



Board of Trustees

Meeting Agenda

Thursday, July 9, 2020, 5.15p

<https://crookcounty.my.webex.com/crookcounty.my/j.php?MTID=m0b67fa9d7ba9feb084eeb58443bf4aa4>

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|--|---------|
| 1. Additions/deletions from the agenda (ACTION) | Bishop |
| 2. Conflicts/potential conflicts of interest | Bishop |
| 3. Public comment | Bishop |
| 4. Consent agenda (ACTION) | Bishop |
| a. Minutes of June 11, 2020, regular meeting | |
| 5. Reports | |
| a. Friends | Friends |
| b. Circulation services | York |
| c. Public services | Schepke |
| d. Finance | Nielsen |
| e. Director | Nielsen |
| 6. Continuing business | |
| a. Reopening update | Nielsen |
| 7. New business | |
| a. Officer elections | Bishop |
| b. Staffing changes | Nielsen |
| c. Meeting date/time | Nielsen |
| 8. Agenda items for next meeting, August 13, 2020 | Bishop |
| 9. Adjournment | Bishop |

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

The Board of Trustees meets on the 2nd Thursday each month at 5.15p in the Juniper Room of the Crook County Library at 175 SW Meadow Lakes Dr., Prineville, Oregon. Sign language interpretation for the hearing impaired is available with at least 48 hours' notice.



Board of Trustees

Meeting Minutes

Thursday, June 11, 2020, 5.15p
Virtual Meeting

Present: Jan Anderson, Jerry Bishop, Pam Looney, Buzzy Nielsen (Director), LaQuita Stec, Cindy York (Operations Manager)

1. Additions/deletions from the agenda (ACTION)

Bishop

Chair Jerry called the meeting to order at 5.17p. 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 present.

4. Consent agenda (ACTION)

Bishop

a. Minutes of May 14, 2020, special meeting

Pam moved to approve the minutes of the May 14, 2020, regular meeting as presented. LaQuita seconded. The motion carried unanimously.

5. Reports

a. Finance

Nielsen

Buzzy gave an overview of the preliminary May financials. Due to employees being furloughed, the personnel budget is not going to be spent out. However, the materials & services budget will be close. Some of the monies that aren't being spent due to staff furloughs (such as collection development) are being used on other projects, such as the website update. The Board reviewed the financials and had no further questions.

b. Director

Nielsen

Buzzy reported the following:

- Central Oregon Intergovernmental Council (COIC) is considering putting a bus pad and shelter at their bus stop by the library.
- The County Court approved the purchase of shelving for the children's room renovation.
- The interlibrary courier started running again on June 1, and the public was able to place new holds starting June 10.
- The library acted as a ballot dropsite for the May 19 election. Since the building was closed, the public dropped the ballots in the bookdrop.
- Gale Legal Forms is getting dropped as an electronic resource, due to inaccuracies in the content.
- The outreach van, purchased with Facebook funds, now has plates and registration.
- Also related to the Facebook grant, the library is starting to investigate mobile hotspots for patrons to check out.
- The library incurred some damage during the recent wind storms, including downed branches and shingles blowing off the roof.

6. Continuing business

a. Reopening plans

Nielsen

Buzzy went over the library's reopening plans:

- The building will reopen to the public in a limited fashion starting Monday, June 15. The only areas of the building accessible to the public will be the lobby, new item area, public computers, and some of the seating.
- In the initial stage of the library's reopening, only a small area immediately near the service desk will be open (including the public computers and some seating). Most of the stacks (including the kids and teen rooms) will not be available for open browsing. Staff will fetch items for people. The second stage, assuming everything goes all right and there's no jump in Crook County cases, will involve opening up the stacks for browsing.
- Under stage one, only 13 members of the public may be in the building at the same time. A lobby monitor will be enforcing the limit and encouraging mask use among the public. In stage two, when the stacks are open, up to 55 people may be in the building.
- Four staff (Operations Manager Cindy York, Maintenance Custodian Rocky York, and Aides Janet Yu and Eirlan Haney) returned to work on Monday, June 8. They've been working feverishly to get the building ready for the Monday reopening and revise procedures to meet the reality of COVID-19.
- The new procedures will focus first on keeping the staff safe and second the public. They'll include requirements for staff to wear masks when working in the public, a regular sanitation schedule, physical distancing, sneeze guards, and more.
- The remaining staff will return on Friday, June 12, to be trained in the new procedures. The additional staff returning are Library Technicians Leona Coleman and Amber Dozhier, Assistant Director Jane Scheppke, Teen Services Librarian Heather Jones, Children's Services Librarian Jennifer Fischer, and Adult Services Librarian Amber Smith.
- The interlibrary courier is running again, and patrons can place new holds. The daily pull lists of items on hold have been very large.
- Several pieces of furniture are incompatible with physical distancing requirements and have been moved into the Broughton Room for short-term storage. Other furniture has been taped off so that it cannot be used. Still other furniture, such as the catalog search stations, have been moved to allow for physical distancing.
- Returned library materials will be quarantined for at least 72 hours, the evident maximum survivability of the virus on a surface. There is a study being funded by the Institute of Museum and Library Services (IMLS) to test the virus's survivability on library materials specifically. The results should be out this summer.
- The Juniper and Broughton meeting rooms will be closed for the foreseeable future, to discourage in-person gatherings. They'll also be used to store extra library furniture and quarantine returned materials.
- Because not all computers can be used due to physical distancing limitations, public computer use will be limited to one hour a day.

Buzzy also went over the Frequently Asked Questions document for answering questions from the public.

b. 2020-21 budget

Nielsen

Buzzy presented the library budget to the Budget Committee on June 10th. The budget was approved as Buzzy originally requested. He went over the budget with the Board. The library's three funds (General, Grants/Donations, and Law Library) are being combined into one for the 2020-21 fiscal year. He also noted that the County is "charging" departments for central services (e.g. facilities, legal, IT, etc.), which is reflected in the budget. Andy Parks, the County's budget consultant, is assigning the library a "tax rate", a portion of the County's tax allotment. The amount he assigned is based on a study he did several years ago when the library was considering becoming an independent district. The Board reviewed the budget and had no further questions.

7. New business

a. Planning for officer elections for 2020-21

Bishop

The Board discussed the officer elections coming up during the July meeting. Everyone felt that Jerry has been doing a great job as Chair and Pam's been a great Vice Chair, too.

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

Bishop

- Reopening news
- Officer elections

9. Adjournment

Bishop

The meeting adjourned at 5.55p.

Crook County Library Circulation Services Report July 9, 2020

Prepared by Cindy York, Library Operations Manager

Did You Know?

Of the two staff members that remained on site during the closure, both were directly connected to Circulation Team! Renee Parrott (a current team member) and Kim Bales (a former team member) showed their versatility and true sporky spirit by providing ongoing service to our community. Sporks? That's right, sporks are our team mascot because of their versatility.



Timelines—a slow return to “normal”

- 5/27 Clear Holds process resumes
- 5/28 Paging List process resumes
- 6/1 Courier service between libraries resumes, 4 staff return
- 6/5 Remaining staff return
- 6/8 Holds function resumes in online catalogs (Bibliocommons, then Encore)
- 6/15 Library opens the doors to the public, providing computer usage, limited browsing, copies, FAX, and self-checks
- 6/18 Our first batch of returned materials gets checked in!
- 6/19 Overdue notifications resume in email & text form. JCLD and CCL opt to include phone notifications as well

Circulation Statistics:

High/Low statistics for June:

	<u>Highest Number Recorded</u>	<u>Lowest Number Recorded</u>
Self-Check Stations	89 checkouts on 6/23	41 checkouts on 6/27
Front Counter Stations	151 checkouts on 6/16	33 checkouts on 6/25
Checkins	325 returns on 6/18	1 returns on 6/15
Paging List Items (items leaving the building)	353 items listed on 6/15	68 items listed on 6/27
Items on Hold Shelf	174 items on 6/18	13 items on 6/1
Incoming Crates	10 crates on 6/1	1 crates on 6/5

Worth Noting:

For the past seven years, the vast majority of our patrons were identified as collection “browsers”—just stopping in to browse the shelves and check out what was available. Since the current pandemic forced us to literally close the doors to that type of service, a funny thing happened: more patrons began using our online catalog and placing materials on hold! For the past 8 months, the average percentage of items on the paging list (or pull list) fulfilling holds for Crook County patrons was 4.92%. June's percentage reached an all time high of 9.53%!!!! That is FANTASTIC!

Crook County Library Public Services Report July 2020

Prepared by Jane F. Schepke, Assistant Director of Library Services

Summer Reading rises from the ashes



After a month-and-a-half long furlough, the Public Services team returned to Crook County Library on June 12. First order of business, after learning how to help someone use an iPhone without ever touching it – get back on the trolley with the Summer Reading Program. This year’s program will debut on July 15 and will run through August.

As you might expect, the loss of planning time and the advent of social distancing requirements meant we had to make some big changes to the program. I like to think of it as our “light n’ zesty edition” of Summer Reading:

- While the Summer Reading Program is traditionally open to Crook County residents of all ages, participation in the 2020 program is limited to children age 0 through grade 5 only. Public Services staff felt that the program would work best if our Summer Reading efforts were concentrated on the population that needs it the most. Children who haven’t been in school for a while are highly susceptible to learning loss, especially where literacy is concerned.
- Children will receive a bag containing 3 age-appropriate books chosen by the librarians, reading logs in English and Spanish, a bookmark, a sticker, and a Yo Central gift card worth \$5. Younger kids will get some additional stuff, including a sheet with early childhood literacy tips and a brochure for Dolly Parton’s Imagination Library. There will be no recording of signups or completions or other demographic data; getting the most books into the hands of the most kids is the name of the game.
- Children’s Librarian Jennifer Fischer will resume providing Online Storytimes via Facebook Live on July 15. While the Public Services team is investigating other avenues for doing online programming, we will not be offering programming onsite.
- Jennifer is also partnering with the High Desert Educational Service District to distribute Summer Reading bags + some bonus information about library programs to migrant families living in Crook County.
- We are going to highly encourage SRP participants to pick up their bags at the back door, curbside pickup-style.

- There will be no prizes for completing the Summer Reading Program. The reading is its own reward </nedflanders>. We are trying to conserve the remainder of the budget we get from the Friends of the Library, because...
- We are going to hold a make-up Fall or Winter Reading Program when more COVID-related restrictions are lifted. This one will be all ages and will follow the formula of our traditional Summer Reading Program.

Hittin' the dusty trail

This will be the last Public Services report you'll see from ol' Jane Scheppke. After almost seven years at Crook County Library, I have decided that it is time to move into a new chapter of my life. My last day will be Saturday, July 18. It has been a pleasure working with the Board of Trustees, all of my amazing coworkers, and the Friends. I will miss you all deeply.

FOR FISCAL YEAR 2019-20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MAY ACTUALS =====	Y-T-D ACTUAL -----	ADOPTED BUDGET -----	FINAL BUDGET -----	REMAINING BUDGET -----	% REC'D/SPENT
LIBRARY							
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	.00	1,584.51-	3,700-	3,700-	2,115-	.43
101-3000-343.43-24	MERCHANDISE	.00	83.22-	100-	100-	17-	.83
101-3000-345.45-21	FRIENDS OF LIBRARY SALES	.00	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
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* REVENUE		.00	7,526.32-	13,460-	13,460-	5,934-	.56
PERSONNEL SERVICES							
101-3000-510.01-17	DEPARTMENT HEADS	11,442.58	67,003.19	72,900	72,900	5,897	.92
101-3000-510.01-22	ASST/TECH/COORD/CLERK	25,084.79	328,469.13	395,800	395,800	67,331	.83
101-3000-510.01-28	MAINTENANCE	1,244.85	22,531.24	30,000	30,000	7,469	.75
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	2,959.86	32,652.57	38,400	38,400	5,747	.85
101-3000-510.02-02	WORKERS COMPENSATION	93.39	1,320.47	3,300	3,300	1,980	.40
101-3000-510.02-03	HEALTH INSURANCE	10,541.89	118,142.39	121,300	121,300	3,158	.97
101-3000-510.02-04	LIFE INSURANCE/LTD	100.81	1,041.99	1,600	1,600	558	.65
101-3000-510.02-05	UNEMPLOYMENT	34.26	426.94	700	700	273	.61
101-3000-510.02-06	401K RETIREMENT	2,101.12	31,730.51	39,000	39,000	7,269	.81
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* EXPENDITURE		53,603.55	615,811.41	705,600	705,600	89,789	.87
MATERIALS & SERVICES							
101-3000-520.05-30	POSTAGE	20.00	1,395.15	700	700	695-	1.99
101-3000-520.05-71	MINOR EQUIPMENT	.00	34,205.56	0	35,000	794	.98
101-3000-520.05-74	PROGRAMS AND OUTREACH	43.94	3,296.35	4,300	4,300	1,004	.77
101-3000-520.05-89	CREDIT CARD CHARGES	.00	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	716.95	18,724.44	7,100	20,050	1,326	.93
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	209.65	1,393.69	5,000	5,000	3,606	.28
101-3000-520.20-43	RESOURCE SHARING	.00	6,595.73	7,500	7,500	904	.88
101-3000-520.25-08	MOTOR POOL CHARGES	.00	1,534.14	2,700	2,700	1,166	.57
101-3000-520.30-05	COLLECTION DEVELOPMENT	5,408.78	104,672.97	118,500	118,500	13,827	.88
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	234.84	3,350.64	2,600	2,600	751-	1.29
101-3000-520.45-03	LODGING & MEALS	.00	730.81	1,200	1,200	469	.61
101-3000-520.45-04	REGISTRATION & DUES	.00	2,070.10	4,000	4,000	1,930	.52
101-3000-520.60-16	PROMOTION & PUBLICITY	46.91	583.61	1,500	1,500	916	.39
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* EXPENDITURE		6,681.07	194,552.74	179,100	229,050	34,497	.85
CAPITAL OUTLAY							

FOR FISCAL YEAR 2019-20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MAY ACTUALS =====	Y-T-D ACTUAL -----	ADOPTED BUDGET -----	FINAL BUDGET -----	REMAINING BUDGET -----	% REC'D/SPENT
101-3000-580.80-13	EQUIPMENT	.00	.00	50,000	50	50	.00
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*	EXPENDITURE	.00	.00	50,000	50	50	.00
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***	LIBRARY	60,284.62	802,837.83	921,240	921,240	118,402	.87
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****	LIBRARY	60,284.62	802,837.83	921,240	921,240	118,402	.87

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MAY 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	161.47-	1,453.93-	400-	400-	1,054	3.63
330-0000-390.90-04	PRIOR YEAR TAXES	249.14-	3,331.35-	0	0	3,331	.00
*	REVENUE	410.61-	62,985.02-	56,149-	56,149-	6,836	1.12
**		410.61-	62,985.02-	56,149-	56,149-	6,836	1.12
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	148.12	3,928.46	12,000	12,000	8,072	.33
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	2,810.50	2,500	2,500	311-	1.12
330-3001-520.30-05	COLLECTION DEVELOPMENT	28.04	1,281.17	5,000	5,000	3,719	.26
330-3001-520.30-12	READY TO READ GRANT	4,531.33	8,992.47	8,500	8,500	492-	1.06
330-3001-520.60-16	PROMOTION & PUBLICITY	.00	3,810.00	0	0	3,810-	.00
*	EXPENDITURE	4,707.49	20,822.60	28,000	88,000	67,177	.24
**		4,707.49	20,822.60	28,000	88,000	67,177	.24
CAPITAL OUTLAY							
EXPENDITURE							
330-3001-580.80-13	EQUIPMENT	.00	28,884.89	50,000	90,000	61,115	.32
*	EXPENDITURE	.00	28,884.89	50,000	90,000	61,115	.32
**		.00	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	MAY ACTUALS =====	YTD ACTUAL -----	ADOPTED BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
*** LIBRARY		4,296.88	133,517.59-	0	0	133,518	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MAY 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	.00	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							
401-6004-510.01-17	DEPARTMENT HEADS	415.03	2,430.16	2,565	2,565	135	.95
401-6004-510.02-01	FICA	34.12	185.64	200	200	14	.93
401-6004-510.02-02	WORKERS COMPENSATION	.52	3.37	0	0	3-	.00
401-6004-510.02-03	HEALTH INSURANCE	59.52	654.72	0	0	655-	.00
401-6004-510.02-04	LIFE INSURANCE/LTD	.51	5.19	0	0	5-	.00
401-6004-510.02-05	UNEMPLOYMENT	.39	2.48	0	0	2-	.00
401-6004-510.02-06	401K RETIREMENT	11.38	119.49	0	0	119-	.00
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	805.00	19,297.77	0	10,000	9,298-	1.93
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICA	.00	.00	0	0	0	.00
401-6004-520.30-16	WESTLAW	194.00	1,395.00	0	0	1,395-	.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							
401-6004-580.80-05	CAPITAL OUTLAY	.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							
401-6004-597.97-00	TRANSFERS OUT	.00	.00	0	0	0	.00
401-6004-597.97-21	TO GENERAL FUND	.00	.00	0	0	0	.00
EXPENDITURE							
401-6004-597.97-21	TO GENERAL FUND	.00	.00	0	0	0	.00
EXPENDITURE							
401-6004-597.97-21	TO GENERAL FUND	.00	.00	0	0	0	.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MAY ACTUALS =====	Y-T-D ACTUAL -----	ADOPTED BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
* EXPENDITURE		.00	.00	0	0	0	.00
** LAW LIBRARY		1,520.47	56,520.51	0	0	56,521	.00

General Fund revenues, June 2020

PREPARED 07/07/2020, 8:53:13
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

PAGE 1

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

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
101-3000-329.42-18	PHOTOCOPY FEES	6,200.00	4,987.25	1,212.75
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	1,200.00	760.00	440.00
101-3000-329.50-19	FINES	2,260.00	826.17	1,433.83
101-3000-329.50-20	LOST OR DAMAGED	3,700.00	1,619.49	2,080.51
101-3000-343.43-24	MERCHANDISE	100.00	84.22	15.78
101-3000-343.43-25	CARD REPLACEMENT			
101-3000-345.45-21	FRIENDS OF LIBRARY SALES		564.25-	564.25
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	7,727.03	5,732.97

General Fund expenditures, June 2020

PREPARED 07/07/2020, 8:53:20
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

PAGE 1

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

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
101-3000-510.01-01	WAGES-OTHER			
101-3000-510.01-17	DEPARTMENT HEADS	72,900.00	69,093.78	3,806.22
101-3000-510.01-22	ASST/TECH/COORD/CLERK	395,800.00	335,804.48	59,995.52
101-3000-510.01-28	MAINTENANCE	30,000.00	23,177.96	6,822.04
101-3000-510.01-32	EXTRA HELP	2,600.00	12,492.98	9,892.98-
101-3000-510.02-01	FICA	38,400.00	34,066.94	4,333.06
101-3000-510.02-02	WORKERS COMPENSATION	3,300.00	1,368.96	1,931.04
101-3000-510.02-03	HEALTH INSURANCE	121,300.00	130,699.97	9,399.97-
101-3000-510.02-04	LIFE INSURANCE/LTD	1,600.00	1,158.04	441.96
101-3000-510.02-05	UNEMPLOYMENT	700.00	445.67	254.33
101-3000-510.02-06	401K RETIREMENT	39,000.00	33,831.63	5,168.37
101-3000-520.05-30	POSTAGE	700.00	1,613.14	913.14-
101-3000-520.05-71	MINOR EQUIPMENT	35,000.00	39,414.51	4,414.51-
101-3000-520.05-74	PROGRAMS AND OUTREACH	4,300.00	3,366.25	933.75
101-3000-520.05-75	PROGRAMS - YOUTH			
101-3000-520.05-89	CREDIT CARD CHARGES	200.00	74.12	125.88
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	1,500.00	662.30	837.70
101-3000-520.10-07	COPY MACHINES	1,800.00	1,553.72	246.28
101-3000-520.10-25	OFFICE SUPPLIES	20,050.00	19,144.93	905.07
101-3000-520.20-07	BOOKMOBILE MAINTENANCE			
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	5,000.00	3,895.79	1,104.21
101-3000-520.20-43	RESOURCE SHARING	7,500.00	6,595.73	904.27
101-3000-520.25-08	MOTOR POOL CHARGES	2,700.00	1,721.59	978.41
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE			
101-3000-520.30-05	COLLECTION DEVELOPMENT	118,500.00	105,722.58	12,777.42
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA			
101-3000-520.30-07	MATERIALS-YOUTH COLLECTIN			
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICA			
101-3000-520.30-09	ELECTRONIC MEDIA			
101-3000-520.35-13	CONTRACT SERVICES	5,000.00	1,259.00	3,741.00
101-3000-520.35-42	SOFTWARE MAINTENANCE	6,500.00	4,825.94	1,674.06
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	3,881.85	1,281.85-
101-3000-520.45-02	EDUCATION & CERTIFICATION			
101-3000-520.45-03	LODGING & MEALS	1,200.00	844.96	355.04
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	601.61	898.39
101-3000-580.80-13	EQUIPMENT	50.00		50.00
TOTALS:		934,700.00	847,388.53	87,311.47

Grants/Donations Fund revenues, June 2020

PREPARED 07/07/2020, 8:53:29
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

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

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
330-0000-300.01-01	BEGINNING BALANCE			
330-0000-300.01-05	INTEREST EARNED			
330-0000-390.90-03	CURRENT YEAR TAXES	55,749.00	58,199.74	2,450.74-
330-0000-390.90-04	PRIOR YEAR TAXES	400.00	1,587.33	1,187.33-
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			
330-3000-510.01-01	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.			
330-3000-520.20-43	RESOURCE SHARING			
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/PUBLICA			
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			
330-3000-520.50-05	LIABILITY			
330-3000-520.60-16	PROMOTION & PUBLICITY			
		58,199.74	3,956.88	3,956.88-
		400.00	1,587.33	1,187.33-

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

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			
330-3000-569.96-01	CONTINGENCY	8,500.00	8,439.00	61.00
330-3001-324.34-00	STATE GRANTS	175,000.00	111,951.06	63,048.94
330-3001-347.47-00	DONATIONS/CONTRIBUTIONS	239,649.00	184,134.01	55,514.99
TOTALS:				

Grants/Donations Fund expenditures, June 2020

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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	21,700.00	38,300.00
330-3001-520.05-74	PROGRAMS AND OUTREACH	12,000.00	3,935.10	8,064.90
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	1,307.17	3,692.83
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	10,552.47	2,052.47-
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	61,115.11
330-3001-580.80-13	EQUIPMENT			
TOTALS:		239,649.00	73,000.13	166,648.87

Law Library revenues, June 2020

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 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	1,051.45	251.45-
401-6004-329.50-24	FINES-STATE COURTS	18,000.00	20,045.79	2,045.79-
TOTALS:		110,765.00	85,958.87	24,806.13

Law Library expenditures, June 2020

PREPARED 07/07/2020, 8:54:04
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

PAGE 1

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

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
401-6004-510.01-17	DEPARTMENT HEADS			
401-6004-510.02-01	FICA	2,565.00	2,646.93	81.93-
401-6004-510.02-02	WORKERS COMPENSATION	200.00	204.84	4.84-
401-6004-510.02-03	HEALTH INSURANCE		3.73	3.73-
401-6004-510.02-04	LIFE INSURANCE/LTD		720.37	720.37-
401-6004-510.02-05	UNEMPLOYMENT		5.79	5.79-
401-6004-510.02-06	401K RETIREMENT		2.74	2.74-
401-6004-520.05-71	MINOR EQUIPMENT		130.87	130.87-
401-6004-520.05-74	PROGRAMS AND OUTREACH	5,000.00	60.95	5,000.00
401-6004-520.10-25	OFFICE SUPPLIES	29,750.00	17.49	29,689.05
401-6004-520.10-26	ORDINANCE COMPILATION		4,255.50	4,255.50-
401-6004-520.20-19	EQUIPMENT REPAIRS/MAINT.		1,117.46	1,117.46-
401-6004-520.30-05	COLLECTION DEVELOPMENT	10,000.00	21,058.09	11,058.09-
401-6004-520.30-08	BOOKS/PERIODICALS/PUBLICA			
401-6004-520.30-16	WESTLAW			
401-6004-520.35-28	LEGAL SERVICES		1,395.00	1,395.00-
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			
401-6004-597.97-00	TRANSFERS OUT			
401-6004-597.97-21	TO GENERAL FUND			

TOTALS:

110,765.00	31,619.76	79,145.24
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Director's Report

July 2020

Prepared by Buzzy Nielsen, Director of Library Services

Facilities and Equipment

- New thermostats have been installed in the building. The controlling software for them is still awaiting installation.
- Now that the outreach van is registered and licensed, the Durango that the library was using has been returned to the general County fleet.
- I'm working with Driving Force Graphics in Bend to put a wrap on the van. It will likely mirror the look of our library card.

Personnel

- As Assistant Director Jane Scheppke noted in her report, she's moving on to another chapter in her life. She will be missed! Jane has done an *incredible* job during her nearly seven years at Crook County Library. Thanks to her work, CCL has top-notch public relations, fantastic public programs, a strong collection, and more. So long, Jane, and thanks for all the fish.
- I plan to promote a new assistant director internally and hopefully will have an update on that process during the meeting.

Technology

- Jane traveled around the county to test a T-Mobile hotspot. The hotspot was a candidate to offer mobile technology backpacks as part of the Facebook technology education grant. Unfortunately, the signal was too poor to make the hotspot useful. We're going to test a Verizon hotspot instead, which likely will have better coverage in the outlying areas of the county.
- Work continues on the library's new website. Here's the latest mockup:
<http://designs.municodeweb.com/CrookCountyLibrary2b2.html>.



Statistics, July 2019 - June 2020

ACTIVITY	Annual change	Monthly average	Total	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Collection use															
<i>Physical circulation activity</i>															
Checkouts: selfcheck	-31.5%	3,558	42,697	767	-	-	2,848	4,982	5,263	4,628	4,056	4,473	4,724	5,148	5,808
Checkouts: desk	-20.4%	2,857	34,279	1,657	931	1,102	4,025	2,645	3,186	2,979	3,029	3,422	3,419	4,024	3,860
Selfcheck ratio			55%	32%			41%	65%	62%	61%	57%	57%	58%	56%	60%
Outreach checkouts	-0.7%	27	294				-	-	17	60		80	137	-	-
Total physical circ.	-26.9%	6,440	77,275	2,424	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	-15.8%	2,522	30,260	2,653	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	-20.6%	783	9,401	518	6	51	643	964	1,159	1,024	958	1,095	978	978	1,027
Outside ILLs borrowed	4.5%	37	370	5			27	46	48	43	31	38	33	48	51
Outside ILLs lent	11.4%	4	39	5			1	5	6	-	3	4	8	3	4
Checkins	-25.2%	6,003	72,039	2,389	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	-18.7%	2,147	25,758	2,633	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	228.4%	75	752	-			4	47	59	21	87	39	35	380	80
Ancestry content views	215.5%	65	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	41.8%	166	1,997	43	2	163	82	50	283	120	77	326	43	232	576
Gale searches	16.4%	553	6,641	82	5	41	244	481	1,572	1,040	191	1,539	46	771	629
Gale full-text views	25.1%	21	254	10	3	3	15	27	29	18	2	78	6	21	42
HeinOnline sessions	100.0%	2	16	-			-	-	3	2	1	1	2	5	2
HeinOnline searches	400.0%	1	5	4			-	-	-	-	1	-	-	-	-
HeinOnline views	50.0%	1	6	2			-	-	-	-	4	-	-	-	-
HeritageQuest searches	-80.0%	17	205	5	-	3	18	-	7	4	50	66	25	6	21
HeritageQuest views	-79.0%	16	193	1	-	-	73	-	7	1	29	60	15	-	7
LearningExpress sessions	-54.5%	4	46	-	1	-	-	1	17	8	7	5	2	3	2
LearningExpress resources	-15.4%	3	33	-	-	-	-	1	20	2	5	2	1	-	2
Legal Forms retrievals		7	49						2	-	16	4	9	7	11
Oregon BarBooks				-			-	-	-	-					
OverDrive checkouts	5.4%	2,972	35,661	3,206	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	18.0%	28	335	24	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)	-89.9%	1,368	2,735	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	495	2,240
Website unique users	-89.7%	733	1,465	N/A	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	-90.0%	2,437	4,874	N/A	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	4.5%	3,072	36,866	3,217	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	-19.0%	9,512	114,141	5,641	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	-91.2%	N/A	496	403			629	432	471	424	433	420	465	458	489
Library use															
Days open	-23.6%	19	230	14	-	-	16	24	25	25	23	26	24	27	26
Hours open	-23.8%	179	2,149	120	-	-	156	223	235	229	211	248	228	247	252
Limited days open		17	66	10	20	26	10								
Limited hours open		129	515	80	161	222	52								
Public closure hours		47	188	66	68	44	10								
Patron visits	-35.1%	10,507	94,562				3,063	12,751	12,903	10,504	10,157	11,896	10,629	11,182	11,477
Gate traffic		2,300	2,300	2,300											
New patrons	-13.4%	72	868	32	5	13	48	128	129	71	61	99	92	96	94
Reference Interactions	38.0%	112	1,340	118	104	84	158	165	115	103	84	93	101	98	117
Computer sessions															
Desktop sessions	-32.6%	618	6,175	87			416	678	688	565	659	759	744	795	784
WiFi sessions			-												
Total Internet use	-29.7%	537	6,438	89	-	-	422	700	723	579	679	783	784	839	840
Laptop sessions	14.3%	26	263	2			6	22	35	14	20	24	40	44	56
AWE sessions	-38.1%	353	3,180				206	349	375	301	364	351	325	431	478
Meetings held	-30.0%	82	735				42	85	126	91	89	87	84	79	52
Collection activity															
New items	-8.4%	392	4,706	-	342	476	477	429	448	442	401	434	459	443	355
Books & print	-6.3%	345	4,143	-	322	433	443	395	399	356	344	401	408	327	315
Audio	-21.6%	22	269	-	18	15	26	23	19	48	27	21	26	25	21
Movies	-21.6%	25	294	-	2	28	8	11	30	38	30	12	25	91	19
Items withdrawn	26.4%	387	4,639	-	-	-	-	124	121	423	183	697	599	922	1,570
Billed/damaged not paid	-37.4%	35	283					16	38	25	77	25	33	48	21
Claimed returned	-9.1%	1	10					1	-	2	1	-	2	4	-
Long missing	-7.2%	23	181					23	-	37	49	8	44	13	7
Withdrawn	38.2%	521	4,165					84	83	359	56	664	520	857	1,542
Net change in items	-95.4%	6	67	-	342	476	477	305	327	19	218	(263)	(140)	(479)	(1,215)
Items Processed	-10.4%	497	5,466	325		549	504	510	512	504	503	420	485	572	582
Items Repaired	18.9%	427	5,125	262	-	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
Programs and outreach															
<i>Children's programs</i>															
# kids programs	-16.7%	7	65	-			3	10	6	7	6	7	6	3	17
Kids program attendance	-49.9%	127	1,273	-			75	187	132	111	90	135	104	50	389
# kids outreach	-16.1%	16	161	-			16	30	22	15	20	34	22	2	-
Kids outreach attendance	-51.2%	220	2,195	-			183	513	300	203	306	382	288	20	-
# Kids Total	-16.3%	23	226	-			19	40	28	22	26	41	28	5	17
Total kids attendance	-50.7%	347	3,468	-			258	700	432	314	396	517	392	70	389
<i>Teen programs</i>															
# teen programs	24.3%	5	46	-			3	5	7	6	5	8	6	1	5
Teen Program attendance	-10.9%	27	270	-			9	27	39	44	31	50	8	28	34
# teen outreach	77.3%	4	39	-			3	8	4	4	5	10	3	2	-
Teen outreach attendance	-13.9%	172	1,722	-			203	717	101	139	129	266	81	86	-
# teen total	44.1%	9	85	-			6	13	11	10	10	18	9	3	5
Total teen attendance	-13.5%	199	1,992	-			212	744	140	183	160	316	89	114	34
<i>Adult programs</i>															
# adult programs	13.0%	13	130	-			8	16	17	18	17	26	9	8	11
Adult program attendance	-46.6%	145	1,445	-			142	202	140	97	74	444	55	156	135
# adult outreach	-14.3%	1	6	-			-	-	-	1	2	-	1	2	-
Adult outreach attendance	32.5%	37	371	-			-	-	-	24	62	-	125	160	-
# adult total	11.5%	14	136	-			8	16	17	19	19	26	10	10	11
Total adult attendance	-39.2%	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	1.8%	42	459	-		10	35	69	56	51	55	85	47	18	33
Total attendance	-40.4%	667	7,342	-		51	627	1,646	712	618	692	1,277	661	500	558
Outreach activities only	-6.8%	19	206	-		-	19	38	26	20	27	44	26	6	-
Outreach attendance only	-36.7%	390	4,288	-		-	386	1,230	401	366	497	648	494	266	-
Volunteering															
Volunteers		N/A	N/A				11	12	12	11	10	16	11	7	14
Volunteer Hours	17.5%	43	390				18	28	35	41	53	77	48	44	46



Library Reopening 2020

Frequently Asked Questions

Changes

Why can't I browse the shelves?

We want you to have the most access you can to the library, but we also have to follow advice from local health professionals to help mitigate the spread of novel coronavirus. Since we're not quite sure how reopening will go, and whether people will follow public health guidelines, we're being extra cautious for a few weeks and limiting browsing in most of the building.

Why are you limiting the number of people in the building?

Physical distancing is essential to helping slow the spread of coronavirus. One way we can help ensure distancing is limiting the number of people who can be in the building at one time.

Hey, there's no keyboard or mouse at this computer!

We're trying to make sure that using our computers is as safe as possible. Keyboards, mice, and laptops are sanitized after every use. If you'd like to use a computer, please ask a staff member at the front desk.

How long can I stay in the building?

Computer use is limited to an hour a day. While we don't have a specific limit on the amount of time you can remain in the building, we kindly request that you limit use to two hours per day, including in the lobby, in order to give others a chance to use our services.

Can I book an appointment with a social worker/Thrive?

Thrive Central Oregon is not making in-person appointments at this time. However, you can call them at 541-728-1022 or visit their website at <https://www.thrivecentraloregon.org/>.

May I eat in the library?

In order to keep things as sanitary as possible, we're not permitting consuming food in the building at this time. As per usual, drinks in covered/lidded containers are welcome.

How long are you going to have these restrictions?

The length of time depends on the service. Some items, such as open shelf browsing, likely will be permitted soon, providing that everyone using the building follows public health guidelines and library rules. Other services, such as use of the meeting rooms, likely won't come back until the fall at the earliest. Still other changes, such as promotion of physical distancing, may not go away until the county moves into a different phase of reopening, and perhaps not until a vaccine for COVID-19 is developed.

What are the other libraries doing? Can I go there and browse the shelves?

Deschutes Public Library, Jefferson County Library District, and we are all at slightly different stages of reopening, although we're all pretty similar given that we're all in Central Oregon. Their websites are the best source of information on what's happening.

Health & Safety

Why do I have to wear a face covering?

Effective July 1, Governor Brown ordered that face coverings must be worn indoors in all businesses and public facilities. Studies have shown that face coverings are one of the most effective ways to help slow the spread of novel coronavirus. We have free masks available upon request.

Do I have to wear a face covering the entire time I'm in the building?

Yes, unless you're removing it temporarily to take a drink.

Can I just wear my mask under my nose?

Face masks are only effective if they fit snugly against your face and are worn over both your mouth and nose.

Hey, that person over there isn't wearing a face covering! What gives?

Children under 12 and people with certain medical conditions are exempt from wearing face coverings. Please do not approach others to ask why they aren't wearing a face covering.

I'm having a hard time understanding you. Could you please take off your face covering?

If you're hard of hearing and need to read lips, we can take the coverings off temporarily as long as we're standing behind a sneeze guard.

Are the restrooms open?

Yes. Restrooms fixtures are sanitized regularly.

How are you keeping the place clean?

We're sanitizing high-traffic areas and surfaces in the library regularly. Every hour, we sanitize keyboards, mice, touchscreens, door handles, bathroom fixtures, the copier, self-service kiosks, and more. There's also sanitizer available throughout the building for your use.

Is it safe to check out library materials?

We're not epidemiologists and can't tell you the exact risk of checking out library materials. However, we can tell you that we are doing our best to make checkouts as safe as possible. Our staff regularly wash hands and avoid touching their faces when handling materials. Returned materials are quarantined for at least 72 hours before they're checked in or sent on hold. Our self-service kiosks are sanitized hourly throughout the day. We do not sanitize or quarantine items left in the Paperback Exchange in the lobby, however.

Do you have sanitizer available for me to use?

Yes, there is a sanitizer dispenser available in the lobby. We also have hand sanitizer and wipes available at various locations in the building.

What if I see someone who's noticeably sick in the building?

If you're feeling ill, we encourage you to stay home! We also understand that it's allergy season, so sometimes people who appear sick are just having allergies. However, if we see someone who's noticeably ill who's not following public health guidelines, we have procedures in support them and others using our building.

This is all overblown/a hoax! Why are you being so alarmist?

As librarians, we value reliable, well-sourced information. The best available evidence we've found suggests that the measures we're taking will help mitigate the spread of the virus. We rely on sources such as the Crook County Health Department, Oregon Health Authority, Centers for Disease Control and Prevention, and World Health Organization.

Library Materials

Can I get items from other libraries now?

Yes! Our courier is running, and you can borrow materials from any of the Central Oregon libraries or place holds on items that aren't currently available.

Can I place an out-of-system interlibrary loan (ILL)?

We can try to borrow items via ILL that not available in our system. However, please keep in mind that libraries around the state and country are all in different stages of reopening, if they're open at all. As such, we may have a harder time getting items, or it may take longer to find them.

I can't find my favorite author anymore! Where did they go?

Staff weren't idle while the building was closed. In addition to moving furniture around to allow for physical distancing, we also shifted the Adult Fiction section to make it easier to browse. Check the directional signs on the ends of the shelves, or just ask a staff member!

I returned that item! Why is it still on my account?

We're quarantining returned materials for at least 72 hours. As such, an item will still appear on your account. Don't worry, though, we'll still get to it! And we don't have late fines, so you don't need to worry about being charged.

I hit my limit on checkouts, but I already returned a bunch of items. What gives?

Our item quarantines may mean that you run afoul of the checkout limits sometimes. Not not to worry! Just bring your items up to the front desk, and a staff member can check them out for you.

Are you accepting item donations now?

Our Friends of the Library isn't quite up & running yet, so we're unfortunately unable to accept library donations at this time.

Why aren't there any free magazines in the lobby?

Public health officials are understandably worried about stacks or boxes of items that people have to rifle through to find what they want. This activity is inherently more likely to transmit the virus than, say, browsing a shelf for titles and only pulling off a few items. Please do not leave us any magazine donations, as they will be discarded.

Can I still use the Paperback Exchange?

Yes, at your own risk. Please keep in mind that library staff do not interact with the paperback exchange items at all, so they're neither sanitized nor quarantined. If you do take items from the exchange, we recommend quarantining them for at least 72 hours. There is no longer an overflow box for paperbacks, either. Please leave only as many as will fit on the shelves, without having to stack.

Are you still doing curbside hold pickup?

Yes! Curbside hold pickup is available Monday-Friday from 9:00 am to 5:00 pm. Just ring the the doorbell on the staff entrance (near the after-hours bookdrop). We'll continue offering curbside hold pickup as long as general shelf browsing is unavailable.

Other Library Services

When can I book a meeting room?

While physically-distant in-person gatherings are allowed per current rules, they're still discouraged by public health professionals. As such, we're keeping the Juniper and Broughton Rooms closed for the near future. We're also using them to quarantine returned library materials and store furniture we can't use due to physical distancing limitations. Firefly Events (<https://www.choosefirefly.com/>, 541-815-5626) and Meadow Lakes Golf Course/Ron's Comfort Food Cafe (<https://www.meadowlakesgc.com/>, 541-447-7640) are able to host events.

When will the Children's and Teen Rooms reopen?

We anticipate reopening these sections of the library when open browsing is allowed (See "Why can't I browse the shelves?" above.).

May I please use your phone?

We're not permitting the public to use our phones at this time.

Are you still doing storytime and other library programs?

We're still working to figure that out! Please stay tuned for more information, including about the Summer Reading Program.

Can I check out a High Desert Museum pass?

While the High Desert Museum is open now, access is limited, and they're only offering tickets to visit at certain times. As such, we're unfortunately unable to provide passes right now.

Will you just fix this tech problem for me?

For your protection and ours, we're not able to touch your personal devices or technology you've used right now. However, we're happy to talk you through how to fix your problem, look at your device/screen to give you ideas, or make other recommendations, all while maintaining physical distance.