# Board of Trustees

## Meeting Agenda

**Thursday, April 13, 2017, 5.15p**
**Broughton Room, Crook County Library**
**175 SW Meadow Lakes Dr., Prineville**
OPEN TO THE PUBLIC

1.  Additions/deletions from the agenda **(ACTION)**                                         *Looney*
2.  Conflicts/potential conflicts of interest                                                *Looney*
3.  Public comment                                                                           *Looney*
4.  Consent agenda **(ACTION)**                                                              *Looney*
    a.  Minutes of March 9, 2017, meeting
5.  Easement request **(ACTION)**                                                            *Stohl*
6.  Reports
    a.  Friends                                                                              *Friends*
    b.  Circulation services                                                                 *York*
    c.  Public services                                                                      *Scheppke*
    d.  Finance                                                                              *Nielsen*
    e.  Director                                                                             *Nielsen*
7.  Policy review
    a.  Collection Development Policy **(ACTION)**                                           *Scheppke*
8.  Old business
    a.  2017-18 budget                                                                       *Nielsen*
    b.  Board bylaws **(ACTION)**                                                            *Nielsen*
9.  New business
    a.  Trustee opening                                                                      *Nielsen*
10. Agenda items for next meeting, May 11, 2017                                              *Looney*
11. Adjournment                                                                              *Looney*

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

## April 13, 2017, 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 March 9, 2017, meeting**

*Attachments:*
- 4.a. Minutes of March 9, 2017, regular meeting

5. **Easement request (ACTION)**

Greg Stohl will be on hand to request an access easement through the southeast corner of the library parking lot. His property is at 179 SW Ivy Ct. The map below shows his property and where the easement will be.



This spot already has a gate and is not designated as a parking space. It is immediately in front of the lot entrance. Allowing an easement here would require regrading and additional asphalt work. Mr. Stohl will pay all costs associated with that and any others relating to the easement.

County Counsel Jeff Wilson recommended that the Library Board review Mr. Stohl's request and make a recommendation to the County Court. Staff do not anticipate any adverse impacts from this easement and recommend approving the easement.

**6. Reports**
   **a. Friends**

*Attachments:*
- 6.a. Minutes of the March 16, 2017, Friends meeting

The Friends are working on new signage for their ongoing booksale and Chapters bookstore. They've already installed a beautiful new sign above the bookstore and still are working on Chapters.

   **b. Circulation services**

*Attachments:*
- 6.b. Circulation services report, March 2017

   **c. Public services**

*Attachments:*
- 6.c. Public services report, March 2017

   **d. Finance**

*Attachments:*
- 6.d. Fund balances, March 2017

With three quarters of the year passed, we have received about 75% of our expected General Fund revenues (not including E-Rate reimbursement) and spent about 66% of our expected budget. None of the line items are unusually off-target. The Donations/Grants and Read to Read Funds are similarly good.

Credit/debit and mobile sales continue to go well since their implementation in January. March saw nearly $500 paid via Square.

   **e. Director**

*Attachments:*
- 6.e.1. Director's report
- 6.e.2. Usage statistics through March 2017
- 6.e.3. Weapons in the Library FAQ

**7. Policy review**
   **a. Collection Development Policy (ACTION)**

*Attachments:*
- 7.a.1. Proposed Collection Development Policy
- 7.a.2. Proposed Collection Development Policy with changes tracked

Collection Development policies are among the most important that a library creates. They govern how and what is included in the collection, how it's selected, and the library's commitment to intellectual freedom, equitable access and broad representation. Most libraries adopt as governing principles various documents produced by the American Library Association. These include the Library Bills of Rights, Freedom to Read Statement, and others.

Please review these statements, which are linked in the proposed policy, so that you understand the principles underlying what the library does.

As with previous policy revisions, the proposed policy is shorter than the current document. We removed general statements about the county and library, full-text of the ALA statements, and other extraneous information. Here are other changes we incorporated:

- Added a statement about equity of access;
- Simplified selection criteria and gave staff more leeway in the sources they use to select (e.g. amateur publications and websites);
- Generalized language to include the variety of formats we purchase, including print, video, audio, and digital;
- Removed content that's more procedural;
- Spelled out what we goes in our local collections;
- Included a statement about ongoing weeding/removal;
- Simplified the Request for Reconsideration process.

8. **Old business**
   a. **2017-18 budget**

*Attachments:*
- 8.1.a. 2017-18 budget explanation and narrative
- 8.1.b. 2017-18 library budget worksheets

Attached are the 2017-18 budget documents I submitted to Treasurer Kathy Gray on March 31. The budget explanation and narrative describe the changes and rationale of the proposal. Becky Bryan and ZuAnne Neal assisted in crafting this budget, as did the other staff members. I crafted the budget with four main goals:

- Increase investments in direct services to the public (e.g. collections, programming);
- Find cost savings;
- Continue investment in the building;
- Simplify the accounting setup.

The library's budget is held primarily in three funds: General Fund, Donations/Grants, and Children's Services. I propose eliminating the third fund, as it's a single purpose fund and can be easily absorbed into Donations/Grants. Several library expenses are found in other department's budgets, including utilities and maintenance in the Maintenance Department and the software and hardware in IT. I worked with both department heads to ensure that the library's needs are addressed.

This year, the County is trying to make the budget more accessible to the public. Departments now are required to submit narratives explaining the departments and their various functions, modeled from the Deschutes County budget. Since the Deschutes Public Library is not a county department, I used both the County and Library budgets to craft my statements.

For the next step in this process, I will meet with Kathy and County Judge Seth Crawford on April 12 to discuss the proposal. I will report about this interaction at the meeting.

**b. Board bylaws (ACTION)**
*Attachments:*
- 8.b. Proposed Library Board Bylaws

This is the second review of the proposed Library Board of Trustees Bylaws. Currently, the Library Board has no governing rules aside from what's in County code. Assistant County Counsel Eric Blaine reviewed this document, and his minor changes have already been integrated. There are no other differences between this document and the one presented at the last Library Board meeting.

Eric noted that he feels the requirement to have Trustees take a year off after serving two full consecutive terms is unnecessary. Currently, however, that requirement is written into County Code 2.16. In addition to approving these bylaws, I'd like to discuss whether the Board would like to request that the County remove this term limit.

9. **New business**
    a. **Trustee opening**
Unfortunately the amazing Becky Bryan will be leaving us later this year, creating another Trustee vacancy. We'll discuss ideas for possible candidates and ways to advertise the opening. The Courthouse already has received interest from an individual.

10. **Agenda items for next meeting, May 11, 2017**
    - Laptop Circulation Policy
    - 2015-16 Oregon public library statistical comparison
    - OLA conference review
    - District exploration update

11. **Adjournment**

# CROOK COUNTY LIBRARY BOARD OF TRUSTEES

**Meeting Minutes**

DATE:  MARCH 9, 2017
LOCATION:  175 NW MEADOW LAKES DRIVE, PRINEVILLE OR
TIME START:  5:20PM          TIME END:      6:30PM          RECORDED BY:  JENNIFER KENT

## ATTENDANCE

| BOARD MEMBERS | | STAFF AND GUESTS |
|---|---|---|
| Pam Looney | Vice Chair | Buzzy Nielsen, Library Director |
| ZuAnne Neal | Board member | Jane Scheppke, Assistant Director |
| Jerry Bishop | Board member | Cindy York, Circulation Services Manager |
| Gayle Casselman | Board member | Jennifer Kent, Adult Services Associate II |
| | | Olivia Mitchell, FOL Liaison |
| | | Shun-Sho Fong, Youth Service Associate III |

| AGENDA | DISCUSSION AND ACTIONS |
|---|---|
| 1. AGENDA CHANGES | In Becky Bryan's absence Pam Looney, Library Board Vice Chair, called the meeting to order at 5:20pm. With no additions or deletions, ZuAnne Neal moved to approve the agenda as published. Gayle Casselman seconded her motion, and the agenda passed with a unanimous vote. |
| 2. CONFLICTS/ POTENTIAL  CONFLICTS OF INTEREST | None. |
| 3. PUBLIC COMMENTS | None. |
| 4. CONSENT TO AGENDA/ APPROVE PRIOR MEETING MINUTES | Jerry Bishop moved to approve the minutes of the February 9, 2017, regular meeting, seconded by ZuAnne Neal. Approved by a unanimous vote. |
| 5. A. TEEN OUTREACH | Shun-Sho Fong, Youth Services Associate II, has been reaching out to educators in our community. Her message is an introduction of library services as they apply to educators' professional needs. She reported varied success making connections. In the institutions that have been responsive (the Landing, the Middle and High Schools, and most recently, Rimrock Trails, among others), she has been enthusiastically welcomed by the students. All of these are morphing into regular outreach visit with astounding attendance numbers. |
| 5. B. FOL REPORT | Olivia Mitchell, liaison from the Friends of the Library, reported that the project to create quilted signage inspired by the Prineville Quilt Guild's wall hanging is progressing. The storage shed has arrived and is in use. The Friends will be selling books, cookbooks and other items at the Painted Hill Festival in Mitchell this September. In celebration of National Nutrition Month, the FOL's March book sale will have a healthy eating theme. |
| 5. C. CIRCULATION SERVICES | Cindy York reported that staff attended trainings to ensure the safety and health of their work environment. She also reported a spike in check-in, checkout and courier statistics on February 21st, the Tuesday after the Presidents' Day holiday closure. Totals nearly double our average volume. Darl Kirby, Maintenance Specialist for the library, was "caught being awesome". This winter saw many challenges to maintaining a safe and |

| | attractive building and grounds; Darl handled those challenges with cheerful determination. |
|---|---|
| | |
| 5. D. PUBLIC SERVICES | Jane Scheppke reported that the library hosted its first ever dance party. It was well attended by folks who boogied the evening away. Plans are in the works to hold another dance to wrap up the Summer Reading Program. Local artist, Inga Ojala, presented Masquerade: A Mask Decorating Party. The gorgeous products of the adult craft event where on display in the lobby case for the month of February and Inga brought several of her paintings in to hang in the main library. For March she has refreshed the gallery with more of her spectacular and colorful paintings. In April she will reinvent our lobby display case into a fly fishing scene to help advertise her fly tying class to be held in May through the Parks and Recreation Department. We hope to host many other local artists and continue our advertising cooperative with Parks and Rec. Our Youth Services outreach programs are attracting well over 100 attendees per visit. Buzzy and Jane presented to at the February "What's Brewing" and Faith-Based Network meetings. Jane added that the Public Services Team is working diligently on Summer Reading, Post-Summer Reading and Solar Eclipse programming. |
| | |
| 5. E. FINANCE REPORT | Buzzy reported that our finances are in good shape. ZuAnne commented that in light of potential for weather-related expenses, she was pleased with the library's financial situation. |
| | |
| 5. F. DIRECTOR'S REPORT | The Garden Club approached Buzzy to partner on our planter at the South entrance to the library. They are hoping to maintain the planter as a demonstration project. We have had some incidents of patrons wearing deadly weapons into the library. Buzzy is preparing a staff training that will include citations from the Oregon State Statutes to insure fair and safe handling of situations, such as these. On February 21 Buzzy attended Library Legislative Day in Salem to advocate for a restoration of the Ready to Read grant (this grant is a major source of funding for our Summer Reading Program, among other things). Although the proposed budget cuts this funding by nearly a third, the legislators that Buzzy spoke with were strong supporters of the program and quite confident that the program would not see that steep of a decrease in monies. Statistics are showing a decrease in physical circulation while digital circulation continues to increase. Overall program attendance is up 269% and outreach attendance is up tenfold. We are tracking withdrawn items on a more granular level. We are now making the distinction between items that have worn out, are no longer relevant or duplicates that are no longer required from those that have been damaged, lost or are long missing. |
| | |
| 6. OLD BUSINESS | Discussion and vote regarding the collaborative Library Fee Schedule 2017-18. This discussion had been tabled in February since the Tri-County representatives had failed to come to a consensus on some items; the cost of replacement media cases and non-resident card sales for other libraries in our system. With those matters resolved, Buzzy presented the fee schedule. Jerry Bishop moved to approve the Library Fee Schedule as presented. Gayle Casselman seconded, all voted to approve. |
| | |
| 7.A. 2017-18 BUDGET | Buzzy spoke briefly about the preparations for his annual budget presentation. This will be the first year that these presentations will include a narrative from each department. The three year wish lists solicited by the County in 2015 was discussed, as they relate to budget prioritization. |
| | |
| 7.B. BOARD BYLAWS | Eric Blaine, Crook County Legal Department, was pleased with the Board of Trustee Bylaws. Buzzy pointed out that the term limits are set by County Statute and that he would be happy to petition to have them modified if the Board wished. This being the first reading, the Bylaws will be officially approved at the April regular meeting, followed by County Court approval. |

| | |
|---|---|
| 7.C. LATE FINES | The Tri-County Managers are looking into suspension of late fees in favor of shortening the period before billing for a long overdue item. After a discussion of the advantages and disadvantages to patrons, library staff and financial ramifications the Board agreed to entertain further research into the matter. |
| | |
| 8AGENDA ITMES FOR APRIL 13, 2017 MEETING | Jane Scheppke will be presenting a revised Collection Development Policy for the Board's consideration. The 2017-18 Budget will be up for Board approval before it is presented to the County Court, as will the amended Board Bylaws. |
| | |
| 9. ADJOURNMENT | With no other matters to come before the Board, Pam Looney adjourned the meeting at 6:30pm. |

# Friends Of the Crook County Library
Final Minutes of FOL Board Meeting        **Date:** March 16, 2017

Board Members Attending:
  Barb Franano – President; Susan Swan – VP & Chapters; Glenda Janssen – Secretary;
  Barb Marshall – Book Sales; Janice Staats – Book Sales; Denise Reinhart – Member;
  Olivia Mitchell - Member

Honored Guests Attending:
  Buzzy Nielsen – Library Director; Jane Scheppke – Assistant Library Director

Not Attending: Carrie Gordon, Kathleen Cuddy, Bev Moltzau

**Library Staff Report/Requests:**

► **Buzzy Nielsen, Library Director:** Highlights from attached full report:
 ● Purchases – new chair for teen room and a white board for study room; 20 new meeting room tables, 3' x 5', on wheels with fliptops
 ● Statewide push to restore Ready to Read grant funding in the state budget from $0.64/child to previous level of $0.91/child.
 ● Kudos to Darl Kirby, Facility Maintenance Specialist, for his hard work through the winter season and the pride that he takes in his work.
 ● Shun-Sho Fong visited The Landing & Crook County Middle School. Lunch Bunch program drew 115 students. Mary Ryan did Kindergarten Round-Up at Barnes Butte Elementary & Crooked River Elementary, attracting 194 & 120 participants, respectively.
 ● Buzzy and Jane presented at What's Brewing and Faith-Based Network meetings.
 ● Physical circulation continues to drop. Electronic circulation has grown. Overall program attendance increased 269%: 301% for children's programs, 61% for teen, and 211% for adults.

► **Jane Scheppke, Library Assistant Director:**
 ● **"**Library Disco Inferno" held February 16 was a hit with all ages. Planning to host another dance at end of the 2017 Summer Reading Program.
 ● Jane warned us that the "Collection Development Process" will result in more weeding of the current physical collection, but may not be as large as the last one.

**Officer Reports:**

► **President:** Barb will not be here for April's board meeting, but **she** will scan and email us the current ByLaws.

► **Secretary:** Minutes were emailed to everyone, corrections made, and final version emailed this week. No further corrections. MSP to accept minutes.

► **Treasurer:** Carrie sent printouts of Budget & Activity Report. MSP to accept reports.

**Old/Recurring Business**

► 3rd Saturday sale is ready for the 18th. **Bev** will open, **Susan** cashier. Janice suggested displaying the book bags more prominently so buyers can see them.  Buzzy offered us the sign the library uses for them. Denise cannot work her Chapters shift on Friday, so we will move boxes of sale books into Chapters Friday afternoon at 2:00 PM.

► Barb Marshall reported that the shed is GREAT. **She** will work with the County for paint.

►Olivia reported the sign for the Friends Book Store (in library) will be going up next week. The sign for Chapters is waiting for Ludwig, the Mouse. She also reported on the possibility of having a booth at the Painted Hills Festival in Mitchell on Labor Day weekend. The cost would be $20 and we need a shade awning. They are sending us an application. **Are we participating? Who will help?**
FINAL minutes FOL Board Meeting 3/16/2017

►Denise reported that using Sentext for nonprofit texting is not doable right now.

► Glenda reported on the Little Free Libraries for Spanish speakers. Folks attending the meeting were very excited about it and want a hand in building & decorating them. Kathi & Rich Bumblis will assemble kits for those who want to build their own. Buzzy has ordered $500 worth of books requested by the group. That means we will probably be asked for money to pay for building materials. There was some confusion about using the Rotary money for book purchase instead of materials, because we thought it was for materials. **Buzzy** will pursue the possibility of them asking Kiwanis for money for building materials. Because of this confusion, **Barb Franano** will draw up guidelines for future requests and bring them to our next meeting.

## New Business

► Janice reported on **National Friends of the Library Week** (October 15-21, 2017). If we participate, it would involve: 1) getting a signed proclamation from County Judge, Seth Crawford (see example), 2) press release with photo of Seth Crawford & FOL president , Barb Franano, at the proclamation, and 3) a membership drive. We all agreed this meshes nicely with our other plans for October: Saunders presentations, our annual membership meeting, and the 3rd Saturday Sale which is on the 21st. Publicity for the sale could include an invitation to stop in for celebratory refreshments.  **Janice** agreed to be in charge of organizing this event. **Buzzy** will approach Seth Crawford about doing the proclamation.

► We reviewed the updated Membership Brochure and Volunteer for FOL cards. Jane pointed out two errors on the library information. The Bookworms Reading Club is defunct, and the Teen Advisory Council is actually called Teen Library Commission. Janice said the new card needs to be featured on the website. **Janice** will work with Jane to do that.

► We settled on a date (May 12) to host the Prineville Perk in conjunction with the library. **Who is in charge of this??**

► On March 6th, we had majority approval by email authorizing the purchase of a new computer for Chapters. Susan reported that the new laptop has been installed. New software has been ordered through Tech Soup, an organizing mechanism for nonprofits to receive software donations.  When it arrives, **Buzzy** will help with installation, & he will look into the intermittent WiFi signal. There is a folder in our drawer in Chapters with information about the new computer & info about our association with Tech Soup, including a list of additional software programs we may be eligible for.

► Chapters: Susan has switched to Wednesday mornings 10:00 AM to 1:00 PM. Chris Darby is now doing Saturdays. The lost nametags have been found!

► Membership: Kathleen reported in absentia that the membership rolls are up to date, and she sent thank you notes to all large donors.

**Next meeting – April 20, 5:30 PM**

Meeting adjourned at 6:50 PM

Respectfully submitted,

Glenda Janssen, Secretary

FINAL minutes FOL Board Meeting 3/16/2017

# Circulation Services Report
## March 2017

Prepared by Cindy York, Circulation Services Manager

## March Happenings

- ➢ **3/1**   Tri-County meeting. Attended by Buzzy Nielsen and Cindy York. Topics included: pending Sierra update, schedule of item record clean-up.
- ➢ **3/9**   Crook County Supervisor's training. Attended by Buzzy Nielsen, Jane Scheppke, and Cindy York. Topics under discussion: interviews and application scoring.
- ➢ **3/15**   DPL Supervisor's meeting. Attended by Cindy York. Topics included: ILS investigation timeline and LINX & spring break.
- ➢ **3/16**   Safety Meeting. Attended by Renee Parrott. Topics covered: expectations of safety team within individual departments.

## Did You Know...

That items on the *Hold* shelf wait for only 7 days before moving on to the next patron or being re-shelved? This adjustment from 10 days down to 7 took place January 25th, 2016. The number of items not picked up for the month of March 2016 was 219. For March 2017 the number dropped to 185!



## Caught...Being Awesome: Renee Parrott

Typically, staff are assigned a year-long commitment to serve on several different county committees. Because Renee saw the need for a "re-organization" of the library's role within the Safety Committee, she volunteered to extend her commitment for another year. Seeing beyond the basic fire drills, Renee has challenged herself to compile a list of duties/responsibilities that will make the transition easier to accomplish for the next staff member. She diligently attends committee meetings & trainings, files monthly & quarterly reports, and has recently coordinated with the Library Director to create a monthly facility safety check sheet. Additionally, with the changes in safety mandates on a Federal and State level, the committee has been increasing safety requirements for each department. Due to Renee's efforts, the library has become the Safety Committees' shining star of the county!

# Crook County Library Public Services Report March 2017

**Prepared by Jane Scheppke, Assistant Director**

## Library welcomes Spring Breakers



*Note to trustees: this did not happen at the library.*

Crook County School District adjourned for Spring Break on Friday, March 24th. Did Crook County Library staff use the holiday as an excuse to rush off to Cabo for a week of antisocial mayhem? No! Instead, Crook County Library presented a week of low-key, drop-in activity programs for kids and families seeking a respite from Spring Break chaos:

- On Monday, Youth Services Assistant Shun-Sho taught kids the fundamentals of face-painting. At the end of the day, we had many Spider-Men.
- On Tuesday, we broke out all of our puppets at our first-annual Puppet Dump. You may not be aware of the fact that we have *a lot more puppets* than the ones we normally have in the puppet theater, and some of them are pretty amazing and elaborate.
- On Wednesday, 60 kids and 30 grownups attended Read to the Dogs. Vern and Monica from the Alliance of Therapy Dogs supplied some patient pups. Reading to pets is a great way for children to practice their reading skills!
- On Thursday, Assistant Director Jane got out the library's considerable stash of puzzles and board games. (I really wish I had video of the kid who got mad sassy about putting together an Incredible Hulk puzzle: "BOOM! Corner piece, y'all! *Youuuuu can't touch my skiiiiiillllzzzzzz…*")
- Finally, Friday saw the long-anticipated return of LEGO Day. Youth Services Assistant Mary wrangled 39 kids and 22 grownups for two hours of freeform building fun.

In all, 171 kids and 118 adults (that's 281 people total) attended onsite programs during Spring Break week. Big ups to our staff for a week of awesome programming!

## Summer Reading takes shape

Youth and Adult Services staff are hard at work planning, promoting, and puzzling out the 2017 Summer Reading Program. Tentatively scheduled events include a geologic walking tour of downtown Prineville hosted by longtime Friend of the Library Carrie Gordon, a kickoff party featuring food trucks and firemen, and prizes of all sorts. Jane will speak more about the Summer Reading program at the meeting you are at right now.

# General Fund revenues, March 2017

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST
2017 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 | 4,121.55 | 1,878.45 |
| 101-3000-329.42-39 | NONRESIDENT REGISTRATIONS | 700.00 | 660.00 | 40.00 |
| 101-3000-329.50-19 | FINES | 6,000.00 | 4,561.92 | 1,438.08 |
| 101-3000-329.50-20 | LOST OR DAMAGED | 2,500.00 | 2,004.50 | 495.50 |
| 101-3000-343.43-24 | MERCHANDISE | | 73.00 | 102.00 |
| 101-3000-343.43-25 | CARD REPLACEMENT | 175.00 | 130.00 | 70.00 |
| 101-3000-345.45-21 | FRIENDS OF LIBRARY SALES | | 145.51 | 145.51- |
| 101-3000-360.60-03 | REIMBURSED ITEMS | 200.00 | | |
| 101-3000-360.60-13 | CASHIER ADJUSTMENT | | 41.13- | 41.13 |
| 101-3000-360.60-51 | E-RATE INTERNET REIMB | | 2,295.39 | 2,295.39- |
| 101-3000-380.80-03 | FR RESERVE FUND | | | |
| | TOTALS: | 15,575.00 | 13,950.74 | 1,624.26 |

# General Fund expenditures, March 2017

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PREPARED 04/10/2017, 11:33:46
PROGRAM: GM365L
                        CROOK COUNTY TREASURER
                        ACCOUNT BALANCE LIST
                        101-3000-500.00-00 THRU ACCOUNT:   101-3000-599.99-99

     2017 FROM ACCOUNT:   101-3000-500.00
```

| ACCOUNT | DESCRIPTION | BUDGET | ACTUAL | BALANCE |
|---|---|---|---|---|
| 101-3000-510.01-01 | REGULAR WAGES | 63,283.00 | 37,831.06 | 25,451.94 |
| 101-3000-510.01-17 | DEPARTMENT HEADS | 352,502.00 | 250,681.60 | 101,820.40 |
| 101-3000-510.01-22 | ASST/TECH/COORD/CLERK | 24,524.00 | 17,481.36 | 7,042.64 |
| 101-3000-510.01-28 | MAINTENANCE | 1,616.00 | 322.80 | 1,293.20 |
| 101-3000-510.01-32 | EXTRA HELP | 33,807.00 | 21,997.03 | 11,809.97 |
| 101-3000-510.02-01 | FICA | 3,105.00 | 1,304.89 | 1,800.11 |
| 101-3000-510.02-02 | WORKERS COMPENSATION | 114,787.00 | 69,186.09 | 45,600.91 |
| 101-3000-510.02-03 | HEALTH INSURANCE | 1,525.00 | 884.98 | 640.02 |
| 101-3000-510.02-04 | LIFE INSURANCE/LTD | 4,861.00 | 306.25 | 4,554.75 |
| 101-3000-510.02-05 | UNEMPLOYMENT | 39,000.00 | 22,211.18 | 16,788.82 |
| 101-3000-510.02-06 | 401K RETIREMENT | 100.00 | 10.09 | 89.91 |
| 101-3000-520.05-30 | POSTAGE | 1,500.00 | 964.72 | 535.28 |
| 101-3000-520.05-74 | PROGRAMS AND OUTREACH | 1,500.00 | 662.81 | 837.19 |
| 101-3000-520.05-75 | PROGRAMS - YOUTH | | 23.59 | 23.59- |
| 101-3000-520.05-89 | CREDIT CARD CHARGES | 1,500.00 | 939.75 | 560.25 |
| 101-3000-520.10-06 | COLLECTION AGENCY EXPENSE | 3,500.00 | 1,657.32 | 1,842.68 |
| 101-3000-520.10-07 | COPY MACHINES | 4,000.00 | 2,136.91 | 1,863.09 |
| 101-3000-520.10-25 | OFFICE SUPPLIES | 1,000.00 | 456.20 | 543.80 |
| 101-3000-520.20-07 | BOOKMOBILE MAINTENANCE | 11,700.00 | 2,518.49 | 9,181.51 |
| 101-3000-520.20-19 | EQUIPMENT REPAIRS/MAINT. | 6,900.00 | 6,671.84 | 228.16 |
| 101-3000-520.20-43 | RESOURCE SHARING | 750.00 | 1,522.00 | 772.00- |
| 101-3000-520.25-08 | MOTOR POOL CHARGES | 7,500.00 | 2,702.89 | 4,797.11 |
| 101-3000-520.30-04 | PROCESSING/REPAIR SUPPLIE | 39,000.00 | 24,138.29 | 14,861.71 |
| 101-3000-520.30-05 | COLLECTION DEVELOPMENT | 24,000.00 | 23,731.12 | 268.88 |
| 101-3000-520.30-06 | MATERIALS-DIGITAL MEDIA | 24,000.00 | 14,865.76 | 9,134.24 |
| 101-3000-520.30-07 | MATERIALS-YOUTH COLLECTIN | 7,000.00 | 4,097.17 | 2,902.83 |
| 101-3000-520.30-08 | BOOKS/PERIODICALS/PUBLICA | 7,300.00 | 5,273.00 | 2,027.00 |
| 101-3000-520.30-09 | ELECTRONIC MEDIA | 4,500.00 | 3,483.87 | 1,016.13 |
| 101-3000-520.35-13 | CONTRACT SERVICES | 750.00 | 175.00 | 575.00 |
| 101-3000-520.40-10 | TELEPHONE | 2,500.00 | 259.25 | 2,240.75 |
| 101-3000-520.45-02 | EDUCATION & CERTIFICATION | 2,500.00 | 2,031.00 | 469.00 |
| 101-3000-520.45-03 | LODGING & MEALS | 500.00 | 361.80 | 138.20 |
| 101-3000-520.45-04 | REGISTRATION & DUES | | | |
| 101-3000-520.60-16 | PROMOTION & PUBLICITY | | | |
| 101-3000-580.80-13 | EQUIPMENT | | | |
| | **TOTALS:** | 790,010.00 | 521,390.11 | 268,619.89 |

# Donations/Grants Fund revenues, March 2017

```
                              CROOK COUNTY TREASURER
                           ACCOUNT BALANCE LIST
          2017 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 | 42,590.00 | 42,590.23 | .23- |
| 330-3001-324.34-00 | STATE GRANTS | 100.00 | 269.47 | 169.47- |
| 330-3001-347.47-00 | DONATIONS/CONTRIBUTIONS | 15,000.00 | 12,470.00 | 2,530.00 |
| | TOTALS: | 57,690.00 | 55,329.70 | 2,360.30 |

# Donations/Grants Fund expenditures, March 2017

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST
2017 FROM ACCOUNT: 330-3001-500.00-00 THRU ACCOUNT: 330-3001-599.99-99

| ACCOUNT | DESCRIPTION | BUDGET | ACTUAL | BALANCE |
|---|---|---|---|---|
| 330-3001-520.05-74 | PROGRAMS AND OUTREACH | 23,590.00 | 249.75 | 23,340.25 |
| 330-3001-520.05-75 | PROGRAMS - YOUTH | 5,000.00 | 3,895.57 | 1,104.43 |
| 330-3001-520.20-19 | EQUIPMENT REPAIRS/MAINT. | | | 9,975.31- |
| 330-3001-520.30-05 | COLLECTION DEVELOPMENT | 1,000.00 | 9,975.31 | |
| 330-3001-520.30-07 | MATERIALS-YOUTH COLLECTIN | 1,000.00 | | 1,000.00 |
| 330-3001-520.30-09 | ELECTRONIC MEDIA | 1,000.00 | | 1,000.00 |
| 330-3001-520.30-12 | READY TO READ GRANT | | | 1,000.00 |
| 330-3001-520.35-13 | CONTRACT SERVICES | | | |
| 330-3001-520.60-16 | PROMOTION & PUBLICITY | | 3,540.00 | 3,540.00- |
| 330-3001-571.90-00 | RESERVED FOR FUTURE EXPNS | 25,100.00 | | 25,100.00 |
| 330-3001-580.80-13 | EQUIPMENT | 1,000.00 | | 1,000.00 |
| 330-3001-580.80-31 | TEEN ROOM EXPENSES | | | |
| | TOTALS: | 57,690.00 | 17,660.63 | 40,029.37 |

Ready to Read Grant Fund revenues, March 2017

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST
2017 FROM ACCOUNT:  331-0000-300.00-00 THRU ACCOUNT:  331-3002-399.99-99

| ACCOUNT | DESCRIPTION | BUDGET | ACTUAL | BALANCE |
|---|---|---|---|---|
| 331-0000-300.01-01 | BEGINNING BALANCE | 3,046.00 | 3,045.86 | .14 |
| 331-0000-300.01-05 | INTEREST EARNED | 50.00 | 28.38 | 21.62 |
| 331-3002-324.34-00 | STATE GRANTS | 9,000.00 | 7,231.00 | 1,769.00 |
| | TOTALS: | 12,096.00 | 10,305.24 | 1,790.76 |

# Ready to Read Grant Fund expenditures, March 2017

CROOK COUNTY TREASURER
ACCOUNT BALANCE LIST

2017 FROM ACCOUNT:  331-3002-500.00-00 THRU ACCOUNT:  331-3002-599.99-99

| ACCOUNT DESCRIPTION | BUDGET | ACTUAL | BALANCE |
|---|---|---|---|
| 331-3002-520.30-12 READY TO READ GRANT | 12,096.00 | 3,157.26 | 8,938.74 |
| TOTALS: | 12,096.00 | 3,157.26 | 8,938.74 |

# Director's Report
# April 13, 2017

**Prepared by Buzzy Nielsen, Library Director**

## Facilities



- The library recently purchased new furniture: a stylin' setee chair for the Teen Room and a new whiteboard for Study Room. Both were purchased from the bargain bin of Oregon Corrections Enterprises.
- Two parts of the library's HVAC recently went out. The compressor on a cooling unit failed, and an air handling unit had a broken fan. The latter is fixed, and the former is due to be replaced next week.
- We've ordered twenty 5' x 3' tables from Oregon Corrections Enterprises for the meeting room. The tables will be on wheels and have flip tops for easy storage. They'll replace the aging, heavy tables we currently use. The Friends will keep those tables for sales.

## Staff



- Cindy York is the most amazingest librarian ever! She won 2017 Oregon Library Employee of the Year, presented by the Oregon Library Association. We held a small ceremony for her on April 6th. She will officially accept her award during the Friday luncheon at the Oregon Library Association conference on April 21.
- In addition to Cindy, four staff members will attend the OLA conference: Youth Services Associate II Shun-Sho Fong, Assistant Director Jane Scheppke, Adult Services Associate II Amber Smith, and me. Shun-Sho and Jane will both attend the preconference session "The Latino/a Community and your Library: Strategies for Building Relationships and Resources for Collection Development". I will present during two sessions: the preconference "Thriving by the Rules: Crafting Policies for your Library" and a regular session "Data-Driven Thriving: Using Info You Already Collect to Improve and Advocate for your Library".
- On Wednesday, April 5, I attended a hearing in Roseburg regarding the impending closure of the Douglas County Library. I attended in my capacity as OLA President-Elect. Douglas County Library's ten smaller branches closed as of April 1. The main library in Roseburg is slated to close June 1. Douglas County has cut many services due to their relatively low tax rate. Some Douglas County branches will remain open solely as reading rooms, managed by the cities. There currently is no plan to reopen the system in its entirety or to allow material lending, although some groups are working to that end.

## Statistics

- Compared to last year, physical circulation dropped 7.3% and digital circulation increased 9.8%.
- Total computer/WiFi sessions dropped 4.5%, with computer sessions dropping 17.7% and WiFi sessions increasing 6.7%.
- Overall program attendance increased 258%, including 289% in children's programs, 84% for teens, and 146% for adults. Outreach program attendance is up 695%.
- Next meeting, I will prepare an analysis of the 2015-16 Oregon public library statistics, comparing us to similarly-sized libraries to see how we stack up.

## Technology

- County IT Director Izaac Ross is planning two major changes for the library next fiscal year. First, he wants to run fiber between the library and the County servers. This will increase the speed with which library computers can communicate with the County, as we currently rely on a spotty wireless connection. The change will directly impact bandwidth speed, the time it takes to logon to public computers, and more. Second, Izaac included the library in a quote to replace the County's phones with a new VOIP system, which will save the library a lot on telephone bills. It also will connect the library more closely with the County's telephone network, as we currently have our own setup.
- Deschutes Public Library has issued an RFP seeking a replacement for our Integrated Library System (ILS), which is what we use to manage the collection, checkouts, and catalog. Proposals are due in mid-May, and the RFP was sent out to a few specific companies whose software interests us. We currently use software called Sierra, which has some issues. If we decide to adopt a new ILS, the change likely won't happen for at least 6 months.
- The County recently issued an RFP for new finance and human resources management software. I've been invited to sit on the committee that will review the two companies that responded. We're hoping that new software will provide more flexibility, improved HR tracking, and improved financial reports.

## Other

- Last month, staff discussed patrons bringing weapons into the library. I prepared an FAQ (attached) to answer common questions about the issue.

# Statistics, July 2016 to March 2017

| ACTIVITY | Annual change | Monthly average | Total | Mar | Feb | Jan | Dec | Nov | Oct | Sep | Aug | Jul |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Collection use** | | | | | | | | | | | | |
| *Physical circulation activity* | | | | | | | | | | | | |
| Checkouts: selfcheck | -15.1% | 7,257 | 65,312 | 7,209 | 6,629 | 6,962 | 6,355 | 6,680 | 6,972 | 7,624 | 8,295 | 8,586 |
| Checkouts: desk | 14.9% | 3,475 | 31,271 | 3,788 | 3,269 | 3,160 | 2,829 | 3,718 | 3,777 | 3,344 | 3,879 | 3,507 |
| Total physical circ. | -7.3% | 10,731 | 96,583 | 10,997 | 9,898 | 10,122 | 9,184 | 10,398 | 10,749 | 10,968 | 12,174 | 12,093 |
| Outreach checkouts | N/A | 392 | 2,354 | 565 | 574 | 320 | 197 | 447 | 251 | - | - | - |
| Items lent w/in system | N/A | 3,285 | 29,561 | 3,876 | 3,430 | 3,188 | 3,096 | 3,301 | 3,275 | 3,179 | 3,224 | 2,992 |
| Items borrowed w/in system | N/A | 1,103 | 9,924 | 1,284 | 1,141 | 1,062 | 1,005 | 1,109 | 1,080 | 1,045 | 1,146 | 1,052 |
| Outside interlibrary loans | 8.5% | 25 | 229 | 24 | 26 | 23 | 19 | 20 | 26 | 36 | 29 | 26 |
| Checkins | -7.8% | 9,938 | 89,441 | 10,197 | 9,550 | 9,028 | 8,769 | 9,624 | 10,623 | 9,806 | 11,319 | 10,525 |
| Paging list items | -6.3% | 2,685 | 24,166 | 2,950 | 2,816 | 2,868 | 2,263 | 2,655 | 2,915 | 2,603 | 2,708 | 2,388 |
| *Electronic use* | | | | | | | | | | | | |
| Auto Repair sessions | N/A | 3 | 13 | - | - | 2 | 3 | 8 | | | | |
| Auto Repair full-text views | N/A | - | - | - | - | - | - | - | | | | |
| Gale inside sessions | N/A | 35 | 312 | - | 78 | 1 | 1 | 39 | 38 | 39 | 115 | 1 |
| Gale remote sessions | N/A | 35 | 311 | 39 | 192 | 77 | 2 | 1 | - | - | - | - |
| Gale full-text views | N/A | 4 | 39 | 2 | 9 | 6 | 5 | 4 | 3 | - | 8 | 2 |
| LearningExpress sessions | N/A | 3 | 23 | 7 | 9 | 1 | 3 | 3 | - | - | - | - |
| LearningExpress resources | N/A | 1 | 6 | 1 | 5 | - | - | - | - | - | - | - |
| NoveList sessions | N/A | 14 | 124 | 7 | 12 | 20 | 13 | 8 | 12 | 6 | 29 | 17 |
| OverDrive checkouts | 9.8% | 2,008 | 18,070 | 2,253 | 1,997 | 2,189 | 1,922 | 1,728 | 1,988 | 1,965 | 2,055 | 1,973 |
| OverDrive new users | N/A | 20 | 179 | 19 | 25 | 29 | 21 | 17 | 18 | 18 | 15 | 17 |
| Rocket Lang. sessions | N/A | 24 | 218 | 6 | 6 | 43 | 13 | 39 | 44 | 23 | 8 | 36 |
| Rocket Lang. new users | N/A | 0 | 3 | - | - | - | - | 1 | 1 | 1 | - | - |
| Website unique users | N/A | 925 | 8,326 | 1,230 | 1,042 | 1,273 | 1,107 | 1,477 | 2,197 | - | - | - |
| Website pageviews | N/A | 2,625 | 23,626 | 3,382 | 3,155 | 3,874 | 3,292 | 4,134 | 5,789 | - | - | - |
| Zinio downloads | N/A | 20 | 39 | | | | | | | | 23 | 16 |
| Zinio patrons | N/A | 2 | 3 | | | | | | | | 1 | 2 |
| Total electronic downloads | N/A | 2,016 | 18,148 | 2,255 | 2,006 | 2,195 | 1,927 | 1,732 | 1,991 | 1,965 | 2,086 | 1,991 |
| *Total collection use* | N/A | 12,748 | 114,731 | 13,252 | 11,904 | 12,317 | 11,111 | 12,130 | 12,740 | 12,933 | 14,260 | 14,084 |
| *Average use/day* | N/A | 517 | 4,653 | 491 | 518 | 536 | 483 | 527 | 490 | 517 | 528 | 563 |
| **Library use** | | | | | | | | | | | | |
| *Days open* | N/A | 25 | 222 | 27 | 23 | 23 | 23 | 23 | 26 | 25 | 27 | 25 |
| Hours open | N/A | 230 | 2,068 | 257 | 217 | 214 | 205 | 223 | 245 | 214 | 261 | 232 |
| Patron visits | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |

| ACTIVITY | Annual change | Monthly average | Total | Mar | Feb | Jan | Dec | Nov | Oct | Sep | Aug | Jul |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| New patrons | -14.9% | 88 | 792 | 79 | 96 | 101 | 74 | 79 | 88 | 85 | 95 | 95 |
| Reference Interactions | 29.6% | 82 | 735 | 94 | 74 | 91 | 80 | 120 | 113 | 58 | 51 | 54 |
| *Computer sessions* | | | | | | | | | | | | |
| Desktop sessions | -17.7% | 946 | 8,516 | 1,079 | 960 | 853 | 771 | 853 | 870 | 1,018 | 1,130 | 982 |
| Laptop sessions | -37.3% | 35 | 319 | 29 | 37 | 33 | 38 | 39 | 46 | 44 | 34 | 19 |
| WiFi sessions | 6.7% | 1,622 | 14,597 | 1,739 | 1,747 | 1,639 | 1,468 | 1,455 | 1,678 | 1,621 | 1,710 | 1,540 |
| Total Internet use | -4.5% | 2,604 | 23,432 | 2,847 | 2,744 | 2,525 | 2,277 | 2,347 | 2,594 | 2,683 | 2,874 | 2,541 |
| AWE sessions | -2.7% | 438 | 3,942 | 561 | 433 | 333 | 324 | 379 | 346 | 419 | 608 | 539 |
| Meetings held | 1.5% | 80 | 722 | 100 | 100 | 82 | 69 | 87 | 76 | 73 | 66 | 69 |
| **Collection activity** | | | | | | | | | | | | |
| *New items* | -2.5% | 387 | 3,483 | 500 | 455 | 375 | 376 | 386 | 320 | 403 | 377 | 291 |
| Books & print | 0.5% | 308 | 2,771 | 387 | 359 | 254 | 255 | 348 | 267 | 344 | 324 | 233 |
| Audio | 1.8% | 31 | 276 | 38 | 44 | 48 | 50 | 27 | 21 | 18 | 21 | 9 |
| Movies | -19.9% | 48 | 436 | 75 | 52 | 73 | 71 | 11 | 32 | 41 | 32 | 49 |
| Items withdrawn | -69.0% | 294 | 2,643 | 181 | 438 | 127 | 97 | 147 | 310 | 426 | 440 | 477 |
| Billed not paid | N/A | 44 | 399 | 25 | 82 | 1 | - | 37 | 59 | 55 | 140 | - |
| Claims returned | N/A | 0 | 4 | - | 1 | 1 | 1 | - | - | - | - | 1 |
| Damaged not paid | N/A | - | - | - | - | - | - | - | - | - | - | - |
| Long missing | N/A | 66 | 592 | 13 | 12 | 10 | 31 | 21 | 57 | 140 | 84 | 224 |
| Other | N/A | 183 | 1,648 | 143 | 343 | 115 | 65 | 89 | 194 | 231 | 216 | 252 |
| Net change in items | N/A | 93 | 840 | 319 | 17 | 248 | 279 | 239 | 10 | (23) | (63) | (186) |
| Items Processed | -9.8% | 355 | 3,199 | 466 | 437 | 269 | 347 | 359 | 409 | 274 | 358 | 280 |
| Items Repaired | -32.0% | 154 | 1,382 | 148 | 252 | 131 | 110 | 163 | 149 | 136 | 136 | 157 |
| **Programs and outreach** | | | | | | | | | | | | |
| *Children's programs* | | | | | | | | | | | | |
| # Programs | -31.5% | 7 | 61 | 11 | 6 | 5 | 4 | 6 | 6 | 5 | 1 | 17 |
| Program attendance | 36.9% | 292 | 2,627 | 493 | 269 | 135 | 76 | 238 | 649 | 269 | 97 | 401 |
| # Outreach | 1530.0% | 18 | 163 | 31 | 32 | 19 | 17 | 23 | 36 | 4 | 1 | - |
| Outreach attendance | 721.9% | 1,022 | 9,197 | 1,838 | 2,160 | 325 | 999 | 357 | 2,057 | 1,381 | 80 | - |
| # Total | 126.3% | 25 | 224 | 42 | 38 | 24 | 21 | 29 | 42 | 9 | 2 | 17 |
| Total attendance | 289.2% | 1,314 | 11,824 | 2,331 | 2,429 | 460 | 1,075 | 595 | 2,706 | 1,650 | 177 | 401 |
| *Teen programs* | | | | | | | | | | | | |
| # Programs | 14.3% | 3 | 24 | 3 | 4 | 3 | 1 | 3 | 3 | 3 | - | 4 |
| Program attendance | -13.4% | 25 | 226 | 31 | 29 | 14 | 13 | 26 | 27 | 20 | - | 66 |
| # Outreach | 266.7% | 1 | 11 | 3 | 3 | - | 2 | 1 | 1 | 1 | - | - |
| Outreach attendance | 293.4% | 53 | 476 | 182 | 177 | - | 22 | 28 | 32 | 35 | - | - |
| # Total | 45.8% | 4 | 35 | 6 | 7 | 3 | 3 | 4 | 4 | 4 | - | 4 |

| ACTIVITY | Annual change | Monthly average | Total | Mar | Feb | Jan | Dec | Nov | Oct | Sep | Aug | Jul |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Total attendance | 83.8% | 78 | 702 | 213 | 206 | 14 | 35 | 54 | 59 | 55 | - | 66 |
| *Adult programs* | | | | | | | | | | | | |
| # Programs | -11.1% | 2 | 16 | 1 | 1 | - | 2 | 1 | 5 | - | - | 6 |
| Program attendance | 73.6% | 50 | 448 | 6 | 6 | - | 54 | 2 | 362 | - | - | 18 |
| # Outreach | N/A | 1 | 6 | 1 | 2 | - | - | - | 2 | - | 1 | - |
| Outreach attendance | N/A | 21 | 186 | 12 | 41 | - | - | - | 123 | - | 10 | - |
| # Total | 22.2% | 2 | 22 | 2 | 3 | - | 2 | 1 | 7 | - | 1 | 6 |
| Total attendance | 145.7% | 70 | 634 | 18 | 47 | - | 54 | 2 | 485 | - | 10 | 18 |
| *Total # programs* | 99.3% | 31 | 281 | 50 | 48 | 27 | 26 | 34 | 53 | 13 | 3 | 27 |
| *Total attendance* | 257.8% | 1,462 | 13,160 | 2,562 | 2,682 | 474 | 1,164 | 651 | 3,250 | 1,705 | 187 | 485 |
| *Outreach activities only* | 1284.6% | 20 | 180 | 35 | 37 | 19 | 19 | 24 | 39 | 5 | 2 | - |
| *Outreach attendance only* | 695.1% | 1,095 | 9,859 | 2,032 | 2,378 | 325 | 1,021 | 385 | 2,212 | 1,416 | 90 | - |
| **Volunteering** | | | | | | | | | | | | |
| Volunteers | N/A | N/A | N/A | 8 | 11 | 12 | 8 | 11 | 14 | 11 | 11 | 13 |
| Volunteer Hours | -19.5% | 33 | 297 | 25 | 29 | 32 | 23 | 35 | 43 | 31 | 29 | 49 |

# Crook County Library
# Weapons in the Library FAQ

## May patrons bring handguns into the building?

Yes, under current State regulations. Individuals with concealed handgun licenses (CHLs) are allowed to take their firearms nearly anywhere, with some exceptions (e.g. courts).

## Do patrons with handguns have to conceal them?

No. While the license is for a "concealed" handgun, state law does not require the person to actually hide their weapon.

## May I ask if someone has a CHL?

Please do not ask whether a patron has a CHL. State law is unclear as to whether anyone other than a law enforcement officer has the right to ask someone if they possess a CHL.

## What about other weapons?

ORS 163.370 forbids people from carrying loaded or unloaded firearms or other "instruments used as dangerous weapons" into public buildings. What constitutes an "instrument used as a dangerous weapon" isn't necessarily clear, but think things like switchblades, long hunting knives, mace/pepper spray, stun guns, clubs, explosives, etc. Holders of CHLs are exempt from this provision in regards to handguns, as are various other logical individuals (e.g. law enforcement).

## What about rifles?

Oregon's CHL laws address handguns, not other types of firearms. Non-handgun firearms may be treated in the same regard as other weapons, discussed above. Oregon law defines a handgun as "any pistol or revolver using a fixed cartridge containing a propellant charge, primer and projectile, and designed to be aimed or fired otherwise than from the shoulder." (ORS 166.210)

## What if the person has firearms or other weapons in their vehicle or on the grounds?

People are allowed to possess firearms and other weapons in their vehicles and on the grounds; the statutes only apply to actually bringing weapons into the building itself. Plus, half our patrons wouldn't come to the library during hunting season in rifles weren't allowed on the grounds. ORS 166.173 authorizes cities and counties to forbid those without CHLs (or other valid exceptions, such as being law enforcement agents) from carrying firearms in "public places", including grounds, but neither Crook County nor the City of Prineville have done that. That being said, if a person has a weapon, handgun or not, on library grounds and is behaving erratically or threateningly, call 911 immediately and do not approach them.

## What should I do if a patron comes into the building with a weapon?

- **If the person is behaving erratically or threateningly:** Call 911 whether they have a handgun or not and do not approach; safety always come first.
- **If they have a rifle:** Call 911 and do not approach. The only exceptions to this are law enforcement and the historic riflemakers who occasionally meet in the meeting rooms.
- **If they have a handgun and are behaving reasonably:** Assume that they have a CHL and do not approach them.
- **If they have a knife and are behaving reasonably:** You may gently approach the person and inform them that weapons are not allowed in the library facility. Feel free to ask the Person in Charge to do this if you're uncomfortable. The vast majority of weapons we've seen in the library are hunting knives, so please remember that usually the individual has made a simple mistake and simply forgot they had a knife hanging from their belt.
- **If they have any other type of weapon, including pepper spray/mace or a stun gun:** Use your judgment, but if scared or in doubt, call 911.

# Crook County Library
# Collection Development Policy

**Approved by the Library Board of Trustees on**

Crook County Library strives to be relevant, accessible, and useful to our community. It is an environment where people come together for lifelong learning, enjoyment, and connection. The library provides free and convenient access to informational, cultural, educational, and recreational materials and resources that appeal to the county's diverse population.

The library aims to provide equitable access to all people. To achieve this goal, library collections must remain current and responsive to the public's needs and easily accessible through current, appropriate, and cost-effective technology.

## Intellectual Freedom

The right to access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution and Article I of the Oregon Constitution. In keeping with those principles, the library favors no viewpoint and endorses the following American Library Association statements:

- Libraries:  An American Value
  http://www.ala.org/advocacy/intfreedom/statementspols/librariesamerican
- Library Bill of Rights
  http://www.ala.org/advocacy/intfreedom/librarybill
- Freedom to Read
  http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement
- Freedom to View
  http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement
- Free Access to Libraries for Minors
  http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries

Except where noted elsewhere in this policy, all materials will be freely and easily accessible to the public. Children are not limited to use of the materials in the children's or young adult areas. Responsibility for a minor's access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that children may use such items.

## Authority

The responsibility for the library collection lies with the Library Director, who may designate other staff to participate in selection tasks. The Library Board of Trustees determines the broad policies for collection development set forth in this document and the Strategic Plan. Collection development procedures and annual goals are determined by staff.

## Principles

The library will provide patrons with a variety of educational, recreational, and cultural materials. These resources will be provided in current, convenient, and cost effective formats. Types of materials may include books, audio, video, magazines, newspapers, digital resources, or other formats deemed of interest to Crook County patrons. The library's collection will include material on many subjects, incorporate various viewpoints, and offer a wide selection of genres, themes, and items of special interest to the community. Emphasis will be placed on obtaining current, popular materials, stimulating children's interest in and appreciation for reading, maintaining a core collection of classic works, serving the informational needs of Crook County, and preserving local history. The library will strive to meet or exceed the "Enhanced" designation for collection development as set forth in the *Standards for Oregon Public Libraries*, published by the Oregon Library Association.

Crook County Library does not endorse particular views, nor does the selection of an item imply endorsement of its content. Each type of material will be considered by its own merit and as a whole, not by selected portions. To encourage diversity, items with minority viewpoints and perspectives will be included. Materials will not be excluded because of any views or characteristics of the creator(s). Staff who select for the collection review items based on the selection criteria delineated below, regardless of the staff member's personal taste. These standards apply equally to purchased and donated materials.

## Selection Criteria and Protocols

Collection materials are selected by trained staff members (selectors). Selectors may consult a variety of resources including but not limited to professional and amateur publications, websites, blogs, reviews, bestseller lists, current media, and local sources. Items will be selected considering the following criteria.

- Local demand;
- Community needs and interests;
- Popularity;
- Artistic, literary, historic, and/or scientific merit;
- Clarity and accuracy;
- Ease of use;
- Availability, format, and durability;
- Budget and space considerations.

In addition to the above criteria, selectors will choose and categorize materials using the following protocols:

- Materials in the children's collection are selected to serve the needs of youth from birth through elementary school age.
- Materials in the young adult collection are selected to serve the needs of individuals from middle school through high school age.
- Selectors will consider Crook County Library's collection as well as those of its resource-sharing partners.
- Suggestions from patrons are welcome and are considered using the standards outlined in this policy.
- The library will acquire materials in languages commonly spoken at home by Crook County patrons, including English and Spanish.
- The library does not select textbooks or other curriculum-related material unless these materials also serve the general public.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.
- The library collection cannot be completely comprehensive. Older titles or titles that do not fit within the criteria of this policy may need to be borrowed from a resource-sharing partner or via interlibrary loan.

## Local and Archival Materials

To preserve the area's unique history and meet the needs of local researchers, the library collects materials pertaining to Oregon and the local area. These items may be kept in protected areas or be restricted to use only in the library. Copies may also be available for checkout. Items in this collection include the following:

- Histories for areas of Oregon east of the Cascades, with special emphasis on Crook County and surrounding areas;
- Materials relevant to the unique commercial, industrial, cultural, and civic enterprises of Crook County and Central Oregon;
- Newspapers within Crook County;
- Directories covering Crook County;
- Yearbooks for schools within Crook County;
- Historical works on Oregon generally;
- Travel guides and resources with historic value that cover Crook County or Central Oregon;
- Documents from governmental entities operating within Crook County or Central Oregon with historical value for library patrons;
- Works in areas useful for genealogical research specific to Crook County and Central Oregon;
- Rare and unusual fiction with historical value for Crook County patrons.

As a rule, the library limits selection to documents pertaining to the local area. Photographs, memorabilia, and other artifacts are collected by the Bowman Museum and Crook County Historical Society.

## Gifts

The Library gratefully accepts gifts of materials for the collection. Donated items are reviewed using the criteria laid out in this policy, the same as for purchased materials. Gifts that are not selected for the collection may be used for other library services or given to the Friends of the Crook County Library to sell, rehome, or otherwise dispense. Proceeds from the Friends' sales are used to benefit the library. Gifts will not be returned to the donor. Donations may be tax-deductible, and the library will issue a receipt upon request but will not appraise gifts. Acknowledgement of donated items for memorial purposes is also available by request.

## Removal, Replacement, and Maintenance

In order to keep the collection vital and useful and to use space efficiently, the library will regularly remove items from the collection that are worn, outdated, of little historical significance, or no longer in demand. All collections are reviewed and revised on an ongoing basis to meet contemporary and future community needs. Library staff use professional judgment and expertise in deciding which materials to retain, replace, repair, or remove.

Withdrawn items in reasonable condition will be used for other library services or given to the Friends of the Crook County Library.

## Request for Reconsideration of Library Material

The Library welcomes patrons to express opinions concerning materials selected or not selected for the collection. If a patron wants to formally question the content or placement of an item in the collection, they should be directed first to the Library Director or Assistant Director.

Patrons who wish to remove or reclassify collection materials must submit the Request for Reconsideration of Library Materials form. The request will be reviewed by a committee consisting of the Library Director, Assistant Director, and other staff responsible for selecting items like the one challenged. Requests will be reviewed based on whether the item in question conforms to the selection criteria outlined in this policy. The Library Director or designee will then respond to the patron challenging the materials. The response will include the committee's decision and the rationale for it. If the patron is unsatisfied with the committee's conclusion, the item will be referred to the Library Board of Trustees for further review.

Materials subject to reconsideration will remain available during the review process.

# Crook County Library
# Collection Development Policy

**Approved by the Library Board of Trustees on ~~July 10, 2014~~**

~~The library serves all the residents of Crook County. The city of Prineville is the main population center, but a significant portion of the county population lives in unincorporated communities such as Powell Butte, Juniper Canyon, Post, and Paulina. The library's main facility is located on the northern edge of Prineville with plentiful parking and connection to some residential areas. However, it is not considered to be centrally located in town and does not receive much foot traffic from children.~~

~~Since 2005 the library has provided some outreach service to outlying areas using a bookmobile. During the economic downturn in 2010 bookmobile service was reduced from two days a week year round to one day a week during the nine months of the school year.~~

~~Compared to Oregon and the US, county demographic information reveals a high percentage of residents 65 years and older (21.3%), a lower percentage of residents with a bachelor's degree or higher (15.7%), and a lower percentage of residents of Hispanic and Latino origin (7.3%).~~

~~Library users are enthusiastic and supportive of the library and according to a 2012 2016 survey many of them visit the library several times a week. Judging by circulation activity, patron survey information, and reference staff reports patrons need access to a wide variety of educational, recreational, and cultural materials. Unemployment and poverty in the community may reduce the percentage of the population who own popular digital devices but these factors make it even more important that the library offer free access to digital information, digital technology, and high speed Internet.~~

**Comment [JFS1]:** I don't know if this is from the 2010 Census or what.

**Comment [JFS2]:** We were totally using this to justify inaction re: our Spanish-language resources.

**Comment [JFS3]:** I'm of mixed opinion re: how much of this is truly relevant to collection development in the policy sense. How much of a statement of justification/community profile do we really need?

**Comment [Buzzy4]:** This all seems pretty unnecessary to me. Plus, this info will change all the time.

## ~~Library Vision~~

~~The~~ Crook County Library ~~is~~ strives to be relevant, accessible, and useful to our community. It is an environment where people come together for lifelong learning, enjoyment, and connection. The library provides free and convenient access to informational, cultural, educational, and recreational materials and resources that appeal to the county's diverse population.

The library aims to provide equitable access to all people. To achieve this goal, library collections must remain current and responsive to the public's needs and easily accessible through current, appropriate, and cost-effective technology.

~~Library Mission~~

~~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.~~

## Intellectual Freedom

The right to ~~read and~~ access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution and Article I of the Oregon Constitution. In keeping with those principles, the library favors no viewpoint and endorses the following American Library Association ~~documents~~statements~~,~~: ~~listed here and also found in Appendix C.~~

Comment [JFS5]: Since these are easily found online, I'm in favor of removing the appendices.

**Comment [Buzzy6]:** Agreed. I think it might be worth linking to them on our policies page, though.

- Libraries:  An American Value
  http://www.ala.org/advocacy/intfreedom/statementspols/librariesamerican
- Library Bill of Rights
  http://www.ala.org/advocacy/intfreedom/librarybill
- Freedom to Read
  http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement
- Freedom to View
  http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement
- Free Access to Libraries for Minors
  http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries

Except ~~for the collections~~where noted elsewhere in this policy, all materials will be freely and easily accessible to the public. Children are not limited to use of the materials in the children's or young adult areas. Responsibility for a minor's access to the collection rests solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that children may use such items.

## ~~Collection Development Goals~~

## ~~Collection Development~~ Authority

The responsibility for the library collection lies with the Library ~~d~~Director, who may designate ~~one or more qualified~~other staff ~~members~~ to participate in selection tasks. The Library Board of Trustees determines the broad policies for collection development set forth in this document and the Strategic Plan. ~~The director may delegate the management of youth collection development to the youth and adult services librarian.~~ Collection development procedures and annual ~~Annual collection development~~ goals ~~related to the Strategic Plan and collection development procedures for staff are presented in separate procedural documents and routine forms are appended to this document and may be amended without Library Board approval~~are determined by staff. ~~All staff members and library patrons are encouraged to recommend materials for consideration as well.~~

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*Collection Development Policy*    *2REVISION DRAFT ~~July 10, 2014~~2017.2.15 JFS2017.04.03 buzzy*

Attachment 7.a.2                                                                                      31

## Principles ~~of Collection Development~~

The library will provide ~~all~~ patrons with ~~identify, obtain, and make easily available to all patrons~~ a wide variety ~~wealth~~ of educational, recreational, and cultural materials. These resources will be provided in ~~the most~~ current, convenient, and cost effective format~~s~~. Types of materials may include books, audio, video, magazines, newspapers, digital resources, or other formats deemed of interest to Crook County patrons. The library's collection will include material on ~~most~~ many subjects, incorporate various viewpoints, and offer a wide selection of genres, themes, and items of special interest to the community. Emphasis will be placed on obtaining current, popular materials, stimulating children's interest~~s~~ in and appreciation for reading, ~~and~~ maintaining a core collection of classic works, ~~foundational texts in nonfiction topics fulfilling the basic needs of the community~~serving the informational needs of Crook County, ~~and~~ preserving local history. The library will strive to meet or exceed the "Enhanced" designation for collection development as set forth in ~~section D: Materials, of~~ the *Standards for Oregon Public Libraries*, published by the Oregon Library Association.

Crook County Library does not endorse particular ~~beliefs or~~ views, nor does the selection of an item imply endorsement of ~~the~~its ~~viewpoint of the author or~~ content ~~of the item~~. Each type of material ~~must be~~will be considered ~~in terms of~~by its own merit and ~~considered~~ as a whole, not by selected ~~passages or~~ portions. To ~~develop and maintain a~~encourage diversit~~y~~e ~~collection~~, items ~~that represent~~with minority viewpoints~~, opinions~~ and perspectives will be included. ~~Library m~~Materials ~~shall~~ will not be excluded because of ~~the political, social or religious~~ any views or characteristics of the ~~author~~creator(s) ~~or artist~~, ~~or due to characteristics that make them part of a protected class under Federal or Oregon state law. (More information: http://www.oregon.gov/boli/CRD/pages/c_crprotoc.aspx.)~~ ~~Selectors~~ Staff who select for the collection ~~consider prospective additions to the collection~~review items based on the selection criteria delineated below, regardless of ~~their~~ the staff member's personal taste. These standards apply equally to purchased and donated materials.

## ~~Reviews~~~~Collection Development Resources~~Selection Criteria and Protocols

Collection materials are selected by trained staff members (selectors). Selectors ~~will~~may consult a variety of ~~collection development~~ resources ~~in the course of their duties~~ including but not limited to professional and amateur publications, websites, blogs, reviews, bestseller lists, current media, and local sources. Items will be selected considering the following criteria. ~~Reviews in professionally recognized publications are a primary source for materials selection. Examples of such sources include *Library Journal, Booklist, Publisher's Weekly, School Library Journal, Video Librarian, Metacritic,* and *AllMusic.* Other sources,~~Other sources considered include, but are not limited to, ~~including recommended title~~bestseller lists, awards and best-of lists, ~~lists,~~ publisher and distributor catalogs, reviews published in popular periodicals or online, blogs, and expert recommendations. ~~newspaper reviews, or expert recommendations may be used.~~

**Comment [JFS7]:** Is "curated" a loaded word in this context?

**Comment [JFS8]:** The link seems to deal almost completely with employment law. Are there laws we need to be citing around this issue?

## Criteria *(no priority implied)*

- Local demand;
- Item meets or anticipates the Community needs and interests of the community;.
- Item appears on bestseller lists or is highlighted by popular mediaPopularity;.
- Popular Local demand forappeal of an author or series;.
- Encourages the enjoyment of reading;.
- Artistic, literary, historic, and/or scientific merit;.
- Contemporary significance.

- Item supplements, expands on, or supports the existing collection, including collections at Jefferson and Deschutes County libraries;.
  Accuracy of content and competence of author;.
- Clarity and accuracy of information;.
- Ease of use;
- Availability, format, and durability;.
- Budget and space considerations..

In addition to the above criteria, selectors will choose and categorize materials using the following protocols:

## Patron Suggestions

Purchase suggestions from patrons are welcome and are considered using the standards outlined in this policy.

## Protocols

- Books, audiobooks, music, and movies, and periodicals designated for locationlocated in the children's roomMaterials in the children's collection are selected to serve the needs of children youth from birth through elementary school age.
- Books, s and audiobooks, and periodicals designated for locationlocated in the young adult roomMaterials in the young adult collection are selected to serve the needs of young peopleindividuals from middle school through high school age. Music and movies selected for young adults will be designated for location in the general adult collections.
- Selectors will consider Crook County Library's collection as well as those of its resource-sharing partners.
- Suggestions from patrons are welcome and are considered using the standards outlined in this policy.
- The library will acquire materials in languages commonly spoken at home by Crook County patrons, including English and Spanish.
- The library does not select attempt to acquire textbooks or other curriculum-related material unless such these materials also serve the general public.

**Comment [Buzzy9]:** Why did you take this out?

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- The library makes a special effort to select and retain items of local significance and history. Access to individual local history items may be restricted depending on their age, rarity, or condition. The library does not select other archival materials.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.
- 
- Since the The library collection cannot be completely comprehensive,. Older titles or titles that do not fit within the criteria of this policy may need to be borrowed from another librarya resource-sharing partner or via interlibrary loan.older series titles or esoteric titles may need to be borrowed from another library.
- 

## Digital Resources

The library offers access to downloadable e-books and audiobooks through a contract with Deschutes Public Library. Deschutes Public Library holds the sole responsibility for selection of this digital collection.

The library makes available to patrons Kindle e-readers that are pre-loaded with adult, young adult, and children's titles. Criteria: titles are selected to provide examples of popular fiction from a variety of genres and a small selection of popular nonfiction. E-reader title collections will be reviewed by assigned staff on at least an annual basis and items added or deleted according to this criteria.

## Online Research Tools

The library will facilitate access to databases, reference tools, and other learning and research tools. Subscriptions will be selected based on patron need, usability, authority, and cost.

## Hot Titles

The library selects extra copies of items which are in may be in especially high demand for location in the Hot Title collection. Hot Titles have a seven day checkout, cannot be reserved or renewed, and begin accruing fines immediately after their due datehave no grace period. Any item, regardless of format or designated location, may be selected as a Hot Title. Once demand subsides, items are moved into the general collection or removed.

> **Comment [Buzzy10]:** I don't think this belongs in this policy. It's more of a circulation issue.

## Non-English Language Materials

Spanish-language books, audiobooks, movies, and magazines are selected for location in the adult and children's areas utilizing the same process outlined in this policy. At this time, no other non-English language materials are actively selected.

## Patron Suggestions

Purchase suggestions from patrons are welcome and are considered using the standards outlined in this policy.

## Local and Archival Materials

To preserve the area's unique history and meet the needs of local researchers, the library collects materials pertaining to Oregon and the local area. These items may be kept in protected areas or be restricted to use only in the library. Copies may also be available for checkout. Items in this collection include the following:A small collection of archival materials of local historical value is kept in a locked cabinet near the circulation desk. This collection is not being actively developed. Access to the items in this collection is determined on a case-by-case basis by the Library Director.

- Histories for areas of Oregon east of the Cascades, with special emphasis on Crook County and surrounding areas;
- Materials relevant to the unique commercial, industrial, cultural, and civic enterprises of Crook County and Central Oregon;
- Newspapers within Crook County;
- Directories covering Crook County;
- Yearbooks for schools within Crook County;
- Historical works on Oregon generally;
- Travel guides and resources with historic value that cover Crook County or Central Oregon;
- Documents from governmental entities operating within Crook County or Central Oregon with historical value for library patrons;
- Works in areas useful for genealogical research specific to Crook County and Central Oregon;
- Rare and unusual fiction with historical value for Crook County patrons.

As a rule, the library limits selection to documents pertaining to the local area. Photographs, memorabilia, and other artifacts are collected by the Bowman Museum and Crook County Historical Society.

## Access

Except for the collections noted elsewhere in this policy, all materials will be freely and easily accessible to the public. Users are free to select or reject for themselves or their own children any item in the collection. Children are not limited to use of the materials in the children's or young adult areas. Responsibility for a child's selection or reading rests solely with their parent or guardian. The library will not limit access to materials based on content, and selection will not be inhibited by the possibility that children may inadvertently use such items.

## Gifts

The Library gratefully accepts gifts of materials for the collection. Donated items are reviewed using the criteria laid out in this policy, the same as for purchased materials using the same selection criteria that are applied to purchased materialsThe library gladly accepts gifts of library materials with the understanding that gift items will be subject to the same selection criteria as purchased items. Gifts that are not selected for the collection may be used for other library services or given to the Friends of the Crook County Library to sell, rehome, or otherwise dispense. Proceeds from the Friends' sales are used to benefit the library. sold for the benefit of the library by the Friends of the Library, added to the paperback exchange or Little Free Libraries, or discarded; theyGifts will not be returned to the donor. The library will not appraise gifts. Gift receipts in which the donor can indicate the number and type of items being donated are available upon request. Donations may be tax-deductible, and the library will issue a receipt upon request but will not appraise gifts. Acknowledgement of donated items for memorial purposes is also may be available by request.

## DeselectionRemoval, Replacement, and Maintenance

In order to keep the collection vital and useful and to minimize space limitationsuse space efficiently, the library will regularly remove items from the collection that are worn, outdated, of little historical significance, or no longer in demand. All collections are reviewed and revised on an ongoing basis to meet contemporary and future community needs. Library staff use professional judgment and expertise in deciding which materials to retain, replace, repair, or deselectremove.

Withdrawn items in undamaged and completereasonable condition will be used for other library services or given to the Friends of the Crook County Library.may be sold for the benefit of the library by the Friends of the Library.

## Request for Reconsideration of Library Material

A singular obligation of a public library is to reflect within its collection differing points of view and a diversity of opinion and experience. Some materials may be offensive to individuals or groups because of individual perceptions of profanity, human sexuality, social, economic, and political ideas, religious viewpoints, the background of the author, or the kind of information provided. However, these items may be meaningful and significant to other users. Crook County Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author or content of the item. The library's role is to provide materials which will allow individuals to freely examine issues and make their own decisions. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered or removed from free access to patrons.

The Library welcomes expressions of opinion from patrons to express opinions concerning materials selected or not selected for the collection. If a patron wants to formally questions the content or

**Comment [JFS11]:** Let's not beat around the bush here

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**Comment [JFS12]:** This info is important, but it's covered by the ALA statements.

**Comment [JFS13]:** This info is covered elsewhere in the policy.

placement of an item in the collection, ~~he/she should first address the concern with a Library staff member~~they should be directed first to the Library Director or Assistant Director.

Patrons who wish to remove or reclassify collection materials ~~continue their request for reconsideration of library material may submit~~must submit the Request for Reconsideration of Library Materials form. The request will be reviewed by a committee consisting of the Library Director, Assistant Director, and other staff responsible for selecting items like the one challenged. Requests will be reviewed based on whether the item in question conforms to ~~County residents who express concerns about the presence of an item in the collection are given serious consideration. Such a concern expressed to a library staff member will be referred to the Library Director.~~

~~Items may be removed from the collection under the following conditions:~~

~~The library director or designee approves removal or relocation after review of an item determines that it does not meet~~ the selection criteria outlined in this policy. The Library Director or designee will then respond to the patron challenging the materials. The response will include the committee's decision and the rationale for it. If the patron is unsatisfied with the committee's conclusion, the item will be referred to the Library Board of Trustees for further review.

~~The Library Board of Trustees cast a majority vote to remove an item they agree does not meet the selection criteria outlined in this policy.~~ Patrons who wish to appeal a selection decision to the Board must submit a letter to be considered at the next scheduled board meeting, or by requesting, at least three work days in advance, to be on the agenda of the next scheduled board meeting. The Library Board will consider the individual's appeal and the staff recommendation and may either make a final decision at that meeting, or postpone a final decision pending further review.

Material(s) subject to reconsideration will remain available ~~in the collection~~ during the review process.

~~Items may be removed from the collection under the following conditions:~~

~~1. The library director approves removal after review of an item determines that it does not meet the selection criteria outlined in this policy.~~

~~2. The library trustees cast a majority vote to remove an item they agree does not meet the selection criteria outlined in this policy.~~

~~Upon request, the individual will be supplied with a copy of the Collection Development Policy, including the "Request for Reconsideration of Library Materials" form. If desired, a Crook County Library resident may complete this form and return it to the library. The Library Director will examine the item in question and determine whether it conforms to the standards of this policy. The Library Director will communicate this determination to the individual.~~

~~If the individual is not satisfied with the Library Director's decision, they may make an appeal to the Library Board by either submitting a letter to be considered at the next scheduled board meeting, or by requesting, at least three work days in advance, to be on the agenda of the next scheduled board meeting. The Library Board will consider the individual's appeal and the staff recommendation and may~~

either make a final decision at that meeting, or postpone a final decision pending further review. Material(s) subject to reconsideration will remain available in the collection during this process.

Revision

The Collection Development Policy will be periodically reviewed by the Library Director and the Crook County Library Board.

Appendices

Appendix A:  American Library Association documents
- Libraries:  An American Value
- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement
- Free Access to Libraries for Minors Statement

Appendix B:  Purchase Suggestion Form
Appendix C:  Gift Receipt Form
Appendix D:  Request for Reconsideration of Library Material Form
Appendix E:  Collection Development Annual Goals and Staff Procedures


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# Memo

**To:** Judge Seth Crawford and Treasurer Kathy Gray

**From:** Buzzy Nielsen, Library Director

**Date:** March 31, 2017

**Re:** Budget explanation and narrative

**Attach:** Budget proposal, organizational chart

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Attached please find my budget proposal for FY 2018, including the library's General Fund (101-3000), Grants/Donations (Fund 330), and Children's Services (Fund 331). This budget was crafted with insight from library staff and the Library Board of Trustees and keeps with the County and Library strategic plans. Below, I describe the rationale for the proposal, tackling the smaller funds first. You'll find the narrative at the end of the document.

*Children's Services Fund (331)*

This fund was created and has been used solely for an annual grant we receive from the Oregon State Library: Ready to Read. We use the grant to support the children's portion of our annual Summer Reading Program. To simplify accounting, we propose merging this fund into the Grants/Donations Fund. The State Library confirmed that we are not required to have a separate fund for this grant as long as we can independently track income and purchases. The grant already has dedicated revenue and expenditure lines (34-00 and 30-12 respectively). Those line items have been transferred to Grants/Donations. Kathy and I have already spoken and decided that monies remaining in this fund at the end of FY 2017 will be transferred to Grants/Donations.

*Grants/Donations Fund (330)*

The Grants/Donations Fund is where all donations and grants go, including the over $20,000 the Friends of the Crook County Library give us annually. For simpler accounting, we propose changing and removing, and adding a few line items:

- Green highlights: These are new line items. They include the two line items being merged from Children's Services Fund (the "State Grants" revenue line and "Ready to Ready Grant" expenditure line). We've also added a line for contract services, which I'll explain below.

- Red highlights: We propose eliminating these funds by merging them into other funds. Previously, we had two sets of line items we used to put on programs - "Programs – Adult" & "Programs – Youth" – and two sets used to purchase physical collection materials - "Materials – Adult Collection" & "Materials – Youth Collection". Having these as separate lines is not helpful. We already track these expenditures much more granularly. For instance, we record whether youth programs are for children or teens. For materials, each part of the collection (e.g. adult audiobooks, teen fiction, children's movies) has its own budget. Having two line items just makes paying invoices more complicated.

- Blue highlights: These are funds I would like to rename and into which we will merge the eliminated line items. The "Programs and Outreach" line (previously "Programs – Adult") will include monies for all programs and the "Collection Development" line will include all physical materials purchases except magazines and newspapers.

Other than these administrative changes, there are few substantive changes in this fund. Friends of the Library monies are used to support the Summer Reading Program and other programs, materials, equipment, furniture, and electronic resources. The budget reflects this. We added a new line item, "Contract Services", because we applied for a grant from Facebook to hire a social worker to visit the library 4 hours per week to serve patrons. Should we receive this grant, we would expense it out of "Contract Services". Staff also have ideas of other grants to pursue, such as program grants from the American Library Association.

*General Fund (101-3000)*

The General Fund reflects the vast majority of what the library does and is primarily funded through County General Fund allocations. Other revenue comes from fines and fees (printouts, lost materials charges, etc.) and a federal distribution of E-Rate funds, used by schools and libraries to compensate them for telecommunications costs. The Library's portion is used to cover telephone costs. We keep fines and fees revenue at status quo as we are slightly underbudget in many of these categories. With the advent of credit card sales in January, we anecdotally have seen increased sales. However, to be conservative, we do not assume that trend will continue.

Personal Services costs are left untouched from what Kathy proposed. We look forward to the County's upcoming compensation study, however, as we feel that we have several positions that are underfunded compared to peer institutions.

As in the Grants/Donations Fund, we would like to change some line items in the General Fund.

- Green highlight: This line is borrowed from the IT budget. We will use it to pay for internal software that's only used for by staff, such as our enhanced book review product and scheduling software. These funds previously came out of "Electronic Media", but we're trying to better differentiate between staff- and public-focused electronic resources by putting them in separate lines.

- Red highlights: We proposed eliminating these lines. The "Programs – Youth" and "Materials – Youth Collection" lines were explained above. We'd like to merge "Processing/Repair Supplies" with "Office Supplies". The line was used to track expenses for preparing books, DVDs, and other materials for public use, but it overlaps a lot with office supplies. "Materials – Digital Media" was used to pay for our e-book

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and e-audio service OverDrive. We feel this line item would be better reflected in the "Electronic Media" line item, where we pay for other public-focused electronic resources such as our online language learning and auto repair tools. Thus, "Electronic Media" would be electronic resources aimed at the public while "Software Maintenance and Systems" would be for resources for staff.

- Blue highlights: These two lines were explained above in Grants/Donations.

The FY 2018 Materials and Services budget reflects the library's shift to outreach and programs, as called for by the library's strategic plan. I'll explain significant changes in lines below.

- Programs and Outreach: We have dramatically increased our programming efforts, both in and out of the library. Statistics show that the public welcomes this change. 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. We propose increasing this line item to help us offer more and better programs.

- Credit card charges: This line is new as of mid-FY 2017. It's where fees for our use of the Square credit card payment system go. Currently, we are charged 2.75% per transaction. This amount equates to around $7,000 in credit card sales, a high estimate.

- Resource sharing: We request a slight increase in this line item in anticipation of become a participating library on a tri-state courier system that will reduce postage and staff time associated with interlibrary loans from outside of Central Oregon.

- Motor Pool Charges: The significant rise in this line accounts for increased outreach in outlying areas of the County and school district such as Powell Butte, Paulina, and Brothers.

- Collection Development: Together with programs and outreach, collection development is the core of what we do. The collection has many weak spots, especially nonfiction. Currently, we rely heavily on items from our partners in Deschutes and Jefferson Counties. This 11% increase will allow us to focus on plugging some of these gaps and help address the needs of our local patrons.

- Electronic Media: As noted above, this line item will be used for all digital materials intended for public use: OverDrive (our e-book and e-audio service), Auto Repair Reference Center, Rocket Languages, etc. OverDrive use has been increasing about 10% over last year. Deschutes Public Library charges us $1 per checkout for OverDrive (which is a good deal), so we've worked that increase into this line. We also have budgeted to purchase new electronic resources, likely an online genealogy program or children's e-books.

- Telephone: We reduced this line item because all of managers are switching to stipends rather County-provided phones, which will save us about $60 per month. Most of this line item is reimbursed through E-Rate.

- Promotion and Publicity: The library now has several vibrant programs, resources, and digital tools. However, our small publicity budget hampers our ability to get the word out. The additional $1,000 will allow us to advertise more, including at the movie theater as well as with attractive print brochures, rack cards, and handouts.

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You likely have noticed that our proposed expenditures are $10,000 higher than our proposed revenues. We really appreciate the increase you've given us to our General Fund allocations. However, the Library Board of Trustees requests an additional $10,000 so that we can enhance direct service to patrons in the following ways:

- $2,000 to Programs and Outreach (for additional programs);

- $2,000 to Equipment Repairs/Maintenance (for new furniture);

- $4,000 to Collection Development (for additional collection materials);

- $1,000 to Electronic Media (for an additional children's resource);

- $500 to Periodicals (for additional magazines and newspapers);

- $500 to Promotion and Publicity (for additional advertising efforts).

This additional $10,000 will have a direct impact on the service we provide to the public and especially will help us provide more resources that the public has been requesting.

*Other library items*

There are some other projects proposed in other departments budget that benefit the library:

- Maintenance: The Maintenance Department is budgeting for replacing more condensing units at the library, since they're starting to fail, as well as replacing thermostats and improving lighting efficiency.

- IT: IT has proposed replacing our phones with a VOIP system, along with the rest of the County, as well as running a fiber optic line between the library and County servers to replace our inefficient over-the-air connection.

*Narrative*

For the narrative, I used the Deschutes County and Deschutes Public Library budgets as models. I did not populate tables or charts and did not carefully format the narrative, as I thought these elements would be added later. If that isn't the case, please let me know.

I was unable to find defined performance measures for the County, so I used the current strategic plan and pulled out goals pertinent to the Library. Where possible, I added relevant output measures. I'm happy to send photos of library events and services as well, if you'd like to incorporate them into the budget document.

I hope that the narrative and budget sheets are what you intended. If not, please let me know and I'll be happy to fix them. Please let me know if you have any further questions.

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# Narrative

## *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.

## *Success and Challenges*

### *Success in the Past Year*

#### 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 storytimes 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

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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 upkeeps 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.

*Significant Issues in the Year Ahead*

- 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

- 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.

- 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.

- 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.

- 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.

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- 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.

*Fiscal Issues and Conditions*

Funding for the Library comes primarily from the County's General Fund (x%), grants and donations (y%), and miscellaneous fines and fees (z%). 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 now that patrons have more convenient payment options.

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.

### Organizational Chart

See attached.

### Performance Management

*County Goal #7:Foster lifelong learning, recreational opportunities, culture, and appreciation of our history.*

Objective 7.1: Support activities and projects that encourage participation in the rich history and culture of the area.

Strategy 7.1a: Leverage resources and support community connectedness through library, historical, and extension programs and partnerships.

| Output | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 (YTD Feb) |
|---|---|---|---|---|---|
| Meetings hosted | 665 | 695 | 756 | 986 | 622 |
| Programs (onsite & outside) | 286 | 343 | 220 | 201 | 231 |
| Program attendance | 6,390 | 8,840 | 8,096 | 5,155 | 10,598 |
| Adult summer reading participation | 91 | 220 | 258 | 322 | 259 |

Objective 7.2: Support activities and projects that support literacy and lifelong learning in residents of all ages.

Strategy 7.2a: Incorporate elements of the library strategic plan including improving access, expanding partnership base, and identifying and enhancing programming.

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

Objective 7.3: Support and encourage the youth of our community.

Strategy 7.3.a: Support increasing the number of children and teens engaged in free or low-cost educational classes and activities during the summer and out of school.

| Output | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 (YTD Feb) |
|---|---|---|---|---|---|
| Kids programs (onsite & outside) | 249 | 286 | 159 | 144 | 182 |
| Kids program attendance | 5,921 | 8,187 | 7,314 | 4,380 | 9,493 |
| Kids summer reading participation | 237 | 286 | 333 | 364 | 297 |
| Teen programs (onsite & outside) | 32 | 38 | 35 | 31 | 29 |
| Teen program attendance | 337 | 407 | 412 | 363 | 489 |
| Teen summer reading participation | 41 | 69 | 85 | 86 | 83 |

Objective 7.4: Support activities and programs that showcase the farming, ranching skills, and heritage of our community.

Strategy 7.4a: Supports activities and projects that encourage participation in the rich history and culture of the area.

| Output | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 (YTD Feb) |
|---|---|---|---|---|---|
| Items in local history collection | 0 | 0 | 0 | 0 | 337 |

**Library Grants/Donations (Fund 330)**

Grants and donations are managed through the Library Grants/Donations Fund. These funds are used for special projects and programs such as new equipment and furniture, materials for the digital and physical collections, and library programs. The over $20,000 raised by the Friends of the Crook County Library are spent via this fund as well. The Friends are one of the largest donors to the Library's annual Summer Reading Program and almost completely sponsor the adult and teen portions of it.

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For 2017-18, staff anticipate applying for external grants to help bolster library programs and services, including new adult programming and providing a licensed social worker for library patrons.

To simplify the budget, the Children's Services Fund (see below) is being merged into the Grants/Donations Fund. Those monies are used to support the children's portion of the Summer Reading Program.

**Children's Services (Fund 331)**

The Children's Services Fund was created solely to house funds from the Oregon State Library's Ready to Read grant. This grant is given annually to all public libraries in the state to use either for children's summer reading programs or early literacy efforts. Historically, Crook County Library has used the funds for summer reading, which serves an important function in helping prevent summer learning loss. The Grants/Donations Fund will absorb the Ready to Read grant in FY 2018 to simplify accounting.

| Account Number | Department | Division | CATEGORY | DESCRIPTION | 2014/15 ACTUAL | 2015/16 ACTUAL | 2016/2017 Budget | 2016/17 YTD | 2017/18 PROPOSED |
|---|---|---|---|---|---|---|---|---|---|
| 101-3000-300.01-01 | LIBRARY | LIBRARY | BEGINNING BALANCE | | 0.00 | 0.00 | 0.00 | 0.00 | 429,296.00 |
| 101-3000-329.42-18 | LIBRARY | LIBRARY | PERMITS,LICENSES,FEES | PHOTOCOPY FEES | 6,052.12 | 6,398.78 | 6,000.00 | 2,947.50 | 6,000.00 |
| 101-3000-329.42-39 | LIBRARY | LIBRARY | PERMITS,LICENSES,FEES | NONRESIDENT REGISTRATIONS | 570.00 | 945.00 | 700.00 | 585.00 | 700.00 |
| 101-3000-329.50-19 | LIBRARY | LIBRARY | PERMITS,LICENSES,FEES | FINES | 6,504.08 | 6,915.34 | 6,000.00 | 3,555.51 | 6,000.00 |
| 101-3000-329.50-20 | LIBRARY | LIBRARY | PERMITS,LICENSES,FEES | LOST OR DAMAGED | 1,992.75 | 2,593.67 | 2,500.00 | 1,520.22 | 2,500.00 |
| 101-3000-343.43-24 | LIBRARY | LIBRARY | OTHER CHARGES | MERCHANDISE | 125.00 | 117.10 | 175.00 | 59.00 | 125.00 |
| 101-3000-343.43-25 | LIBRARY | LIBRARY | OTHER CHARGES | CARD REPLACEMENT | 185.00 | 238.00 | 200.00 | 89.00 | 200.00 |
| 101-3000-345-45-21 | LIBRARY | LIBRARY | COMMUNITY REVENUE | FRIENDS OF LIBRARY SALES | 716.50 | (156.50) | | (69.99) | 0.00 |
| 101-3000-360-60-03 | LIBRARY | LIBRARY | REIMBURSED REVENUE | REIMBURSED ITEMS | 10.00 | 10.00 | | 0.00 | 0.00 |
| 101-3000-360-60-13 | LIBRARY | LIBRARY | REIMBURSED REVENUE | CASHIER ADJUSTMENT | 10.24 | 2.10 | | 1.66 | 0.00 |
| 101-3000-360-60-51 | LIBRARY | LIBRARY | REIMBURSED REVENUE | E-RATE INTERNET REIMB | | | | 2,295.39 | 2,500.00 |
| 101-3000-390.90-03 | LIBRARY | LIBRARY | PROPERTY TAXES | CURRENT YR PROPERTY TAXES | 0.00 | 0.00 | 0.00 | 0.00 | 348,914.00 |
| | | | **TOTAL REVENUE** | | **16,165.69** | **17,063.49** | **15,575.00** | **10,983.29** | **796,235.00** |
| 101-3000-510.01-17 | LIBRARY | LIBRARY | PERSONNEL SERVICES | DEPARTMENT HEADS | 59,210.43 | 66,088.12 | 63,283.00 | 27,376.94 | 65,194.00 |
| 101-3000-510.01-22 | LIBRARY | LIBRARY | PERSONNEL SERVICES | ASST/TECH/COORD/CLERK | 283,977.59 | 347,246.82 | 352,502.00 | 191,954.00 | 364,159.00 |
| 101-3000-510.01-28 | LIBRARY | LIBRARY | PERSONNEL SERVICES | MAINTENANCE | 16,265.06 | 14,971.81 | 24,524.00 | 13,181.46 | 25,775.00 |
| 101-3000-510.01-32 | LIBRARY | LIBRARY | PERSONNEL SERVICES | EXTRA HELP | 3,775.60 | 583.27 | 1,616.00 | 258.24 | 1,616.00 |
| 101-3000-510.02-01 | LIBRARY | LIBRARY | PERSONNEL SERVICES | FICA | 26,537.62 | 30,972.26 | 33,807.00 | 16,716.65 | 34,941.00 |
| 101-3000-510.02-02 | LIBRARY | LIBRARY | PERSONNEL SERVICES | WORKERS COMPENSATION | 1,527.86 | 1,468.31 | 3,105.00 | 1,009.80 | 2,957.00 |
| 101-3000-510.02-03 | LIBRARY | LIBRARY | PERSONNEL SERVICES | HEALTH INSURANCE | 62,522.20 | 78,927.23 | 114,787.00 | 53,526.47 | 101,552.00 |
| 101-3000-510.02-04 | LIBRARY | LIBRARY | PERSONNEL SERVICES | LIFE INSURANCE/LTD | 896.04 | 1,020.14 | 1,525.00 | 680.54 | 1,566.00 |
| 101-3000-510.02-05 | LIBRARY | LIBRARY | PERSONNEL SERVICES | UNEMPLOYMENT | 6,575.47 | 4,564.33 | 4,861.00 | 232.71 | 5,024.00 |
| 101-3000-510.02-06 | LIBRARY | LIBRARY | PERSONNEL SERVICES | 401K RETIREMENT | 15,750.00 | 18,577.64 | 39,000.00 | 16,036.18 | 39,000.00 |
| | | | **PERSONNEL SERVICES TOTAL** | | **477,037.87** | **564,419.93** | **639,010.00** | **320,972.99** | **641,784.00** |
| 101-3000-520.05-30 | LIBRARY | LIBRARY | MATERIALS & SERVICES | POSTAGE | 179.61 | 53.53 | 100.00 | 10.09 | 200.00 |
| 101-3000-520.05-74 | LIBRARY | LIBRARY | MATERIALS & SERVICES | PROGRAMS AND OUTREACH | 1,322.20 | 487.32 | 1,500.00 | 743.68 | 8,000.00 |
| 101-3000-520.05-75 | LIBRARY | LIBRARY | MATERIALS & SERVICES | PROGRAMS - YOUTH | 856.85 | 962.95 | 1,500.00 | 300.60 | 0.00 |
| 101-3000-520.05-89 | LIBRARY | LIBRARY | MATERIALS & SERVICES | CREDIT CARD CHARGES | | | | 11.17 | 200.00 |
| 101-3000-520.10-06 | LIBRARY | LIBRARY | MATERIALS & SERVICES | COLLECTION AGENCY EXPENSE | 1,253.00 | 1,217.20 | 1,500.00 | 742.85 | 1,500.00 |
| 101-3000-520.10-07 | LIBRARY | LIBRARY | MATERIALS & SERVICES | COPY MACHINES | 5,354.03 | 2,377.46 | 3,500.00 | 1,122.15 | 3,000.00 |
| 101-3000-520.10-25 | LIBRARY | LIBRARY | MATERIALS & SERVICES | OFFICE SUPPLIES | 2,607.37 | 3,957.26 | 4,000.00 | 1,666.48 | 10,226.00 |
| 101-3000-520.20-07 | LIBRARY | LIBRARY | MATERIALS & SERVICES | BOOKMOBILE MAINTENANCE | 1,323.10 | 1,311.03 | 1,000.00 | 456.20 | 1,000.00 |
| 101-3000-520.20-19 | LIBRARY | LIBRARY | MATERIALS & SERVICES | EQUIPMENT REPAIRS/MAINT. | 6,564.19 | 2,647.12 | 11,700.00 | 1,398.62 | 9,000.00 |
| 101-3000-520.20-43 | LIBRARY | LIBRARY | MATERIALS & SERVICES | RESOURCE SHARING | 5,998.79 | 6,387.51 | 6,900.00 | 6,587.05 | 7,400.00 |
| 101-3000-520.25-08 | LIBRARY | LIBRARY | MATERIALS & SERVICES | MOTOR POOL CHARGES | 343.50 | 117.50 | 750.00 | 769.50 | 3,025.00 |

| Account Number | Department | Division | CATEGORY | DESCRIPTION | 2014/15 ACTUAL | 2015/16 ACTUAL | 2016/2017 Budget | 2016/17 YTD | 2017/18 PROPOSED |
|---|---|---|---|---|---|---|---|---|---|
| 101-3000-520.30-04 | LIBRARY | LIBRARY | MATERIALS & SERVICES | PROCESSING/REPAIR SUPPLIE | 7,951.77 | 6,300.44 | 7,500.00 | 1,759.48 | 0.00 |
| 101-3000-520.30-05 | LIBRARY | LIBRARY | MATERIALS & SERVICES | COLLECTION DEVELOPMENT | 42,009.91 | 44,100.88 | 39,000.00 | 16,904.45 | 70,000.00 |
| 101-3000-520.30-06 | LIBRARY | LIBRARY | MATERIALS & SERVICES | MATERIALS-DIGITAL MEDIA | 9,052.00 | 15,890.23 | 24,000.00 | 23,731.12 | 0.00 |
| 101-3000-520.30-07 | LIBRARY | LIBRARY | MATERIALS & SERVICES | MATERIALS-YOUTH COLLECTIN | 24,617.35 | 21,808.55 | 24,000.00 | 9,443.17 | 0.00 |
| 101-3000-520.30-08 | LIBRARY | LIBRARY | MATERIALS & SERVICES | BOOKS/PERIODICALS/PUBLICA | 5,704.58 | 5,561.16 | 5,000.00 | 4,005.70 | 5,500.00 |
| 101-3000-520.30-09 | LIBRARY | LIBRARY | MATERIALS & SERVICES | ELECTRONIC MEDIA | 3,194.44 | 6,078.26 | 7,300.00 | 3,773.00 | 29,400.00 |
| 101-3000-520.35-13 | LIBRARY | LIBRARY | MATERIALS & SERVICES | CONTRACT SERVICES | 5,593.10 | 6,400.00 | 1,000.00 | 400.00 | 1,000.00 |
| 101-3000-520.35-42 | LIBRARY | LIBRARY | MATERIALS & SERVICES | SOFTWARE MAINT/A SYSTEMS | | | | | 4,500.00 |
| 101-3000-520.40-10 | LIBRARY | LIBRARY | MATERIALS & SERVICES | TELEPHONE | 1,647.09 | 3,200.07 | 4,500.00 | 2,574.50 | 3,500.00 |
| 101-3000-520.45-02 | LIBRARY | LIBRARY | MATERIALS & SERVICES | EDUCATION & CERTIFICATION | | 268.00 | 750.00 | 175.00 | 1,000.00 |
| 101-3000-520.45-03 | LIBRARY | LIBRARY | MATERIALS & SERVICES | LODGING & MEALS | 701.17 | 252.85 | 2,500.00 | 132.75 | 2,000.00 |
| 101-3000-520.45-04 | LIBRARY | LIBRARY | MATERIALS & SERVICES | REGISTRATION & DUES | 1,995.00 | 2,579.00 | 2,500.00 | 1,461.00 | 2,500.00 |
| 101-3000-520.60-16 | LIBRARY | LIBRARY | MATERIALS & SERVICES | PROMOTION & PUBLICITY | 320.00 | 684.74 | 500.00 | 308.18 | 1,500.00 |
| | | | MATERIALS & SERVICES TOTAL | | 128,589.05 | 132,643.06 | 151,000.00 | 78,476.74 | 164,451.00 |
| | | | TOTAL EXPENSES | | 605,626.92 | 697,062.99 | 790,010.00 | 399,449.73 | 806,235.00 |

| Account Number | Department | Division | CATEGORY | DESCRIPTION | 2014/15 ACTUAL | 2015/16 ACTUAL | 2016/2017 Budget | 2016/17 YTD | 2017/18 PROPOSED |
|---|---|---|---|---|---|---|---|---|---|
| 330-0000-300.01-01 | LIBRARY | LIBRARY GRANT/DONATIONS | BEGINNING FUND BALANCE | BEGINNING BALANCE | 14,495.64 | 15,229.55 | 42,590.00 | 42,590.23 | 21,000.00 |
| 330-0000-300.01-05 | LIBRARY | LIBRARY GRANT/DONATIONS | BEGINNING FUND BALANCE | INTEREST EARNED | 67.29 | 40.78 | 100.00 | 206.60 | 100.00 |
| 330-3001-324.34-00 | LIBRARY | LIBRARY GRANT/DONATIONS | STATE GRANTS | | | | | | 9,000.00 |
| 330-3001-347.47-00 | LIBRARY | LIBRARY GRANT/DONATIONS | CONTRIBUTIONS/DONATIONS | | 11,201.49 | 34,474.92 | 15,000.00 | 5,820.00 | 40,000.00 |
| | | | **TOTAL REVENUE** | | **25,764.42** | **49,745.25** | **57,690.00** | **48,616.83** | **70,100.00** |
| 330-3001-520.05-74 | LIBRARY | LIBRARY GRANT/DONATIONS | MATERIALS & SERVICES | PROGRAMS AND OUTREACH | 4,252.76 | 4,044.31 | 23,590.00 | 249.75 | 21,000.00 |
| 330-3001-520.05-75 | LIBRARY | LIBRARY GRANT/DONATIONS | MATERIALS & SERVICES | PROGRAMS - YOUTH | 3,477.11 | 1,960.71 | 5,000.00 | (4,486.21) | 0.00 |
| 330-3001-520.30-05 | LIBRARY | LIBRARY GRANT/DONATIONS | MATERIALS & SERVICES | COLLECTION DEVELOPMENT | | | 1,000.00 | 2,830.31 | 4,000.00 |
| 330-3001-520.30-07 | LIBRARY | LIBRARY GRANT/DONATIONS | MATERIALS & SERVICES | MATERIALS-YOUTH COLLECTION | | | 1,000.00 | 0.00 | 0.00 |
| 330-3001-520.30-09 | LIBRARY | LIBRARY GRANT/DONATIONS | MATERIALS & SERVICES | ELECTRONIC MEDIA | 805.00 | | 1,000.00 | 0.00 | 2,000.00 |
| 330-3001-520.30-12 | LIBRARY | LIBRARY GRANT/DONATIONS | MATERIALS & SERVICES | READY TO READ GRANT | | | | | 9,000.00 |
| 330-3001-520.35-13 | LIBRARY | LIBRARY GRANT/DONATIONS | MATERIALS & SERVICES | CONTRACT SERVICES | | | | | 15,000.00 |
| 330-3001-520.60-16 | LIBRARY | LIBRARY GRANT/DONATIONS | MATERIALS & SERVICES | PROMOTION & PUBLICITY | | | | 3,540.00 | 1,000.00 |
| | | | **MATERIALS & SERVICES TOTAL** | | **8,534.87** | **6,005.02** | **31,590.00** | **2,133.85** | **52,000.00** |
| 330-3001-571.90-00 | LIBRARY | LIBRARY GRANT/DONATIONS | RESERVED FOR FUTURE EXPNS | | | | 25,100.00 | 0.00 | 13,100.00 |
| | | | **RESERVED FOR FUTURE TOTAL** | | **0.00** | **0.00** | **25,100.00** | **0.00** | **13,100.00** |
| 330-3001-580.80-13 | LIBRARY | LIBRARY GRANT/DONATIONS | CAPITAL OUTLAY | EQUIPMENT | 2,000.00 | 1,150.00 | 1,000.00 | 0.00 | 5,000.00 |
| | | | **CAPITAL OUTLAY TOTAL** | | **2,000.00** | **1,150.00** | **1,000.00** | **0.00** | **5,000.00** |
| | | | **TOTAL EXPENSES** | | **10,534.87** | **7,155.02** | **57,690.00** | **2,133.85** | **70,100.00** |

CROOK COUNTY BUDGET WORKSHEETS
2017/2018

| Account Number | Department | Division | CATEGORY | DESCRIPTION | 2014/15 ACTUAL | 2015/16 ACTUAL | 2016/2017 Budget | 2016/17 YTD | 2017/18 PROPOSED |
|---|---|---|---|---|---|---|---|---|---|
| 331-0000-300.01-01 | LIBRARY | CHILDREN'S SERVICES | BEGINNING FUND BALANCE | BEGINNING BALANCE | 2,000.37 | 708.26 | 3,046.00 | 3,045.86 | 0.00 |
| 331-0000-300.01-05 | LIBRARY | CHILDREN'S SERVICES | BEGINNING FUND BALANCE | INTEREST EARNED | 13.50 | 6.86 | 50.00 | 17.83 | 0.00 |
| 331-3002-324.34-00 | LIBRARY | CHILDREN'S SERVICES | STATE GRANTS | | 7,628.00 | 7,295.00 | 9,000.00 | 7,231.00 | 0.00 |
| | | | **TOTAL REVENUE** | | **9,641.87** | **8,010.12** | **12,096.00** | **10,294.69** | **0.00** |
| 331-3002-520.30-12 | LIBRARY | CHILDREN'S SERVICES | MATERIALS & SERVICES | R TO R/CHILDREN'S SERVICE | 8,933.61 | 4,964.26 | 12,096.00 | 2,998.43 | 0.00 |
| | | | **MATERIALS & SERVICES TOTAL** | | **8,933.61** | **4,964.26** | **12,096.00** | **2,998.43** | **0.00** |
| | | | **TOTAL EXPENSES** | | **8,933.61** | **4,964.26** | **12,096.00** | **2,998.43** | **0.00** |

# Crook County Library
# Board of Trustees Bylaws

**Adopted by the Library Board of Trustees,**
**Adopted by the Crook County Court,**

## I.  Name and Duties

### A.  Name

The name of this Board will be the Crook County Library Board of Trustees (Board).

### B.  Duties

The Board will ~~govern the affairs~~promote the functions and goals of the Crook County Library and carries out functions as defined in Crook County Code Chapter 2.16 and ORS 357.400-357.621. Its duties will be as follows:

- Advise the Crook County Court (Court) on appointment and duties of the Library Director.
- ~~Co-supervise~~Inform the Court as to the performance of the Library Director ~~with the Court~~.
- Formulate and adopt policies governing the library that are not otherwise provided for by other Crook County policies or applicable law.
- Submit an annual library budget proposal.
- Oversee library finances.
- Advise on long-term strategic plans for the library.
- Promote library services within the community.

## II.  Membership

### A.  Composition

The Board will be composed of five trustees, who must be permanent residents of Crook County. Trustees will be appointed by the Court. The Library Director shall serve as an ex-officio, non-voting member. The Friends of the Crook County Library will also hold an ex-officio, nonvoting membership on the Board.

### B.  Term

Trustees will serve a four (4) year term of office, with the year running from July 1 to June 30, or until their successors are appointed. Terms will be staggered so that at least

one and no more than two Trustees are appointed each year. No person will serve as Trustee for longer than two full consecutive terms, but they may be reappointed after one (1) year.

### C. Vacancies and Removal

If a vacancy occurs, the Court will appoint a replacement to serve the remaining term. The Court may remove Trustees before the expiration of their term in case of excessive absences or other reasons deemed detrimental to the library.

## III. Officers

### A. Chair

The Chair will preside over Board meetings, set the agenda in consultation with the Library Director, report to the Court on behalf of the Board, and perform other such duties as delegated by the Board or Court or that are appropriate to the position.

### B. Vice Chair

The Vice Chair will preside over Board meetings in the Chair's absence and perform other such duties as delegated by the Board or Court or that are appropriate to the position.

### C. Election

The Chair and Vice-Chair will be elected annually at the regular June meeting.

### D. Term of Office

Officers shall serve terms of one (1) year or until their successors are elected. The term of office shall go from July 1 to June 30.

### E. Vacancies

If a vacancy occurs in an office, the Board will elect a replacement to serve the remaining term.

### F. Secretary

The Library Director will serve as Secretary of the Board and will record and archive minutes, agendas, packets, and other documents. The Library Director may appoint a designee to serve this role.

## IV. Meetings

### A. Regular Meetings

Regular Board meeting shall be held monthly at a regular time, place, and location set annually by the Board during the July regular meeting.

### B. Special Meetings

Special meetings may be called by the Chair or at the request of three Trustees.

### C. Quorum

Three Trustees shall constitute a quorum.

## V. Committees

Special committees may be appointed at the discretion of the Chair or Board. Special committee members need not be Trustees.

## VI. Legal and Parliamentary Provisions

### A. Public Officials

Trustees are considered public officials by the State of Oregon and as such should familiarize themselves with public meetings and records laws, ethics for public officials, and any other relevant legal provisions.

### B. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases in which they are applicable and not inconsistent with these bylaws, Crook County Code or policies, or any special rules of order the Board or Court may adopt.

### C. Remote Attendance

Trustees and members of Board committees may participate in meetings via teleconference, videoconference, webconference, or other technologies allowing synchronous communication.

## VII. Amendments

These bylaws may be amended by a majority of the full Board (three Trustees), provided that the amendments were first proposed at a Board meeting at least one month prior to approval. The Court must also adopt the proposed changes.