



Board of Trustees

Meeting Agenda

Thursday, February 8, 2018, 5.15p

Broughton Room, Crook County Library

175 SW Meadow Lakes Dr., Prineville

OPEN TO THE PUBLIC

- | | |
|---|-----------------|
| 1. Additions/deletions from the agenda (ACTION) | <i>Looney</i> |
| 2. Conflicts/potential conflicts of interest | <i>Looney</i> |
| 3. Public comment | <i>Looney</i> |
| 4. Consent agenda (ACTION) | <i>Looney</i> |
| a. Minutes of December 14, 2017, meeting | |
| 5. Reports | |
| a. Friends | <i>Friends</i> |
| b. Circulation services | <i>York</i> |
| c. Public services | <i>Schepcke</i> |
| d. Finance | <i>Nielsen</i> |
| e. Director | <i>Nielsen</i> |
| 6. New business | |
| a. Meeting Room Policy (ACTION) | <i>Nielsen</i> |
| b. 2018-19 budget discussion | <i>Nielsen</i> |
| c. Executive session: Library Director annual review
(per ORS 192.660(2)(i)) | <i>Looney</i> |
| 7. Agenda items for next meeting, March 8, 2018 | <i>Looney</i> |
| 8. Adjournment | <i>Looney</i> |

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 from 5.15 to 6.45p in the Broughton 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.

Library Board Meeting Notes

February 8, 2018, 5.15p

Notes prepared by Library Director Buzzy Nielsen

- 1. Additions/deletions from the agenda (ACTION)**
- 2. Conflicts/potential conflicts of interest**
- 3. Public comment**
- 4. Consent agenda (ACTION)**
 - a. Minutes of December 14, 2017, meeting**

Attachments:

- 4.a. Minutes of December 14, 2017, regular meeting

- 5. Reports**
 - a. Friends**

Attachments:

- 5.a. Minutes of the November 16, 2017, Friends of the Library Board meeting

The Friends of the Library had a successful December sale thanks to free gift wrapping, better promotion, and high quality books on offer. In January, they held their annual retreat and decided on some significant bylaws changes. They also separated their financial procedures into a separate policy.

- b. Circulation services**

Attachments:

- 5.b.1. December 2017 circulation services report
- 5.b.2. January 2018 circulation services report

- c. Public services**

Attachments:

- 5.c.1. December 2017 public services report
- 5.c.2. January 2018 public services report

- d. Finance**

Attachments:

- 5.d. Fund balances as of February 7, 2018

With about 60% of the year passed, the library's finances are on track. We're a little low on revenues, but that will change once we receive our annual E-rate telecommunications reimbursement, which should arrive soon. General Fund expenditures are where they should be, if not a bit lower. We have seen healthy donations into the Grants/Donations Fund. Expenditures there should pick up as we approach the Summer Reading Program.

- e. Director**

Attachments:

- 5.e.1. December-January Director's report
- 5.e.2. January 2018 usage stats

- 6. New business**
 - a. Meeting Room Policy (ACTION)**

Attachments:

- 6.a.1. Proposed Meeting Room Policy changes (markup)
- 6.a.2. Proposed Meeting Room Policy changes (clean)

We realized that we left out some important provisions the last time we revised the Meeting Room Policy. Here are the substantive changes that we propose to include in the Meeting Room Policy:

- Noting that people must pick up keys beforehand if their event occurs outside of library business hours and clarifying that staff are not available to outside of regular library business hours unlock rooms should someone forget to pick up a key. We ran into such a situation a few weeks ago, and it has happened several times before that, too.
- Specifying that people must use official library contact channels (e.g. @crooklib.org emails, the library's phone number and social media accounts) for conducting meeting room business, not staff's personal contact info or social media accounts. Again, this situation occurred recently.
- Encouraging users to ask their attendees to park in the lot across the street to save space for other library patrons.

Also, in our continuing efforts to make our policies friendlier and more readable, we changed to a first person point of view and cleaned up some wording as well.

b. 2018-19 budget discussion

- 6.b.1. 2017-18 adopted budget narrative
- 6.b.2. 2017-18 adopted budget line items

The 2018-19 budget process will begin soon, and I'd like to hear what financial priorities you have for the upcoming year. As previously noted, the county sold \$5.5 million worth of land to Facebook recently and plans to use it for capital projects. Based on this, and previous priorities, here are my planned asks for 2018-19:

- Integrated library system software upgrade funds.
- More money for digital and physical collections.
- More money for programs.
- Replace some staff computers. I'll seek grants for the public computers.
- Possible additional funds for children's room upgrade.
- Upgrades to our landscaping. (maintenance budget)
- A permanent solution to our ice dam issue on the roof. (maintenance budget)
- Replacing the thermostats. (maintenance budget)
- Replacing one of two more condensing units. (maintenance budget)
- Replace lighting. (maintenance budget)

The results of the compensation study may also factor into our budget request as well. Please come prepared to discuss your priorities for the next budget year.

c. Executive session: Library Director annual review (per ORS 192.660(2)(i))

I will send copies of the commissioners' reviews of me once I receive them from Human Resources.

7. Agenda items for next meeting, March 8, 2018

- Public Art & Exhibits Policy revision
- Bulletin Board Policy revision
- Software upgrade update

8. Adjournment



Board of Trustees

Meeting Minutes

Thursday, December 14, 2017, 5:15p
Broughton Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

Present: Jan Anderson, Jerry Bishop, Buzzy Nielsen (Library Director), LaQuita Stec, Cindy York (Circulation Services Manager)

1. Additions/deletions from the agenda (ACTION)

Jerry called the meeting to order at 5:15p. Buzzy asked to add an agenda item under New Business regarding his annual review. Jan moved to approve the agenda as amended. LaQuita seconded. The motion carried unanimously.

2. Conflicts/potential conflicts of interest

None stated.

3. Public comment

There was no public present.

4. Consent agenda (ACTION)

a. Minutes of November 9, 2017, meeting

Jan moved to approve the consent agenda as presented. LaQuita seconded. The motion carried unanimously.

5. Reports

a. Friends

In addition to the written report and minutes, Buzzy reported that the Friends' big December Saturday sale is on December 16. This sale will be a bit bigger than usual Saturday sales, as the Friends are offering gift wrapping and are promoting the sale as a great place to buy gifts. In January, the Friends Board will hold their annual planning retreat.

b. Circulation services

Cindy reported the following:

- Circulation Services Specialist Kim Bales is beginning to cross-train in cataloging and will take a course in 2018.
- Replacement cards are now free at libraries in our network.
- A baby changing station was installed in the restroom in the children's room.
- LaQuita asked what the net change in items on the statistical report is and why there's a big change over last year. Buzzy explained that it's the difference between the number of items added to the physical collection and the number withdrawn. Last year, a lot of items were withdrawn to the point that the collection shrank. The formulas in the stats spreadsheet don't handle the negative change very well. This year, the library is adding items at a healthy pace.

c. Public services

Buzzy gave the Public Services report for Assistant Director Jane Scheppeke:

- Once again, the library is hosting programs for elementary-aged students during school in-service days. The program series, titled Full STEAM ahead, focuses on science, technology, engineering, art, and math.

- For the first time ever, the library is having a winter reading program. It's themed around hygge, a Scandinavian philosophy of chilling out. Patrons will be given bingo cards encouraging them to read various types of books to win fabulous prizes.
- Teen Services Librarian Shun-Sho Fong has begun outreach to Rimrock Trails, a residential behavioral and substance abuse clinic for teenagers.
- Shun-Sho is also starting a Girls Who Code club, a national program encouraging young women to learn to code to solve community problems.
- The Oregon Humanities conversation program on December 9 about creativity and vulnerability drew a respectable and appreciative crowd of 19 people. This was the best attended conversation program since the rowdy gun control program held a few years ago. The program is the first in a series that will occur through winter and spring.

d. Finance

The Board reviewed the financial report. During the December department head meeting, County Judge Seth Crawford reported that the County has received \$5.4 million from the recent sale of land to Facebook. These funds will be used for capital projects. Buzzy plans to ask for funds to pay for the software upgrade, heat tape or some similar ice prevention method, and new thermostats.

e. Director

Buzzy highlighted the following:

- Due to liability concerns, the County Court declined to allow the library to check out roof rakes this winter.
- Broughton Room floor replacement is scheduled for February 22-28. Staff room carpet replacement is scheduled for the week of January 15.
- The County hired a temporary staff member to take on Human Resources duties. Benefits-related questions will now be routed through the Finance Department, and complex HR questions through Legal. The County Court appears has not yet decided their long-term plan for the department.
- Thrive Central Oregon received a grant from Central Oregon Health Council. Thanks to that grant, a social worker will begin visiting the library for four hours per week starting in late January.
- The library is participating in Holiday Partnership by hosting a Tree of Joy, food donations, and Toys for Tots donations.
- Next calendar year, IT will replace the library's servers, phones, and some wiring, which should speed up the library's network and save money on the phone bill.
- The County is expecting to receive the compensation study sometime in January. As part of that, the library will rewrite some job descriptions and retitle some positions to better reflect what people actually do. Since new business cards are required anyway, as staff's telephone extensions are changing, the library will start using these new titles now.
 - Shelvers will become Circulation Services Aides to reflect that they do more than just shelve.
 - Circulation Services Assistants will become Circulation Services Specialists, to reflect the more detail-oriented things that they do.
 - The Adult and Youth Services Associate positions will be split into four separate positions: Children's Services Librarian, Teen Services Librarian, Adult Services Librarian, and Catalog Services Librarian.
- The library is ordering new thermal door counters for the lobby. They'll be installed when IT updates our server room and phones.

6. New business

a. Checkout policy changes

As part of the integrated library system software upgrade, the three partner libraries in Central Oregon are considering several changes to checkout policies:

- *No charge for replacement library cards:* This change was implemented immediately. New library cards cost the library around \$0.15-20, so the cost is minimal.

- *Increase interlibrary loan non-pickup charge:* Getting items from outside of the Central Oregon library network (interlibrary loans, AKA ILLs) is costly. Return postage is at least \$2.50, and a lot of staff time is required. For this reason, the libraries propose to increase the fee for people who do not come pick up their ILLs from \$2 to \$5. This would be into effect in July.
- *No longer selling non-resident cards to other libraries:* The partner libraries recently had a plan to allow people to buy non-resident cards for any of the partner libraries at all locations, e.g. someone could buy a Jefferson County card at Crook County, even if they're not a Jefferson County resident. This proved logistically challenging, and this plan was scrapped.

The biggest proposed change is to eliminate late fines on nearly all items (likely excepting hot titles). The partner libraries already do not charge fines on children's materials. The change would amount to an approximate \$5,500 annual loss in revenue but a big savings in staff time and would make the library more inviting. Board members discussed the pros and cons of the proposal and ultimately felt that the pros of eliminating fines outweighed the cons. Board member ZuAnne Neal expressed over email that she preferred to keep fines for accountability reasons. Board President Pam Looney expressed over email that she preferred to eliminate them. The libraries plan to work on more effective ways to incentivize returning materials without penalizing the most vulnerable library users.

b. Library Director review

Buzzy said that the County decided not to review department heads this year, as the loss of the HR Department sent things into disarray. The Board will wait until the next cycle (August 2018) to review Buzzy. LaQuita asked what benefits the County offers employees. Cindy and Buzzy described the leave, health insurance, life insurance, and other benefits the County offers.

7. Agenda items for next meeting, January 11, 2017

- Software upgrade update
- 2018-19 budget
- Bookmobile discussion

8. Adjournment

The meeting adjourned at 6.04p.

Friends Of the Crook County Library

DRAFT Minutes of FOL Board Meeting

Date: November 16, 2017

(MSP = Moved, Seconded, Passed)

Board Members Attending:

Glenda Janssen– President; Susan Swan – VP & Chapters; Carrie Gordon – Treasurer;
Georgi Johnston– Secretary; Janice Staats – Book Sales; Denise Reinhart – Volunteers;
Barb Franano – Public Relations

Absent: Olivia Mitchell – Member

Honored Guests Attending:

Buzzy Nielsen – Library Director; Jane Scheppke – Assistant Library Director

Library Staff Report/Requests:

► Buzzy Nielsen summarized the report he previously sent to everyone. (Copy of report retained for files) Highlights:

- Received approval to replace flooring in the Broughton Room with gym-style flooring, and to replace aging carpet in staff room.
- Library staff had a productive Staff In-Service Day in October.
- Crook County recently fired both Human Resources employees.
- Halloween events were well attended and less crazy than last year.
- Ancestry and HeritageQuest are hugely successful, as are the monthly Genealogy for Newbies classes.
- Things are moving forward with bringing Dolly Parton Imagination Library to Crook County; raised \$3000-3500 from local groups like Rotary, Soroptimists and Kiwanis. Buzzy and Brenda from the Early Learning Hub of Central Oregon are planning to visit additional groups to request funding donations.
- Buzzy submitted a funding request for the Dolly Parton Imagination Library. The request was for \$1000 annually. **MSP** to approve this funding for the current year and to add a \$1000 line item to the annual budget starting with 2018. Copy of request is on file.

► Jane Scheppke had nothing else to add.

Officer Reports:

► President:

- Glenda thanked Janice for all the work she did for Friends of the Library Week.
- Annual retreat will be Saturday, January 13, 2018.
- Glenda proposed moving the December Board Meeting to a date earlier in the month because of the holidays. The board agreed and moved the December meeting to **Tuesday, December 12.**
- Buzzy would like to do a short focus group after the December Board Meeting for the Strategic Plan.
- Glenda would like a By-Laws Review Committee to review the current by-laws and make a report at the retreat. Buzzy volunteered to help. Carrie, Susan, Georgi and Glenda all volunteered to help with the review.
- Glenda brought up the topic of attending Nonprofit Training. There are local opportunities to attend trainings put on by the Nonprofit Association of Oregon. We will

have a longer discussion about this at the January retreat. Some things to consider: should all board members attend? Could we partner with another local nonprofit to reduce cost and bring training to Prineville?

▶ **Secretary:** Glenda emailed October minutes previously for review. **MSP** to approve.

▶ **Treasurer:**

- Carrie summarized the October Monthly Activity Report & Budget printout. **MSP** to approve.
- We will vote on 2018 Budget at the December meeting.

Old/Recurring Business

▶ Once again we discussed the funding request for the Little Spanish Free Libraries. Buzzy reiterated that he thinks this is an excellent program and a great part of the library's LFL program outreach.

- Little Spanish Free Libraries, one time contribution to cover building supplies, \$521.02. **MSP** to approve this funding request.

▶ Denise will send the Safety Plan by email for review.

▶ November 3rd Saturday sale on the 18th -- Susan is the lead; Barb F sent out publicity for the sale.

▶ December 3rd Saturday Sale on the 16th, Barb Franano is lead. Sale will be expanded with more tables in Broughton Room, featuring more titles and really nice gift books. There will also be free gift-wrapping. Extra volunteers are needed to help during the sale to watch the Broughton Room and wrap gifts.

▶ January 3rd Saturday Sale on the 20th -- Denise is lead.

New Business/Committee Reports –

▶ Barb Franano will put Thank You Cards for former board members in the drawer at Chapters.

▶ Janice has started work on the December newsletter with a goal of getting it mailed the first week of December. It was suggested that we include an End of Year Donation Request. Janice also asked that we start writing book reviews to include in 2018 issues.

▶ Volunteers -- 90.5 volunteer hours reporting by board members this month.

▶ Chapters – Bob Riley is a new volunteer, he is taking the Wednesday shift and has volunteered to help with the 3rd Saturday sale.

▶ Membership – Susan will be the board contact for Kathleen with regards to membership.

Next meeting – Tuesday, December 12, 2017, 5:30 in the Juniper Room

Respectfully submitted,

Georgi Johnston, Secretary

Circulation Services Report

December 2017

Prepared by Cindy York, Circulation Services Manager

Holiday Partnership

This year, rather than doing our own thing for Christmas, we joined in the community-wide Holiday Partnership Project. This program identifies needy families and distributes food, clothes, and gifts during the holiday season. We focused on three areas:

Giving Tree—decorated with ornaments that offer basic information about an individual in need (such as age, gender, size (if relevant), and items they'd like), the Tree of Joy allows patrons the opportunity to play "Santa". According to Kim Bales, who managed our tree, "patrons were so generous in the gifts they purchased for people in need, there was a \$50 suggested limit, but most people exceeded that to get good quality items that would last a long time. It was heartwarming to see the care & generosity expressed from our community during the holiday season." Over half of the ornament requests were filled!

Toys for Tots—a program run by the US Marine Corps Reserve. A box was set up for donations of new, unwrapped toys and clothes.

Food Donation—all donations of non-perishable food items stay in our community. We offered our "Food for Fines" program to encourage donations. By the end of the month, we had collected 186 items!

Did You Know...

Among several challenges thrown down during the Holiday Partnership, the library was able to participate in the two biggest food donation drives--County government versus City & Crook County Sheriff Dept. versus the Prineville Police. As per Vicky Ryan, one of the coordinators of the Partnership, the County government beat out the City while the Prineville Police beat the Crook County Sheriff Dept. Of course, the true winner is our community!

- 1,773 people obtained some form of holiday support
- 658 food boxes were passed out
- 671 youth under 17yrs received holiday care packages
- 37 veterans received holiday care packages
- 320 senior citizens received holiday care packages



Crook County Library Circulation Services Report January 2018

Prepared by Cindy York, Circulation Services Manager

January Anniversaries:

2013 Crook County Library began one of the first steps in the migration process—switching patron accounts & cards from an alpha-numeric (P1234) to the current 14-digit (21465000123456) in preparation for the much anticipated migration taking place later in the year!

2016 Crook County Library became one of the first public locations in Crook County to become completely smoke, vape, and tobacco free!

2017 The official launch of Square credit card and mobile pay. Patrons adjusted quickly to this new payment system! Our first month of use in 2017 saw revenue of \$412.42. The revenue generated in the same time frame in 2018 was \$425.62 with annual funds generated equaling \$5,177.11. Friends of the Library sales account for a large portion of this income!



Local author Rick Steber

Ergonomics—the Art of Sitting Comfortably

In spite of the recent safety committee hiatus, circulation team member (and our safety representative) Renee Parrott made it her mission to make sure that the “ergonomics in the workplace” concept was not put on the back burner. From those efforts, all interested library staff were “gifted” with ergonomic chairs designed to place our spines in “neutral position” and help us to improve our back health.

Statistics at a Glance:

A quick look at circulation statistics of a small slice of our collection pie:

Collection	January 2018	December 2017	January 2017
Adult Graphic Novels	13	11	0
High Desert Museum Passes	12	5	5
Ochoco History	44	47	1
New Ochoco History	54	49	0

Crook County Library Public Services Report December 2017

Prepared by Jane Schepcke, Assistant Director

Winter Reading wrap-up



Throughout the month of December, library patrons of all ages stretched the bounds of their reading repertoire during our Winter Reading Program. Patrons participating in the program received a bingo card where each square represented a reading challenge. By January 1, 78 Crook County patrons had signed up for the Winter Reading Program and received a bingo card.

Prize pickups for the Winter Reading Program began on January 2. So far, about a dozen patrons have returned to the library with their bingo sheet to receive a mug of hot chocolate. Patrons who returned a “blacked out” bingo card between January 2 and 8 had the chance to win a Grand Prize comprised of photo books and a library tote bag; this was won by regular library patron Jennifer Crandall.

Library receives \$5,000 grant to complete children’s room renovation

A lot has changed in the children’s room at Crook County Library over the past few years. Now, thanks to a generous \$5,000 grant from the Lora L. and Martin N. Kelley Family Foundation Trust, the library will continue to revitalize the space with new shelving and furniture. By installing lower shelves and replacing the current tables and chairs with lighter and smaller furniture, library staff hope to make the space brighter and more child-friendly. The replacement of heavy furniture with mobile and modular pieces will enable library staff to create activity stations centered around creativity, imaginative play, and study.

Santa visits storytime

During a special storytime themed around the letter O (as in “O! O! O! Merrrrrry Christmas!”), the one and only Santa Claus dropped by Crook County Library for fun and photo ops. As in past years, Santa was played by library maintenance specialist/security guard/man of many talents Rocky York.



Crook County Library Public Services Report January 2018

Prepared by Jane Schepke, Assistant Director

Computer Basics course debuts at Crook County Library

By popular demand, Crook County Library is offering Computer Basics courses from 10:00 - 11:00 AM every first Monday of the month. The first class, held on February 2, taught participants how to create an email address and to identify common email scams. Adult Services Librarian Amber Smith is developing a curriculum that will address a wide range of survival computer skills. Those who wish to participate in Computer Basics must sign up at the library.

Library seeks input from book groups

Do you facilitate a book group in Crook County or know someone who does? We want to hear from you! We get a lot of requests from patrons seeking book club selections, and we would like to stay ahead of the curve. While we can't guarantee we will buy multiple copies of book club selections, we will try to purchase at least one copy of any given book being read by a local book club. For more information, contact Adult Services Librarian Amber Smith at asmith@crooklib.org or at 541-447-7978 ext. 302.

Check out these stock photos of the human sneeze

Finally, a series of stock images to sum up our January. As part of our promotional efforts, Crook County Library is reminding all of its patrons to practice good cold and flu season hygiene with signs in the library and posts on social media. Seriously, it's like 1918 up in this joint.



General Fund revenues, January 2018

PREPARED 02/07/2018, 9:52:24
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

PAGE 1

2018 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	6,000.00	3,683.06	2,316.94
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	700.00	495.00	205.00
101-3000-329.50-19	FINES	6,000.00	3,907.41	2,092.59
101-3000-329.50-20	LOST OR DAMAGED	2,500.00	988.02	1,511.98
101-3000-343.43-24	MERCHANDISE	125.00	55.50	69.50
101-3000-343.43-25	CARD REPLACEMENT	200.00	64.00	136.00
101-3000-345.45-21	FRIENDS OF LIBRARY SALES		29.51	29.51-
101-3000-360.60-03	REIMBURSED ITEMS			
101-3000-360.60-13	CASHIER ADJUSTMENT		9.55-	9.55
101-3000-360.60-51	E-RATE INTERNET REIMB	2,500.00		2,500.00
101-3000-380.80-03	FR RESERVE FUND			
TOTALS:		18,025.00	9,212.95	8,812.05

General Fund expenditures, January 2018

PREPARED 02/07/2018, 9:52:39
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

2018 FROM ACCOUNT: 101-3000-500.00-00 THRU ACCOUNT: 101-3000-999.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
101-3000-510.01-01	REGULAR WAGES			
101-3000-510.01-17	DEPARTMENT HEADS			
101-3000-510.01-22	ASST/TECH/COORD/CLERK	65,194.00	34,398.50	30,795.50
101-3000-510.01-28	MAINTENANCE	364,159.00	192,100.39	172,058.61
101-3000-510.01-32	EXTRA HELP	25,775.00	14,079.65	11,695.35
101-3000-510.02-01	FICA	1,616.00	228.20	1,387.80
101-3000-510.02-02	WORKERS COMPENSATION	34,941.00	17,711.26	17,229.74
101-3000-510.02-03	HEALTH INSURANCE	2,957.00	815.05	2,141.95
101-3000-510.02-04	LIFE INSURANCE/LTD	101,552.00	67,148.43	34,403.57
101-3000-510.02-05	UNEMPLOYMENT	1,566.00	642.53	923.47
101-3000-510.02-06	401K RETIREMENT	5,024.00	240.83	4,783.17
101-3000-520.05-30	POSTAGE	39,000.00	21,125.00	17,875.00
101-3000-520.05-74	PROGRAMS AND OUTREACH	200.00		200.00
101-3000-520.05-75	PROGRAMS - YOUTH	6,000.00	2,096.61	3,903.39
101-3000-520.05-89	CREDIT CARD CHARGES	200.00	68.46	131.54
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	1,500.00	698.10	801.90
101-3000-520.10-07	COPY MACHINES	3,000.00	984.71	2,015.29
101-3000-520.10-25	OFFICE SUPPLIES	10,226.00	3,273.83	6,952.17
101-3000-520.20-07	BOOKMOBILE MAINTENANCE	1,000.00		1,000.00
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	7,000.00	4,614.00	2,386.00
101-3000-520.20-43	RESOURCE SHARING	7,400.00	6,625.12	774.88
101-3000-520.25-08	MOTOR POOL CHARGES	3,025.00	1,067.00	1,958.00
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE			
101-3000-520.30-05	COLLECTION DEVELOPMENT	66,000.00	28,135.59	37,864.41
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA			
101-3000-520.30-07	MATERIALS-YOUTH COLLECTIN		223.11	223.11
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICA	5,000.00	3,044.69	1,955.31
101-3000-520.30-09	ELECTRONIC MEDIA	28,400.00	28,348.56	51.44
101-3000-520.35-13	CONTRACT SERVICES	1,000.00	400.00	600.00
101-3000-520.35-42	SOFTWARE MAINTENANCE	4,500.00	649.00	3,851.00
101-3000-520.35-85	LIBRARY CONSORTIUM	10,000.00	9,997.00	3.00
101-3000-520.40-10	TELEPHONE	3,500.00	2,260.33	1,239.67
101-3000-520.45-02	EDUCATION & CERTIFICATION	1,000.00	375.00	625.00
101-3000-520.45-03	LODGING & MEALS	2,000.00	193.12	1,806.88
101-3000-520.45-04	REGISTRATION & DUES	2,500.00	970.00	1,530.00
101-3000-520.60-16	PROMOTION & PUBLICITY	1,000.00	325.43	674.57
101-3000-580.80-13	EQUIPMENT			
TOTALS:		806,235.00	442,839.50	363,395.50

Grants/Donations Fund revenues, January 2018

PREPARED 02/07/2018, 9:52:51
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

2018 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	21,000.00	32,500.07	11,500.07-
330-0000-300.01-05	INTEREST EARNED	100.00	189.62	89.62-
330-3001-324.34-00	STATE GRANTS	9,000.00	7,943.00	1,057.00
330-3001-347.47-00	DONATIONS/CONTRIBUTIONS	40,000.00	18,748.27	21,251.73
TOTALS:		70,100.00	59,380.96	10,719.04

Grants/Donations Fund expenditures, January 2018

PREPARED 02/07/2018, 9:53:02
PROGRAM: GM365L

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

2018 FROM ACCOUNT: 330-3001-500.00-00 THRU ACCOUNT: 330-3001-999.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
330-3001-520.05-74	PROGRAMS AND OUTREACH	21,000.00	2,126.94	18,873.06
330-3001-520.05-75	PROGRAMS - YOUTH		416.61	416.61-
330-3001-520.20-19	EQUIPMENT REPAIRS/MAINT.		1,528.26	1,528.26-
330-3001-520.30-05	COLLECTION DEVELOPMENT	4,000.00	1,064.18	2,935.82
330-3001-520.30-07	MATERIALS-YOUTH COLLECTIN			
330-3001-520.30-09	ELECTRONIC MEDIA	2,000.00	1,763.00	237.00
330-3001-520.30-12	READY TO READ GRANT	9,000.00	2,993.51	6,006.49
330-3001-520.35-13	CONTRACT SERVICES	15,000.00		15,000.00
330-3001-520.60-16	PROMOTION & PUBLICITY	1,000.00	25.00	975.00
330-3001-571.90-00	RESERVED FOR FUTURE EXPNS	13,100.00		13,100.00
330-3001-580.80-13	EQUIPMENT	5,000.00	6,536.98	1,536.98-
330-3001-580.80-31	TEEN ROOM EXPENSES			
TOTALS:		70,100.00	16,454.48	53,645.52

Director's Report

February 8, 2018

Prepared by Buzzy Nielsen, Library Director

Facilities

- The staff room carpet was replaced in mid-January. The Broughton Room's floor will be replaced with a more gym-style flooring on February 22-28.

Personnel

- Between November and now, nearly every single staff member has been sick. Every. Single. One. Needless to say, it's been a frantic few months of covering people, but we're getting back up and running.
- Finishing touches are being put on the County's compensation study. I met with the contractors conducting the study and saw the initial results, which I'm not at liberty to disclose. The final report should come out soon. Implementation of the suggestions will be up to the County Court.
- The County Court has decided to retain the previous configuration of the Human Resources department: a professional HR director and an assistant. Debbie Shaw likely will remain the assistant. The Court was interviewing director candidates in late January, although we have not heard the results.

Programs and Services

- On Tuesday, January 23, social worker Britta Schroeter Phillips began visiting Crook County Library. She works for Thrive, a Central Oregon nonprofit that embeds social workers in places where people might need their services, especially libraries. Britta is at the library on Tuesdays from 1-5p in the Study Room. She has already met with several clients. Thrive helps connect people to the community resources they need such as housing assistance, benefits, health services, and much more. This program is funded thanks to a grant from the Central Oregon Health Council.
- The Dolly Parton Imagination Library continues to be a priority project. It likely will be rolled out to the general public sometime this spring.
- Tax time! Yes, it's that magical time of year people come to the library to get tax forms and sometimes share their tax woes. The library gets all of the basic federal forms (1040, 1040A, 1040EZ) and reproducible copies of several others. Staff often download forms and publications for people off the web as well. We do not receive State of Oregon forms.
- The library is partnering with the Human Dignity Advocates to show a display in late April called The Architecture of Internment. It is about the run-up to the Japanese internment during WWII. The exhibit is produced by Graham Street Productions and gets rave reviews from museums and other libraries. More information on the exhibit is here: <https://www.grahamstreetproductions.com/exhibit>.
- Once again, the library participated in the annual PiT (Point-in-Time) homeless count, coordinated by the Health Department. To honor patron privacy, the library did not actively survey people as part of the county, but flyers were left on tables directing people to places where they could get free meals and

other incentives while also being counted. Staff reported sending several people to the free meal sites. The PiT count helps bring money to Central Oregon to support the houseless population. Last year's count showed that the area housing-unstable population is much larger than previously thought.

Technology

- In mid-to-late March, the IT department will be cleaning out and organizing the library's server room, which will include some rewiring. Here are some of the changes that will occur:
 - All of the library's servers will be virtualized (e.g. no more physical servers) and simplified, so that devices no longer need to communicate with multiple servers.
 - The Broughton, Juniper, and Study Rooms will all have teleconference capabilities.
 - Staff phones will be replaced with a VOIP system, necessitating changing some extensions.
 - Thermal door counters will be installed on both sides of the lobby.
 - Some racks will be removed from the server room, freeing up space.
 - Our wireless access points will be replaced with better ones, and a fourth access point will be added to ensure good access library-wide.
- As part of the upgrade of the integrated library system, the three partner libraries have been going through a system audit, determining what features and settings are used in our current setup and what is planned for the future installation. Circulation Services Manager Cindy York and Catalog Services Librarian Jennifer Kent represented CCL at meetings when the software vendor was in town.

Statistics, July 2017 - January 2018

ACTIVITY	Annual change	Monthly average	Total	Jan	Dec	Nov	Oct	Sep	Aug	Jul
Collection use										
<i>Physical circulation activity</i>										
Checkouts: selfcheck	-13.9%	6,332	44,325	6,181	5,524	5,907	5,964	6,337	7,371	7,041
Checkouts: desk	-1.7%	3,399	23,793	3,482	3,321	3,346	3,581	3,298	3,473	3,292
Outreach checkouts	20.9%	210	1,469	499	190	520	260	-	-	-
Total physical circ.	-11.4%	9,731	68,118	9,663	8,845	9,253	9,545	9,635	10,844	10,333
Items lent w/in system	1.2%	3,219	22,531	3,557	2,957	3,095	3,202	3,309	3,339	3,072
Items borrowed w/in system	-0.7%	1,063	7,444	1,184	981	1,182	1,087	1,058	1,028	924
Outside ILLs borrowed		27	187	48	25	20	33	18	19	24
Outside ILLs lent		4	25	4	2	2	5	3	6	3
Checkins	-9.7%	8,988	62,916	8,852	8,377	8,759	8,979	8,736	9,694	9,519
Paging list items	4.6%	2,749	19,245	3,441	2,423	2,525	2,710	2,806	2,735	2,605
<i>Electronic use</i>										
Ancestry sessions		232	1,161	32	134	401	404	190	N/A	N/A
Ancestry content views		109	546	13	73	164	199	97	N/A	N/A
Auto Repair sessions		2	12	1	-	-	-	1	6	4
Auto repair full-text views		7	52	-	-	-	-	2	34	16
Gale inside sessions	-93.6%	2	15	4	1	-	1	1	2	6
Gale remote sessions		61	429	1	160	38	114	-	38	78
Gale full-text views	853.6%	38	267	68	48	-	9	1	3	138
HeritageQuest searches		593	2,963	94	5	719	1,726	419	N/A	N/A
HeritageQuest content views		722	3,612	52	4	1,157	2,033	366	N/A	N/A
LearningExpress sessions	-90.4%	1	10	1	2	1	5	-	1	-
LearningExpress resources	-95.1%	2	14	2	9	-	3	-	-	-
NoveList sessions	-13.5%	13	90	2	13	3	23	14	19	16
NoveList content views	86.1%	76	534	32	76	21	164	97	54	90
OverDrive checkouts	8.8%	2,147	15,030	2,315	2,147	1,930	2,221	2,086	2,194	2,137
OverDrive new users	-5.9%	18	127	23	14	16	13	24	21	16
Rocket Lang. content use	-95.6%	1	9	2	-	-	6	-	-	1
Rocket Lang. new users		0	2	1	-	-	1	-	-	-
Small Engine sessions		1	7	1	1	1	2	N/A	2	N/A
Small Engine content views		1	5	-	1	1	1	N/A	2	N/A
Website unique users	-62.8%	1,078	7,544	1,210	916	1,009	1,156	1,059	1,115	1,079
Website pageviews	-63.6%	3,128	21,899	3,369	2,638	2,893	3,243	3,167	3,388	3,201
Total electronic use	40.9%	2,866	20,062	2,483	2,358	3,273	4,631	2,649	2,287	2,381

ACTIVITY	Annual change	Monthly average	Total	Jan	Dec	Nov	Oct	Sep	Aug	Jul
# Programs	-5.9%	2	16	2	3	3	3	1	-	4
Program attendance	-1.8%	23	163	10	14	20	18	4	-	97
# Outreach	240.0%	2	17	3	1	4	3	2	1	3
Outreach attendance	357.3%	76	535	108	15	159	181	62	-	10
# Total	50.0%	5	33	5	4	7	6	3	1	7
Total attendance	146.6%	100	698	118	29	179	199	66	-	107
Adult programs										
# Programs	7.1%	2	15	1	2	4	5	1	-	2
Program attendance	79.4%	112	782	68	26	145	455	57	-	31
# Outreach	133.3%	1	7	1	-	3	1	1	-	1
Outreach attendance	-27.1%	14	97	12	-	47	8	14	-	16
# Total	29.4%	3	22	2	2	7	6	2	-	3
Total attendance	54.5%	126	879	80	26	192	463	71	-	47
<i>Total # programs</i>	25.7%	33	230	32	35	51	65	15	3	29
<i>Total attendance</i>	-13.9%	974	6,819	704	555	1,131	3,065	627	162	575
<i>Outreach activities only</i>	19.4%	18	129	21	22	29	45	6	2	4
<i>Outreach attendance only</i>	-31.1%	537	3,757	413	301	497	2,154	314	52	26
Volunteering										
Volunteers		N/A	N/A	5	7	10	11	8	10	13
Volunteer Hours	-39.6%	21	147	21	16	25	20	20	21	25

Crook County Library

Meeting Room Policy

Last revised ~~October 10~~ February 8, 2018

~~Crook County Library has~~We have two public meeting rooms that the public can use. The Broughton Room is a large multi-purpose room which seats up to 120 and has a kitchenette and patio. The Juniper Room holds a conference table and chairs, with seating for up to 15. Both rooms contain audiovisual equipment.

Purpose and Scope

~~The M~~meeting rooms ~~space is reserved are~~ primarily for ~~the Library~~your events and ~~the~~ Friends of the Library ~~activities~~. ~~However, if you are a N~~nonprofit, civic, ~~and-or~~ community organizations, government entities, ~~and-or~~ private ~~parties~~party, you may use the meeting rooms without charge for non-commercial ~~uses~~purposes such as meetings, lectures, parties, ~~classes, etc.~~or similar activities.

~~We do not allow Library meeting rooms may not be used for~~ commercial activities in our rooms, including but not limited to selling or advertising products and services or hosting events with entrance fees. At their discretion, ~~T~~the Library Director or designee may allow not-for-profit entities to host fundraisers or charge for events. Such organizations may be asked to submit proof of their tax-exempt status. If you are a Bbusinesses ~~and or~~ commercial organization, yous may use the meeting rooms without charge for educational and informational purposes or for staff meetings and trainings providing no goods or services are being sold or advertised.

Meeting room use does not constitute an endorsement of your beliefs by ~~the Library~~us or Crook County ~~of an event organizer's beliefs~~. Publicity should not give the impression of Library that we -or the County sponsorship or support your event. ~~Event organizers~~You may not use ~~the Library~~our or the County's contact information for events unless the Library we and/or the County ~~is-are~~ co-sponsors.

Room Use Provisions

- ~~Event organizers and individuals checking out keys~~You must be at least 18 years old to book a room or check out a key. ~~They are responsible for seeing that all policies and procedures are followed. A responsible adult must be present during the event at all times.~~
- Reservations are confirmed on a first-come, first-served basis, with preference given to our or the Friends of the Library's events. To confirm a booking, ~~a reservation form must be completed a reservation form~~ and returned ~~to the library~~it to us within six library business days.
- Room occupancy limits are 120 for the Broughton Room and 15 for the Juniper Room. Please do not exceed these limits.
- Events are to be confined within the rooms ~~for-in~~ which they're scheduled.
- ~~Events~~You may ~~be scheduled~~schedule events between 6:00 am and 10:00 pm.
- ~~If your event occurs when the library is closed, you must pick up a key beforehand during library open hours. We are unable to provide staff to open the building should you forget to pick up a key.~~
- ~~Please use only official library contact channels for coordinating your event. Staff are unable to respond to requests made using their personal contact information or social media accounts.~~
- ~~Events may be scheduled up to three months in advance.~~
- ~~The library~~We will do not provide storage for meeting room users.

- 7.10. ~~To ensure access for other library users, please ask your event attendees who are able to use the parking lot across the street from the library.~~
- 8.11. ~~Event organizers~~You or your organization will be charged for any damage caused ~~during the meeting by you or your attendees~~ to the furnishings, artwork, equipment, building, landscaping, or other Library or County property.
- 9.12. ~~Meeting room users~~You are expected to leave the facilities in clean, safe condition. A charge of at least \$25.00 will be assessed if cleaning the room requires an abnormally large amount of staff time. If the meeting room is dirty or something is otherwise amiss upon arrival, ~~the event organizer should please~~ contact ~~Library staff~~ immediately.

Legal Restrictions

1. ~~Meeting room users~~You and your attendees must abide by this policy, the Code of Conduct, other Library and County policies, any accompanying rules of use, and all local, state, and federal laws. Users also must follow library staff requests. Failure to comply with policies, laws, or staff requests may result in immediate termination of events, fees, and possible denial of future room use, per our Use Restrictions Policy.
2. People attending events must make their own provisions for childcare. Children under the age of ten may not be left unattended in the library. Children are welcome at all meeting room events, but ~~event organizers~~you are expected to ensure proper supervision as determined by Oregon childcare regulations.
3. ~~Meeting room users are prohibited from consuming alcohol, s~~Smoking, vaping, ~~or and~~ using alcohol or tobacco products are not allowed on library grounds.
4. The Library and County do not assume liability for personal injuries or for damage or theft of personal property which occur as a result of the actions of meeting room users.
5. Unauthorized reproduction or public display of any recorded audio, video, or other intellectual property in Library our meeting rooms is prohibited if such reproduction is not covered by ~~the Library our~~ or ~~event organizer's~~your public performance licenses or for which a written waiver of the applicable rights has not first been obtained.

Exceptions to this policy are at the discretion of the Library Director or designee.

Crook County Library

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Last revised February 8, 2018

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3. Smoking, vaping, and using alcohol or tobacco products are not allowed on library grounds.
4. The Library and County do not assume liability for personal injuries or for damage or theft of personal property which occur as a result of the actions of meeting room users.
5. Unauthorized reproduction or public display of any recorded audio, video, or other intellectual property in our meeting rooms is prohibited if such reproduction is not covered by our or your public performance licenses or for which a written waiver of the applicable rights has not first been obtained.

Exceptions to this policy are at the discretion of the Library Director or designee.

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.

Department Overview

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. Three funds are included in the library's budget: General, Grants/Donations, and Children's Services.

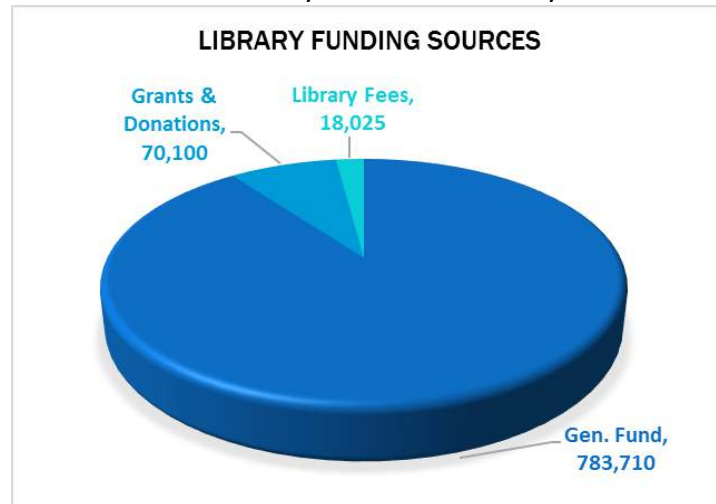


Library functions are roughly broken down into two groups: operations and public services. Operations staff serve library patrons at the service desk, process materials, and ensure that the building and grounds are well-kept. Public services staff select library materials, provide programs in and out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

Revenue

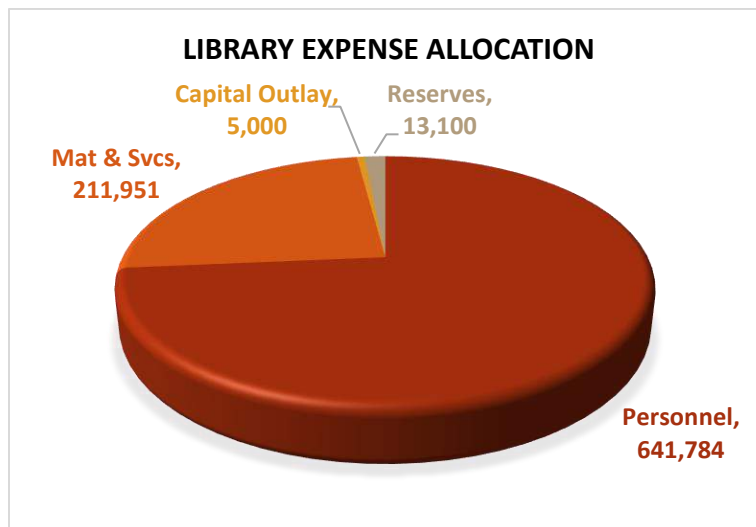
The total proposed funding for the FY 2017-18 budget is **\$871,835**.

Funding for the Library comes primarily from the County's **General Fund** (\$783,710), followed by **grants and donations** (\$70,100), and miscellaneous **finances and fees** (\$18,025). In January 2017, the library implemented credit card and mobile payments. Based on current trends, it is anticipated that fines and fees revenue may increase modestly.



Expenses

The **\$796,235** FY 2017-18 budget reflects no significant changes from the 2016-17 cycle. Materials and Services are projected to rise roughly 16%, and Personnel less than 1%.



The most obvious changes to the Library's budget are:

- **Folding fund 331 into 330.** Fund 331 used the state Ready to Read grant for the Library’s Children’s Services program. It will now become part of Fund 330 which runs services out of various Donations and Contributions.
- **Contract Services.** The Library will be applying for grants to hire a social worker to visit the library 4 hours per week to serve patrons. If the grants are successful, the library would contract with a local nonprofit to provide the service.
- **Collection Development.** The 11% increase in the Library’s collection development expense should relieve the heavy reliance on items from our partners in Deschutes and Jefferson Counties.
- **Outreach.** The remaining increase in expenses reflects the Library’s dramatic increase in programming efforts, both in and out of the library. While staff have ample funds for the Summer Reading Program thanks to the Ready to Read Grant and Friends of the Library, monies for non-summer programs are limited. The proposed increase in this line item will help the Library offer more and better programs.

Highlights

Programs and Outreach

- A public services staff member now is dedicated to serving teens, allowing for more programs and outreach to help keep young adults busy when they’re not in school.
- Staff have shifted focus to outreach outside of the library to people of all ages.
 - Children’s services staff now offer story times and material delivery to nearly every preschool and elementary school in the County, including Powell Butte and Paulina.
 - Teen services staff make regular and much-anticipated appearances at the middle school, both high schools, The Landing teen center, and other locations.
 - Adult services staff now are involved in community organizations such as the Chamber of Commerce, Kiwanis, Rotary, Senior Center, and the Soroptimists and make frequent appearances at community events.



Collections and Services

- The library added two new digital services: document scanning and Auto Repair Reference Center, an online resource with repair, wiring, and bulletin information for most year, makes, and models of automobiles.
- The local history collection is being renewed, including creating a separate collection for items of particular local interest and histories of Oregon counties and communities east of the Cascades. The library is committed to collecting items specific to Crook County and Central Oregon in perpetuity.
- Staff have collaborated to find ways to simplify and reduce expenses for work processes, resulting in materials getting out to the public more efficiently.
- Digital use now accounts for nearly twenty percent of collection use as the public increasingly adopts newer technologies.
- Little Free Libraries were installed in Juniper Canyon, Paulina, and Post. These small collections of books operate on a take one, leave one basis and are free to use.

Facilities

- A full-time Janitorial and Maintenance Specialist upkeep the library grounds. Since the new employee started, the appearance and functionality of the building have improved dramatically.
- Prineville now has a bit more much-needed gallery space. The library is offering space for local artists to display their works to the public.
- Several improvements have been made to the library's two meeting rooms. The Broughton Room has new tables and improved display and audio capabilities, while a television was added to the Juniper Room to allow digital presentations.

Concerns

- **Underserved Citizens.** With priorities shifted toward outreach, the library is considering how best to deliver services to underserved populations. These populations include low-income individuals, seniors, veterans, the Latino community, and the outlying communities of Juniper Canyon, Paulina, Post, and Powell Butte. The FY 2018 budget sees increased resources for outreach, including more funding for travel.
- **New Strategic Plan.** The library's strategic plan expires at the end of 2017. The Board of Trustees and staff are beginning the process of writing a new plan that will build on the previous plan and acknowledge the new directions the library has been going to meet the public's needs.
- **Repairs.** While still in beautiful condition, some building components need to be replaced. These include HVAC components (especially the condensers and thermostats), furniture, and lighting. Resources are allocated for these items in the Library and Maintenance budgets.

- **Collection Management.** Portions of the library physical collection have not been properly maintained for several years, resulting in unneeded items in the collection as well as significant gaps in coverage. The collection development budget has been increased for FY 2018, and staff have created a defined plan for removing unnecessary materials.
- **Adult Outreach.** Outreach and a refocus on programs have resulted in dramatic successes, particularly for programs focused on children and teens. Similar success for adult programs have been elusive. The library plans to explore new models for offering more and varied adult programs in and out of the library, with an emphasis on partnerships with other organizations. The programs budget has been more than doubled to allow for this.
- **Bandwidth.** As more people use personal devices on library WiFi, bandwidth needs to be increased. The Information Technology budget includes some funds to make bandwidth use more efficient for the library, especially improving performance for wireless devices.



Opportunities

The Board of Trustees will continue exploring creating an independent special district to run the library. Among other things, being a special district would give the library its own stable tax base that does not depend on the County’s General Fund as well as an independently-elected governing board.

Personnel Costs

Personnel Services costs are left untouched from what the Treasurer proposed. The Library looks forward to the County’s upcoming compensation study, as it feels there are several positions that are underfunded compared to peer institutions.

Library Personnel Summary		
FTEs	Salaries	Cost of Wages
11	\$456,744	\$185,040

Performance Measures

Resource Usage	FY 2013	FY 2014	FY 2015	FY 2016	2017 YTD
Collection	150,349	184,246	186,514	180,964	101,479
Electronic content	5,908	9,089	15,136	22,269	15,893
Computer/WiFi	20,648	28,949	30,991	30,930	20,585

Program Attendance	FY 2013	FY 2014	FY 2015	FY 2016	2017 YTD
Kids program attendance	5,921	8,187	7,314	4,380	9,493
Kids summer reading participation	237	286	333	364	297
Teen program attendance	337	407	412	363	489
Teen summer reading participation	41	69	85	86	83

New Collection	FY 2013	FY 2014	FY 2015	FY 2016	2017 YTD
Items in local history collection	0	0	0	0	337

Budgets

Library Budget						
	2014/15 ACTUAL	2015/16 ACTUAL	2016/17 BUDGET	2017/18 PROPOSED	2017/18 PROPOSED	2017/18 PROPOSED
PERMITS,LICENSES,FEES	15,119	16,853	15,200	15,200	15,200	15,200
OTHER CHARGES	310	355	375	325	325	325
COMMUNITY REVENUE	717	(157)				
REIMBURSED REVENUE	20	12	-	2,500	2,500	2,500
TOTAL DEPT REVENUE	16,166	17,063	15,575	18,025	18,025	18,025
GENERAL FUND SUPPORT	589,461	680,000	774,435	783,710	783,710	778,210
TOTAL REVENUE	605,627	697,063	790,010	801,735	801,735	796,235
PERSONNEL SERVICES	477,038	564,420	639,010	641,784	641,784	641,784
MATERIALS & SERVICES	128,589	132,643	151,000	159,951	159,951	154,451
TOTAL EXPENSES	605,627	697,063	790,010	801,735	801,735	796,235

Library Grants & Donations Fund						
	2014/15 ACTUAL	2015/16 ACTUAL	2016/17 BUDGET	2017/18 PROPOSED	2017/18 PROPOSED	2017/18 PROPOSED
BEGINNING FUND BALANCE	14,563	15,270	42,690	21,100	21,100	21,100
STATE GRANTS	-	-	-	9,000	9,000	9,000
CONTRIB'S/DONATIONS	11,201	34,475	15,000	40,000	40,000	40,000
TOTAL REVENUE	25,764	49,745	57,690	70,100	70,100	70,100
MATERIALS & SERVICES	8,535	6,005	31,590	52,000	52,000	52,000
RESERVED FOR FUTURE	-	-	25,100	13,100	13,100	13,100
CAPITAL OUTLAY	2,000	1,150	1,000	5,000	5,000	5,000
TOTAL EXPENSES	10,535	7,155	57,690	70,100	70,100	70,100
ENDING BALANCE	15,230	42,590	-	-	-	-

LIBRARY Account Number	DESCRIPTION	2014/15 ACTUAL	2015/16 ACTUAL	2016/2017 BUDGET	2017/18 PROPOSED	2017/18 APPROVED	2017/18 ADOPTED
101-3000-329.42-18	PHOTOCOPY FEES	6,052	6,399	6,000	6,000	6,000	6,000
101-3000-329.42-39	NONRESIDENT REGISTRATIONS	570	945	700	700	700	700
101-3000-329.50-19	FINES	6,504	6,915	6,000	6,000	6,000	6,000
101-3000-329.50-20	LOST OR DAMAGED	1,993	2,594	2,500	2,500	2,500	2,500
101-3000-343.43-24	MERCHANDISE	125	117	175	125	125	125
101-3000-343.43-25	CARD REPLACEMENT	185	238	200	200	200	200
101-3000-345-45-21	FRIENDS OF LIBRARY SALES	717	(157)				
101-3000-360-60-03	REIMBURSED ITEMS	10	10				
101-3000-360-60-13	CASHIER ADJUSTMENT	10	2				
101-3000-360-60-51	E-RATE INTERNET REIMB				2,500	2,500	2,500
LIBRARY	TOTAL REVENUE	16,166	17,063	15,575	18,025	18,025	18,025
	PERSONNEL SERVICES						
101-3000-510.01-17	DEPARTMENT HEADS	59,210	66,088	63,283	65,194	65,194	65,194
101-3000-510.01-22	ASST/TECH/COORD/CLERK	283,978	347,247	352,502	364,159	364,159	364,159
101-3000-510.01-28	MAINTENANCE	16,265	14,972	24,524	25,775	25,775	25,775
101-3000-510.01-32	EXTRA HELP	3,776	583	1,616	1,616	1,616	1,616
101-3000-510.02-01	FICA	26,538	30,972	33,807	34,941	34,941	34,941
101-3000-510.02-02	WORKERS COMPENSATION	1,528	1,468	3,105	2,957	2,957	2,957
101-3000-510.02-03	HEALTH INSURANCE	62,522	78,927	114,787	101,552	101,552	101,552
101-3000-510.02-04	LIFE INSURANCE/LTD	896	1,020	1,525	1,566	1,566	1,566
101-3000-510.02-05	UNEMPLOYMENT	6,575	4,564	4,861	5,024	5,024	5,024
101-3000-510.02-06	401K RETIREMENT	15,750	18,578	39,000	39,000	39,000	39,000
LIBRARY	PERSONNEL SERVICES TOTAL	477,038	564,420	639,010	641,784	641,784	641,784
	MATERIALS & SERVICES						
101-3000-520.05-30	POSTAGE	180	54	100	200	200	200
101-3000-520.05-74	PROGRAMS AND OUTREACH	1,322	487	1,500	8,000	8,000	6,000
101-3000-520.05-75	PROGRAMS - YOUTH	857	963	1,500	-	-	-
101-3000-520.05-89	CREDIT CARD CHARGES				200	200	200
101-3000-520.10-06	COLLECTION AGENCY EXPENSE	1,253	1,217	1,500	1,500	1,500	1,500
101-3000-520.10-07	COPY MACHINES	5,354	2,377	3,500	3,000	3,000	3,000
101-3000-520.10-25	OFFICE SUPPLIES	2,607	3,957	4,000	10,226	10,226	10,226
101-3000-520.20-07	BOOKMOBILE MAINTENANCE	1,323	1,311	1,000	1,000	1,000	1,000
101-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	6,564	2,647	11,700	9,000	9,000	7,000
101-3000-520.20-43	RESOURCE SHARING	5,999	6,388	6,900	7,400	7,400	7,400
101-3000-520.25-08	MOTOR POOL CHARGES	344	118	750	3,025	3,025	3,025
101-3000-520.30-04	PROCESSING/REPAIR SUPPLIE	7,952	6,300	7,500	-	-	-
101-3000-520.30-05	COLLECTION DEVELOPMENT	42,010	44,101	39,000	70,000	70,000	66,000
101-3000-520.30-06	MATERIALS-DIGITAL MEDIA	9,052	15,890	24,000	-	-	-
101-3000-520.30-07	MATERIALS-YOUTH COLLECTIN	24,617	21,809	24,000	-	-	-
101-3000-520.30-08	BOOKS/PERIODICALS/PUBLICA	5,705	5,561	5,000	5,500	5,500	5,000
101-3000-520.30-09	ELECTRONIC MEDIA	3,194	6,078	7,300	29,400	29,400	28,400
101-3000-520.35-13	CONTRACT SERVICES	5,593	6,400	1,000	1,000	1,000	1,000
101-3000-520.35-42	SOFTWARE MAINT						4,500
101-3000-520.40-10	TELEPHONE	1,647	3,200	4,500	3,500	3,500	3,500
101-3000-520.45-02	EDUCATION & CERTIFICATION		268	750	1,000	1,000	1,000
101-3000-520.45-03	LODGING & MEALS	701	253	2,500	2,000	2,000	2,000
101-3000-520.45-04	REGISTRATION & DUES	1,995	2,579	2,500	2,500	2,500	2,500
101-3000-520.60-16	PROMOTION & PUBLICITY	320	685	500	1,500	1,500	1,000
LIBRARY	MATERIALS & SERVICES TOTAL	128,589	132,643	151,000	159,951	159,951	154,451
LIBRARY	TOTAL EXPENSES	605,627	697,063	790,010	801,735	801,735	796,235

LIBRARY FUND Account Number	DESCRIPTION	2014/15 ACTUAL	2015/16 ACTUAL	2016/2017 BUDGET	2017/18 PROPOSED	2017/18 APPROVED	2017/18 ADOPTED
330-0000-300.01-01	BEGINNING BALANCE	14,496	15,230	42,590	21,000	21,000	21,000
330-0000-300.01-05	INTEREST EARNED	67	41	100	100	100	100
330-3001-324.34-00	STATE GRANTS				9,000	9,000	9,000
330-3001-347.47-00	CONTRIBUTIONS/DONATIONS	11,201	34,475	15,000	40,000	40,000	40,000
LIBRARY	TOTAL REVENUE	25,764	49,745	57,690	70,100	70,100	70,100
	MATERIALS & SERVICES						
330-3001-520.05-74	PROGRAMS AND OUTREACH	4,253	4,044	23,590	21,000	21,000	21,000
330-3001-520.05-75	PROGRAMS - YOUTH	3,477	1,961	5,000			
330-3001-520.30-05	COLLECTION DEVELOPMENT			1,000	4,000	4,000	4,000
330-3001-520.30-07	MATERIALS-YOUTH COLLECTIN			1,000			
330-3001-520.30-09	ELECTRONIC MEDIA	805		1,000	2,000	2,000	2,000
330-3001-520.30-12	READY TO READ GRANT EXP				9,000	9,000	9,000
330-3001-520.35-13	CONTRACT SERVICES				15,000	15,000	15,000
330-3001-520-60-16	PROMOTION & PUBLICITY				1,000	1,000	1,000
LIBRARY	MATERIALS & SERVICES TOTAL	8,535	6,005	31,590	52,000	52,000	52,000
330-3001-571.90-00				25,100	13,100	13,100	13,100
LIBRARY	RESERVED FOR FUTURE TOTAL	-	-	25,100	13,100	13,100	13,100
330-3001-580.80-13	EQUIPMENT	2,000	1,150	1,000	5,000	5,000	5,000
LIBRARY	CAPITAL OUTLAY TOTAL	2,000	1,150	1,000	5,000	5,000	5,000
LIBRARY	TOTAL EXPENSES	10,535	7,155	57,690	70,100	70,100	70,100

LIBRARY CHILD. SVCS Account Number	DESCRIPTION	2014/15 ACTUAL	2015/16 ACTUAL	2016/2017 BUDGET	2017/18 PROPOSED
331-0000-300.01-01	BEGINNING BALANCE	2,000	708	3,046	
331-0000-300.01-05	INTEREST EARNED	14	7	50	
331-3002-324.34-00	STATE GRANTS	7,628	7,295	9,000	
LIB CHILDREN'S SVCS	TOTAL REVENUE	9,642	8,010	12,096	-
331-3002-520.30-12	R TO R/CHILDREN'S SERVICE	8,934	4,964	12,096	
LIB CHILDREN'S SVCS	MATERIALS & SERVICES TOTAL	8,934	4,964	12,096	-
LIB CHILDREN'S SVCS	TOTAL EXPENSES	8,934	4,964	12,096	-