



Board of Trustees

Meeting Agenda

Thursday, February 09, 2023, 5:15pm
Juniper Room
MEETING OPEN TO THE PUBLIC

Join Zoom Meeting

<https://zoom.us/j/91746288909?pwd=QlRnQ3RiLzJCcE82RDVTZ0lVc3dRQT09>

Meeting ID: 917 4628 8909

Passcode: 061386

RECORDING NOTICE: This meeting will be recorded via Zoom

Present: Library staff Cindy York and Sean Briscoe. Library trustees Jerry Bishop, Cheyenne Edgerly, Natalie Good, Debra Merskin, LaQuita Stec

- 1. Call to Order (5:15pm)**
 - i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
 - ii) Conflicts/potential conflicts of interest
 - iii) Announcements
- 2. Public Comment (5:15-5:30pm)**
- 3. Consent agenda (ACTION) (5:30pm)**
 - a. Minutes of January 12 regular meeting
- 4. Reports (5:30-5:50pm)**
 - a. Friends
 - b. Circulation services
 - c. Public services
- 5. Financials/Statistics Review (5:50-6:00pm)**
- 6. Continuing business (6:00-6:20pm)**
 - a. United For Libraries
 - b. Board Meeting Room Update
- 7. New Business (6:20-6:40pm)**
- 8. Agenda items for next meeting, March 9, 2023**
- 9. Adjournment**

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

The Board of Trustees meets on the 2nd Thursday each month at 5:15p in a meeting room at the Crook County Library at 175 SW Meadow Lakes Dr., Prineville, Oregon. Sign language interpretation for the hearing impaired is available with at least 48 hours' notice.



Board of Trustees

Meeting Agenda

Thursday, January 12, 2023, 5:15pm
Juniper Room
MEETING OPEN TO THE PUBLIC

Join Zoom Meeting

<https://zoom.us/j/99866683942?pwd=NIRqaDZLWlpVV29lOXR5aU5DOWd2QT09>

Meeting ID: 998 6668 3942

Passcode: 650501

RECORDING NOTICE: This meeting will be recorded via Zoom

Present: Library staff Cindy York and Sean Briscoe. Library trustees Jerry Bishop, Cheyenne Edgerly, Natalie Good, Debra Merskin, LaQuita Stec

I. Call to Order (5:15pm)

- i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
(I) Approved
- ii) Conflicts/potential conflicts of interest
(I) None
- iii) Announcements

2. Public Comment (5:15-5:30pm)

- a. none

3. Consent agenda (ACTION) (5:30pm)

- a. Minutes of December 8 regular meeting
 - i. Motion: Jerry Bishop
 - ii. Second: Debra Merskin
 - I. Approved: Yes

4. Reports (5:30-5:50pm)

- a. Friends
 - i. Puzzles
 - ii. Book Sale
 - iii. Heather Jones: Library day with the Friends of the Library
 - iv. Kiwanis Grant – should be done by the library
 - v. SRP: donated \$4,500 for Summer reading
- b. Circulation services
 - i. Discussed the departure of former Library Director April Witteveen and the impact she had on staff and the Crook County Library.

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- ii. Discussed the Winter Reading Program and the successes of the program. More information on the Winter Reading Program in the Public Service report
 - iii. County maintenance replaced all of the pendulum lighting. The illumination has made a huge difference in visibility out in the stacks
 - iv. DPL remodeling their Redmond, LaPine, and Sisters branch. Discussed how this will impact circulation, holds, and staff time.
- c. Public services
- i. Updated the Library Board on the progress the library is making on the 2019-2024 strategic plan
 - ii. Shared GIS maps on location of library cards throughout Crook County
 - iii. Updated board on the previous and upcoming programs and shared successes from the programs and outreach events.
 - iv. Shared and updated a policy review calendar with the board. The library's management team will be reviewing library policies on a three-year bases.
 - v. Discussed additional ways to connect with the community through different social media platforms.

5. Financials/Statistics Review (5:50-6:00pm)

6. Continuing business (6:00-6:20pm)

- a. Officially reaffirm Board Vote from Dec. 8 meeting
- b. Juvenile Library Card Educational Materials
 - i. Cindy York and Sean Briscoe presented to the board the information that would be used for the juvenile library card education material. This would include, general information on juvenile library card, how to access the juvenile library card account, and how to limit access using online resources.

7. New Business (6:20-6:40pm)

- a. United For Libraries
 - i. The board is interested but would like more information.
 - ii. The library staff will inquire about more information for the board.
- b. 2023 Library Closure Date
 - i. Motion: Jerry Bishop
 - ii. Second: Debra Merskin
 - I. Approved
- c. Jerry Bishop
 - i. More members of the public are attending the library board meeting. He would like to see if it was possible to change the meeting room to the Broughton room.
 - ii. Library staff will look into seeing when the Broughton room is available for upcoming Board meetings.

8. Agenda items for next meeting, February 9, 2023

- a. More information on United For Libraries (ALA) – Cindy & Sean

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9. Adjournment

Motion Debra Merskin

Second: Jerry Bishop

(6:16pm)

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Friends of the Crook County Library
Board Meeting Minutes
Thursday, January 12, 2023

Board Members Attending

Faye Streier, Susan Swan, Carrie Gordon, Janice Staats, Jeannette Holman, Robin Martinez, and Ginger Nedry

Faye Streier called the Board Meeting to order at 9:08 am.

President Report

- Faye has a key to the Library. If ever in need, just contact her and she lives close. The Library might be going to a key card system in the near future.
- Carrie wants to find the extra Post Office Box key so the President has a copy.
- There is one USB drive on the new laptop. You have to take out the USB plug in for the mouse to use it.
- Still working with 1st Interstate Bank to correct the credit card mailing address. The card mailed directly to Faye at her home. Faye brought 1st Interstate checking account paperwork for officers to update their information for our checking account. She will leave the copy that needs officer signatures in Board Drawer once they are ready.

Secretary Report

Susan moved to accept the December 2022 minutes as written, Carrie seconded, passed.

Treasurer Report

- We had more income in 2022 than the budget estimate due to some generous donations. We have already received about \$350 in donations for 2023.
- Our administrative expense ratio is 41%. Way to bring that down is by getting income up.

Committee Reports

Chapters Bookstore – Bob Riley is back on Wednesdays. Ginger is taking Fridays. Open 6 days a week. Susan will be training all Chapters Bookstore volunteers how to sort kids' books.

Membership –

- Jeannette and Kathleen Cuddy recently updated Membership and Volunteer Lists. We have 172 members. They started working on the January Membership mailing. Need to buy stamps. Carrie suggested not sending the January Membership mailing to the few who have already paid their dues for 2023.
- Jeannette plans on creating a draft membership survey for February Board meeting.

Book Sorting –

- We need new "Leftover books?" cards. Janice, Ginger, and Faye and their phone numbers will be listed for people with questions about donating books. These cards fit in a place at the Library front desk where the Librarians have their business cards.
- Robin suggested a larger full-page handout similar to one she saw at Dudley's Bookshop in Bend, not 2-sided. Robin will make up a draft for review at the February meeting.

Volunteers – Nothing to report.

Publicity/Public Relations -

- Robin tried contacting The Source as a way to advertise our events, but they have never returned phone calls or online inquiries.
- Robin will start an Instagram Account for Friends, and start with posts about our events.
- We currently do not have a newsletter. We could communicate with our membership through emails.

January 21st Book Sale

Faye and Ginger are the leads. Faye received good response from the volunteer email and will be emailing out the volunteer plan soon. Janice will track non-board volunteer hours at the sale.

February 18th Book Sale

Co-leaders are Robin and Susan. Faye can step-in as co-leader on sale day if Susan is busy. Carrie can haul books that Friday.

May BIG Book Sale

Carrie provided income amounts from past large sales so we could see how income has changed with the different types of sales we have had.

2016 4 th of July Sale pay by the book	\$2311
2017 4 th of July Sale pay by the book	\$1488
2018 4 th of July Sale pay by the book	\$1476
2019 May & Oct pay by the book	\$2134
2022 May & Oct \$5 all you want	\$1197

We will charge \$5 bag during May BIG Book Sale. We do not want to go back to pay by the book.

Sale Planning Leader is Faye. Book Transport Leaders are Ginger and Janice. Set-Up Leaders are Robin and Faye. Sale Day Leader is Susan. Good idea is to mentor an interested member to become a leader in any of these areas for future sales.

No one volunteered to find out where leftovers can go, so we decided we will split up the job. It would be best if most can go to Prineville, then Redmond, but Bend and Madras can be in the mix if necessary. Robin will look for places in Bend. The volunteer email will need to say what towns drivers will possibly go to so folks understand what they are volunteering for. Put on February Board Meeting agenda.

Carrie will sit at Membership table. Idea: If you join as a member at this sale you will be entered in a raffle to win a gift certificate for Chapters & Friends Bookstores.

Revised Duties Overviews - Volunteer and Public Relations

Janice and Faye sent draft revised duties for Volunteer Coordinator and Public Relations before the meeting. There were no comments on the drafts. Final versions will be put in the binder.

Volunteer Recognition Event Brainstorm Ideas for those that help again and again

- Something in Central Oregonian.
- Gift certificate for Chapters/Friends Bookstores.
- Could be an annual thing.
- Hard to do right after a book sale because some help in the morning and some in the afternoon.
- Dovetail with a Summer Reading Program event.
- National Volunteer Day is April 20. National Volunteer Week is April 16-May 7.

Jeannette will work up a proposal for February Board meeting.

Patio Bricks

April commented that patio will be redone. *We need to find out the latest plans from Sean and Cindy.* We have discussed creating a vertical wall display of the brass labels or the bricks. Another idea is to give the bricks back to the people whose names are on the bricks. It was suggested (1) we get a contractor to give us a bid on alternatives and prices, and (2) see if High School shop class could build something. Jeannette said she would contact the shop teacher to see if that might work.

Nonprofit Training Opportunities

Carrie is a dues-paying member of Nonprofit Association of Oregon. They are going to be having some 90-minute webinars our Board can consider learning from that will be free or have a minimal cost: (1) Governance Roles & Responsibilities, and (2) Financial Fundamentals. Carrie will let us know when dates are set.

Grant Writing

Years ago, the Friends Board decided not to write grants, but to provide matching funds for the grants that the Librarians write. We want to continue that.

Bequests Brochure

We have a very general bequests brochure displayed in Chapters Bookstore. We can consider creating a specific bequests brochure for Friends. The Museum has a good example. No one volunteered to create a draft.

Friends of the Crook County Library Accounts and Investments

- 1st Interstate Bank checking account – pay bills, write checks to Library.
- Wells Fargo investment – long-term investment from Saunders bequest.
- Oregon Community Foundation - long-term investment from donations, we get disbursement of around \$1800/year and it goes into our checking account.
- Oregonians Credit Union saving account – back-up funds.

When Library has major reconstruction or a new building, Friends can help fund that and push for storage area so we no longer need a storage locker.

Records Roundup

Faye now has Carrie's 2020-2021 treasurer paperwork to file in the storage locker. Secretary's 2021 paperwork has already been filed in the locker.

Ideas to Get New Board Members

- Chat up our volunteers.
- Contact Community College about students of any major (Robin).
- Contact High School Student Council, Civic Group, ROTC (Jeannette)
- Advertise: Round Up, student newsletters, Facebook, Instagram.
- Faye will email our membership.
- We each talk with one person.
- Acknowledge we will change our meeting time to accommodate working people and students.

Ideas to Get New Members

- Could do membership table that someone sits at every sale, not just May & October sales.
- Set up a booth at local events - Chamber (Faye), Crook County Foundation, Crook County on the Move, etc.,
- Table in Library lobby. Ask Sean and Cindy what would be the best day of the week and times to hit high use times. Create a script of what to say.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 65 total hours
 - Faye 5
 - Susan 15
 - Carrie 25
 - Janice 4
 - Jeannette 9
 - Ginger 5
 - Robin 2
 - Chapters Bookstore Volunteer Hours = will report January's hours in February minutes.
 - Other Non-board Volunteer Hours = 3 total hours (Olivia Mitchell)
- December Books & Puzzles sale + Friends Bookstore made \$1100.30.

Meeting adjourned at 2:12 pm.

Minutes by Janice Staats, Secretary
Friends of the Crook County Library

Circulation Services Report

February 2023

Prepared by Cindy York, Library Operations Manager

What's Happening

Staff:

- Renee Parrott has returned to a 40-hour work week. This has helped balance not just the schedule, but also the mood in the building.
- Kaila Rhoden is receiving training to assist in the processing of materials. She is doing a great job with hard covers and will begin training on the soft covers soon. Her assistance will definitely help with the workflow for circulation team.
- Cindy York and Amber Dozhier from Circulation Services teamed up with Sean Briscoe and Kim Bales from Public Services to participate in a technology audit for our department. This information will help IT create a technology road map for the library . We were able to address what is working, what isn't, and what tech we would like to investigate.

Facilities:

- As mentioned last spring, the library was awarded an air scrubber from a grant that the Health Dept. had applied for. Due to our status as a warming and cooling shelter for our community, we are in eligible to apply for another grant from the same organization that would pay for the upgrade to our HVAC system. The library, Facilities, and the Health Dept. worked together to complete the Emergency Shelter grant application. If selected, we could receive up to \$250,000. Fingers crossed!!!!

Tri-County:

Remodeling updates- Redmond is now open in their temporary location on S Hwy 97, Sisters is now open in a makeshift module on site, and LaPine is closed until their temporary location has been retrofitted to accommodate the needs of a library. As expected, certain processes at CCL have been impacted as our paging list has increased and we had a record 16 courier crates come in on Monday 1/30!

We were informed that as each branch reopens, CDs will be not a part of the collection. DPL is phasing out this format in such a gradual manner in the hopes it will lessen the impact on CCL and JCLD's audiobook collection.

Hiring Update:

There are four applicants for the Director position. No interviews have been scheduled yet and the position remains "Open Until Filled".

Circulation Statistics:

High/Low statistics for January:

	<u>Highest Number Recorded</u>	<u>Lowest Number Recorded</u>
Self-Check Stations	278 checkouts on 1/17	108 checkouts on 1/21
Front Counter Stations	170 checkouts on 1/3	50 checkouts on 1/14
Checkins	633 returns on 1/3	114 returns on 1/7
Paging List Items (items leaving the building)	300 items listed on 1/3	77 items listed on 1/20
Items on Hold Shelf	AVG 159	
Incoming Crates	AVG 7	



Public Services Report

January 2023

Prepared by Sean Briscoe, Public Services Manager

Management Updates

- The Crook County Library has been selected by Oregon Library Association to a stop on their virtual library tour called Expedition Happy. Expedition Happy is a virtual wellness challenge course using eleven of Oregon's over 140 public libraries as stops on the journey.
- The library will be passing out STEAM kits in April. The STEAM kits are provided by Early Learning Hub central Oregon. A STEAM kit will focus on Early Stem Learning for children up to school age and their families. This year's kits will include Science, Technology, Engineering, Art and Math activities around the children's book - *The Very Hungry Caterpillar*.
- Cindy and I are currently working with the county for next year's budget. It's a long process and we will be working on it for the next few months.
- The library has received tax forms for Crook County residents.

Programing and Outreach

- **Youth**
 - Youth programing continues to go well. We will be introducing Paws in Prineville: Read to a Dog on February. We will be housing the dinosaur exhibit in April.
- **Teen**
 - Teen programing is going well. Our attendance numbers have remained steady. Katie will be attending the middle school health fair.
- **Adult**
 - Adult programing continued to grow. This month we will hosting the 27th St. Brass Quintet as a part of our Music in Public Places, in addition to the Alzheimer's association. Later this month, we will be starting our outreach with Cornerstone Community and will be bring outreach to the Riverside Apartments.

Programing Statistics - January:

	Number of Programs / Outreach	Number of Attendees
Youth Programs:	7	252
Youth Outreach:	16	311
Teen Programs	7	55
Teen Outreach	3	94
Adult Programs	4	10
Adult Outreach	Starting this month	

January Financials

January's financial report was not ready
in time for this meeting.

We will send them out as soon as they
become available.

Statistics, 2022-2023

ACTIVITY	Total	Jan	Dec	Nov	Staff
Collection use					
<i>Physical circulation activity</i>					
Checkouts: selfcheck	29,425	4,381	3,646	3,927	Cindy
Checkouts: desk	19,652	2,556	2,689	2,785	Cindy
Selfcheck ratio	40%	37%	42%	41%	Formula
Total physical circ.	49,077	6,937	6,335	6,712	Formula
Items lent w/in system	21,494	3,655	2,897	3,001	Cindy
Items borrowed w/in system	5,978	938	773	826	Cindy
Outside ILLs borrowed	32	40	24	30	Renee
Outside ILLs lent	9	19	7	14	Renee
<i>Electronic use</i>					
Ancestry content views	299	73	-	-	Kim
Chilton retrievals	33	8	4	7	Kim
Gale Retrievals	329	167	31	22	Kim
HeritageQuest views	38	-	-	14	Kim
Hoopla Checkouts	1,903	307	288	299	Kim
LearningExpress sessions	4	-	1	2	Kim
OverDrive checkouts	24,409	3,832	3,379	3,372	Kim
OverDrive new users	177	35	24	19	Kim
Scholastic Teachables sessions	113	5	12	6	Kim
Discovery Pass Reservations	59	7	3	6	Kim
Website sessions (visits)	14,999	2,297	2,355	2,274	April
Total electronic use	27,178	4,399	3,718	3,728	Formula
<i>Total collection use</i>	64,919	-	10,053	10,440	Formula
Library use					
<i>Days open</i>	174	24	25	23	Cindy
Hours open	1,476	204	213	195	Cindy
Public closure hours	84	18	15	27	Cindy
<i>Patron visits</i>	45,122	7,143	7,046	4,607	Cindy
Gate traffic	35,482	4,683	4,625	6,769	Cindy
New patrons	736	101	96	104	Cindy
Reference Interactions	613	97	77	113	Amber
Computer sessions					
Desktop sessions	2,321	314	283	263	Cindy
WiFi sessions	2,800	400	400	400	April
Total Internet use	5,121	714	683	663	Formula
Laptop sessions	19	5	-	3	Cindy
Meeting Rooms					
Meetings held	601	102	70	92	AmberD
Collection activity					
<i>New items</i>	3,004	386	414	397	Formula
Books & print	2,694	355	399	376	Kim

Audio	59	6	-	6	Kim
Movies	251	25	15	15	Kim
Items withdrawn	4,162	-	582	542	Formula
Billed/damaged not paid	122		17	37	April
Claimed returned	5		-	3	April
Long missing	44		10	10	April
Withdrawn	3,991		555	492	April
Net change in items	(1,158)	386	(168)	(145)	Formula
Items Processed	3,045	384	411	396	Cindy
Items Repaired	1,603	227	371	247	Cindy
Programs and outreach					
<i>Children's programs</i>					
# kids programs	40	7	7	7	Formula
Kids program attendance	1,092	252	121	135	Formula
# kids outreach	48	16	7	11	Formula
Kids outreach attendance	1,029	311	91	113	Formula
# Kids Total	88	23	14	18	Formula
Total kids attendance	2,121	563	212	248	Formula
<i>Teen programs</i>					
# teen programs	43	7	6	5	Formula
Teen Program attendance	315	55	69	21	Formula
# teen outreach	13	3	3	4	Formula
Teen outreach attendance	373	94	96	110	Formula
# teen total	56	10	9	9	Formula
Total teen attendance	688	149	165	131	Formula
<i>Adult programs</i>					
# adult programs	33	4	3	7	Formula
Adult program attendance	252	10	28	40	Formula
# adult outreach	2	-	1	-	Formula
Adult outreach attendance	52	-	26	-	Formula
# adult total	35	4	4	7	Formula
Total adult attendance	304	10	54	40	Formula
<i>Total # programs</i>	179	37	27	34	Formula
<i>Total attendance</i>	3,113	722	431	419	Formula
<i>Outreach activities only</i>	63	19	11	15	Formula
<i>Outreach attendance only</i>	1,454	405	213	223	Formula
Volunteering					
Volunteers	86	14	16	15	Renee
Volunteer Hours	308	43	52	37	Renee
Board Volunteer Hours	53	5	8	19	Renee