



Board of Trustees

Meeting Agenda

Thursday, March 13, 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 February 13, 2025, 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. Update on budget meeting with Finance Department. Board approval of budget respectfully requested.
- b. EV Charging Station grant(s) update. Grant applications and future grant opportunities.
- c. ODOT eBike update.
- d. EPA Environmental and Climate Justice Community Change Grant Application update.

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

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

- a. EV Bookmobile discussion.

8. Agenda items for next meeting: April 10, 2025, 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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Attendees:

- **Staff:** [y] Sarah Beeler, [y] Cindy York
 - **Trustees:** [n] Sandy Kerbow, [y] Mark Maboll, [y] Natalie Good, [y] Keya Rohovit-Wrolson, [y] Michael Stremme
 - **Guests:** Debbie Stremme, guest
-
- **Call to Order:** Michael Stremme called the meeting to order at 5:20pm. Mark Maboll made a motion to approve the agenda. Natalie Good seconded the motion. Agenda approved.

 - **Public Comment:** None at meeting and none online.

 - **Consent agenda:** Mark Maboll made a motion to approve the January meeting minutes, as amended. Natalie Good seconded the motion. January meeting minutes were approved as amended. No meeting was held in December.

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

 - **Reports:**
 - i. **Friends:** The Friends are a well-oiled machine and provide funds for special library programs and events. We appreciate their efforts so much! They are looking for a secretary. They also need additional volunteers to help at their book sales.
 - ii. **Circulation services:** Cindy shared a graph comparing circulation statistics based on the population of Crook County. She shared the percentage of patrons with library cards in 2013 (64%), 2020 (35%) and 2024 (25%). The current percentage of library card holders in Crook

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County is low compared to other libraries in Oregon. Outreach to rural areas in Crook County remains a high priority as identified in the Strategic Plan.

iii. Director's report:

- i. Bids to install an EV Charging station have been received, \$25,861.22. ODOT's Community Charging Rebates program has pledged \$12,500. Pacific Power will open three grant opportunities on March 3rd.
- ii. Bids for a second cultural site analysis have been received, \$13,290. Once funds are allocated, and the second cultural site analysis has been completed, the report will be sent to Oregon Department of State Lands. The total cost for the 20-year lease is \$67,000.
- iii. Liz Knapp, grant writer, was hired to prepare a large EPA Community Change grant for the proposed Juniper Canyon project. The grant was submitted in November. We are not sure what will happen with this grant given the current administration. Sarah welcomed the chance to learn how to write large grants from Liz.
- iv. The ODHS Resilience Hubs and Networks grant has made the Library a grant-award offer of \$80,000 to purchase a backup-generator. Total cost for the generator (excluding site prep, maintenance, inspections, and installation) is approximately \$87,000. The Library's budget will need to make up the difference unless additional funding is secured.
- v. The old Encore catalog needs to be phased out by April of 2026. Jefferson County Library District and Crook County Library will be moving to the Vega Discover catalog. A meeting has been scheduled to update the contract with Deschutes Public Library in March. Another meeting will be held to discuss the next steps as JCLD and CCL move to an ADA compliant catalog. The CCL contract with Deschutes was distributed to board members.
- vi. The Crook County Legal Department has been contacted and asked to provide an extra sentence in the Crook County Library Board of Trustees Bylaws to allow the Chair/Board to cancel a meeting.
- vii. Sarah Distributed a copy of the draft FY26 budget. A budget meeting has been scheduled with the Finance Department. Approval of the FY26 budget will be added to the agenda for the March 13th meeting.

- **Next meeting:** Thursday, March 13, 2025, Broughton Community Room, 5:15pm, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.
 - i. Approval of February meeting minutes.
 - ii. Approval of January Financials (if available).
 - iii. Approval of FY26 Budget.
- **Adjournment:** Mark Maboll made a motion to adjourn the meeting. Keya Rohovit-Wrolson seconded. Meeting adjourned at 5:50pm.

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Friends of the Crook County Library
Board Retreat Meeting Minutes
Monday, January 13, 2025

Board Members Attending

Ginger Nedry, Carrie Gordon, Gordon Gillespie, Jeannette Holman, Janet Herrmann, Janice Staats

Ginger called the Board Meeting to order at 12:40 pm after a wonderful potluck lunch.

Secretary Report

- Carrie moved to accept the December 2024 minutes, Gordon seconded, no discussion. Passed.
- Jeannette emailed us January 12, 2025 that due to health concerns she can no longer be Secretary. No current board member will be Secretary. We will all communicate in old and new ways to let the community know we need a Secretary until we get a new Board Member who will be Secretary. Janice will take minutes until we get a Secretary.
- The Secretary will start filing the Treasurer's Monthly Activity Report with the agenda and minutes, and the final budget spreadsheets also for Records Roundup.

Treasurer Report

- Carrie took us through the activity report and spreadsheet.
- From December 2024 Treasurer's Monthly Activity Report: Income \$2635.49, Expenses \$354.00.

Committee Reports

Chapters Kids Bookstore

- The display case is very hard to access, and unsafe because the glass shelves are easy to fall down on your head. Janet would like to coordinate getting the display to open from the lobby. Janet will talk to Sarah, and if okay with her, will get an estimate for the cost and come back to the board for a vote.
- Janet will find a place in Chapters Kids Bookstore to store the plates, silverware, and cups that have been stored in the storage locker.
- Pearl from near Monument dropped off three boxes of kids' books.

Membership

- Since Faye is recovering from surgery, Carrie will take the lead on the membership mailing. Janice will add our need for a secretary to the letter. Gordon G. will print off letter and get to Janet. Janet will make copies at the library. Faye put the envelopes and mailing labels in Chapters Kids Bookstore. Carrie will take off people who have already paid. Carrie will let us know when and where to help stuff envelopes.

Book Sorting

- Dorothy Gates from Humane Society Thrift Store let us know that the company that takes all the Central Oregon thrift store leftovers away is no longer taking books. This might mean the thrift stores will not want our leftovers after the May and Oct book sales. We can consider giving books away for free for part of the May sale if that holds true. We can also consider taking some leftovers to the dump which we will have to pay for.
- For whoever can move boxes of books, check under the counters in Chapters Kids Bookstore to move 3rd Saturday boxes when it gets full way before the 3rd Saturday Book Sales.

Volunteers

- No report.

Publicity/Public Relations

- No report.

January 3rd Saturday Book Sale

Janice will lead. Got a good response from 2nd email to volunteers. Janet will remove the workbench in the middle shed to make more room for boxes.

February 3rd Saturday Book Sale – Janice and Jeannette will lead. Carrie can move books that Friday.

Betty Anderson Bequest

We need to discuss with Sarah if she has something special she wants to do the \$14,000. We spent \$6000 on the Children's room nonfiction books and art prints. We will put this on the February agenda.

Book Storage

Janet moved that we keep what book storage locations we have now for another year so we can see how the middle shed is going to work with storing leftovers for May and October book sales. Janice seconded. Discussion: We pay about \$1300/year for Northwest Self Storage locker, and the bill will be due in April. The initial investment on the shed was \$2000 in 2016 plus set-up costs. We need to think about maintenance costs when needed. We will always need more than the two sheds, but we might be able to make due with a smaller storage unit. Carrie will pay the bill in April, and we will make decisions at next retreat in January 2026. Passed.

Bookstore Idea

Instead of moving to a storefront in town, we feel we need the physical connection with the library to be successful. Friends Bookstore inside the main library is open whenever the library is open and gets many customers because of that. It has been tough to get volunteers for Chapters Kids Bookstore, and it would be tough to get volunteers to staff a store in town. We

do not make enough to pay rent which would be much more than what our storage locker costs (\$1300/year), and we want to keep our % overhead costs as low as possible so people feel good about donating money to us.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 55 hours total
 - Faye
 - Carrie 19
 - Janice 14
 - Gordon 1
 - Janet 5
 - Jeannette 12
 - Ginger 4
 - Chapters Kids Bookstore = 53 hours
 - Non-Board = 9 hours total
 - Bob Riley book keeping 2 hours
 - Olivia Mitchell Gift Books and Puzzles Sale 7 hours
- **December Gift Books and Puzzles Sale** was a great success. Not only did people buy from the table and cart, more books than normal were purchased from Friends Bookstore too.
- **Records Roundup** – Janice and Jeannette filed all the Secretary paperwork in the storage locker. Carrie and Faye will get together to file President and Treasurer paperwork when Faye is able.

Meeting adjourned 2:24 pm.

Minutes by Janice Staats
Friends of the Crook County Library Member

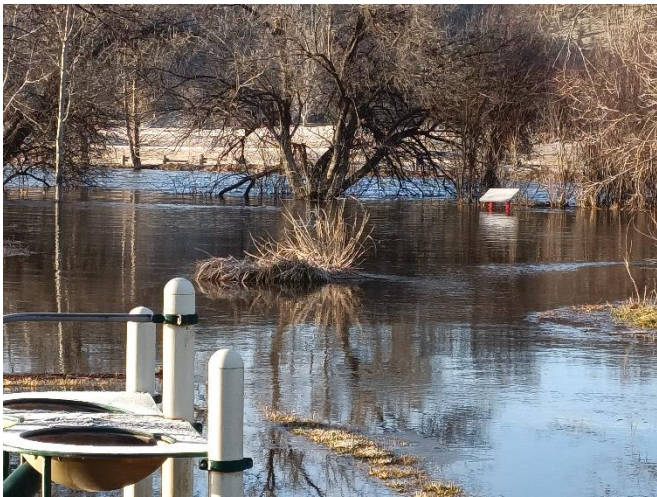
Circulation Services Report

March 2025

Prepared by Cindy York, Library Operations Manager

Did You Know?

With the rising water levels in the Crooked River, community members can see the effects by visiting the library's Gervais Park. The only accessible portion of the park is the parking lot. No kayakers are visible yet but the ducks are having a great time!



Looking south towards the golf course



Looking west towards the grade

Circulation Comparison:

The day following a holiday closure can be unpredictable—from the number of patron visits to checkouts & returns. It's always fun to compare these numbers from one year to the next. For instance, when comparing circulation the day after President's Day, we find that the number of checkouts at the counter versus the self-check kiosks was fairly close in 2020. After our return to more normal service, there was a definite increase in the usage of the self-check kiosks—did the pandemic change patron mindset? Also note that the number of returns from 2024 and 2025 was identical!

	2/18/2020	2/16/2021	2/22/2022	2/21/2023	2/20/2024	2/18/2025
Checkouts-counter	242	231	191	156	167	166
Checkouts-self-check	315	0	262	280	320	316
Checkins (Returns)	634	137	570	522	737	737

Director's Report

March 2025

Prepared by Sarah Beeler, Director of Library Services

Facility

- ODOT's Community Charging Rebates Program grant application update.
- Bids for second cultural site analysis on 622.11 acres have been received. The low bid was \$13,290 from an archaeologist in Sisters, Oregon. We will be having a second budget meeting. The budget is flat this year so all items are being reviewed.
- Final contract documents from ODOT for three eBikes has been approved. We are waiting for final signatures from ODOT and then we'll be waiting for a check to purchase bikes/supplies, helmets, extra equipment/tracking software, etc. The initial check will be \$23,407.79. Total grant is amount is \$58,480.67 to be spent by December of 2027.

Staff

- Outreach staff are adding and managing their own shifts to the WhenToWork schedule.
- We've been told the budget will be relatively flat and to trim it where possible. Job duties will be reviewed, and work processes will be streamlined, where possible.

Strategic Planning Update

- EPA Community Change grant was submitted on the last day just before the deadline. Results will not be known until spring. Grant application will be accepted, denied, only a portion funded, or they can ask us to make changes and resubmit. The Inflation Reduction Act Community Change grant program funding has been paused. It is unclear if it will resume.
- Other
 - The Crook County Library budget will be reviewed at the next board meeting. The Budget meeting was held on March 6th. A second Library budget meeting is anticipated.
 - Next Library Board meeting will be 4/10/25. Budget numbers are expected to remain flat; some savings will be realized from switching our OverDrive vendors (\$30,000) and reducing the number of unused computers and devices. Personnel costs will be increasing by 20%.
 - Deschutes Public Library is working with Crook County Library and Jefferson County Library District to move to an ADA compliant/improved online catalog for patrons, Vega Discover. Prices have been received. Staff were impressed when they reviewed the new catalog during a demo.

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JAN ACTUALS	YTD ACTUAL	ORIG BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
LIBRARY							
REVENUE							
330-0000-300.01-01	BEGINNING BALANCE	.00	950,707.18-	938,000-	938,000-	12,707	1.01
330-0000-300.01-05	INTEREST EARNED	4,999.03-	23,744.90-	33,000-	33,000-	9,255-	.72
330-0000-300.01-08	REALIZED GAIN/LOSS	436.35-	2,005.38-	0	0	2,005	.00
330-0000-390.90-03	CURRENT YEAR TAXES	7,617.00-	1,541,736.00-	1,702,000-	1,702,000-	160,264-	.91
330-0000-390.90-04	PRIOR YEAR TAXES	1,655.87-	31,756.67-	0	0	31,757	.00
* REVENUE		14,708.25-	2,549,950.13-	2,673,000-	2,673,000-	123,050-	.95
CONTINGENCY EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	956,000	956,000	956,000	.00
* EXPENDITURE		.00	.00	956,000	956,000	956,000	.00
*** LIBRARY		14,708.25-	2,549,950.13-	1,717,000-	1,717,000-	832,950	1.49
**** LIBRARY		14,708.25-	2,549,950.13-	1,717,000-	1,717,000-	832,950	1.49
LIBRARY							
LIBRARY							
REVENUE							
330-3000-324.34-00	STATE GRANTS	10,213.00-	10,213.00-	14,000-	14,000-	3,787-	.73
330-3000-329.42-18	COPIES AND PRINTS FEES	558.71-	3,524.16-	4,000-	4,000-	476-	.88
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	85.00-	535.00-	0	0	535	.00
330-3000-329.50-19	FINES	487.30-	2,412.19-	3,000-	3,000-	588-	.80
330-3000-329.50-24	FINES-STATE COURTS	.00	25,975.75-	26,000-	26,000-	24-	1.00
330-3000-343.43-24	MERCHANDISE	9.50-	64.00-	0	0	64	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	1,254.30	625.00-	2,000-	2,000-	1,375-	.31
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	310.83-	19,025.62-	10,000-	10,000-	9,026	1.90
* REVENUE		10,410.04-	62,374.72-	59,000-	59,000-	3,375	1.06
PERSONNEL SERVICES EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	48,534.15	314,839.56	640,000	580,000	265,160	.54
330-3000-510.01-02	OVERTIME	30.44	3,106.93	5,000	5,000	1,893	.62
330-3000-510.01-32	EXTRA HELP	.00	1,957.50	3,000	3,000	1,043	.65
330-3000-510.02-01	FICA	3,657.57	24,184.04	49,000	45,000	20,816	.54
330-3000-510.02-02	WORKERS COMPENSATION	1,035.77	2,938.88	1,000	4,000	1,061	.73
330-3000-510.02-03	HEALTH INSURANCE	17,623.44	85,842.62	135,000	138,000	52,157	.62
330-3000-510.02-04	LIFE INSURANCE/LTD	141.71	1,148.42	2,000	2,000	852	.57
330-3000-510.02-05	UNEMPLOYMENT	48.57	296.94	2,000	1,000	703	.30

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JAN ACTUALS	YTD ACTUAL	ORIG BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
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330-3000-510.02-06	401K RETIREMENT	5,630.06	35,183.27	60,000	69,000	33,817	.51
330-3000-510.02-08	OREGON PAID LEAVE TAX	276.81	1,623.68	3,000	3,000	1,376	.54
* EXPENDITURE		76,978.52	471,121.84	900,000	850,000	378,878	.55
MATERIALS & SERVICES EXPENDITURE							
330-3000-520.05-30	POSTAGE	219.99	1,080.42	3,000	3,000	1,920	.36
330-3000-520.05-71	MINOR EQUIPMENT	117.22-	325.39	10,000	10,000	9,675	.03
330-3000-520.05-74	PROGRAMS AND OUTREACH	2,827.05	9,952.90	20,000	20,000	10,047	.50
330-3000-520.05-89	CREDIT CARD CHARGES	1.49-	106.30	0	0	106-	.00
330-3000-520.05-96	DUES & SUBSCRIPTIONS	.00	329.00	2,000	2,000	1,671	.16
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	108.35	591.00	1,000	1,000	409	.59
330-3000-520.10-07	COPY MACHINES	340.74	2,167.48	10,000	10,000	7,833	.22
330-3000-520.10-25	OFFICE SUPPLIES	4,106.90	9,531.98	6,000	6,000	3,532-	1.59
330-3000-520.10-26	ORDINANCE COMPILATION	.00	.00	1,000	1,000	1,000	.00
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	11.98	4,325.39	10,000	10,000	5,675	.43
330-3000-520.20-43	RESOURCE SHARING	.00	6,396.00	8,000	8,000	1,604	.80
330-3000-520.25-05	MILEAGE	.00	.00	4,000	4,000	4,000	.00
330-3000-520.25-11	FUEL	102.24	802.40	9,000	9,000	8,198	.09
330-3000-520.30-05	COLLECTION DEVELOPMENT	10,755.66	104,912.13	165,000	165,000	60,088	.64
330-3000-520.30-12	READY TO READ GRANT	.00	.00	12,000	12,000	12,000	.00
330-3000-520.35-13	CONTRACT SERVICES	12,807.54	30,452.64	0	50,000	19,547	.61
330-3000-520.35-42	SOFTWARE SERVICES	2,283.99	7,469.82	12,000	12,000	4,530	.62
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	8,968.00	12,000	12,000	3,032	.75
330-3000-520.40-17	CELL PHONE COSTS	205.94	1,548.28	2,000	2,000	452	.77
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	.00	5,056.45	4,000	4,000	1,056-	1.26
330-3000-520.50-05	INSURANCE	.00	2,855.32	3,000	3,000	145	.95
330-3000-520.60-16	PROMOTION & PUBLICITY	195.22	4,482.58	7,000	7,000	2,517	.64
330-3000-520.65-00	LICENSES/FEES	.00	750.00	0	0	750-	.00
330-3000-520.66-04	FINANCE	3,417.00	23,919.00	41,000	41,000	17,081	.58
330-3000-520.66-09	FACILITIES	18,833.00	131,831.00	226,000	226,000	94,169	.58
330-3000-520.66-27	LEGAL	1,250.00	8,750.00	15,000	15,000	6,250	.58
330-3000-520.66-28	ADMINISTRATION	2,333.00	16,331.00	28,000	28,000	11,669	.58
330-3000-520.66-29	HUMAN RESOURCES	2,250.00	15,750.00	27,000	27,000	11,250	.58
330-3000-520.66-94	GIS	167.00	1,169.00	2,000	2,000	831	.58
330-3000-520.66-95	IT	19,583.00	137,081.00	235,000	235,000	97,919	.58
330-3000-520.66-98	RISK MGMT	75.00	525.00	1,000	1,000	475	.53
* EXPENDITURE		81,754.89	537,459.48	876,000	926,000	388,541	.58
*** LIBRARY		148,323.37	946,206.60	1,717,000	1,717,000	770,793	.55
**** LIBRARY		148,323.37	946,206.60	1,717,000	1,717,000	770,793	.55