



Board of Trustees

Meeting Agenda

Thursday, May 09, 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://crookcountyor.zoom.us/j/95264568513?pwd=TnVQajJHYXphYlBzamk2MHdYV2lUQT09>

Meeting ID: 952 6456 8513

Passcode: 706910

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 April 11, 2024, regular meeting.

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

- a. Friends, Minutes to be distributed at June meeting.
- b. Circulation services
- c. Director's report

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

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

- a. Staff, Teen Services Librarian and Teen internship grant.
- b. Strategic planning
- c. Bookmobile Update
- d. Library Board of Trustees vacancy
- e. Paulina Library Branch update.
- f. Update on potential lease of 640 acres up Juniper Canyon.
- g. Powell Butte/Ochoco West update as potential Bookmobile stop.

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.

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

- a. Librar2Go transition update.

8. Agenda items for next meeting: June 13, 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

Thursday, April 11, 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/95626035688?pwd=ZDJpWkR2tDV3hvTCtYkxsKzVBUT09>

Meeting ID: 956 2603 5688

Passcode: 467190

RECORDING NOTICE: This meeting will be recorded via Zoom

Attendees:

- **Staff:** [y] Sarah Beeler, [y] Cindy York
- **Trustees:** [y] Sandy Kerbow, [y] Mark Maboll, [y] Natalie Good, [y] Keya Rohovit-Wrolson, [n] Debra Merskin
- **Guests:** Doc Kerbow, LaQuita Stec, Mary Dyal.

1. **Call to Order:** Natalie Good called the meeting to order at 5:16pm. Natalie Good let the board know she will be on call for work during the board meeting.
2. **Public Comment:** LaQuita Stec asked questions about potential branch locations in Paulina and Juniper Canyon. She also asked about a comment in the March 20, 2024, minutes of the Friends of the Library about the potential formation of Library Foundation(s).
3. **Consent agenda:** Keya moved to approve the consent agenda that includes the March 14, 2024, meeting minutes. Sandy seconded. Consent agenda approved. No conflicts/potential conflicts of interest.
4. **Reports:**
 - i. Friends: Membership totals for renewals and new members met expectations. Membership dues for February were \$845.00. Ginger is assessing the effectiveness of opening Chapters later in the day on Thursdays, 2pm-5pm.
 - ii. Circulation services:
 - i. Cindy reported on the most requested format/genre borrowed in March were adult fiction and DVDs.
 - ii. Sierra Integrated Library System was upgraded to a newer version on March 19th.

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- iii. Director's report:
 - i. CCL will be applying for an Oregon Department of Human Services Resilience Hubs and network Grant for a new backup generator.
 - ii. Sarah, Cindy and Donna met with members of the Community Development Department about a potential library branch site between Paulina School and the Crook County Road Department. Sarah asked Kirk Giovanini, who is familiar with the parcel, to investigate the site to determine if there is a repairable septic system in place.
 - iii. A letter of interest for grazing land up Juniper Canyon was sent to Randy Wiest, Lead Rangeland Manager. Property would be a multiuse space that would include a Library of Things branch.
 - iv. Bookmobile repairs have been completed. Potential Bookmobile sites are under consideration.
 - v. An internal posting for a teen services librarian has been distributed to Crook County employees. A job posting for two summer teen interns has been posted on the Crook County HR website.
 - vi. Strategic Planning Update: The survey is being distributed through April 22nd. Help distributing the survey would be greatly appreciated!
 - vii. Transition to OverDrive through Libraries of Eastern Oregon will take place in May.

5. Financials/Statistics Review: There was a short discussion on the popularity of DVDs.

6. New Business and agenda items for next meeting: A tour of the Bookmobile will be added to the agenda for the May board meeting. Natalie will report on the process to fill the vacant library board position. Appointment of new board chair will be discussed.

7. Next meeting: Thursday, May 9, 2024, Broughton Community Room, 5:15pm, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

8. Adjournment: The meeting was adjourned at 6:15pm.

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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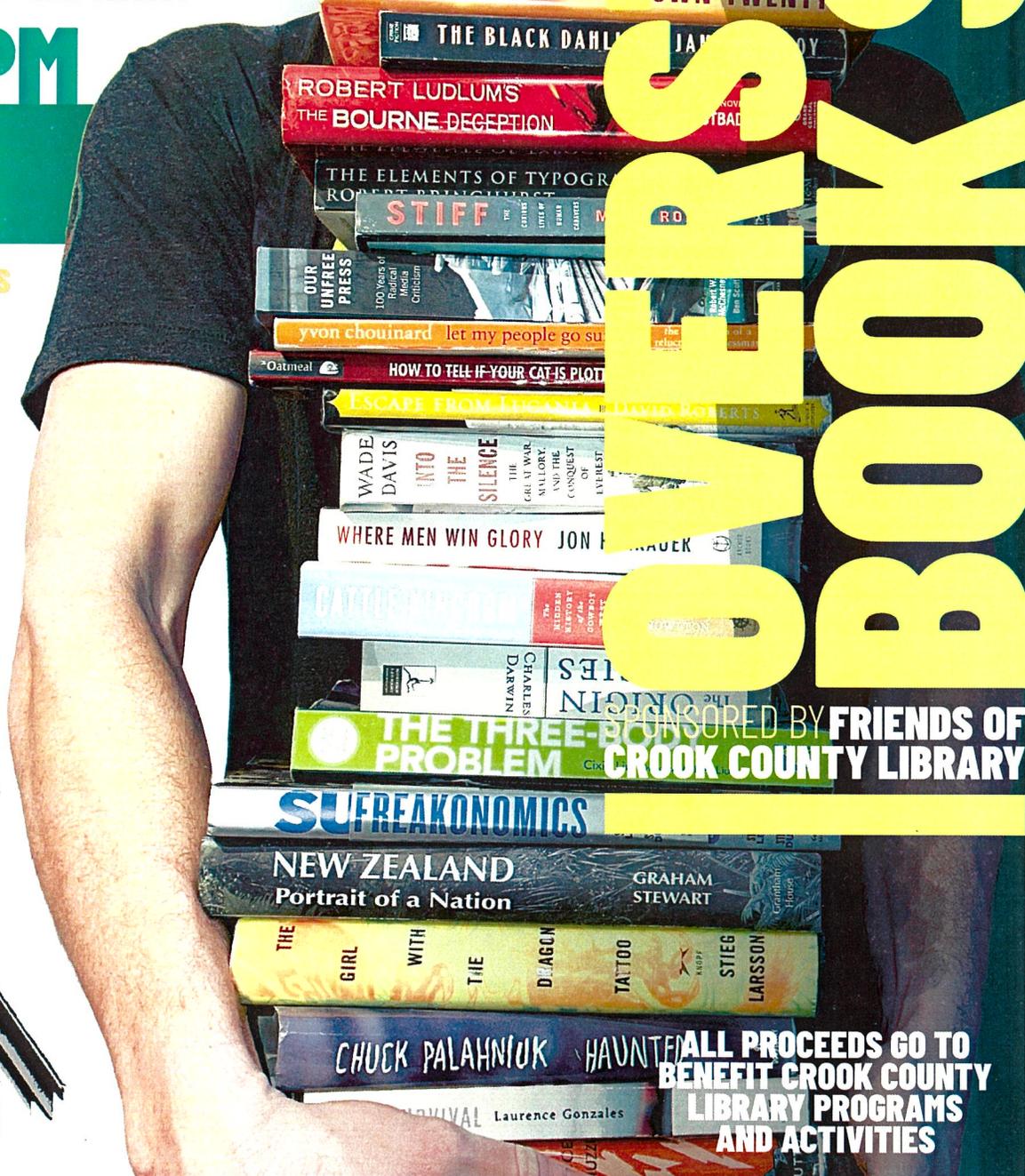
MAY 11TH 2024

CROOK COUNTY LIBRARY

9AM-1PM

\$5 PER BAG

BRING YOUR OWN BAGS
OR WE CAN PROVIDE



BOOKS EVERYONE LOVES

SPONSORED BY FRIENDS OF
CROOK COUNTY LIBRARY

ALL PROCEEDS GO TO
BENEFIT CROOK COUNTY
LIBRARY PROGRAMS
AND ACTIVITIES

Circulation Services Report

May 2024

Prepared by Cindy York, Library Operations Manager

Did You Know?

- ❖ As Circulation team manager, I am excited to share the news that Library Technician/Customer Service Specialist Kaila Rhoden will be filling the vacant Teen Services Librarian position!
- ❖ Library staff—like staff in other county departments—will be experiencing position title changes soon. This is the result of a compensation study that will benefit our staff greatly.
- ❖ With the poor circulation of our magazines, we are attempting to determine the root cause behind those low numbers—is it location? Poor choice of titles? Or has this formats time come to an end? In order to rule out bad location as a potential issue, we will be moving the adult magazine collection up to the front of the building. We have approx. 43 magazines in the adult area but only 56 checkouts



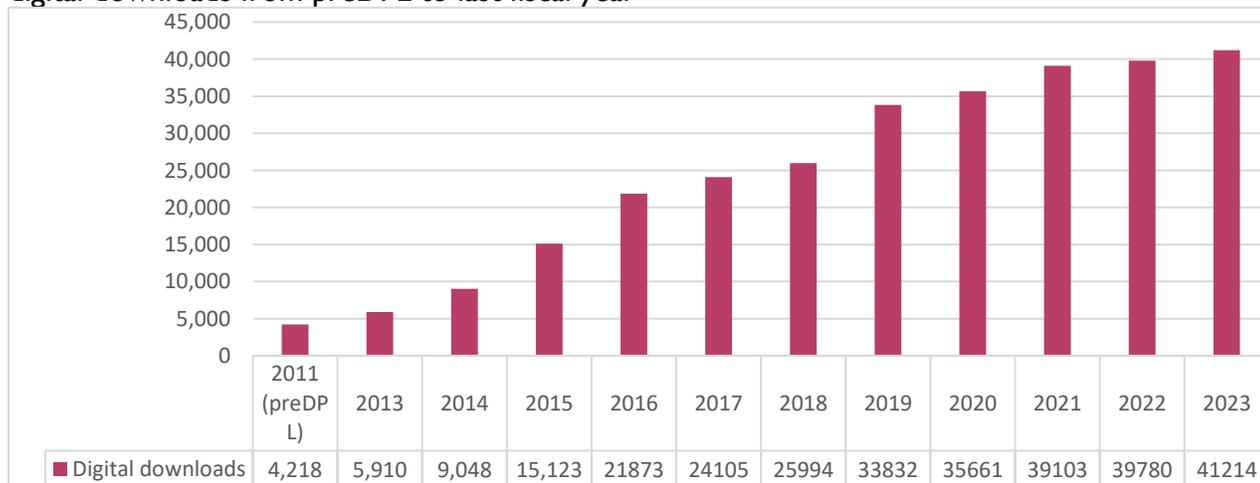
Outside of the Sage Study Room



Newly moved shelves outside of Teen Room

Circulation At A Glance:

The great switchover from DPL Libby to Libraries2Go Libby has begun! Let's take a look back at the growth in digital downloads from preDPL to last fiscal year~



Director's Report

May 2024

Services

Prepared by Sarah Beeler, Director of Library

Facility

- Crook County Library applied for an Oregon Department of Human Services Resilience Hubs and Networks grant in the amount of \$164,593 for complete installation of a backup generator. Total price requested includes generator, permits, excavation, cement pad, hookup to natural gas and one annual inspection.
- The Paulina Branch Library is on hold until a new Facilities Director has been hired. The old metal septic tank on proposed library site in Paulina was removed around 2007. A new septic system is needed, although we may not need a very long drainfield. Andy Parks suggests having the new Facilities Director contact an architect to obtain a price to build the branch. We should be able to use the architect's price to apply for grants.
- Two meetings with county department heads and partners will be held to discuss potential lease/trade of 640 acres up Juniper Canyon Road. Meetings will take place on May 14th, 11am, and May 15th, 1pm, in the Administration building, 203 NE Court St. in Prineville. Purpose of meetings will be to discuss potential property uses, level of interest, and completion of Special Use Application form.
- Bookmobile will be used for Outreach this Summer. Ochoco West asked for Bookmobile stops that coordinate with the free lunch program. We are waiting for the free lunch schedule to be posed in June and will explore additional stops.
- Patrons are happy about the additional ebook/digital audiobook/magazine titles available through Library2Go. May is the transition month for patrons to switch to Library2Go. At the end of May, OverDrive through Deschutes will be turned off. Holds will transfer over from Deschutes to Crook County Library's new Libray2Go collection on May 31st. An informational flyer and instructions were sent to all OverDrive users living in Crook County on May 1st. A second email will be sent to OverDrive users around the middle of the month.

Staff

- Interviews for the grant-funded teen internship position have been completed. The new teen intern will be announced soon. Some of the applicants will be hired to provide additional teen programs this summer.
- Kaila Rhoden is our new Teen Services Librarian. We are delighted to promote her into

this position and appreciate her interest in providing library services and programs to local teens. Kaila will be working with our new teen intern and providing summer reading teen programs.

Crook County

- Sarah Puerner will email copies of the library board applications around May 18th. Will update the board once we have additional information on the process.

Strategic Planning Update

Thank you for your help distributing library surveys! 401 surveys were turned in by 4/22, with an additional 17 returned after the due date. Late submissions were reviewed. The 2nd Strategic Planning Task Force meeting was held on May 3rd.

FOR FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH 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	3,905.53-	29,301.20-	30,000-	30,000-	699-	.98
330-0000-300.01-08	REALIZED GAIN/LOSS	175.68-	1,861.09-	0	0	1,861	.00
330-0000-390.90-03	CURRENT YEAR TAXES	9,141.00-	1,538,114.00-	1,604,000-	1,604,000-	65,886-	.96
330-0000-390.90-04	PRIOR YEAR TAXES	1,007.48-	20,279.28-	0	0	20,279	.00
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* REVENUE		14,229.69-	2,341,667.78-	2,398,000-	2,398,000-	56,332-	.98
**		14,229.69-	2,341,667.78-	2,398,000-	2,398,000-	56,332-	.98
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	.00	15,965.00-	10,000-	10,000-	5,965	1.60
330-3000-329.42-18	PHOTOCOPY FEES	586.50-	4,879.85-	3,000-	3,000-	1,880	1.63
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	1.25	368.75-	0	0	369	.00
330-3000-329.50-19	FINES	255.15-	2,305.06-	3,000-	3,000-	695-	.77
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	10.00-	94.00-	0	0	94	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	177.40-	736.40-	0	0	736	.00
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	2,277.87-	28,146.64-	10,000-	10,000-	18,147	2.81
330-3000-360.60-13	CASHIER ADJUSTMENT	.00	5.00	0	0	5-	.00
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* REVENUE		3,305.67-	78,466.45-	48,000-	48,000-	30,466	1.63
**		3,305.67-	78,466.45-	48,000-	48,000-	30,466	1.63
PERSONNEL SERVICES EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	41,040.32	355,086.64	609,000	609,000	253,913	.58
330-3000-510.01-01	WAGES-OTHER	.00	7.68	0	0	8-	.00
330-3000-510.01-02	OVERTIME	178.09	1,930.57	0	0	1,931-	.00
330-3000-510.01-32	EXTRA HELP	.00	2,397.00	0	0	2,397-	.00
330-3000-510.02-01	FICA	3,119.99	27,154.71	46,000	46,000	18,845	.59
330-3000-510.02-02	WORKERS COMPENSATION	57.53	511.29	1,000	1,000	489	.51
330-3000-510.02-03	HEALTH INSURANCE	10,031.27	93,278.53	146,000	146,000	52,721	.64
330-3000-510.02-04	LIFE INSURANCE/LTD	129.49	1,143.35	2,000	2,000	857	.57
330-3000-510.02-05	UNEMPLOYMENT	82.46	717.25	2,000	2,000	1,283	.36
330-3000-510.02-06	401K RETIREMENT	4,390.76	29,443.89	62,000	62,000	32,556	.47

FOR FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH ACTUALS	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
330-3000-510.02-08	OREGON PAID LEAVE TAX	169.02	1,463.32	2,000	2,000	537	.73
*	EXPENDITURE	59,198.93	513,134.23	870,000	870,000	356,866	.59
**	PERSONNEL SERVICES	59,198.93	513,134.23	870,000	870,000	356,866	.59
	MATERIALS & SERVICES EXPENDITURE						
330-3000-520.05-30	POSTAGE	219.99	1,615.88	3,000	3,000	1,384	.54
330-3000-520.05-71	MINOR EQUIPMENT	416.71	1,964.29	9,000	9,000	7,036	.22
330-3000-520.05-74	PROGRAMS AND OUTREACH	5,234.23	20,610.65	18,000	18,000	2,611-	1.15
330-3000-520.05-89	CREDIT CARD CHARGES	16.67	121.35	0	0	121-	.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	778.15	1,000	1,000	222	.78
330-3000-520.10-07	COPY MACHINES	467.10	2,365.51	4,000	4,000	1,634	.59
330-3000-520.10-25	OFFICE SUPPLIES	.00	5,622.79	5,000	5,000	623-	1.12
330-3000-520.10-26	ORDINANCE COMPILATION	.00	1,347.00	1,000	1,000	347-	1.35
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	272.12	1,000	1,000	728	.27
330-3000-520.20-43	RESOURCE SHARING	31.99	7,438.63	8,000	8,000	561	.93
330-3000-520.25-05	MILEAGE	.00	292.14	1,000	1,000	708	.29
330-3000-520.25-11	FUEL	37.50	4,778.01	1,000	1,000	3,778-	4.78
330-3000-520.30-05	COLLECTION DEVELOPMENT	6,645.48	117,128.08	149,000	149,000	31,872	.79
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	1,386.65	12,316.94	0	0	12,317-	.00
330-3000-520.35-42	SOFTWARE SERVICES	643.55	9,911.06	11,000	11,000	1,089	.90
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	448.62	2,980.08	0	0	2,980-	.00
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	40.00	1,705.70	3,000	3,000	1,294	.57
330-3000-520.50-05	INSURANCE	.00	443.03	1,000	1,000	557	.44
330-3000-520.60-16	PROMOTION & PUBLICITY	123.00	579.95	3,000	3,000	2,420	.19
330-3000-520.66-04	FINANCE	2,500.00	22,500.00	30,000	30,000	7,500	.75
330-3000-520.66-09	FACILITIES	18,250.00	164,250.00	219,000	219,000	54,750	.75
330-3000-520.66-27	LEGAL	1,000.00	9,000.00	12,000	12,000	3,000	.75
330-3000-520.66-28	ADMINISTRATION	2,000.00	18,000.00	24,000	24,000	6,000	.75
330-3000-520.66-29	HUMAN RESOURCES	2,000.00	18,000.00	24,000	24,000	6,000	.75
330-3000-520.66-94	GIS	167.00	1,503.00	2,000	2,000	497	.75
330-3000-520.66-95	IT	18,000.00	162,000.00	216,000	216,000	54,000	.75
330-3000-520.66-98	RISK MGMT	83.00	747.00	1,000	1,000	253	.75
*	EXPENDITURE	59,790.29	599,649.95	772,000	772,000	172,350	.78
**	MATERIALS & SERVICES	59,790.29	599,649.95	772,000	772,000	172,350	.78
***	LIBRARY	101,453.86	1,307,350.05-	0	0	1,307,350	.00

**April financials
not available**