



# Board of Trustees

## Meeting Agenda

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**Thursday, July 10, 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=YqxZl3iPw7xglllDfPfbswgGqdM2Aq.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 June 12, 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. Review of hours of operation, self-service hours, etc., if any updates are forthcoming.
- b. ODOT eBike update.
- c. EV Bookmobile grant update.
- d. 2025 Summer Reading update, 603 participants and climbing!

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

- a. Summer Reading activities

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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.

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- b. Placement location for Little Free Library up Juniper Canyon, location still needed.
- c. Staff introductions.

8. **Agenda items for next meeting:** Review of 2025 Summer Reading program, August 14, 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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**Thursday, June 12, 2025, 5:15pm**  
**Crook County Library Juniper Room**  
175 NW Meadow Lakes Dr., Prineville, OR 97754

### MEETING OPEN TO THE PUBLIC

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**Meeting ID: 933 2577 0929**

**Passcode: 300834**

#### **Attendees:**

- **Staff:** [y] Sarah Beeler, [y] Stephanie Glisson, [y] Renee Parrott
- **Trustees:** [y] Sandy Kerbow, [y] Mark Maboll, [y] Natalie Good, [y] Keya Rohovit-Wrolson, [y] Michael Stremme
- **Guests:** None

- **Call to Order:** Michael Stremme called the meeting to order at 5:18pm.
- **Public Comment:** None.
- **Consent agenda:** Mark Maboll made a motion to approve the consent agenda. Sandy Kerbow seconded the motion. May 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 was held on May 17<sup>th</sup>, 9am-1pm, Broughton Room, \$5 a bag.
  - ii. Director's report:
    - i. Sarah introduced Stephanie Glisson, Customer Service Specialist, and Renee Parrott, Children's Librarian.
    - ii. The Library is anticipating cuts to collections, hours, and personnel. No updates available.
    - iii. The ODOT eBike grant is complete and a check has been given to Good Bike to purchase 3 eBikes and accessories. The program was previewed at the Perk at Good Bikes on June 6<sup>th</sup> and at the Library on June 13<sup>th</sup>. The anticipated start date for the program will be in July or August. The Library is waiting for anti-theft tracking software, LINKA Lock, to be installed.
    - iv. CCL will be visiting Crook County School District on July 1<sup>st</sup> to invite students to participate in the summer reading program.
    - v. 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 LFLs and the Rotary Club

maintains 8. Sarah met with Carol Benkosky (Rotary) to distribute some of the donated materials.

- vi. Sarah is working on a grant application for an EV Bookmobile through the Oregon DEQ Diesel Emissions Mitigation Grant.
- vii. Sandy 's reappointment to the Library Board is on the Consent Agenda for the July 2<sup>nd</sup>, meeting of the Crook County Board of Commissioners.

- **Next meeting:** Thursday, July 10th, Crook County Library Broughton Room, Prineville, OR 97754, 541-447-7978.
  - i. Approval of June meeting minutes.
- **Adjournment:** Meeting adjourned at 6:00pm.

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Friends of the Crook County Library  
Board Meeting Minutes  
**Wednesday, June 18, 2025**

**Board Members Attending**

Jeanette Holman, Janice Statts, Beth Peer, Janet Hermann, Ginger Nedry

**Guests**

No guests

Janice called the Board Meeting to order at 2:13.

**Secretary Report**

The May meeting minutes will be approved at the July meeting as the members present were not aware of a final version having been distributed.

**Treasurer Report**

Carrie was not present but provided the budget reports in advance.

- Used book sales in Chapters \$111 + \$5.15 for Chapters toys
- Big book sale \$ 452
- Membership dues \$10
- Friends Bookstore \$612.88
- From May 2025 Treasurer's Monthly Activity Report: Income \$1,354.45, Expenses \$1,206.80

**Committee Reports**

Chapters Kids Bookstore – Janet has purchased toys. Sales have been pretty good.

Membership – No report.

Book Sorting – Donations are still up. We have many books out at the storage locker for 3<sup>rd</sup> Saturday sales.

Volunteers – No report.

Publicity/Public Relations – No report.

**Old/Recurring Business**

June Sale – Volunteers are set up. Janice will open chapters for Janet. First shed is totally full. Additional books need to come out of the middle shed FIRST (so that Oct. sale books can go in there).

July Sale Leads – Ginger and Faye

August Sale Leads – Janice and Beth

### **Accomplishments**

- **Volunteer hours** since the last Board Meeting:
  - Board of Directors =
    - Faye - 7
    - Carrie - 15
    - Janice - 28
    - Janet -
  - Chapters Kids Bookstore = 26 <sup>3</sup>/<sub>4</sub>
  - Non-Board = 0
- **May 3<sup>rd</sup> Saturday Book Sale** – Covered in the May meeting minutes.

**Library Report** (Sarah Beeler) – Sarah was unavailable.

### **New Business**

Janice proposed to get rid of the peg board and large white sign board in the storage locker as they are never used. No objections.

**Meeting adjourned 2:29.**

Minutes by Beth Peer  
Friends of the Crook County Library

# Director's Report

July 2025

Prepared by Sarah Beeler, Director of Library Services

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## Facility

- A plumbing repair was needed in the Broughton Room attic.

## Staff

- No updates on open hours, self-service hours, or hoopla at this time.
- Brenda has been promoted to Community Outreach Specialist. She will provide outreach to assisted living facilities, homebound residents, preschools, rural communities, and schools. Brenda's job promotion is effective July 1<sup>st</sup>. Her new position will be 40 hrs./week. Congratulations, Brenda!

## Strategic Planning Update

- Sarah applied for the Oregon DEQ Diesel Emissions Mitigation Grant for a new EV Bookmobile. Bids for a new EV Bookmobile ranged in price from \$500,000-\$650,000. Sarah also asked Pacific Power and the Roundhouse Foundation for grant pledges contingent upon receipt of the Oregon DEQ grant.
- Sarah is looking for a location to place a Little Free Library up Juniper Canyon. High Desert ESD donated a beautiful new Little Free Library and books to fill up some of the other LFLs around Crook County. Crook County Library restocks three LFLs (Paulina, Post, Powell Butte) and will be restocking the new one up Juniper Canyon. The Rotary Club restocks eight Little Free Libraries.

## Other:

- We are planning to upgrade the Library's old Encore catalog to Vega Discover this summer or fall. 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.

## Summer Reading:

- Best summer reading program participation ever! As of 7/1/25, 636 patrons are registered for the 2025 Summer Reading Program, and we are not even halfway through the program! Last year there were 639 participants. Patrons are enjoying the programs and the reading encouragement! Program participation has been high!



FOR FISCAL YEAR 2024-2025

		MAY	YTD		FINAL	BUDGET	% REC'D/SPENT
ACCOUNT NUMBER		ACTUALS	ACTUAL	ORIG BUDGET	BUDGET	REMAINING	
		=====	-----	-----	-----	-----	
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	3,618.60-	40,153.27-	33,000-	33,000-	7,153	1.22
330-0000-300.01-08	REALIZED GAIN/LOSS	.00	3,133.76-	0	0	3,134	.00
330-0000-390.90-03	CURRENT YEAR TAXES	36,521.00-	1,642,841.00-	1,702,000-	1,702,000-	59,159-	.97
330-0000-390.90-04	PRIOR YEAR TAXES	6,821.00-	44,778.82-	0	0	44,779	.00
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* REVENUE		46,960.60-	2,681,614.03-	2,673,000-	2,673,000-	8,614	1.00
CONTINGENCY							
EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	956,000	906,000	906,000	.00
		-----	-----	-----	-----	-----	-----
* EXPENDITURE		.00	.00	956,000	906,000	906,000	.00
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*** LIBRARY		46,960.60-	2,681,614.03-	1,717,000-	1,767,000-	914,614	1.52
LIBRARY							
REVENUE							
330-3000-324.34-00	STATE GRANTS	.00	10,213.00-	14,000-	34,000-	23,787-	.30
330-3000-329.42-18	COPIES AND PRINTS FEES	494.90-	5,812.18-	4,000-	4,000-	1,812	1.45
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	35.00-	655.00-	0	0	655	.00
330-3000-329.50-19	FINES	184.73-	3,398.70-	3,000-	3,000-	399	1.13
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	5.25-	91.15-	0	0	91	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	80.40-	656.25-	2,000-	2,000-	1,344-	.33
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	385.80-	17,928.73-	10,000-	10,000-	7,929	1.79
330-3000-360.60-13	CASHIER ADJUSTMENT	.00	.95	0	0	1-	.00
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* REVENUE		1,186.08-	64,729.81-	59,000-	79,000-	14,270-	.82
PERSONNEL SERVICES							
EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	41,803.26	553,567.24	640,000	617,000	63,433	.90
330-3000-510.01-01	WAGES-OTHER	.00	22,484.00	0	23,000	516	.98
330-3000-510.01-02	OVERTIME	9.38	3,507.80	5,000	5,000	1,492	.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	3,147.52	43,981.49	49,000	45,000	1,019	.98
330-3000-510.02-02	WORKERS COMPENSATION	796.06	9,245.93	1,000	10,000	754	.92
330-3000-510.02-03	HEALTH INSURANCE	14,443.05	145,709.94	135,000	138,000	7,710-	1.06
330-3000-510.02-04	LIFE INSURANCE/LTD	124.47	1,663.54	2,000	2,000	336	.83
330-3000-510.02-05	UNEMPLOYMENT	41.84	558.63	2,000	1,000	441	.56
330-3000-510.02-06	401K RETIREMENT	4,828.61	58,637.20	60,000	69,000	10,363	.85
330-3000-510.02-08	OREGON PAID LEAVE TAX	238.33	3,114.86	3,000	3,000	115-	1.04

FOR FISCAL YEAR 2024-2025

		MAY	YTD		FINAL	BUDGET	% REC'D/SPENT
ACCOUNT NUMBER		ACTUALS	ACTUAL	ORIG BUDGET	BUDGET	REMAINING	
		=====	-----	-----	-----	-----	-----
*EXPENDITURE		65,432.52	844,428.13	900,000	916,000	71,572	.92
MATERIALS & SERVICES							
EXPENDITURE							
330-3000-520.05-30	POSTAGE	219.99	2,033.13	3,000	3,000	967	.68
330-3000-520.05-71	MINOR EQUIPMENT	21,511.71	21,837.10	10,000	10,000	11,837-	2.18
330-3000-520.05-74	PROGRAMS AND OUTREACH	13,059.43	25,645.01	20,000	20,000	5,645-	1.28
330-3000-520.05-89	CREDIT CARD CHARGES	16.33	161.60	0	0	162-	.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	88.65	827.40	1,000	1,000	173	.83
330-3000-520.10-07	COPY MACHINES	258.78	3,382.43	10,000	10,000	6,618	.34
330-3000-520.10-25	OFFICE SUPPLIES	57.29	15,315.83	6,000	6,000	9,316-	2.55
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	0	0	.00
330-3000-520.25-11	FUEL	82.41	1,097.01	9,000	9,000	7,903	.12
330-3000-520.30-05	COLLECTION DEVELOPMENT	6,498.09	139,363.64	165,000	165,000	25,636	.84
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	2,556.35	40,150.03	0	50,000	9,850	.80
330-3000-520.35-42	SOFTWARE SERVICES	2,734.02	19,571.34	12,000	20,000	429	.98
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	2,450.28	2,000	2,000	450-	1.23
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	45.21	5,433.47	7,000	7,000	1,567	.78
330-3000-520.65-00	LICENSES/FEES	.00	750.00	0	0	750-	.00
330-3000-520.66-04	FINANCE	3,417.00	37,587.00	41,000	41,000	3,413	.92
330-3000-520.66-09	FACILITIES	18,833.00	207,163.00	226,000	226,000	18,837	.92
330-3000-520.66-27	LEGAL	1,250.00	13,750.00	15,000	15,000	1,250	.92
330-3000-520.66-28	ADMINISTRATION	2,333.00	25,663.00	28,000	28,000	2,337	.92
330-3000-520.66-29	HUMAN RESOURCES	2,250.00	24,750.00	27,000	27,000	2,250	.92
330-3000-520.66-94	GIS	167.00	1,837.00	2,000	2,000	163	.92
330-3000-520.66-95	IT	19,583.00	215,413.00	235,000	235,000	19,587	.92
330-3000-520.66-98	RISK MGMT	75.00	825.00	1,000	1,000	175	.83
*EXPENDITURE		95,245.93	833,381.40	876,000	930,000	96,619	.90
***LIBRARY		159,492.37	1,613,079.72	1,717,000	1,767,000	153,920	.91
****LIBRARY		112,531.77	1,068,534.31-	0	0	1,068,534	.00