



Board of Trustees

Meeting Agenda

Thursday, June 12, 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 May 08, 2025, regular meeting.

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

- a. Friends
- b. Director's report

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

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

- a. Updates to FY 26 budget and hours of operation after July 1st.
- b. ODOT eBike update and invitation to 6/6/25 Chamber Perk at Good Bike Co. and Perk on 6/13/25 at Crook County Library. Perks are 8am-8:30am.
- c. EV Bookmobile grant update.
- d. 2nd cultural site analysis grant application update.

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

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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- a. Summer Reading activities
 - b. High Desert ESD donated a wonderful selection of early literacy books to fill up Little Free Libraries around Crook County. The donation was shared with Carol Benkosky who maintains 8 Little Free Libraries. Krissa also purchased a beautiful blue Little Free Library to be placed at a location up Juniper Canyon. Krissa stopped by one evening and asked us for a Wish List! Renee sent her a list for additional VOX books, new picture books for ages 0-5, and Sarah included a request for Charter plaques for 11 Little Free Libraries. When a plaque is purchased from the Little Free Library website, the LFL can be added to the map on their website. CCLs handmade LFLs in Paulina, Post, and Powell Butte don't have the plaque and Carol could use plaques for her 8 LFLs. Thank you, Krissa and High Desert ESD!
 - c. Staff introductions.
8. **Consider applicant(s) for vacant Board position.** Board Chair to submit recommendation to Crook County Commissioners. Existing board member(s) will recuse themselves from participation in the application review and recommendation process if they are one of the applicants.
9. **Agenda items for next meeting:** Summer reading update, July 10, 2025, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

10. Adjournment

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Board of Trustees

Meeting Minutes

Thursday, May 09, 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:** [y] Sarah Beeler, [y] Kim Bales
- **Trustees:** [y] Sandy Kerbow, [y] Mark Maboll, [y] Natalie Good, [y] Keya Rohovit-Wrolson, [y] Michael Stremme
- **Guests:** Debbie Stremme

- **Call to Order:** Michael Stremme called the meeting to order at 5:18pm.
- **Public Comment:** None.
- **Consent agenda:** Keya Rohovit-Wrolson made a motion to approve the consent agenda. Sandy Kerbow seconded the motion. April meeting minutes approved.
- **Conflicts/potential conflicts of interest:** None
- **Reports:**
 - i. Friends: The front glass in the display case outside Chapters has been replaced. It is much safer and easier to fill. The Friends Overstock Book Sale will be held on May 17th, 9am-1pm, Broughton Room, \$5 a bag.
 - ii. Director's report:
 - i. A draft budget for CCL was shared with the board after the meeting adjourned. The meeting was called to order again (6:12pm) and Sandy Kerbow made a motion to approve the draft budget that will be presented at the Budget Meeting on Monday, 11:05am, Justice Center Conference Room 120. Mark Maboll seconded the motion. Draft budget approved. The budget is flat, but with the increase in costs, the library is anticipating cuts to collections, hours, and personnel.
 - I. CCL will be losing Saturday staff help through Mid Oregon Personnel and a staff member providing library services to Post and Paulina. The Library will be closed on Saturdays and weekday hours will be reduced to 9am-6pm. Self-service hours will be offered from 8am-9am. During self-service hours, library doors will be open for the public to come in and read, pick up holds, use computers, but no staff assistance will be available. Patrons will need to bring in their library card to check out items.
 - ii. The ODOT eBike grant check has been received and an initial disbursement given to Good Bike Co. to purchase 3 eBikes and accessories. Program will be previewed at the

Perk at Good Bikes on June 6th and at the Library on June 13th. The anticipated start date for the program is July 1st. The Board is invited to any/all three events!

- iii. Crook County Commissioners declined the ODHS Resilience Hubs grant for a backup generator, \$164,000.
- iv. Library funding models were discussed.
- v. CCL will visit Crook County School District this summer to invite students to participate in summer reading and attend special summer reading events.
- vi. Early Learning Hub of Central Oregon purchased a new Little Free Library for CCL to install at a location (TBD) up Juniper Canyon. They also gave a large book donation to fill LFLs throughout Crook County. CCL maintains three and the Rotary Club maintains 8. Sarah met with Carol Benkosky (Rotary) to distribute some of the donated materials. The Hub may have extra funds to purchase additional books for LFLs.

- **Next meeting:** Thursday, June 12th, Crook County Library Broughton Room, Prineville, OR 97754, 541-447-7978.
 - i. Approval of May meeting minutes.
- **Adjournment:** Meeting adjourned at 6:12pm.

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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Friends of the Crook County Library
Board Meeting Minutes
Wednesday, April 16, 2025

Board Members Attending

Carrie Gordon, Jeanette Holman, Beth Peer, Janice Statts, Gordon Gillespie, Ginger Nedry, Faye Steier

Guests

Sarah Beeler, Gordon Moore

Faye called the Board Meeting to order at 2:02 pm.

Secretary Report

Carrie made motion to accept the March 19, 2025, Board Meeting Minutes; Jeanette seconded. Minutes were approved with no discussion.

Treasurer Report

Carrie reviewed the Treasurer's report including budget report (spreadsheet, summary of expenses/income, and balances to be attached to final Board Meeting Minutes).

- NW Storage raised their yearly rate for storage lockers 10%. We get a non-profit discount of 10%.
- Total Income \$1,290.96: Friends library sales (January) \$618.77; Used book sales \$113.50; 3rd Saturday sale \$309; Chapters sales \$16.85; Membership dues \$215; interest earned \$14.59.
- Expenses \$20: \$18 Your Round Up for February ad, and \$2.00 bank fee.
- Signature card updates at the bank are in progress.

Committee Reports

Chapters Kids Bookstore

- 50.5 volunteer hours. No additional report.

Membership

- Six additional renewals (with two > \$50); two new memberships

Book Sorting

- Book donations are increasing (which is normal for this time of year). Reminder that we still have some boxes at the storage locker.

Volunteers

- Janice reports she is keeping up with updating the volunteer list.

Publicity/Public Relations

- Faye is getting notices for the May sale to media outlets and the Chamber.
- We will re-use the existing poster in May; Travis will create new one for October, if he has time.

Library Report (Sarah Beeler)

- A \$24,000 disbursement from ODOT is anticipated for the E-bikes, which will be stored in shed across the street.
- The County will be taking over the Juniper Canyon project. They have done a lot of community outreach and Sarah has shared her ideas with them.
 - Sarah has applied for a grant for cultural site analysis.
- ODEHS grant for a backup generator for the library (\$164,000) will be agenda item on the County's Wednesday April 23rd Work Session. The intent is to provide warming/cooling shelter for the community.
- Hoopla is currently suspended because of a County budget shortfall. May be able to revisit in new budget year in July.

Old / Recurring Business

- **April 3RD Saturday Sale:** On track with Faye and Ginger taking the lead. Volunteers are committed. There will be 67 boxes of books.
- **June 3rd Saturday Sale:** Ginger and Faye will co-lead.
- **May Overstock Sale:**
 - Awaiting word from Janet on her calls to organizations that take the extra books. We can offer excess books to the new bookstore (on Court Street), and Prineville Thrift Store if needed.
 - For books that need disposed of, consider taking some individually to put in our trash.
 - ROTC will help move boxes in on Friday at 1:00; Anthony's students arrive at 1:30 to help. There is a request in to Scouts to see if they can help on Saturday with moving boxes out. A message is in to 4H as well for Saturday help.
 - Table set up will begin at 12:15 pm.
 - The task list will again be updated and sent out.
 - Faye will have the volunteer email sent out by the 23rd; then calling begins on May 2nd depending on the response.

Accomplishments

- **Volunteer hours** since last board meeting:
 - Board of Directors = 57 hours total
 - Janice 12
 - Beth 1
 - Faye 15
 - Gordon 2
 - Jeanette 3
 - Ginger 4
 - Carrie 20
 - Chapters Kids Bookstore = 50.5 hours
 - Non-Board = 0 (March sale hours report in March minutes)
- **Carrie** reports that the "May at the Museum" on May 14 will have a presentation by Steve Lent on Firsts in Crook County and on May 28, actors will portray the people involved in the "firsts."

- **March 3rd Saturday Book Sale** - results were reported in the March 19, 2025, board meeting minutes, but are repeated here for simplicity: Ginger and Faye were leads. Made \$313. 19 non-board volunteer hours. Started with 12 tables and 62 boxes, 36 boxes left over (57% left over).

Meeting adjourned at 3:05 pm.

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

Director's Report

June 2025

Prepared by Sarah Beeler, Director of Library Services

Facility

- The Prineville Chamber of Commerce Perk will be held at Good Bike Co. on June 6th, 8am-8:30am. Three eBikes for the Crook County Library of Things, purchased with ODOT grant funds, will be featured at the Perk. The eBikes will also be featured at the Perk at the Library on June 13th, 8am-8:30am. A roll-out party is tentatively planned at the Library on July 1st. Total grant amount, \$58,480.67, is to be spent by December of 2027. The eBikes will be a wonderful addition to the Library of Things collection and patrons will have the opportunity to explore a fun and different mode of transportation this summer.
- Library landscaping looks very nice!

Staff

- Some staffing and service changes are expected due to our final budget numbers for FY 26. Details will be provided when the budget is finalized.
 - Anticipated cuts include the following:
 - Library will be closing on Saturdays, our least busy day beginning July 1st.
 - Changing open hours to Monday – Friday 8am – 9 am (self-service hours), 9am-6pm for regular hours.
 - Self-service hours will be offered on a trial basis and, if successful, additional hours will be added if funds for door badges and extra security cameras can be found.
 - We've made a request to move Brenda Ford to a full-time Outreach position. If approved, Brenda will take over visits to early learning centers, rural schools, and rural stops. She will continue with the Words on Wheels Outreach program. We are expecting Steins Pillar Elementary to have their own school library next year. Congratulations, Steins Pillar Elementary!
 - Line items in the budget have been adjusted to allow us to bring Hoopla back! Hoopla offers over one million ebooks, audiobooks, graphic novels, TV shows, movies, music, etc. It is a very with Crook County library patrons which is why there is a limit of 5 checkouts per month. Monthly cost will be approximately \$2,000.

Strategic Planning Update

Sarah applied for a grant to pay for ½ the cost of the 2nd Cultural Site Analysis on the 622.11 acres owned by Oregon Department of State Lands. We should know if we received the grant the first week in June.

- **Other:** We are planning to upgrade the Library catalog to Vega Discover this summer.

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APRIL 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	3,771.39-	36,531.67-	33,000-	33,000-	3,532	1.11
330-0000-300.01-08	REALIZED GAIN/LOSS	1,331.20-	3,133.76-	0	0	3,134	.00
330-0000-390.90-03	CURRENT YEAR TAXES	4,698.00-	1,606,320.00-	1,702,000-	1,702,000-	95,680-	.94
330-0000-390.90-04	PRIOR YEAR TAXES	1,088.07-	37,957.82-	0	0	37,958	.00

* REVENUE		10,888.66-	2,634,650.43-	2,673,000-	2,673,000-	38,350-	.99
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		10,888.66-	2,634,650.43-	1,717,000-	1,717,000-	917,650	1.53
LIBRARY							
REVENUE							
330-3000-324.34-00	STATE GRANTS	.00	10,213.00-	14,000-	14,000-	3,787-	.73
330-3000-329.42-18	COPIES AND PRINTS FEES	533.97-	5,317.28-	4,000-	4,000-	1,317	1.33
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	85.00-	620.00-	0	0	620	.00
330-3000-329.50-19	FINES	178.93-	3,213.97-	3,000-	3,000-	214	1.07
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	4.50-	85.90-	0	0	86	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	170.90	575.85-	2,000-	2,000-	1,424-	.29
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	22.00-	17,542.93-	10,000-	10,000-	7,543	1.75
330-3000-360.60-13	CASHIER ADJUSTMENT	.95	.95	0	0	1-	.00

* REVENUE		652.55-	63,543.73-	59,000-	59,000-	4,544	1.08
PERSONNEL SERVICES							
EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	80,063.26	511,763.98	640,000	580,000	68,236	.88
330-3000-510.01-01	WAGES-OTHER	22,484.00	22,484.00	0	0	22,484-	.00
330-3000-510.01-02	OVERTIME	177.42	3,498.42	5,000	5,000	1,502	.70
330-3000-510.01-32	EXTRA HELP	.00	1,957.50	3,000	3,000	1,043	.65
330-3000-510.02-01	FICA	7,807.28	40,833.97	49,000	45,000	4,166	.91
330-3000-510.02-02	WORKERS COMPENSATION	3,190.00	8,449.87	1,000	4,000	4,450-	2.11
330-3000-510.02-03	HEALTH INSURANCE	14,443.05	131,266.89	135,000	138,000	6,733	.95
330-3000-510.02-04	LIFE INSURANCE/LTD	124.47	1,539.07	2,000	2,000	461	.77
330-3000-510.02-05	UNEMPLOYMENT	102.74	516.79	2,000	1,000	483	.52
330-3000-510.02-06	401K RETIREMENT	4,921.59	53,808.59	60,000	69,000	15,191	.78
330-3000-510.02-08	OREGON PAID LEAVE TAX	585.52	2,876.53	3,000	3,000	123	.96

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APRIL ACTUALS -----	YTD ACTUAL -----	ORIG BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT -----
* EXPENDITURE		133,899.33	778,995.61	900,000	850,000	71,004	.92
MATERIALS & SERVICES							
EXPENDITURE							
330-3000-520.05-30	POSTAGE	319.99	1,813.14	3,000	3,000	1,187	.60
330-3000-520.05-71	MINOR EQUIPMENT	.00	325.39	10,000	10,000	9,675	.03
330-3000-520.05-74	PROGRAMS AND OUTREACH	1,380.78	12,585.58	20,000	20,000	7,414	.63
330-3000-520.05-89	CREDIT CARD CHARGES	10.46	145.27	0	0	145-	.00
330-3000-520.05-96	DUES & MEMBERSHIPS	.00	329.00	2,000	2,000	1,671	.16
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	.00	738.75	1,000	1,000	261	.74
330-3000-520.10-07	COPY MACHINES	334.63	3,123.65	10,000	10,000	6,876	.31
330-3000-520.10-25	OFFICE SUPPLIES	68.02	15,258.54	6,000	6,000	9,259-	2.54
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	4,665.37	10,000	10,000	5,335	.47
330-3000-520.20-43	RESOURCE SHARING	.00	6,421.99	8,000	8,000	1,578	.80
330-3000-520.25-05	MILEAGE	.00	.00	4,000	4,000	4,000	.00
330-3000-520.25-11	FUEL	106.66	1,014.60	9,000	9,000	7,985	.11
330-3000-520.30-05	COLLECTION DEVELOPMENT	8,662.89	132,865.55	165,000	165,000	32,134	.81
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	1,404.96	37,593.68	0	50,000	12,406	.75
330-3000-520.35-42	SOFTWARE SERVICES	7,668.00	16,837.32	12,000	12,000	4,837-	1.40
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	209.67	2,240.61	2,000	2,000	241-	1.12
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	.00	5,135.45	4,000	4,000	1,135-	1.28
330-3000-520.50-05	INSURANCE	.00	2,855.32	3,000	3,000	145	.95
330-3000-520.60-16	PROMOTION & PUBLICITY	43.97	5,388.26	7,000	7,000	1,612	.77
330-3000-520.65-00	LICENSES/FEES	.00	750.00	0	0	750-	.00
330-3000-520.66-04	FINANCE	3,417.00	34,170.00	41,000	41,000	6,830	.83
330-3000-520.66-09	FACILITIES	18,833.00	188,330.00	226,000	226,000	37,670	.83
330-3000-520.66-27	LEGAL	1,250.00	12,500.00	15,000	15,000	2,500	.83
330-3000-520.66-28	ADMINISTRATION	2,333.00	23,330.00	28,000	28,000	4,670	.83
330-3000-520.66-29	HUMAN RESOURCES	2,250.00	22,500.00	27,000	27,000	4,500	.83
330-3000-520.66-94	GIS	167.00	1,670.00	2,000	2,000	330	.84
330-3000-520.66-95	IT	19,583.00	195,830.00	235,000	235,000	39,170	.83
330-3000-520.66-98	RISK MGMT	75.00	750.00	1,000	1,000	250	.75
* EXPENDITURE		68,118.03	738,135.47	876,000	926,000	187,865	.80
*** LIBRARY		201,364.81	1,453,587.35	1,717,000	1,717,000	263,413	.85
**** LIBRARY		190,476.15	1,181,063.08-	0	0	1,181,063	.00