



Board of Trustees

Meeting Agenda

Thursday, October 9th, 2025, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

<https://crookcountyor.zoom.us/j/93325770929?pwd=YqxZl3iPw7xgl1iDFPfbswgGqdM2Aq.1>

Meeting ID: 933 2577 0929
Passcode: 300834

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 September 11, 2025, regular meeting.
- 4. Reports (6:00-6:15pm)**
 - a. Director
 - b. Friends
- 5. Financials/Statistics Review (6:15-6:20pm)**
- 6. Continuing business (6:20-6:40)**
 - a. Outreach Schedule
 - b. Staff Inservice Day
- 7. New Business (6:40-7:00)**
 - a. No new business
- 8. Agenda items for next meeting:** November 11th, 2025, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

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.

9. Adjournment

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Board of Trustees

Meeting Minutes

Thursday, September 11, 2025, 5:15pm

Crook County Library Juniper Room

175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

<https://crookcountyor.zoom.us/j/93325770929?pwd=YqxZl3iPw7xgl1iDFPfbswgGqdM2Aq.1>

Meeting ID: 933 2577 0929

Passcode: 300834

Attendees:

- **Staff:** Kim Bales, Amber Heiberger
- **Trustees in attendance:** Sandy Kerbow, Natalie Good, Keya Rohovit-Wrolson, Michael Stremme
- **Trustees not in attendance:** Mark Maboll
- **Guests:** Ron Jackson, Will VanVactor

- **Call to Order:** Michael Stremme called the meeting to order at 5:16 pm.

- **Public Comment:** None.

- **Consent agenda:** Natalie made a motion to approve the Consent Agenda. Sandy seconded the motion. Consent Agenda approved. Sandy made a motion to approve August minutes as written. Keya seconded the motion. August meeting minutes approved.

- **Conflicts/potential conflicts of interest:** None

- **Announcements:** Will announced the retirement of Sarah Beeler, Director.
 - i. Michael inquired about any formal announcement about Sarah's retirement. Will responded that County announcements are forthcoming after plans are formalized for moving forward.

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- ii. Michael asked that county administration keep the board updated on the hiring process for a successor.
 - iii. Sandy inquired about rural outreach and continuing Sarah's vision.
 - iv. Natalie asked about the role of the board in staff decisions and why the board was not notified of any challenges Sarah was facing. Will responded to Natalie's question and offered more specific information in a separate meeting; however, he cannot discuss specific information as it relates to employment.
 - v. Natalie asked if there were any visions Sarah had that the County disagreed with. Will responded that the Juniper Canyon project was specifically mentioned in her resignation letter.
 - vi. Natalie asked who the right person or entity is to lead the Juniper Canyon project. Will recommended community stakeholders.
 - vii. Keya asked about board receiving more information about the library operations and decisions that have been made, such as Cindy's termination and Sarah's resignation. Again, Will responded to what he can or cannot share about employment.
 - viii. Michael asked Will if a board member could be involved in the hiring process of the new director. Will said they are interested in including a board member in the hiring team.
- **Reports:**
 - i. Friends Report
 - i. Kim did not attend the last Friends Board meeting. Last month's minutes are included in the agenda.
 - ii. Friends purchased new patron bags for the library.
 - ii. Director's report:
 - i. New self-serve hours have been favorable, and a few patrons have been using the hours.
- **Financials**
 - i. No questions
- **Policies**
 - i. Kaila created a new draft of the teen room policy to address recent teen room issues.
 - ii. Sandy motioned and Keya seconded to approve the teen room policy. Teen room policy approved.
- **New Business**
 - i. E-Bike Grant

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- i. Kim brought up the requirements of the ODOT bike grant and the obstacles to implementing the grant with the current staffing levels.
 - ii. Legal waiver has not been finalized by the county legal department.
 - iii. The library has received \$20,000 of the \$58,000 grant.
 - iv. This issue will be tabled until next board meeting.
- ii. Little Free Library location
 - i. Keya recommended the location of the bus stop up Juniper Canyon as a location
- iii. Library New Hours
 - i. New hours began September 1, 2025
- iv. Non-Resident Fees
 - i. Fees increase as of October 1: Non-resident yearly \$150; Quarterly \$40; Monthly \$15.
- Next meeting: Thursday, October 9, 2025, Crook County Library Broughton Room, Prineville, OR 97754, 541-447-7978.
 - i. Approval of September meeting minutes.
- Adjournment: Meeting adjourned at 6:15 pm.

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Friends of the Crook County Library
Board Meeting Minutes
Wednesday, September 17, 2025

Board Members Attending

Carrie Gordon, Janice Staats, Janet Hermann, Ginger Nedry, Beth Peer, Faye Streier, Jeannette Holman,

Guests

Gordon Moore, Starr Garland, Amber Heiberger, Kim Bales

Faye called the Board Meeting to order at 2:00 pm and we did a round of introductions.

Jeannette made a motion to appoint Starr Garland to the Board of Directors. Janice seconded the motion and it passed without discussion.

Secretary Report

Carrie made a motion to approve the August minutes as sent via email. Janice seconded the motion and it passed without discussion.

Treasurer Report (see treasurer activity report for details)

- Carrie reviewed highlights of the Treasurer's report including budget report (spreadsheet, summary of expenses/income, and balances to be attached to final Board Meeting Minutes).
- We are at 77% of expenses and 94% of income for the year.

Committee Reports

Chapters Kids Bookstore - Janet

- Thursday shifts need to be covered to have Chapters open. Library is okay with plan t paint interior yellow. Janitorial services are now noticeable.

Membership - Faye

- Nothing to report.

Book Sorting / Volunteers – Janice

- Nothing to report.

Publicity/Public Relations

- The board discussed the Volunteer Oregon webpage and how to make our information more clear re having sales every month except December. Faye will look into it and determine what to change.

Old / Recurring Business

- September 20 book sale went well. Ginger and Faye were leads . It took 30 minutes to move books on Friday; set up took 1 hour, and packing up took 45 minutes.
- The Board agreed to give out books to volunteers at all sales. This will be included in the updated template for the email soliciting volunteers.

- **October 20 Overstock Sale:** Reviewed the to-do list. Some updates needed e.g. times for credit car payemnets. Friday set up hours – Veterans group coming at 1:00; Anthony bringing 2 adults and 8 students at 1:30. Table set up will have to begin by 12:15 on the 19th.
- We discussed changes Janet will make to the list of stores/groups that will take leftovers.
- We have a new poster from Travis. Jeanette will get paper to library to do printing. There is a list of locations for posters in Chapters.
- Faye will send volunteer email on September 24th.

New Business

- The facilities director has requested the middle shed back from FOL. We will have to move our books and supplies out, but it can wait until after the October sale.

Library Report (Kim Bales, Interim Director)

- The library had over 700 sign ups for summer reading! There was great turn out for all programs.
- October is puzzle-palooza. Groups of four can sign up at the library. There will also be a puzzle swap.
- Home school social to be held 9/23. Working to connect the families and offer help.

Accomplishments

- September 20 FOL book sale raised \$245. Started with 62 boxes and ended with 39.
- **Volunteer hours** since last board meeting:
 - Non-board = 13
 - **Chapters –**
 - Board of Directors = 51 hours total
 - Linda - 0
 - Beth – 1
 - Faye - 10
 - Jeannette - 5
 - Ginger - 4
 - Carrie – 15
 - Janice – 11

Meeting adjourned at 3:04 p.m.

Minutes by Beth Peer, Board Member
Friends of the Crook County Library

Director's Report

October 2025 Prepared by Kim Bales, Interim Director of Library Services

Facility

- We have 6 new security cameras that were installed in September around the library, including one in the Broughton Room and Teen Room. We've had some problems in both those areas and getting the cameras will help us monitor the rooms better. With our new self-service hours, we want to have more spaces monitored for security purposes. We will also be getting our sidewalks redone in the next couple of months, we're working with facilities on a schedule.

Staff & Services

- We have a packed outreach schedule this year. Brenda, our full-time Outreach Specialist, has 17 classrooms, 3 assisted livings and 1 rehab facility she is visiting each month.
- Our new hours have been going well so far, we have seen a little increase in the number of people who come during the 8-9am self-service hour.
- Our increased non-resident fees went into effect on October 1st.
 - Yearly = \$150
 - Quarterly = \$40
 - Monthly = \$15
- We have our yearly Staff Inservice Day on October 13th. We have Officer Emilee Jerome from the Prineville Police Department coming to speak to us, she is a Crisis Intervention Department (CID) Officer. She is going to educate us on how best to handle patrons having a mental health crisis here in the library. We had a patron who was having a mental health crisis here in the library a couple of weeks ago and apparently, we handled the situation poorly, because we haven't been trained to deal with someone experiencing a mental health crisis. We will also be going over our policies and procedures and updating some of them, as well as reorganizing our staff area, specifically our LOT shelves.

Strategic Planning Update

- We are still looking for one additional location for a Little Free Library, we've considered PLA 1 or by the Splash Pad at Stryker Park.
- Due to staff shortage, we are parking the Bookmobile for the winter, and we will revisit a new schedule next Spring.

Other:

- The new library catalog, Vega Discover, will be unveiled early next year, due to the staffing changes and as we go forward with a new director. The timeline will be shared once it is available. Vega Discover offers a more user-friendly, accessible, and feature-rich experience for both patrons and library staff. This shift is primarily driven by the fact that Encore is no longer being updated or actively developed. Vega Discover is an ADA compliant catalog. Crook County Library's catalog must be ADA complaint by April of 2026. Digital library catalogs accessed through websites and mobile apps, are subject to new ADA Title II regulations, with key compliance deadlines in April 2026.

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AUGUST ACTUAL -----	YTD ACTUAL -----	ORIG BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
LIBRARY							
REVENUE							
330-0000-300.01-01	BEGINNING BALANCE	.00	947,933.37-	921,000-	921,000-	26,933	1.03
330-0000-300.01-05	INTEREST EARNED	2,437.96-	5,302.47-	27,000-	27,000-	21,698-	.20
330-0000-300.01-08	REALIZED GAIN/LOSS	.00	74.71-	0	0	75	.00
330-0000-390.90-03	CURRENT YEAR TAXES	.00	.00	1,689,000-	1,689,000-	1,689,000-	.00
330-0000-390.90-04	PRIOR YEAR TAXES	4,030.61-	9,526.23-	37,000-	37,000-	27,474-	.26
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* REVENUE		6,468.57-	962,836.78-	2,674,000-	2,674,000-	1,711,163-	.36
CONTINGENCY							
EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	881,000	881,000	881,000	.00
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* EXPENDITURE		.00	.00	881,000	881,000	881,000	.00
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*** LIBRARY		6,468.57-	962,836.78-	1,793,000-	1,793,000-	830,163-	.54
LIBRARY							
REVENUE							
330-3000-324.34-00	STATE GRANTS	.00	.00	39,000-	39,000-	39,000-	.00
330-3000-329.42-18	COPIES AND PRINTS FEES	602.35-	962.35-	6,000-	6,000-	5,038-	.16
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	110.00-	1,000-	1,000-	890-	.11
330-3000-329.50-19	FINES	234.16-	486.51-	4,000-	4,000-	3,513-	.12
330-3000-329.50-24	FINES-STATE COURTS	.00	.00	26,000-	26,000-	26,000-	.00
330-3000-343.43-24	MERCHANDISE	9.50-	15.50-	0	0	16	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	172.00-	835.35-	3,000-	3,000-	2,165-	.28
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	1.50-	112.46-	0	0	112	.00
330-3000-360.60-13	CASHIER ADJUSTMENT	.00	.50-	0	0	1	.00
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* REVENUE		1,019.51-	2,522.67-	79,000-	79,000-	76,477-	.03
PERSONNEL SERVICES							
EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	43,675.25	65,369.00	553,000	540,000	474,631	.12
330-3000-510.01-02	OVERTIME	95.99	203.98	7,000	7,000	6,796	.03
330-3000-510.02-01	FICA	3,297.34	4,939.60	43,000	42,000	37,060	.12
330-3000-510.02-02	WORKERS COMPENSATION	856.53	1,288.69	13,000	13,000	11,711	.10
330-3000-510.02-03	HEALTH INSURANCE	14,443.05	28,886.10	210,000	210,000	181,114	.14
330-3000-510.02-04	LIFE INSURANCE/LTD	124.47	248.94	2,000	2,000	1,751	.12
330-3000-510.02-05	UNEMPLOYMENT	43.76	65.56	1,000	1,000	934	.07
330-3000-510.02-06	401K RETIREMENT	5,237.53	7,846.24	64,000	64,000	56,154	.12
330-3000-510.02-08	OREGON PAID LEAVE TAX	249.48	373.74	3,000	3,000	2,626	.12
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* EXPENDITURE		68,023.40	109,221.85	896,000	882,000	772,778	.12

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AUGUST ACTUAL -----	YTD ACTUAL -----	ORIG BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
MATERIALS & SERVICES							
EXPENDITURE							
330-3000-520.05-30	POSTAGE	720.99	720.99	0	2,000	1,279	.36
330-3000-520.05-71	MINOR EQUIPMENT	7,043.02	7,043.02	10,000	17,000	9,957	.41
330-3000-520.05-74	PROGRAMS AND OUTREACH	659.42	409.58-	20,000	20,000	20,410	.02-
330-3000-520.05-89	CREDIT CARD CHARGES	20.77	42.44	0	0	42-	.00
330-3000-520.05-96	DUES & MEMBERSHIPS	120.17	120.17	2,000	2,000	1,880	.06
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	.00	.00	1,000	0	0	.00
330-3000-520.10-07	COPY MACHINES	307.04	372.99	10,000	5,000	4,627	.07
330-3000-520.10-25	OFFICE SUPPLIES	1,145.62	1,145.62	7,000	7,000	5,854	.16
330-3000-520.10-26	ORDINANCE COMPILATION	.00	.00	1,000	1,000	1,000	.00
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	.00	10,000	8,000	8,000	.00
330-3000-520.20-43	RESOURCE SHARING	.00	.00	8,000	8,000	8,000	.00
330-3000-520.25-05	MILEAGE	.00	.00	5,000	5,000	5,000	.00
330-3000-520.25-11	FUEL	68.51	130.00	5,000	3,000	2,870	.04
330-3000-520.30-05	COLLECTION DEVELOPMENT	6,597.87	11,692.87	160,000	169,000	157,307	.07
330-3000-520.30-12	READY TO READ GRANT	.00	400.00	10,000	10,000	9,600	.04
330-3000-520.35-13	CONTRACT SERVICES	872.64	1,618.02	16,000	21,000	19,382	.08
330-3000-520.35-41	SECURITY SERVICES	.00	.00	0	2,000	2,000	.00
330-3000-520.35-42	SOFTWARE SERVICES	823.55	6,236.42	43,000	43,000	36,764	.15
330-3000-520.35-85	LIBRARY CONSORTIUM	16,712.60	24,343.60	10,000	10,000	14,344-	2.43
330-3000-520.40-17	CELL PHONE COSTS	201.48	201.48	2,000	2,000	1,799	.10
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	1,600.02	1,902.02	4,000	4,000	2,098	.48
330-3000-520.50-05	INSURANCE	.00	2,995.16	3,000	3,000	5	1.00
330-3000-520.60-16	PROMOTION & PUBLICITY	.00	322.50	7,000	6,000	5,678	.05
330-3000-520.65-00	LICENSES/FEES	.00	.00	1,000	1,000	1,000	.00
330-3000-520.66-04	FINANCE	3,667.00	7,334.00	44,000	44,000	36,666	.17
330-3000-520.66-09	FACILITIES	24,000.00	48,000.00	288,000	288,000	240,000	.17
330-3000-520.66-27	LEGAL	1,417.00	2,834.00	17,000	17,000	14,166	.17
330-3000-520.66-28	ADMINISTRATION	2,917.00	5,834.00	35,000	35,000	29,166	.17
330-3000-520.66-29	HUMAN RESOURCES	1,867.00	3,734.00	22,000	22,000	18,266	.17
330-3000-520.66-94	GIS	250.00	500.00	3,000	3,000	2,500	.17
330-3000-520.66-95	IT	16,092.00	32,184.00	193,000	193,000	160,816	.17
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* EXPENDITURE		87,103.70	159,297.72	937,000	951,000	791,702	.17
CAPITAL OUTLAY							
EXPENDITURE							
330-3000-580.80-05	CAPITAL OUTLAY	.00	.00	39,000	39,000	39,000	.00
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* EXPENDITURE		.00	.00	39,000	39,000	39,000	.00
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*** LIBRARY		154,107.59	265,996.90	1,793,000	1,793,000	1,527,003	.15
**** LIBRARY		147,639.02	696,839.88-	0	0	696,840	.00