audiobooks, and magazines on the back wall, which currently are obscured by the tall shelving. The shorter shelves, with books at the children's height, will also encourage more interaction with the books. We'll retain the same amount of linear feet of shelving by slightly bumping out the rows of shelving.

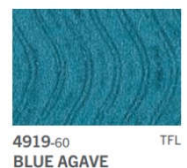


Tall shelving



Short shelving

The shortened shelves require purchase of new shelving frames and end panels. Fortunately, we'll be able to reuse the existing shelving itself. Unfortunately, though, the shelving tops we currently use are no longer produced. We've chosen a new, more attractive design (see right) that better matches the "whimsical" theme we're seeking for the children's library and goes particularly well with the carpet.



We received two quotes for the shelving and tops, which must be custom made, one from Spacesaver Specialists for \$21,407 and the other from Technical Furniture Systems (Estey) for \$13,115.60. We also sought quotes from Bradford Shelving Systems and BCI but did not receive responses.

While there is a significant price difference, I recommend approving the quotes from Spacesaver Specialists. Spacesaver is the company that originally installed the library's shelving in 1999. Their shelving quality is well known and used nearly universally in libraries throughout Oregon. We have already worked with Spacesaver on several subsequent projects, with great success. They're also able to give precise matches to our current shelving design. While Estey is able to match portions of our existing shelving, they're not able to exactly match the color and grain of our existing shelves. These differences will be noticeable to the public should we purchase Estey's product.

This purchase will be predominantly paid with donations from the Friends of the Crook County Library. Therefore, \$19,000 of the cost will come from the library's Grants/Donations project, with the remainder coming from our General Fund minor equipment line item.

# Statistics, July 2019 - May 2020

ACTIVITY	Annual change	Monthly average	Total	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
<b>Collection use</b>															
<i>Physical circulation activity</i>															
Checkouts: selfcheck	-27.1%	3,812	41,930		-	-	2,848	4,982	5,263	4,628	4,056	4,473	4,724	5,148	5,808
Checkouts: desk	-17.7%	2,966	32,622		931	1,102	4,025	2,645	3,186	2,979	3,029	3,422	3,419	4,024	3,860
Selfcheck ratio			56%				41%	65%	62%	61%	57%	57%	58%	56%	60%
Outreach checkouts	-0.7%	27	294				-	-	17	60		80	137	-	-
Total physical circ.	-23.2%	6,238	74,851	-	931	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	-16.5%	2,510	27,607		9	2	1,659	3,233	3,726	3,049	3,082	3,292	3,030	3,180	3,345
Items borrowed w/in system	-18.8%	808	8,883		6	51	643	964	1,159	1,024	958	1,095	978	978	1,027
Outside ILLs borrowed	7.0%	41	365				27	46	48	43	31	38	33	48	51
Outside ILLs lent	9.7%	4	34				1	5	6	-	3	4	8	3	4
Checkins	-21.9%	6,332	69,650		1,558	1,978	5,341	7,098	7,432	6,891	6,583	7,539	7,535	8,800	8,895
Paging list items	-21.3%	2,102	23,125		20	-	1,587	2,625	2,990	2,349	2,550	2,680	2,810	2,731	2,783
<i>Electronic use</i>															
Ancestry searches	232.7%	84	752				4	47	59	21	87	39	35	380	80
Ancestry content views	220.2%	72	650				4	6	88	9	64	55	71	326	27
Chilton retrievals		5	60		1	1	7	2	7	7	4	-	2	21	8
Gale sessions	42.7%	178	1,954		2	163	82	50	283	120	77	326	43	232	576
Gale searches	15.8%	596	6,559		5	41	244	481	1,572	1,040	191	1,539	46	771	629
Gale full-text views	20.2%	22	244		3	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	-78.4%	18	200		-	3	18	-	7	4	50	66	25	6	21
HeritageQuest views	-78.2%	17	192		-	-	73	-	7	1	29	60	15	-	7
LearningExpress sessions	-41.0%	4	46		1	-	-	1	17	8	7	5	2	3	2
LearningExpress resources	-8.3%	3	33		-	-	-	1	20	2	5	2	1	-	2
Legal Forms retrievals		7	49						2	-	16	4	9	7	11
Oregon BarBooks							-	-	-	-					
OverDrive checkouts	5.0%	2,950	32,455		3,387	3,160	3,088	2,706	3,166	2,894	2,766	2,753	2,782	2,806	2,947
OverDrive new users	18.7%	28	311		23	42	46	30	34	24	20	29	10	23	30
Small Engine sessions	0.0%	0	5		-	-	-	2	-	-	-	-	-	3	-
Small Engine content views	150.0%	1	15		-	-	-	2	-	-	-	-	-	13	-
Website sessions (visits)	-88.9%	1,368	2,735		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	495	2,240
Website unique users	-88.6%	733	1,465		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	312	1,153

ACTIVITY	Annual change	Monthly average	Total	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Website pageviews	-89.0%	2,437	4,874		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,005	3,869
Westlaw		-					-	-	-	-					
Total electronic use	4.1%	3,059	33,649		3,391	3,164	3,187	2,744	3,317	2,931	2,870	2,948	2,877	3,187	3,033
Total collection use	-16.4%	9,042	108,500	-	4,322	4,266	10,060	10,372	11,784	10,599	9,956	10,924	11,158	12,360	12,702
Average use/day	-90.3%	N/A	502	#DIV/0!			629	432	471	424	433	420	465	458	489
<b>Library use</b>															
Days open	-21.7%	20	216		-	-	16	24	25	25	23	26	24	27	26
Hours open	-21.5%	184	2,029		-	-	156	223	235	229	211	248	228	247	252
Limited days open		19	56		20	26	10								
Limited hours open		145	435		161	222	52								
Public closure hours		41	122		68	44	10								
Patron visits	-29.7%	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	-8.1%	76	836		5	13	48	128	129	71	61	99	92	96	94
Reference Interactions	38.5%	111	1,222		104	84	158	165	115	103	84	93	101	98	117
Computer sessions															
Desktop sessions	-28.5%	676	6,088				416	678	688	565	659	759	744	795	784
WiFi sessions			-												
Total Internet use	-25.4%	529	6,349	-	-	-	422	700	723	579	679	783	784	839	840
Laptop sessions	34.5%	29	261				6	22	35	14	20	24	40	44	56
AWE sessions	-32.1%	353	3,180				206	349	375	301	364	351	325	431	478
Meetings held	-25.7%	82	735				42	85	126	91	89	87	84	79	52
<b>Collection activity</b>															
New items	9.7%	392	4,706	-	342	476	477	429	448	442	401	434	459	443	355
Books & print	14.5%	345	4,143	-	322	433	443	395	399	356	344	401	408	327	315
Audio	-15.9%	22	269	-	18	15	26	23	19	48	27	21	26	25	21
Movies	-16.0%	25	294	-	2	28	8	11	30	38	30	12	25	91	19
Items withdrawn	43.9%	387	4,639	-	-	-	-	124	121	423	183	697	599	922	1,570
Billed/damaged not paid	-25.5%	35	283					16	38	25	77	25	33	48	21
Claimed returned	11.1%	1	10					1	-	2	1	-	2	4	-
Long missing	-4.7%	23	181					23	-	37	49	8	44	13	7
Withdrawn	57.5%	521	4,165					84	83	359	56	664	520	857	1,542
Net change in items	-93.7%	6	67	-	342	476	477	305	327	19	218	(263)	(140)	(479)	(1,215)
Items Processed	-5.2%	514	5,141			549	504	510	512	504	503	420	485	572	582
Items Repaired	17.1%	486	4,863			2,460	1,022	203	174	206	132	150	130	185	201

ACTIVITY	Annual change	Monthly average	Total	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
<b>Programs and outreach</b>															
<i>Children's programs</i>															
# kids programs	-7.1%	7	65	-			3	10	6	7	6	7	6	3	17
Kids program attendance	-44.7%	127	1,273	-			75	187	132	111	90	135	104	50	389
# kids outreach	-13.9%	16	161	-			16	30	22	15	20	34	22	2	-
Kids outreach attendance	-25.6%	220	2,195	-			183	513	300	203	306	382	288	20	-
# Kids Total	-12.1%	23	226	-			19	40	28	22	26	41	28	5	17
Total kids attendance	-34.0%	347	3,468	-			258	700	432	314	396	517	392	70	389
<i>Teen programs</i>															
# teen programs	35.3%	5	46	-			3	5	7	6	5	8	6	1	5
Teen Program attendance	-4.3%	27	270	-			9	27	39	44	31	50	8	28	34
# teen outreach	85.7%	4	39	-			3	8	4	4	5	10	3	2	-
Teen outreach attendance	-11.0%	172	1,722	-			203	717	101	139	129	266	81	86	-
# teen total	54.5%	9	85	-			6	13	11	10	10	18	9	3	5
Total teen attendance	-10.1%	199	1,992	-			212	744	140	183	160	316	89	114	34
<i>Adult programs</i>															
# adult programs	23.8%	13	130	-			8	16	17	18	17	26	9	8	11
Adult program attendance	-43.9%	145	1,445	-			142	202	140	97	74	444	55	156	135
# adult outreach	20.0%	1	6	-			-	-	-	1	2	-	1	2	-
Adult outreach attendance	56.5%	37	371	-			-	-	-	24	62	-	125	160	-
# adult total	23.6%	14	136	-			8	16	17	19	19	26	10	10	11
Total adult attendance	-35.5%	182	1,816	-			142	202	140	121	136	444	180	316	135
<i>Online programs</i>															
# online programs		4	12	-		10	2								
Online program attendance		22	66	-		51	15								
Total # programs	8.8%	42	459	-		10	35	69	56	51	55	85	47	18	33
Total attendance	-28.6%	667	7,342	-		51	627	1,646	712	618	692	1,277	661	500	558
Outreach activities only	-3.3%	19	206	-		-	19	38	26	20	27	44	26	6	-
Outreach attendance only	-16.3%	390	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	36.9%	43	390				18	28	35	41	53	77	48	44	46

# Welcome to



## COVID-19 Edition

**Temporary Open Hours**  
**Monday-Friday, 9:00 am to 6:00 pm**  
**Saturday, 10:00 am to 4:00 pm**  
**Senior Hour: Mon-Fri, 9-10:00 am**

For everyone's safety, we have a few extra items of note as you're using our facility.



### Follow health guidelines

Please abide by public health guidelines while using the library. Stay home if you're sick, use masks, and wash your hands regularly. Check out the sign from Central Oregon Emergency Information Network for details. We have masks available upon request, while supplies last.



### Do distance. Don't browse.

We've made a few changes to encourage 6-foot physical distancing. We're limiting the number of people in the building, making aisles one-way, taping off 6-foot distances, and temporarily removing some furniture. Unfortunately, we're restricting open browsing of the shelves for a while, too, to avoid transmitting the virus.



### No food

Please consume your food outside the building while we're in pandemic mode. You're still welcome to bring your drinks in closed or lidded containers.



### Limited computer use

Due to demand and limited devices, computer use is limited to an hour a day. We have a dedicated computer to apply for government benefits (e.g. unemployment) and completing the Census.

# Thank you!



# PROTECT YOURSELF AND OTHERS IN PUBLIC

## PHASE I REOPENING



**Stay home if you are sick.** If you get a cough, fever, or shortness of breath while in public, please return home and self-isolate immediately. Contact your health care provider if you need medical attention.



**People who are at risk for severe complications** (over age 60 or have underlying medical conditions) should stay home **even if you feel well.**



**Wash your hands often for at least 20 seconds.** If soap or water are not available, use hand sanitizer (60-95% alcohol content).



Use cloth, paper or disposable **face coverings in public.**



**Cover coughs/sneezes** with elbow or tissue and avoid touching your face. If you use a tissue, immediately throw it away and your wash hands.



**Practice physical distancing of at least six (6) feet** between you and people who you do not live with.



**Stay close to home.** Avoid overnight trips and minimize other non-essential travel.



Library Services Fund

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Budget	Budget Adjustment s	Adjusted 2019-20 Budget	2019-20 Estimate	2020-21 Requested Budget	2020-21 Proposed Budget	2020-21 Approved Budget	2020-21 Adopted Budget
330-0000-300.01-01	BEGINNING BALANCE	32,500	58,518	55,749		55,749	58,200	101,800	101,800	101,800	101,800
330-0000-300.01-05	INTEREST EARNED	419	1,297	400		400	1,000	1,000	1,000	1,000	1,000
330-3001-324.34-00	STATE GRANTS	7,943	8,094	8,500		8,500	8,400	28,500	28,500	28,500	28,500
330-3001-347.47-00	DONATIONS	19,501	14,567	75,000	100,000	175,000	125,000	200,000	200,000	200,000	200,000
330-0000-390.90-04	PRIOR YEAR TAXES		7,262	-		-	3,000	1,000	1,000	1,000	1,000
101-3000-329.42-18	PHOTOCOPY FEES	6,519	7,216	6,200		6,200	5,000	6,500	6,500	6,500	6,500
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	705	945	1,200		1,200	900	1,000	1,000	1,000	1,000
101-3000-329.50-19	FINES	6,424	2,171	2,260		2,260	800	4,000	4,000	4,000	4,000
101-3000-329.50-20	LOST OR DAMAGED	1,549	2,778	3,700		3,700	2,000	-	-	-	-
101-3000-343.43-24	MERCHANDISE	101	117	100		100	100	100	100	100	100
101-3000-343.43-25	CARD REPLACEMENT	65	-	-		-	-	-	-	-	-
101-3000-345-45-21	FRIENDS OF LIBRARY SALES	8	(78)	-		-	100	-	-	-	-
101-3000-360-60-03	REIMBURSED ITEMS			-		-	-	-	-	-	-
101-3000-360-60-13	CASHIER ADJUSTMENT	(7)	6	-		-	-	-	-	-	-
101-3000-360-60-51	E-RATE INTERNET REIMB			-		-	-	-	-	-	-
	Transfer from law library fund							52,000	52,000	52,000	52,000
	Transfer from CC Reserve Fund							525,000	525,000	525,000	525,000
	General fund support	772,541	749,757	921,240	-	921,240	922,100	-	-	-	-
	Property taxes							1,174,300	1,174,300	1,174,300	1,174,300
	<b>Total resources</b>	<b>848,267</b>	<b>852,650</b>	<b>1,074,349</b>	<b>100,000</b>	<b>1,174,349</b>	<b>1,126,600</b>	<b>2,095,200</b>	<b>2,095,200</b>	<b>2,095,200</b>	<b>2,095,200</b>
101-3000-510.01-17	DEPARTMENT HEADS	63,774	72,127	72,900		72,900	69,600	76,000	76,000	76,000	76,000
101-3000-510.01-22	ASST/TECH/COORD/CLERK	356,896	340,844	395,800		395,800	374,500	406,000	417,200	417,200	417,200
101-3000-510.01-28	MAINTENANCE	26,343	28,475	30,000		30,000	26,900	27,800	-	-	-
101-3000-510.01-32	EXTRA HELP	423	12,689	2,600		2,600	23,100	-	-	-	-
101-3000-510.02-01	FICA	32,919	34,097	38,400		38,400	37,400	38,500	37,300	37,300	37,300
101-3000-510.02-02	WORKERS COMPENSATION	1,542	1,581	3,300		3,300	1,500	1,400	600	600	600
101-3000-510.02-03	HEALTH INSURANCE	116,095	94,906	121,300		121,300	139,100	143,700	143,600	143,600	143,600
101-3000-510.02-04	LIFE INSURANCE/LTD	1,101	919	1,600		1,600	1,200	1,200	1,100	1,100	1,100
101-3000-510.02-05	UNEMPLOYMENT	447	454	700		700	500	500	500	500	500
101-3000-510.02-06	401K RETIREMENT	39,000	27,138	39,000		39,000	36,800	39,000	35,100	35,100	35,100
	<b>Total personal services</b>	<b>638,541</b>	<b>613,230</b>	<b>705,600</b>	<b>-</b>	<b>705,600</b>	<b>710,600</b>	<b>734,100</b>	<b>711,400</b>	<b>711,400</b>	<b>711,400</b>
101-3000-520.05-30	POSTAGE		639	700		700	1,500	1,700	1,700	1,700	1,700
101-3000-520.05-71	MINOR EQUIP				35,000	35,000	35,000	4,000	4,000	4,000	4,000
101-3000-520.05-74	PROGRAMS AND OUTREACH	5,032	4,798	4,300		4,300	4,300	4,300	4,300	4,300	4,300
101-3000-520.05-75	PROGRAMS - YOUTH			-		-	-	-	-	-	-

Library Services Fund

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Budget	Budget Adjustment s	Adjusted 2019-20 Budget	2019-20 Estimate	2020-21 Requested Budget	2020-21 Proposed Budget	2020-21 Approved Budget	2020-21 Adopted Budget
101-3000-520.05-89	CREDIT CARD CHARGES	140	109	200		200	200	200	200	200	200
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	1,155	1,038	1,500		1,500	800	1,500	1,500	1,500	1,500
101-3000-520.10-07	COPY MACHINES	2,029	2,167	1,800		1,800	1,800	1,800	1,800	1,800	1,800
101-3000-520.10-25	OFFICE SUPPLIES	6,564	6,168	7,100	12,950	20,050	20,000	8,000	8,000	8,000	8,000
101-3000-520.20-07	BOOKMOBILE MAINTENANCE		4,465	-		-	-	-	-	-	-
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	6,113	6,960	5,000		5,000	4,000	1,000	1,000	1,000	1,000
101-3000-520.20-43	RESOURCE SHARING	6,763	-	7,500		7,500	7,000	7,500	7,500	7,500	7,500
101-3000-520.25-08	MOTOR POOL CHARGES	2,325	2,131	2,700		2,700	2,300	1,200	1,200	1,200	1,200
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE		-	-		-	-	-	-	-	-
101-3000-520.30-05	COLLECTION DEVELOPMENT	62,020	58,977	118,500		118,500	118,500	127,000	127,000	127,000	127,000
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA	223	-	-		-	-	-	-	-	-
101-3000-520.30-07	MATERIALS-YOUTH COLLECTIN		-	-		-	-	-	-	-	-
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICA	3,045	3,565	-		-	-	-	-	-	-
101-3000-520.30-09	ELECTRONIC MEDIA	28,349	32,652	-		-	-	-	-	-	-
101-3000-520.35-13	CONTRACT SERVICES	600	-	5,000		5,000	2,000	2,000	2,000	2,000	2,000
101-3000-520.35-42	SOFTWARE MAINTENANCE	4,086	5,108	4,500	2,000	6,500	6,500	11,000	11,000	11,000	11,000
101-3000-520.35-85	LIBRARY CONSORTIUM	9,997	9,000	11,000		11,000	8,000	8,300	8,300	8,300	8,300
101-3000-520.40-10	TELEPHONE	4,148	4,277	2,600		2,600	3,500	3,500	3,500	3,500	3,500
101-3000-520.45-02	EDUCATION & CERTIFICATION	1,310	2,338	-		-	-	-	-	-	-
101-3000-520.45-03	LODGING & MEALS	1,858	1,266	1,200		1,200	1,000	2,000	2,000	2,000	2,000
101-3000-520.45-04	REGISTRATION & DUES	2,402	3,289	4,000		4,000	2,500	3,500	3,500	3,500	3,500
101-3000-520.60-16	PROMOTION & PUBLICITY	1,206	735	1,500		1,500	1,500	12,500	12,500	12,500	12,500
	Insurance - liability			-		-		4,900	4,900	4,900	4,900
	Occupancy							275,900	275,900	275,900	275,900
	IT/GIS							120,400	120,400	120,400	120,400
	Admin/Finance/HR/Legal							98,800	98,800	98,800	98,800
330-3001-520.05-71	Minor equipment				60,000	60,000	35,000	225,000	225,000	225,000	225,000
330-3001-520.05-74	PROGRAMS AND OUTREACH	5,280	13,030	12,000		12,000	5,000	13,000	13,000	13,000	13,000
330-3001-520.05-75	PROGRAMS - YOUTH	417		-		-	-	-	-	-	-
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT	1,528	2,100	2,500		2,500	4,000	-	-	-	-
330-3001-520.30-05	COLLECTION DEVELOPMENT	1,143	506	5,000		5,000	2,000	5,000	5,000	5,000	5,000
330-3001-520.30-07	MATERIALS-YOUTH COLLECTIN			-		-	-	-	-	-	-
330-3001-520.30-09	ELECTRONIC MEDIA	1,763		-		-	-	-	-	-	-
330-3001-520.30-12	READY TO READ GRANT EXP	7,400	8,227	8,500		8,500	8,500	8,500	8,500	8,500	8,500
330-3001-520.35-13	CONTRACT SERVICES			-		-	-	-	-	-	-
330-3001-520.60-16	PROMOTION & PUBLICITY	25	456	-		-	4,300	1,000	1,000	1,000	1,000

Library Services Fund

Account Number	Description	2017-18 Actual	2018-19 Actual	2019-20 Budget	Budget Adjustment s	Adjusted 2019-20 Budget	2019-20 Estimate	2020-21 Requested Budget	2020-21 Proposed Budget	2020-21 Approved Budget	2020-21 Adopted Budget
401-6004-520.05-74	PROGRAMS AND OUTREACH							300	300	300	300
401-6004-520.10-25	OFFICE SUPPLIES							100	100	100	100
401-6004-520.10-26	ORDINANCE COMPILATION							3,500	3,500	3,500	3,500
401-6004-520.20-19	EQUIPMENT REPAIRS/MAINT							-	-	-	-
401-6004-520.30-05	COLLECTION DEVELOPMENT							25,000	25,000	25,000	25,000
401-6004-520.45-04	REGISTRATION AND DUES							1,000	1,000	1,000	1,000
<b>Total materials and services</b>		<b>166,919</b>	<b>174,001</b>	<b>207,100</b>	<b>109,950</b>	<b>317,050</b>	<b>279,200</b>	<b>983,400</b>	<b>983,400</b>	<b>983,400</b>	<b>983,400</b>
101-3000-580.80-13	CAPITAL OUTLAY			50,000	(49,950)	50					
330-3001-580.80-13	EQUIPMENT	6,537	7,219	50,000	40,000	90,000	35,000	-	-	-	-
<b>Total capital outlay</b>		<b>6,537</b>	<b>7,219</b>	<b>100,000</b>	<b>(9,950)</b>	<b>90,050</b>	<b>35,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transfer to Library Fund</b>								-	-	-	-
<b>Total transfers</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
330-3001-571.90-00	RESERVE			61,649		61,649			-	-	-
401-6004-571.90-00	RESERVED FOR FUTURE EXPNS								-	-	-
<b>Total reserve</b>		<b>-</b>	<b>-</b>	<b>61,649</b>	<b>-</b>	<b>61,649</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total requirements</b>		<b>811,997</b>	<b>794,450</b>	<b>1,074,349</b>	<b>100,000</b>	<b>1,174,349</b>	<b>1,024,800</b>	<b>1,717,500</b>	<b>1,694,800</b>	<b>1,694,800</b>	<b>1,694,800</b>

## County Library



### MISSION STATEMENT

Our knowledgeable and engaging staff will provide traditional and innovative resources and create welcoming spaces where everyone can experience the joy of learning and discovery.

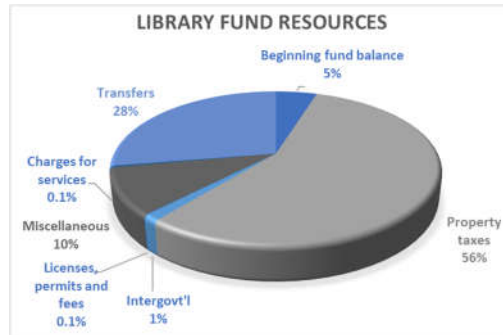
### SUMMARY

The Library provides access to physical and digital materials, study and meeting spaces, programs, technology, and staff expertise to encourage early childhood literacy, support students and educators, and promote lifelong learning and recreation throughout the County. A five-person Library Board of Trustees, appointed by the County Court, oversees and advises on library services, including helping guide the work of the Library Director and other staff.

Library functions are roughly broken down into two groups: circulation and public services. Circulation staff serve library patrons at the service desk, process materials, and ensure that the building and grounds are well-kept. Public services staff select library materials, provide programs in and out of the library, work at the service desk, and answer patrons' research questions.

## RESOURCES

The total proposed operational funding for the FY 2020/21 budget is **\$2,095,200**. Funding for the Library comes primarily from the County's property taxes (\$1,175,300) with library fees making up less than 2% of the operating budget. The Friends of the Crook County Library, an independent 501(c)(3) nonprofit, contributes significantly to the library's programming and collections.

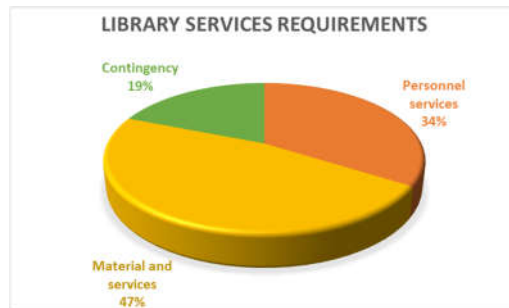


The library also oversees restricted monies coming from grants and donations, as well as state funding devoted to providing county law library services, with a reserve of \$52,000.

## EXPENSES

The FY 2020/21 budget proposes the same level of staffing and services at the previous fiscal year. Notable changes to some expenses are as follows:

- In FY 2019/20, the library completed a large Radio Frequency Identification (RFID) project, resulting in larger-than-usual expenses for minor equipment and office supplies. Those expense areas have been reduced accordingly with the completion of the project.
- To better reflect costs, some software expenses are being moved from the Information Technology department's budget into the Library's.
- Thanks to a 2019 grant from Facebook, the library purchased a new outreach van. Some maintenance and mileage expenses will be paid with the grant funding rather than operational income.



## CHANGES FROM FY2020

**Fund Structure.** The Library's budget was previously split between three funds: General (#101-3000), Grants/Donations (#330), and Law Library (#401-6004). To simplify accounting and increase transparency, these three funds are being combined. The grants/donations and law library monies, which are restricted funds, will still be separately tracked within the single fund. The Library may receive a large grant, around \$150,000, in FY 2020/21 which is reflected in the miscellaneous revenue.

**Internal Charges.** All County operations have been charged administrative overhead costs; administration, finance, legal and human resources. Additionally, information technology and geographical information services have been charged to user operations. Occupancy costs are also charged to operations within County owned and operated facilities.

## CHALLENGES

**Coronavirus Impacts:** The ongoing effects of the novel coronavirus pandemic will continue to influence library services even after reopening to the public. During the public closure, the library reconfigures its business model to focus on digital and curbside services. Reopening will require a graduated response including changes to facility layout as well as how services and programs are offered. These changes are unprecedented, and their long-term impacts are uncertain.

**Digital Divide:** The divide between those who have reliable access to high-speed Internet and technology is in stark relief during this crisis. Those without technology access are having difficulty accessing basic needs: receiving government benefits, staying in touch with friends and family, applying for jobs, and even shopping safely. Before coronavirus, the library saw the effects of the digital divide. Now, as that division widens, helping reduce it is an even more critical function of the library.

**Funding for E-resources:** The library's closure to the public highlights the need for more electronic resources to serve Crook County residents not only during the pandemic, but onward. While the library's present electronic services are a blessing – including e-books and e-audio, online engine repair information, genealogy, legal research materials, and more – they are not enough to meet demand. Unfortunately, many of the electronic resources available have a pay-per-use model, similar to how the library currently pays for e-books. As the popularity of such resources grows, so too does the challenge of finding money to pay for them.

## OPPORTUNITIES

### Technology education

Increasing technology education throughout the County is a key goal of the library's 2019-24 strategic plan, a need further demonstrated during the pandemic. A recent \$100,000 grant from Facebook increases the library's capacity to offer such training by providing new equipment and an outreach van. While training plans are temporarily on hold, Facebook's investment is an excellent opportunity to help close the digital divide that has





been laid so bare during the novel coronavirus outbreak.

**New strategic plan**

In fall 2019, the Library Board of Trustees and County Court approved the library’s new 2019-24 strategic plan. The goals and initiatives in the plan range from the aforementioned technology education to improving access to facilities and services for people with disabilities to spreading early literacy principles throughout the County. The plan is a great opportunity for the library to focus its efforts on what the community needs the most.

**New website**

The library, along with the rest of the County, recently launched a new website. Library staff currently are working on further tailoring the site to meet the needs of library users. The new website, along with the library’s new Instagram account, offer a chance to better connect with patrons digitally, empowering people by connecting them to more library services and informing them about what’s available.

**SUCCESES/HIGHLIGHTS**

**Radio Frequency Identification (RFID)**

In FY 2019-20, the library adopted RFID, a technology to help make library services smoother for patrons and staff alike. Over the course of the year, volunteers and staff placed RFID tags in nearly 50,000 physical items. As a result, people can check out items much more quickly – wirelessly, in fact – and staff can check in and locate missing items with ease.



**Summer Reading Program**

The Summer Reading Program is one of the library’s flagship services. Its goal is to encourage people of all ages to get in the habit of reading daily. The 2019 program was one of the most successful in recent memory. Nearly 800 people participated, a 30% increase over 2018. Crook County residents also participated in



several fantastic events, including the Planetarium Experience with the Oregon Observatory. Summer Reading succeeded on its major goal: all parents who responded to the end-of-program reported that their children were as or even more motivated to read at the end of the program as they were at the beginning.

**Law library**

The county law library is now a part of the public library, rather than located in the

courthouse as it was previously. Having up-to-date law materials available at the library has benefited Crook County residents greatly. Several individuals have already used the print and online materials to research issues related to housing, debt, child custody, consumer protection, and much more.

**New lighting**

All of the interior and exterior lights at the library have been replaced with energy-efficient LEDs, reducing the building’s lighting energy consumption by 75% and improving visibility inside and out.

**Improved collections for Spanish speakers**

Children’s Services Librarian Jennifer Fischer was able to visit the Guadalajara International Book Festival in Mexico, thanks to the Oregon Library Association. While there, she purchased several high-quality, culturally relevant Spanish language titles to add to the library’s collection.

**New and continuing partnerships**

The library has partnered with other organizations to offer several well-received programs. These partnerships include the Veterans Services Office (Veterans’ Coffee Club), the Bowman Museum (People from our Past), and Rimrock Trails (craft programs).

**Expanded social services**

With the closure of Lutheran Community Services, the library serves an even more critical function promoting social services. Many individuals experiencing homelessness consider the library to be a welcoming place where they can find assistance with their needs. The embedded social workers from Thrive Central Oregon expanded their hours to include Fridays, giving more people a chance to access needed resources.

**Dolly Parton Imagination Library (DPIL)**

DPIL mails a free book every month to any child in Crook County ages 0-5. Thanks to tireless promotion mainly by the Health Department and the library, Crook County has one of the highest participation rates of any DPIL program in the West: 75% of eligible children are receiving books.

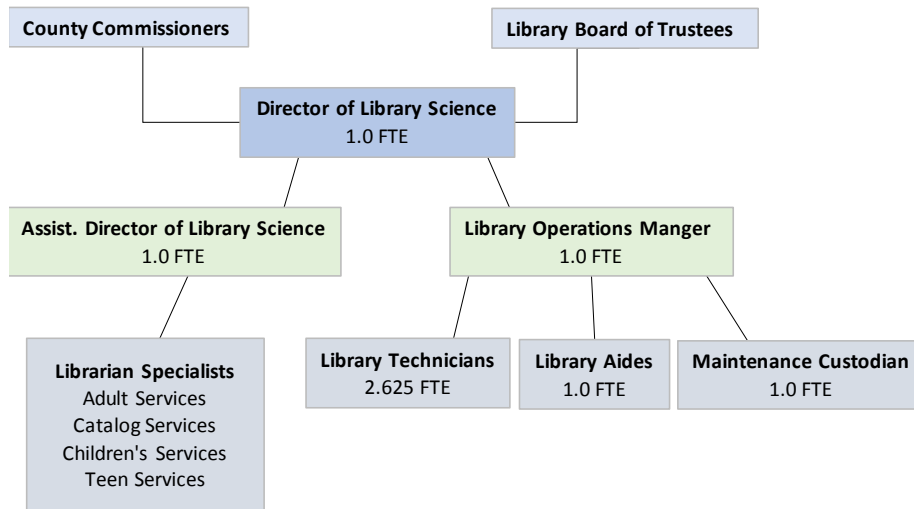
**PERSONNEL**

Library Staffing	Fiscal Year			
	2017-18	2018-19	2019-20	2020-21
Library Director	1.00	1.00	1.00	1.00
Assistant Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Children Services Librarian	2.00	2.00	2.00	2.00
Librarian Specialist	2.00	2.00	2.00	2.00
Library Technician	2.62	2.62	2.62	2.62
Library Aide	1.00	1.00	1.00	1.00
<b>Total</b>	<b>10.62</b>	<b>10.62</b>	<b>10.62</b>	<b>10.62</b>



Staffing levels remain the same for FY 2020/21 as they were last year.

**ORGANIZATION CHART**



**PERFORMANCE MEASURES**

Resource Usage	2016	2017	2018	2019	YTD 2020 (3/31/20)
Collection	180,964	168,638	171,010	157,743	99,905
Electronic content	22,269	24,144	35,896	35,213	27,087
Computers/WiFi	31,737	30,922	29,578	29,060	N/A
Meeting rooms	986	975	1,002	1,050	735

Program participation	2016	2017	2018	2019	YTD 2020 (3/31/20)
Kids program attendance	4380	13896	9083	7034	3468
Kids summer reading participation	333	364	362	320	370
Teen program attendance	363	1140	2052	2304	1992
Teen summer reading participation	85	86	65	94	119
Adult program attendance	412	1358	1749	2986	1816
Adult summer reading participation	258	322	259	191	287

New collection	2016	2017	2018	2019	YTD 2020 (3/31/20)
Items in local history collection	0	337	681	893	991

**BUDGET**

**Library Services Fund**

	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>Adjusted 2019- 20 Budget</b>	<b>2019-20 Estimate</b>	<b>2020-21 Proposed Budget</b>
<b>Resources</b>		36,270			
Beginning fund balance	32,500	58,518	55,749	58,200	101,800
<b>Current year resources</b>					
Property taxes	-	7,262	-	3,000	1,175,300
Intergovernmental	7,943	8,094	8,500	8,400	28,500
Licenses, permits and fees	705	945	1,200	900	1,000
Charges for services	6,621	7,261	6,300	5,200	6,600
Miscellaneous	27,958	20,813	181,360	128,800	205,000
Transfers	-	-	-	-	577,000
Other	772,541	749,757	921,240	922,100	-
<b>Total current year resources</b>	<b>815,767</b>	<b>794,132</b>	<b>1,118,600</b>	<b>1,068,400</b>	<b>1,993,400</b>
<b>Total resources</b>	<b>848,267</b>	<b>852,650</b>	<b>1,174,349</b>	<b>1,126,600</b>	<b>2,095,200</b>
<b>Requirements</b>					
Personnel services	638,541	613,230	705,600	710,600	711,400
Material and services	166,919	174,001	317,050	279,200	986,500
Capital outlay	6,537	7,219	90,050	35,000	-
Transfers	-	-	-	-	-
Contingency	-	-	-	-	397,300
Reserved	-	-	61,649	-	-
<b>Total requirements</b>	<b>811,997</b>	<b>794,450</b>	<b>1,174,349</b>	<b>1,024,800</b>	<b>2,095,200</b>

# Library



# Staffing

Position	2013-14 Actual	2014-15 Actual	2015-16 Budget	2016-17 Proposed
Chief of Police	1.0	1.0	1.0	1.0
Lieutenant/Commander	1.0	1.0	1.0	1.0
Sergeants	2.0	3.0	3.0	3.0
Police Officers	10.0	10.0	10.0	10.0
School Resource Officer	-	-	-	1.0
Administrative Assistant	1.0	1.0	1.0	1.0
<b>FTE's - Police</b>	<b>15.0</b>	<b>16.0</b>	<b>16.0</b>	<b>17.0</b>
Communications Center Superv	1.0	1.0	1.0	1.0
Communications Officers	6.0	6.0	6.0	6.0
<b>FTE's - Emergency Communicat</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>
Corrections Officer	1.0	1.0	1.0	1.0
<b>Total FTE's - Police</b>	<b>23.0</b>	<b>24.0</b>	<b>24.0</b>	<b>25.0</b>



Crook County, Oregon Proposed Budget Fiscal Year 2020-21



# Library

## Accomplishments

- Radio Frequency Identification (RFID)
- Law Library
- Expanded services for Latinx community
- Dolly Parton Imagination Library (DPIL)
- Summer Reading Program









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# Library

## Strategic Issues

 <b>STRATEGIC PLAN 2019-24</b>		
 <b>VISION</b>		
<p>The Crook County Library is relevant, accessible, and useful to our community. It is an environment where people come together for lifelong learning, enjoyment, and connection.</p>		
 <b>MISSION</b>		
<p>Our knowledgeable and engaging staff will provide traditional and innovative resources and create welcoming spaces where everyone can experience the joy of learning and discovery.</p>		
 <b>GOALS</b>	 <b>INITIATIVES</b>	 <b>OUTCOMES</b>
<p><i>Underserved populations will connect more with their library.</i></p>	<ul style="list-style-type: none"> <li>Promote library use and access by older adults.</li> <li>Improve services and outreach to Latinx residents.</li> <li>Provide more direct programming in the outlying regions of Crook County.</li> </ul>	<ul style="list-style-type: none"> <li>Older adults will have access to more events and services.</li> <li>Latinx residents will increase their library use.</li> <li>Residents in outlying areas will increase their library use.</li> </ul>
<p><i>The library's physical and digital spaces will be inviting.</i></p>	<ul style="list-style-type: none"> <li>Refresh and enhance landscaping to be more ecological and economical.</li> <li>Launch a new website that improves access to library services.</li> <li>Replace aging furniture with more attractive and accessible options.</li> </ul>	<ul style="list-style-type: none"> <li>Landscaping will include native plants and require less maintenance and water.</li> <li>Library services will be simpler to find and access online.</li> <li>Library furniture will be durable and allow access for individuals with disabilities.</li> </ul>
<p><i>People with disabilities will be able to access core library services.</i></p>	<ul style="list-style-type: none"> <li>Renovate public computer lab to be ADA-accessible.</li> <li>Install computers with assistive technology for people with disabilities.</li> <li>Investigate and implement options for outreach to people who are homebound.</li> </ul>	<ul style="list-style-type: none"> <li>Technology workstations will be accessible by individuals in wheelchairs and with mobility issues.</li> <li>Screen readers, speech input, and other technology will be available on library workstations.</li> <li>Homebound individuals will be able to access some library services remotely.</li> </ul>
<p><i>Adults will learn and engage with their library.</i></p>	<ul style="list-style-type: none"> <li>Teach regular classes on technology and vocational skills.</li> <li>Knowledgeably connect people to needed community resources and services.</li> <li>Expand services to meet the legal needs of laypeople and legal professionals.</li> <li>Find new and engaging opportunities for people to volunteer at the library.</li> </ul>	<ul style="list-style-type: none"> <li>Crook County residents will have access to high-quality technology classes.</li> <li>Library staff will be able to give patrons information about needed social services.</li> <li>The library will offer legal materials in multiple formats and informational sessions.</li> <li>The library will have more volunteers who donate a greater number of hours annually.</li> </ul>
<p><i>The library will help youth in Crook County succeed and thrive.</i></p>	<ul style="list-style-type: none"> <li>Increase participation in the Dolly Parton Imagination Library (DPIL).</li> <li>Spread early literacy principles among children ages 0-6 and their caregivers.</li> <li>Offer fun and safe activities for youth ages 6-18 throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>At least 60% of eligible Crook County children will be signed up for DPIL.</li> <li>Parents of age 0-6 children will increase familiarity with early literacy principles.</li> <li>Youth will have access to more events and services in and out of the library.</li> </ul>

Adopted by Library Board of Trustees, September 19, 2019; Approved by County Court, October 2, 2019

Icons by Gregor Cresnar

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# Challenges and Opportunities

- **Short-term**

- *Challenge:* Novel coronavirus
- *Opportunity:* New website/social media

- **Long-term**

- *Challenge:* Funding for e-resources
- *Challenge:* Digital Divide
- *Opportunity:* New strategic plan
- *Opportunity:* Technology education



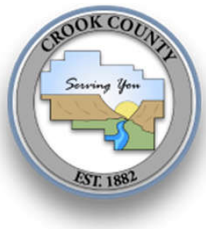
# Library

## Changes

- Combination of three funds into one: operations (previously in General Fund), Grants/Donations, and Law Library funds.

## Capital

- Facebook technology education grant
- Potential other grants for projects such as meeting room and computer lab improvements



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# Department

## Performance Measures

<b>Resource Usage</b>					
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>YTD 2020 (3/31/20)</b>
Collection	180964	168638	171010	157743	99905
Electronic content	22269	24144	35896	35213	27087
Computers/WiFi	31737	30922	29578	29060	N/A
Meeting rooms	986	975	1002	1050	735
<b>Program participation</b>					
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>YTD 2020 (3/31/20)</b>
Kids program attendance	4380	13896	9083	7034	3468
Kids summer reading participation	333	364	362	320	370
Teen program attendance	363	1140	2052	2304	1992
Teen summer reading participation	85	86	65	94	119
Adult program attendance	412	1358	1749	2986	1816
Adult summer reading participation	258	322	259	191	287
<b>New collection</b>					
	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>YTD 2020 (3/31/20)</b>
Items in local history collection	0	337	681	893	991



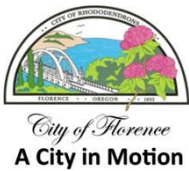
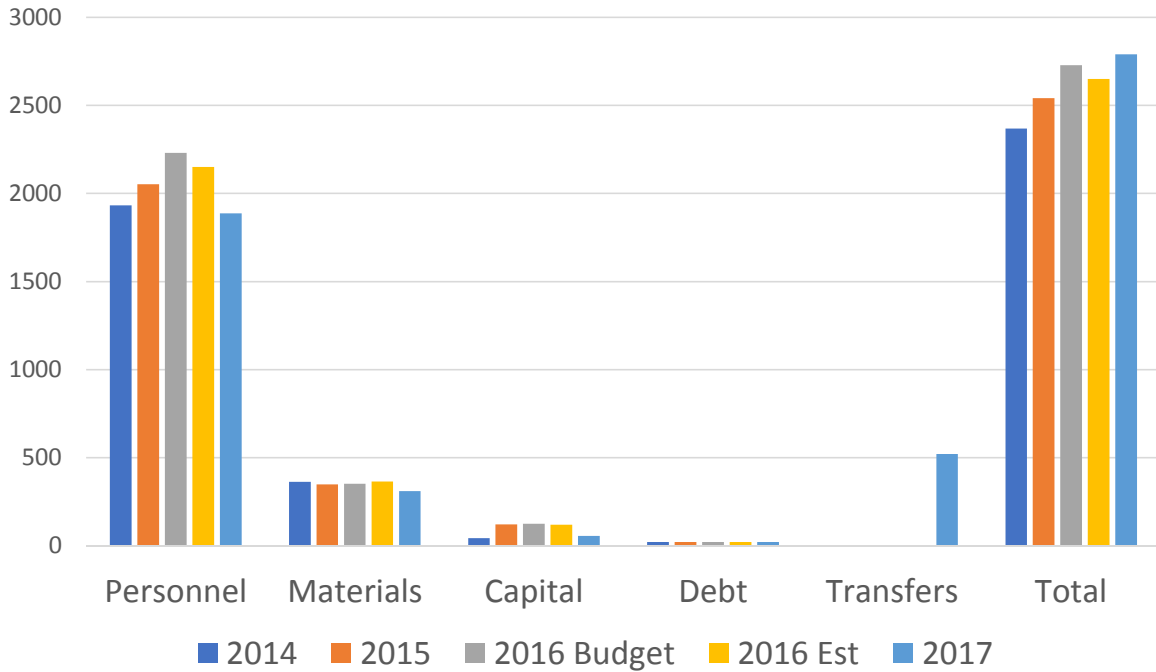
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# Police

## Financial Summary

(amounts in thousands)



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