



# Board of Trustees

## Meeting Agenda

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**Thursday, March 14, 2024, 5:15pm**  
**Crook County Library Broughton Room**  
175 NW Meadow Lakes Dr., Prineville, OR 97754

### MEETING OPEN TO THE PUBLIC

#### Join Zoom Meeting:

<https://zoom.us/j/94560326951?pwd=VExHbVhBOXI3b2NTNjFIUXNLMUtpZz09>

**Meeting ID:** 945 6032 6951

**Passcode:** 008960

*RECORDING NOTICE: This meeting will be recorded via Zoom*

#### 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 (5:15-5:25pm)

#### 3. Consent agenda (**ACTION**) (5:25pm)

- a. Minutes of February 8, 2024, regular meeting.

#### 4. Reports (6:00-6:15pm)

- a. Friends
- b. Circulation services
- c. Director's report

#### 5. Financials/Statistics Review (6:15-6:20pm)

#### 6. Continuing business (6:20-6:40)

- a. Staff
- b. Strategic planning
- c. Bookmobile Update

#### 7. New Business (6:40-7:00)

- a. Library Board of Trustees vacancy. Notice has been sent to Sarah Puermer to advertise vacancy for 30 days.

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

The Board of Trustees meets on the 2nd Thursday each month at 5:15p in 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.

**8. Agenda items for next meeting:** April 11, 2024, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

**9. Adjournment**

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# Board of Trustees

## Meeting Minutes

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**Thursday, February 08, 2024, 5:15pm**  
**Crook County Library Broughton Room**  
175 NW Meadow Lakes Dr., Prineville, OR 97754

### MEETING OPEN TO THE PUBLIC

#### Join Zoom Meeting:

<https://zoom.us/j/94445361452?pwd=MWNaejR3ZG9yaUFKcXdRTFY2T1o2UT09>

**Meeting ID:** 944 4536 1452

**Passcode:** 748747

#### Attendees:

- **Staff:** [y] Sarah Beeler, [y] Cindy York
- **Trustees:** [y] Sandy Kerbow, [n] Mark Maboll, [y] Natalie Good, [y] Keya Rohovit-Wrolson, [y] Debra Merskin
- **Guests:** None

*RECORDING NOTICE: This meeting will be recorded via Zoom.*

1. **Call to Order:** Natalie Good called the meeting to order at 5:16pm. Sandy Kerbow moved to approve the agenda. Debra Merskin seconded. Agenda approved. No conflicts/potential conflicts of interest. Natalie Good let the board know she will be on call for work during the board meeting.
2. **Public Comment:** Doc Kerbow asked when the trail cameras will be available to check out. Once they have been entered into the Sierra system, they will be ready to circulate. LaQuita Stec mentioned the agenda is showing up twice online and the board packet is not displaying. Sarah will make sure packet links are displaying and connect with LaQuita.
3. **Consent agenda:** Sandy Kerbow made a motion to approve the consent agenda, January 11th minutes. Keya Rohovit-Wrolson seconded. Consent agenda and minutes approved.
4. **Reports:**
  - i. Friends:
    - i. Thank you, Friends of the Crook County Library! The Friends of the Crook County Library donated \$6,000 for adult/teen summer reading program materials. They will also be donating a total of \$4,000 to help pay for strategic planning consultants, Ruth Metz and Erin McCusker.
  - ii. Circulation services:

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- i. Janet Yu, Library Aide, started work on January 25<sup>th</sup>. Janet was employed at Crook County Library as a Library Aide. She moved away and then moved back to Prineville. We are delighted to have her working at CCL again! Donna Rash, resident of Post, has been hired as our new part-time Outreach Librarian. Donna used to own the Paulina Store and knows many of the residents in Paulina, Post and students/administrators at Brothers Elementary School. Donna will be providing library services and programming to rural residents and students.
- ii. Circulation numbers continue to increase.
- iii. Director's report:
  - i. St. Charles Basic Needs 6-month grant report submitted. Over 60 volunteers helped sort seeds into categories. Seed sorting was completed in record time, 25 minutes! Thank-you card for St. Charles was sent after the event along with patron comments and feedback.
  - ii. Ice dams formed during storms in January. Ice clogged the gutters and went into the siding. The cost to place a heat system to melt the ice going into the gutters will be approximately \$50,000. Facilities will be covering the cost. Crook County is looking for a new Facilities Director.
  - iii. Commissioner Barney, Commissioner Susan Hermreck and County Administrator, Andy Parks, have agreed to participate in key informant interviews during strategic planning. Interviews will take place on March 7<sup>th</sup>.
  - iv. Presentation materials for strategic planning meetings have been created and will continue to be updated, as needed.
    - I. Scheduled strategic planning meetings:
      - a. Task Force: March 8<sup>th</sup>, 10am-1pm. Task Force members are a cross section of demographics from various locations throughout Crook County. Estimated attendance 12 -15.
      - b. Focus Group: March 7<sup>th</sup>, 5:15pm-7pm in the Broughton Room. The group includes members of the Library Board of Trustees, Friends and their volunteers plus Crook County Library volunteers.
      - c. Town Hall: March 9<sup>th</sup>, 10 am in the Broughton Room.
      - d. Town Hall: March 9<sup>th</sup>, 1pm at the Juniper Canyon Baptist Church.
      - e. Town Hall meeting with the Latino Community Association of Prineville, meeting date and time TBD.
      - f. Additional Town Hall meetings will be scheduled at Post/Paulina, Ochoco West and Powell Butte.
- v.

**5. Financials/Statistics Review:** No questions.

**6. New Business and agenda items for next meeting:** None

**7. Next meeting:** Thursday, March 14, 2024, Broughton Community Room, 5:15pm, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

**8. Adjournment:** Keya Rohovit-Wrolson made a motion to adjourn. Sandy Kerbow seconded. The meeting was adjourned at 5:49pm.

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Friends of the Crook County Library  
Board Meeting Minutes  
**Wednesday, February 21, 2024**

**Board Members Attending**

Faye Streier, Ginger Nedry, Carrie Gordon, Janice Staats, Janet Herrmann

**Guests**

Sarah Beeler, Gordon Moore

Faye called the Board Meeting to order at 2:04 pm. We introduced ourselves to Gordon Moore.

**Secretary Report**

Carrie moved to accept the January 2024 minutes as written, Faye seconded, no discussion, passed.

**Treasurer Report**

- December Gift Books and Puzzles Sales \$1486.70.
- Membership dues so far \$1530.00, 66.5% of what we budgeted for.
- No deposits from Chapters made in January.
- From January 2024 Treasurer's Monthly Activity Report: Income \$3110.46, Expenses \$6020.00.

**Committee Reports**

Chapters Kids Bookstore -

- Janet will be meeting in March with a potential new Chapters volunteer.
- Janet would like to try opening Chapters later in the day on Fridays 2:00 – 5:00 pm starting in March to see if get more customers. Ginger said she could do the same on Thursdays.
- Bought more toys.

Membership –

- So far 7 new members, 66 renewals. 1 paid \$250, 6 paid \$100, 1 paid \$60, 14 paid \$50 for membership dues. Sent thank you letter for anything \$50 or above.
- Faye updated a postcard to send to new members. Will need to buy postcard stamps.

Book Sorting –

- It would be good to price gift books and puzzles while boxing them up for storage. Use the newer white price tags that stick well.
- Still getting steady book donations even though it is winter.

Volunteers – Will be updating the volunteer list for March email.

Publicity/Public Relations – Nothing new to report.

**March 3<sup>rd</sup> Saturday Book Sale** – Faye will send out the email, Faye and Carrie will move books on that Friday, Janice will lead on that Saturday.

**May Overstock Book Sale** – May 10-11, 2024. Will assign leads at next Board Meeting. Faye will send an email to Membership & Volunteer lists with the date.

**Library Report** (Sarah Beeler) -

- Thank you for \$6000 for Summer Reading Program.
- Strategic Planning – Faye and Carrie are on task force. All are invited to Town Halls, March 9, 10 am at library or 1 pm Juniper Canyon Babtist Church. All invited to March 7 5:15 pm at library. Task force meetings are May 3 and May 17. In April there will be a community survey monkey online. Faye asked Sarah for a breakdown of how our 2024 \$2000 donation for Strategic Planning fits into the total funding picture.
- Glenn Miller Orchestra tickets will be available for free starting March 1. Patriotic theme to honor veterans. Concert is March 16, 6 pm.
- Bookmobile is at RV shop. Sarah will be running some ads for book donations for the Bookmobile. The librarians will pass to Friends any books they do not want.
- Library has hired Donna Rash as an Outreach Librarian (Donna ran the Paulina Store). Donna knows lots of people connected to Paulina, Pau Mau, and Brothers School. Donna will be connecting with home schoolers and working on community bonding activities. Sarah will be looking for another Outreach Librarian for Ochoco West and Powell Butte.
- Kim has been involved with Jim Van Vlack’s rock collection. Kim bought a lighted cabinet to display some of the collection. Carrie knows of a University of Oregon Geology Professor who is interested in the collection. Carrie got Patti’s Scenic Drive mailing address to send her a letter.

## Accomplishments

- **Volunteer hours** since the last Board Meeting:
  - Board of Directors = 95 hours total
    - Faye 30
    - Carrie 25
    - Janice 19
    - Gordon
    - Janet 5
    - Jeannette
    - Ginger 16
  - Chapters Kids Bookstore = 72 hours
  - Non-Board = 28 hours total
    - February book sale non-board volunteers 25 hours
    - Bob Riley bookkeeping and book deliveries to assisted living and jail 3 hours.
- **February 3<sup>rd</sup> Saturday Book Sale** - Faye and Ginger were leads. Made \$394. Chapters Kids Bookstore made over \$100. Great volunteer response. 25 non-board volunteer hours. Kim helped advertise on Facebook and at library. Started with 12 tables and 70 boxes, 38 boxes leftover (54% leftover).
- Carrie coordinated with Sean Briscoe and Steve Lent on May at the Museum lectures. May 9 Steve Lent to introduce local history, May 16 4 actors from Ochoco Players to reenact local history.
- Bob Riley delivered books to Regency Terrace Assisted Living (7 boxes in January and 5 boxes in February) and jail (2 boxes of paperbacks).

Meeting adjourned 3:07 pm.

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

# Circulation Services Report

## March 2024

*Prepared by Cindy York, Library Operations Manager*

### Did You Know?

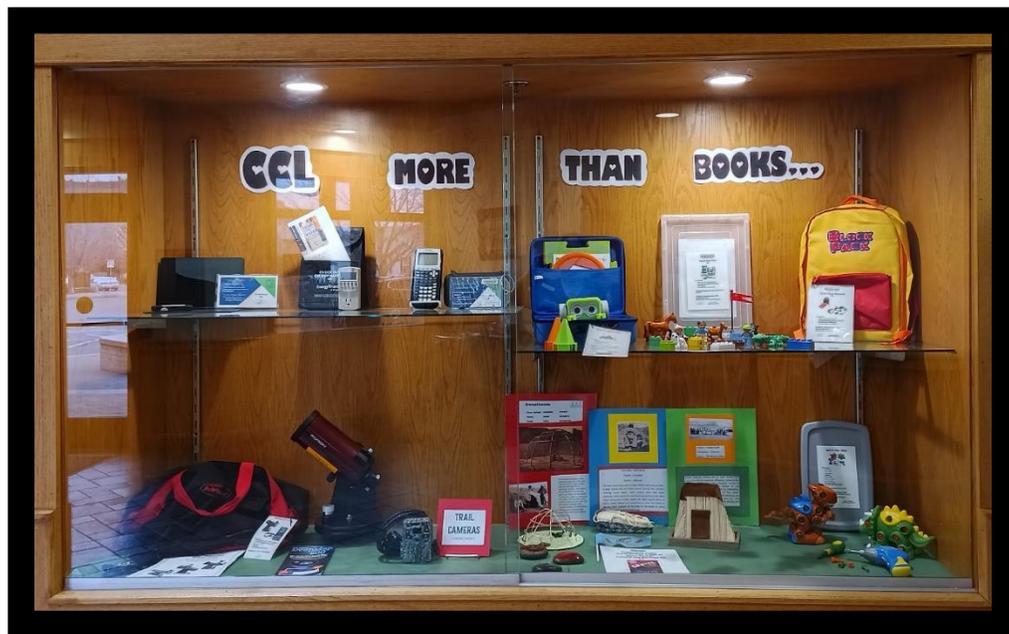
- ❖ Outreach Librarian Donna Rash made her first solo stop at Paulina on March 6<sup>th</sup>. She set up 2 new patron accounts and had 5 checkouts! Way to go Donna!
- ❖ Amber Dozier and Cindy York are participating in the county's search for a new HRIS system. The goal is to find a system that will support both HR and certain financial functions.

### February Circulation At A Glance:

	2024	2023	2022	2021	2020	2019	2018
<b>Borrowed</b>	905	886	915	1156	964	946	1184
<b>Lent</b>	3200	3246	2666	3447	3233	2643	3171
<b>Self Check</b>	441	3875	3605	2	4982	4313	5554
<b>Counter</b>	2948	2820	2545	2936	2645	3492	3349
<b>Overdrive</b>	3757	3303	3145	3501	2645	2667	2140

### CCL: So Much More Than Books...

What do we offer besides books and digital content? We have a range of things to check out, from the very popular Hot Spots to Lego backpacks for the kiddos.



# Director's Report

March 2024

Prepared by Sarah Beeler, Director of Library

Services

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## Facility

- Crook County Library will be applying for an Oregon Department of Human Services Resilience Hubs and Network Grant for new backup generator.
- A community member has expressed interest in donating property to build a very small library branch in Paulina. Here's a link to one potential building option, [https://www.architecturaldesigns.com/house-plans/barndominium-adu-house-plan-62685dj?gad\\_source=1&gclid=EAlaIQobChMI9c\\_RvsXvhAMVyM3CBB16zOY8EAAYA\\_SAAEgIyg\\_D\\_BwE](https://www.architecturaldesigns.com/house-plans/barndominium-adu-house-plan-62685dj?gad_source=1&gclid=EAlaIQobChMI9c_RvsXvhAMVyM3CBB16zOY8EAAYA_SAAEgIyg_D_BwE). Property would need to be rezoned and surveyed. Property setbacks and building options would need to be reviewed with Community Development.
- A potential location for a Juniper Canyon branch library may be worth exploring. Discussions with Andy Parks, Commissioner Barney, Commissioner Hermreck, Russ Deboodt have taken place about the potential branch location.
- Bookmobile repairs have been completed. We will be taking it on a long test drive and will revisit sharing the bus with Wheeler County in order to save money. Steins Pillar has asked our Children's Librarian, Renee Parrott, to provide several storytimes for their students. We may be able to use the Bookmobile to provide services to older students at Steins Pillar.

## Staff

- A meeting with the Finance Department to discuss options for additional part-time Outreach Librarians is scheduled for March 22<sup>nd</sup>.

## Crook County

- Commissioner Barney, Commissioner Hermreck and County Administrator, Andy Parks, participated in key informant interviews.

## Strategic Planning Update

The first focus group meeting, key informant interviews, the first task force meeting and two town hall meetings have been held. Several themes are rising to the top but could change based on additional information gleaned. Recurring themes are Library Outreach, Lifelong Learning and Wellness. The second Task Force meeting will be held on May 3<sup>rd</sup>, Broughton Room at the Crook County Library, 10am. The final Task Force meeting will be held on May 17<sup>th</sup>, 10 am, Broughton Room at the Crook County Library. The survey will be distributed in April. Help distributing the survey would be greatly appreciated!



FOR FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JAN ACTUALS	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
REVENUE							
330-0000-300.01-01	BEGINNING BALANCE	.00	752,112.21-	764,000-	764,000-	11,888-	.98
330-0000-300.01-05	INTEREST EARNED	5,100.61-	20,776.65-	30,000-	30,000-	9,223-	.69
330-0000-300.01-08	REALIZED GAIN/LOSS	866.33-	1,685.41-	0	0	1,685	.00
330-0000-390.90-03	CURRENT YEAR TAXES	11,081.00-	1,479,947.00-	1,604,000-	1,604,000-	124,053-	.92
330-0000-390.90-04	PRIOR YEAR TAXES	1,065.00-	17,883.67-	0	0	17,884	.00
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* REVENUE		18,112.94-	2,272,404.94-	2,398,000-	2,398,000-	125,595-	.95
**		18,112.94-	2,272,404.94-	2,398,000-	2,398,000-	125,595-	.95
CONTINGENCY EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	804,000	804,000	804,000	.00
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* EXPENDITURE		.00	.00	804,000	804,000	804,000	.00
**		.00	.00	804,000	804,000	804,000	.00
REVENUE							
330-3000-324.34-00	STATE GRANTS	6,000.00-	6,000.00-	10,000-	10,000-	4,000-	.60
330-3000-329.42-18	PHOTOCOPY FEES	426.25-	3,434.91-	3,000-	3,000-	435	1.15
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	85.00-	370.00-	0	0	370	.00
330-3000-329.50-19	FINES	236.32-	1,786.71-	3,000-	3,000-	1,213-	.60
330-3000-329.50-24	FINES-STATE COURTS	.00	25,975.75-	22,000-	22,000-	3,976	1.18
330-3000-343.43-24	MERCHANDISE	19.50-	76.00-	0	0	76	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	876.00	628.75-	0	0	629	.00
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	372.03-	20,042.15-	10,000-	10,000-	10,042	2.00
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* REVENUE		6,263.10-	58,314.27-	48,000-	48,000-	10,314	1.21
**		6,263.10-	58,314.27-	48,000-	48,000-	10,314	1.21
PERSONNEL SERVICES EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	39,968.58	273,711.65	609,000	609,000	335,288	.45
330-3000-510.01-01	WAGES-OTHER	7.68	7.68	0	0	8-	.00
330-3000-510.01-02	OVERTIME	365.10	1,314.36	0	0	1,314-	.00
330-3000-510.01-32	EXTRA HELP	.00	2,397.00	0	0	2,397-	.00
330-3000-510.02-01	FICA	3,052.93	20,948.80	46,000	46,000	25,051	.46
330-3000-510.02-02	WORKERS COMPENSATION	58.38	394.79	1,000	1,000	605	.39
330-3000-510.02-03	HEALTH INSURANCE	10,031.27	73,215.99	146,000	146,000	72,784	.50
330-3000-510.02-04	LIFE INSURANCE/LTD	129.49	884.37	2,000	2,000	1,116	.44
330-3000-510.02-05	UNEMPLOYMENT	80.72	553.21	2,000	2,000	1,447	.28
330-3000-510.02-06	401K RETIREMENT	4,098.13	20,940.30	62,000	62,000	41,060	.34
330-3000-510.02-08	OREGON PAID LEAVE TAX	165.40	1,127.12	2,000	2,000	873	.56

FOR FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JAN ACTUALS -----	YTD ACTUAL -----	ADOPTED BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT -----
* EXPENDITURE		57,957.68	395,495.27	870,000	870,000	474,505	.45
** PERSONNEL SERVICES		57,957.68	395,495.27	870,000	870,000	474,505	.45
MATERIALS & SERVICES							
EXPENDITURE							
330-3000-520.05-30	POSTAGE	119.99	1,110.15	3,000	3,000	1,890	.37
330-3000-520.05-71	MINOR EQUIPMENT	552.99	1,042.96	9,000	9,000	7,957	.12
330-3000-520.05-74	PROGRAMS AND OUTREACH	651.18	10,158.53	18,000	18,000	7,841	.56
330-3000-520.05-89	CREDIT CARD CHARGES	2.28-	86.94	0	0	87-	.00
330-3000-520.05-96	DUES & SUBSCRIPTIONS	.00	331.00	2,000	2,000	1,669	.17
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	78.80	522.05	1,000	1,000	478	.52
330-3000-520.10-07	COPY MACHINES	324.40	1,648.97	4,000	4,000	2,351	.41
330-3000-520.10-25	OFFICE SUPPLIES	2,035.97	5,042.57	5,000	5,000	43-	1.01
330-3000-520.10-26	ORDINANCE COMPILATION	188.00	1,347.00	1,000	1,000	347-	1.35
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	140.93	272.12	1,000	1,000	728	.27
330-3000-520.20-43	RESOURCE SHARING	.00	7,406.64	8,000	8,000	593	.93
330-3000-520.25-05	MILEAGE	.00	292.14	1,000	1,000	708	.29
330-3000-520.25-11	FUEL	2,710.26	3,324.70	1,000	1,000	2,325-	3.32
330-3000-520.30-05	COLLECTION DEVELOPMENT	6,552.55	99,112.18	149,000	149,000	49,888	.67
330-3000-520.30-12	READY TO READ GRANT	.00	2,417.19	13,000	13,000	10,583	.19
330-3000-520.35-13	CONTRACT SERVICES	2,145.00	2,145.00	0	0	2,145-	.00
330-3000-520.35-42	SOFTWARE SERVICES	2,283.98	6,214.22	11,000	11,000	4,786	.56
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	8,630.40	10,000	10,000	1,370	.86
330-3000-520.40-17	CELL PHONE COSTS	351.48	2,187.87	0	0	2,188-	.00
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	.00	1,665.70	3,000	3,000	1,334	.56
330-3000-520.50-05	INSURANCE	.00	443.03	1,000	1,000	557	.44
330-3000-520.60-16	PROMOTION & PUBLICITY	371.00	456.95	3,000	3,000	2,543	.15
330-3000-520.66-04	FINANCE	2,500.00	17,500.00	30,000	30,000	12,500	.58
330-3000-520.66-09	FACILITIES	18,250.00	127,750.00	219,000	219,000	91,250	.58
330-3000-520.66-27	LEGAL	1,000.00	7,000.00	12,000	12,000	5,000	.58
330-3000-520.66-28	ADMINISTRATION	2,000.00	14,000.00	24,000	24,000	10,000	.58
330-3000-520.66-29	HUMAN RESOURCES	2,000.00	14,000.00	24,000	24,000	10,000	.58
330-3000-520.66-94	GIS	167.00	1,169.00	2,000	2,000	831	.58
330-3000-520.66-95	IT	18,000.00	126,000.00	216,000	216,000	90,000	.58
330-3000-520.66-98	RISK MGMT	83.00	581.00	1,000	1,000	419	.58
* EXPENDITURE		62,504.25	463,858.31	772,000	772,000	308,142	.60
** MATERIALS & SERVICES		62,504.25	463,858.31	772,000	772,000	308,142	.60
*** LIBRARY		96,085.89	1,471,365.63-	0	0	1,471,366	.00

February  
Financials not  
available.