



# Board of Trustees

## Meeting Agenda

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Thursday, June 8, 2023, 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/99531839727?pwd=TU84Ym5rZkdVNU9tRlFyZW9aK0tOQT09>

Meeting ID: 995 3183 9727

Passcode: 901988

*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 (5:15-5:30pm)

#### 3. Consent agenda **(ACTION)** (5:30pm)

- a. Minutes of May 11, 2023, regular meeting

#### 4. Reports (5:30-5:50pm)

- a. Friends
- b. Circulation services
- c. Public services
- d. Director's report

#### 5. Financials/Statistics Review (5:50-6:00pm)

#### 6. Continuing business (6:00-6:20pm)

#### 7. New Business (6:20-6:40pm)

- a. Ruth Metz Associates update
- b. Summer Reading update
- c. Tri-county meeting, May 31<sup>st</sup>, report
- d. Report on May 24<sup>th</sup> budget hearing
- e. New Library Board of Trustees update

#### 8. Agenda items for next meeting, July 13, 2023

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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.

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

## Minutes

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**Thursday, May 11, 2023, 5:15pm**  
**Central Oregon Community College Building**  
510 SE Lynn Blvd, Prineville, OR 97754  
Room RPI-119  
**MEETING OPEN TO THE PUBLIC**

**Join Zoom Meeting**  
<https://zoom.us/j/99531839727?pwd=TU84Ym5rZkdVNU9tRlFyZW9aK0tOQT09>  
**Meeting ID:** 995 3183 9727  
**Passcode:** 901988

*RECORDING NOTICE: This meeting will be recorded via Zoom*

Present: Library: Sarah Beeler, Cindy York, Sean Briscoe. Library Board Trustee: Jerry Bishop, Natalie Good, Debra Merskin, Cheyenne Edgerly

**1. Call to Order (5:15pm)**

- i) Additions/deletions from the agenda; approval of agenda (**ACTION**)
  - (1) Motion: Jerry Bishop
  - (2) Second: Natalie Good
  - (a) Motion Passes
- ii) Conflicts/potential conflicts of interest
  - (1) No
- iii) Announcements
  - (1) No

**2. Public Comment (5:15-5:30pm)**

- a. Question on information based on the topic of Special District for the library.

**3. Consent agenda (ACTION) (5:30pm)**

- a. Minutes of April 13 regular meeting
  - i. Motion: Jerry Bishop
  - ii. Second: Natalie Good
  - I. Motion: Passed

**4. Reports (5:30-5:50pm)**

- a. Friends
  - i. Lots of books sold out of Friends Bookstore in March (\$788.98).
  - ii. We have 167 members.
  - iii. Big Book Sale is set for May 20th.
  - iv. The Board of Directors have completed 98 hours of volunteering.
  - v. April Book sale made \$342.75.

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- b. Circulation services
  - i. Discussion on how library statistics are collected. Library statistics are collected by in-house library staff and circulation reports completed by Deschutes Public Library.
  - ii. Highlighted circulation statistics
  - iii. Highest Self-check stations checkouts: 256 (4/24/23)
  - iv. Highest Front Counter checkouts: 219 (4/6/23)
  - v. Highest check ins: 411 (4/24/23)
- c. Public services
  - i. The Public Service team is gearing up for Summer Reading.
  - ii. During the month of April, the library hosted 37 programs and 22 outreach events with a total of 1099 attendees.
  - iii. Our youth librarian, Jen Fischer, did an excellent job hosting the Museum of Natural and Cultural History: Dino-Story Exhibit.
  - iv. Katie has introduced new fun programs for teens, including a book club and an intro to sewing.
  - v. Adult services saw an increase in attendance in the month of April.
  - vi. Crook County Library won the Librarian and Library Employees of the Year Award from the Oregon Library Association.
- d. Director's report
  - i. Library Computer Lab is being renovated
  - ii. Library clock tower repair bid has been submitted to facilities and County
  - iii. Library Special Districting
    - 1. GEL Oregon, Inc report
    - 2. Possibly reaching out to consultant to discuss Special Districting (Ruth Metz)
  - iv. Eric Blaine (County Council) in regard to the contract between the Tri-County Agreement

## **5. Financials/Statistics Review (5:50-6:00pm)**

### **a. Questions/Comments**

- i. N/A

## **6. Continuing business (6:00-6:20pm)**

### **a. N/A**

## **7. New Business (6:20-6:40pm)**

- a. Ruth Metz Associates update
  - i. Discussion on the possibility of hiring Ruth Metz to consult on strategic planning for 2025-2030 and special districting.
- b. Eric Blaine, Crook County Counsel, update
  - i. Provided an update on the library director's conversation in regards to the Tri-County Agreement.
- c. Deschutes Public Library, Appendix A cost breakdown
  - i. Discussion on the breakdown of cost with the Tri-County Agreement
- d. Budget for 2024, budget hearing May 24, 2023
  - i. Informed the Board about the 2024 budget hearing meeting on May 24, 2023

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- e. Library Board of Trustee Recruitment process
  - i. Updated the Board of Trustees on the recruitment process.

**8. Agenda items for next meeting, June 8, 2023**

- a. Summer Reading
- b. Update from Budget Meeting
- c. Update from Tri county Meeting
- d. Update on Special District
- e. Update on Board

**9. Adjournment:**

- a. **Motion:** Jerry Bishop
- b. **Second:** Debra Merskin
  - i. **Motion passes:** 6:05pm

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Friends of the Crook County Library  
Board Meeting Minutes  
**Wednesday, May 17, 2023**

**Board Members Attending**

Faye Streier, Susan Swan, Carrie Gordon, Janice Staats, Janet Herrmann, Jeannette Holman, Ginger Nedry, Jan McDonald

**Guests**

Sarah Beeler

Faye Streier called the Board Meeting to order at 1:59 pm.

**Secretary Report**

Carrie moved to accept the April 2023 minutes as written, Faye seconded, passed.

**Treasurer Report**

- We get a 10% nonprofit discount at Northwest Self Storage. Paid \$1256.40.
- We paid Mike Mohan \$550 for our 2022 tax preparation.
- The \$48.47 expense on Susan's credit card was for Chapters Bookstore supplies.
- Please let Chapters Volunteers know that if someone pays membership dues and it gets written on the daily receipt, write the name down on the receipt for Carrie.
- Total Income: \$823.09, Total Expenses: \$1623.87.

**Committee Reports**

Chapters Bookstore -

- Award-winning books were on sale for 1/2 price during April. Not many books sold.
- Ginger would like to work in Chapters Bookstore on Tuesdays instead of Fridays when Jane Corak takes the summer off. When that happens, Susan will work Fridays until she moves.
- When Chapters Bookstore is open is dependent on when volunteers want to be there. If someone would want to work afternoons that would be great.
- Look into the possibility of having the same hours each day (for example, 11 am – 2 pm).

Membership –

- Jeannette provided a draft update of Membership Chair Responsibilities.
- We still want to provide brand-new members with a Welcome email or postcard. There may be a draft on Chapters computer.
- As part of yearly membership mailing, send a special note to inactives who have not paid for 2 years previous along with the membership application to try and get them to renew.
- Add a responsibility about periodic membership drives separate from the mailing, for example a membership drive table at Library events.

Book Sorting – Book donations are still coming in steady since our TV news spot. The shed is full. Will have to take some recently sorted 3<sup>rd</sup> Saturday books to Northwest Self Storage locker and place them in the right front. Will need to clear out under Chapters Bookstore counters to make room for June Book Sale materials.

Volunteers – Janice will update the volunteer list with the changes that came with volunteer phone calls before the June email goes out.

Publicity/Public Relations – Faye provided a draft write-up for Connect Central Oregon website. Faye and Janice will be the contacts. Email Faye any comments.

### **May BIG BOOK SALE**

- Susan reminded Lewis England about Gaylord Bin.
- We will tell ROTC they can take books for free near the end of the sale as a thank-you for lifting so many boxes of books.

### **Chapters Coordinator**

- Janet Herrmann and Jan McDonald will co-coordinate the following responsibilities:
  - Provide Chapters Bookstore updates to the Board.
  - Recruit Chapters Bookstore volunteers (Susan recently sent an email about this to our volunteer list. She will provide the names of those that responded).
  - Provide introductory training for new Chapters Bookstore volunteers.
  - Coordinate schedules.
  - Deposit Chapters Bookstore and 3<sup>rd</sup> Saturday Book Sale proceeds and leave receipts for the treasurer (Bob Riley does this now).
  - Purchase supplies when necessary, leave receipts for the treasurer.
  - Oversee the sorting and distribution of books in Chapters Bookstore (Susan has trained current Chapters Bookstores volunteers to do this).
- Janet Herrmann will sign up for one of our Friends credit cards to replace Susan's card.

**Chapters Computer** – Faye and Goff Computer got Microsoft 365 working again. We get a nonprofit discount through Tech Soup for Microsoft 365, \$46/year paid monthly on Faye's Friends credit card.

### **Library Report**

- Sarah has a trailer if we need her help with book hauling!!!
- Summer Reading Program starts June 3, 2023. Need Library volunteers. Can Friends volunteers help with Summer Reading sign-up? Faye will send an email to our volunteer list.
- Want to increase library card holders, and use of library materials outside of Prineville. Ideas for contacts: Juniper Canyon Neighbors Facebook page, Ochoco



West meeting room, Brothers School (not in Crook County), Pau Mau Club in Paulina, Senior Center.

- The Library has a Words on Wheels homebound program. Friends has also donated books to Assisted Living Centers in Prineville and Redmond, and can do so again anytime.
- Jane Kirkpatrick will do a Zoom author meeting.
- Looking into contract with Deschutes and Jefferson County Libraries and comparing costs with Oregon Digital Library Consortium for eBooks, audiobooks and eMagazines. Meeting with Deschutes Library May 31, 2023. Friends are hoping whatever service is used, there will be quick turn-around times for interlibrary loans of paper books.

### **Accomplishments**

- **Volunteer hours** since the last Board Meeting:
  - Board of Directors = 64 hours
    - Faye 10
    - Susan 8
    - Carrie 10
    - Janice 12
    - Janet 1
    - Jeannette 5
    - Ginger 9
    - Jan 9
  - Chapters Bookstore Volunteers = 75.75 hours
  - Non-board Volunteers = Bob bookkeeping 5 hours
- Randy Dunbar's May 4, 2023 program for May at the Museum about Fish Lake Remount Station used by trail crews and pack teams working in the Wilderness.

Meeting adjourned 3:30 pm.



Minutes by Janice Staats, Secretary  
Friends of the Crook County Library



# Circulation Services Report

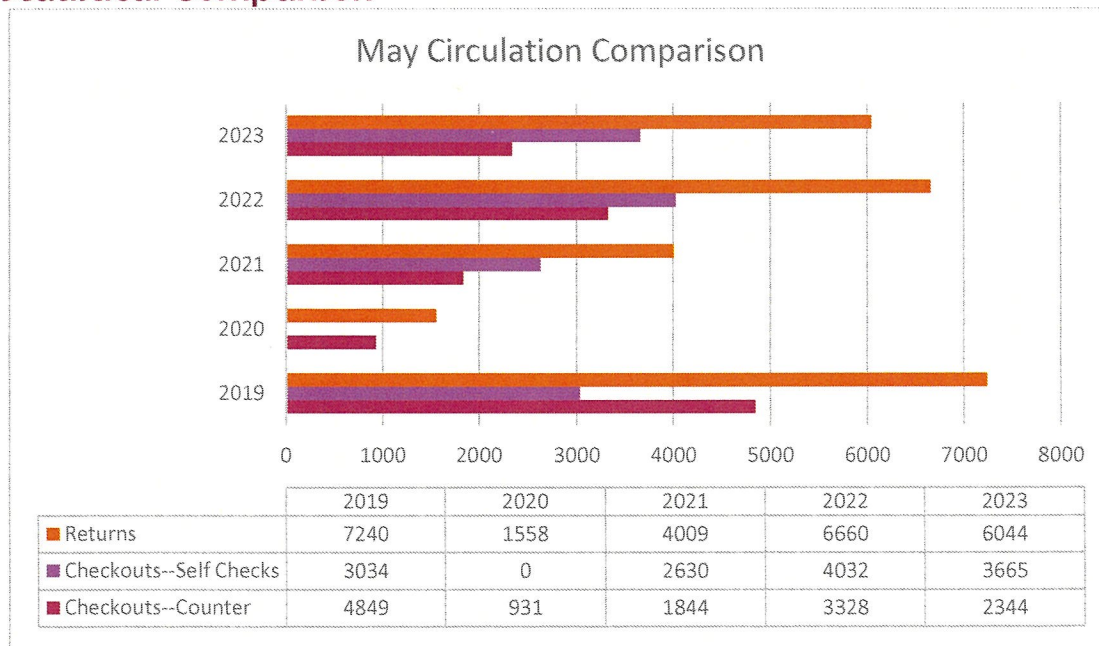
## June 2023

*Prepared by Cindy York, Library Operations Manager*

### Did You Know?

As we prepare for the summer reading frenzy and the end of the school year, Circulation team has taken a more active role assisting with library programs! The team will be more visible than in years past. In fact, Renee Parrott is rocking her versatility by creating and implementing exciting programs for the children this summer while continuing to manage volunteers and interlibrary loans!

### Statistical Comparison



### Circulation Statistics:

High/Low statistics for May:

Self-Check Stations  
 Front Counter Stations  
 Checkins  
 Paging List Items  
 (items leaving the building)  
 Items on Hold Shelf  
 Incoming Crates

#### Highest Number Recorded

**217** checkouts on 5/16  
**210** checkouts on 5/2  
**387** returns on 5/30  
**186** items listed on 5/30

**AVG 137**  
**AVG 6**

#### Lowest Number Recorded

**75** checkouts on 5/13  
**22** checkouts on 5/13  
**81** returns on 5/13  
**66** items listed on 5/27

# Public Services Report

## June 2023

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*Prepared by Sean Briscoe, Public Services Manager*

### Public Service Management Updates

- Summer reading (SRP) has started and we are excited! We have had 30+ sign up within the first 48 hours. The library staff has done a great job getting promotional materials out and programs organized. This year the library will be hosting 50+ programs, including 10 partnerships. The library hosted a Chamber of Commers Perk on June 3 to help promote our SRP.
- We have established a Summer Reading program for the community of Paulina. One of our goals was to ensure outlining areas of the county have access to the summer reading program. Due to our established relationship with the Paulina General Store, we were able to set up Summer Reading in Paulina. This includes a SRP reading log drop box, storing free book give aways at the General Store, and hosting a few programs at the PaMa building. Donna at the General Store was very helpful in establishing the SRP in Paulina. We were able to visit the school while we visited Paulina. It was really nice to see the kids get excited for Summer Reading
- We are currently working at establishing SRP in the outlining areas, including Juniper Canyon, Ochoco West, and Powell Butte.

### Programing and Outreach

- **Youth**
  - Renee Parrott has stepped up and took over our youth programs during the summer. She has been doing a fantastic job hosting our weekly Storytime. Renee has been working with the PS team along with other library staff to plan the kid's programs for Summer Reading
- **Teen**
  - Teen programing has being going well. We have seen an increase in our Snacks in the Stacks program. Programing and outreach have slowed down a bit, while the preparation for Summer Reading was ramping up. Katie is working on organizing a program for Paulina during Summer Reading.
- **Adult**
  - Adult programing has been going well. Similar to our teen and youth programs, adult programs have slowed down a little, while the preparation for Summer Reading was ramping up. Our adult walking group has been consistently attended. We have received great feedback. Our adult walking group will continue through July and is a part of the Crook County On The Move walking program.

### Other Information

- Katie, Kim, and Amber Dozhier completed a massive overhaul of our Law Library section. This included relabeling all the law books, reorganizing the law material to be more user friendly, and overhauling the promotional materials and signage. This project will allow for our law materials to be more user-friendly, allow for easier access, and increase the publicity of the collection.

# Director's Report

June 2023

Prepared by Sarah Beeler, Director of Library Services

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## Facility

- The bike rack has a new coat of red paint.
- Gutters have been cleaned and inspected.
- Adjustable desks assembled and placed in Computer Lab. Also, found the list of original paint colors.
- Two clock tower bids, waiting for a third.
- Also, bid for digital sign received. If the clock tower bids are not used, we may try placing a digital sign in the yard off 2<sup>nd</sup> street between entrance and dog-station pole. The bid from 3BK Sign & Construction out of Bend, OR is \$18,814.59. A digital sign could be tied into emergency messages.
- Bid from Katrina Langenderfer Landscape Architecture to design Broughton patio area accepted.

## Crook County

- Department budget presentations held on May 24<sup>th</sup>. The Budget Committee approved the budget as proposed, with minor adjustments/reclassifications of items presented.
  - Budget will be presented for adoption at Court meeting on June 7<sup>th</sup>.
  - Crook County Library was listed as one of the departments needing to update/implement strategic plan.
  - County Administration is increasing the allocation of property taxes to the library in fiscal year 2024 from \$0.5000 per \$1,000 to \$0.5333 per \$1,000 to provide more sustainable funding. This does not mean there is additional funding. It means more funding was needed to meet the bottom line.

## Tri-County Meeting, May 31<sup>st</sup>, 1pm

- Contents of Deschutes Public Library contract are open for negotiation. Contract will be reviewed next week, and suggestions sent to County Counsel. Staff do not have access to many of the features in Sierra. When CCL joined the Tri-county system, many options were removed to simplify the system. Our long-term staff are ready to master some of the extra features.
- Changing our eContent vendor to Library2Go + a subscription to OverDrive magazines would save us approximately \$30,000/yr. With DPL contract Appendix A, we pay a per use fee of \$1.00 or approximately \$42,832 per year. Library2Go and an OverDrive magazine subscription would be an annual fee of approximately \$13,000. A transition period of approximately 6 months, running both systems, would be needed to assure a smooth transition from one system to another and so patrons do not lose their place in the line for popular holds.

## Consultant contract proposal

- Will be looking for grant funds to hire consultant.
  - The Ford foundation, \$5,000
  - Oregon Community Foundation, information for fall grant cycle available in June
  - LSTA, grant opportunities open in November.
  - The Roundhouse Foundation in Sisters, Oregon.

## Rural Outreach opportunities

- Paulina and Post summer reading programs
- Looking for creative pairing opportunities in rural parts of Crook County.



## Statistics, 2022-2023

ACTIVITY	Monthly average	Total	May	Apr	Mar
<b>Collection use</b>					
<i>Physical circulation activity</i>					
Checkouts: selfcheck	3,865	42,514	3,665	2,400	3,149
Checkouts: desk	3,057	33,626	2,344	3,781	5,029
Selfcheck ratio		44%	39%	61%	61%
Total physical circ.	6,345	76,140	6,009	6,181	8,178
Items lent w/in system	3,151	34,662	2,997	3,205	3,720
Items borrowed w/in system	863	9,498	756	787	1,091
Outside ILLs borrowed	32	32	36	37	41
Outside ILLs lent	9	9	9	15	18
<i>Electronic use</i>					
Ancestry content views	32	348	-	-	-
Chilton retrievals	6	59		2	17
Gale Retrievals	45	451		-	31
HeritageQuest views	4	40	-	-	2
Hoopla Checkouts	286	3,142	338	292	294
LearningExpress sessions	0	4	-	-	-
OverDrive checkouts	3,452	37,977	3,353	3,326	3,586
OverDrive new users	23	254	26	18	18
Scholastic Teachables sessions	12	129	1	2	3
Discovery Pass Reservations	10	112	10	13	17
Website sessions (visits)	2,148	23,626	1,983	2,224	2,387
Total electronic use	3,521	42,253	3,702	3,635	3,950
<i>Total collection use</i>	5,410	64,919	-	-	-
<b>Library use</b>					
<i>Days open</i>	25	274	26	24	27
Hours open	211	2,325	222	201	231
Public closure hours	10	108	8	8	-
<i>Patron visits</i>	6,823	75,051	6,668	6,940	8,967
Gate traffic	4,974	54,716	4,719	4,380	5,580
New patrons	104	1,147	75	90	130
Reference Interactions	97	1,070	98	124	137
<b>Computer sessions</b>					
Desktop sessions	338	3,719	352	352	387
WiFi sessions	400	4,400	400	400	400
Total Internet use	677	8,119	752	752	787
Laptop sessions	2	19	-	-	-
<b>Meeting Rooms</b>					
Meetings held	88	963	90	89	92
<b>Collection activity</b>					
<i>New items</i>	401	4,814	461	315	593
Books & print	387	4,261	391	270	518

Audio	15	160	52	18	18
Movies	36	393	18	27	57
Items withdrawn	515	6,177	-	397	867
Billed/damaged not paid	28	281		28	41
Claimed returned	1	9		-	-
Long missing	22	223		5	36
Withdrawn	566	5,664		364	790
Net change in items	(114)	(1,363)	461	(82)	(274)
Items Processed	436	4,799	449	324	547
Items Repaired	210	2,312	334	121	132

#### Programs and outreach

##### *Children's programs*

# kids programs	5	62	3	5	8
Kids program attendance	144	1,732	66	99	350
# kids outreach	8	94	-	18	13
Kids outreach attendance	186	2,233	-	834	160
# Kids Total	13	156	3	23	21
Total kids attendance	330	3,965	66	933	510

##### *Teen programs*

# teen programs	6	66	7	6	6
Teen Program attendance	37	441	27	24	54
# teen outreach	2	29	5	3	4
Teen outreach attendance	169	2,025	81	60	199
# teen total	8	95	12	9	10
Total teen attendance	206	2,466	108	84	253

##### *Adult programs*

# adult programs	4	53	9	4	3
Adult program attendance	39	463	27	76	27
# adult outreach	0	5	1	1	-
Adult outreach attendance	16	187	127	6	-
# adult total	5	58	10	5	3
Total adult attendance	54	650	154	82	27
Total # programs	26	309	25	37	34
Total attendance	590	7,081	328	1,099	790
Outreach activities only	11	128	6	22	17
Outreach attendance only	370	4,445	208	900	359

#### Volunteering

Volunteers	13	148	14	16	17
Volunteer Hours	47	520	46	60	64
Board Volunteer Hours	7	74	11	2	6

# May Financials

May Financials were not ready at the time this report was built. We will email the May financials as soon as they are ready.



June 2, 2023

**Joe Viola**  
Facilities Director  
Crook County  
203 NE Court Street  
Prineville, OR 97754

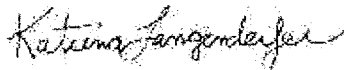
**RE: Landscape Improvements, Crook County Library**  
**LANDSCAPE ARCHITECTURE SCOPE OF SERVICES AND FEE PROPOSAL**

Dear Joe,

Please accept this proposal for Landscape Architectural services for the Landscape Improvements at the existing plaza of the Crook County Library. Katrina Langenderfer Landscape Architecture (KLLA) anticipates this project will create an enhanced and beautified appearance for the exterior spaces surrounding the Crook County Library in the heart of the Prineville. Thank you for the opportunity to continue working with you and the community of Prineville on this project.

The services KLLA proposes are consistent with the creative and technically competent suite of services KLLA has provided on similar public projects. This proposal includes conceptual design services.

Best Regards,



Katrina Langenderfer, RLA

Principal / Landscape Architect  
Katrina Langenderfer Landscape Architecture

## LANDSCAPE ARCHITECTURE - SCOPE OF SERVICES

Katrina Langenderfer Landscape Architecture (KLLA) will provide landscape architectural design for the **Landscape Improvements for the Crook County Library Plaza Renovation**. Our services will consist of on-site improvements for project design in a phased plan preparation format for the work as outlined below.

### Project Description

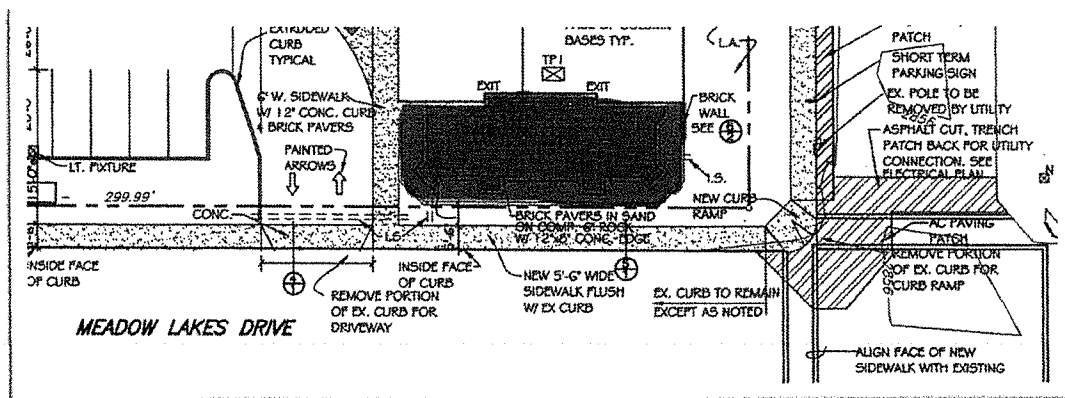
The project site is located at the Cook County Library in Prineville, Oregon. Reference Exhibit A for areas included in this scope of work. The existing brick plaza is located on the Northeast Corner of the library at the intersection of West Second Street and Meadow Lakes Drive. The existing tree canopy in the plaza includes mature deciduous trees. The mature tree roots have caused the pavers to heave, creating unlevel surfacing and a safety concern. The existing pedestrian entry to the plaza is through a door from the library building or from a sidewalk connection on the South side of the plaza. The plaza is not gated or fully enclosed by fencing.

KLLA's understanding for the project goals include:

1. Redesign the plaza hardscape to improve pedestrian access and surfacing.
2. Evaluate design solutions that minimize disturbance and promote longevity for the existing mature deciduous trees located in the plaza.
3. ReEnvision the exiting landscape.
4. Create seating opportunities.
5. Meet with **Key Library Staff** to understand how the plaza is currently used for library programing and discuss the future vision and themes for how staff and the community would like the space to evolve. Examples could include book club meeting space, library event patio, children's reading patio / garden, sculpture / art plaza.

Landscape architectural services will include working Crook County and key Library Staff to develop a conceptual site design.

Construction documents are not included in this scope of services.



**Exhibit A – Site Plan Concept Area**

Areas highlighted in red are areas of the site included in this scope of work.

## **PROJECT TASKS – LANDSCAPE ARCHITECTURE SERVICES**

### **Task 1 – Conceptual Site Plan Development**

KLLA will work with Crook County Staff and key Library Staff to develop a conceptual site plan for the renovation of the existing library plaza. Plan content will include the delineation of new landscape areas and a conceptual layout of the proposed site elements, that may include, hardscape (concrete, decorative concrete, pavers), fencing, memorial bricks, art / sculpture and new landscape. This plan is not a final construction document.

#### **Work included under Task 1:**

- **Site Visit / Existing Site and Landscape Condition Assessment.** KLLA will visit the site to view the property and develop a preliminary understanding of the project site and development possibilities. This visit will be the basis for the initial design development process. Existing site features and vegetation in the identified project location will be reviewed for success and failure. Estimated meeting date Early June 2023.
- **Project Kick-off Design with County Staff, including key Library Staff.** This meeting will be a visioning session to discuss the project, client and user needs, and provide an interactive forum to discuss and explore existing conditions, safety concerns, site programing and landscape elements. The project kick-off meeting will occur in conjunction with the Site Visit. Estimated meeting date Early June 2023.
- **Develop Preliminary Conceptual Site Plans.** Based on input from County Staff and key Library Staff, KLLA will prepare a two preliminary conceptual Site Plans. To perform this task, base mapping for the site will be provided by Crook County. Crook County to provide existing conditions and as-built drawings of the Crook County Library for the site plan, irrigation plan and landscape plan for the Crook County library. These drawings will be the basis for the Conceptual Site Plan Design. Estimated deliverable July 2023.
- **Design Coordination and Meetings.** This includes up to two Zoom (web-based, digital) design coordination meetings with County and Library staff during the design development phase of work to refine and finalize the project site plan concept.
- **Develop Final Conceptual Site Plan.** Based on input from County Staff and Key Library staff regarding the two preliminary conceptual site plans, KLLA will prepare one final conceptual Site Plan. Estimated deliverable July 2023.

#### **Deliverables included under Task 1:**

- Two digital (PDF format) color rendered preliminary conceptual site plans, size 24" x 36".
- One digital (PDF format) color rendered final conceptual site plan, size 24" x 36".

### **Additional Services**

The following is a list of additional services that can be provided by KLLA at the Client's written request and an additional fee after the Task 1 – the Conceptual Site Plan Development phase of work has been completed:

- Construction Documents

**This scope of services is based on the following Assumptions and Understandings**

- KLLA will coordinate with **Crook County Staff** and Plan preparation will follow the Crook County development criteria.
- Crook County to provide existing conditions and as-built drawings of the Crook County Library for the site plan, irrigation plan and landscape plan for the Crook County library that will be the basis for the Conceptual Site Plan Design.
- Crook County will coordinate with utility and service providers if questions arise about existing utility infrastructure.
- Construction documents are not included in this scope of work.
- Site survey work is not included in this scope of work.
- Evaluation of the existing irrigation system is not included in this scope of work.

**Fee Estimate and Agreement**

KLLA will provide the above Scope of Services for **Task 1**, which will be billed as a Lump Sum (LS). Reimbursable expenses will be billed at Direct Cost.

Task 1 – Project Kick-off / Conceptual Site Plan  
Development.....\$ 2,500 (LS)

Reimbursable Expenses (To be Invoiced at Direct Cost) Assume.....\$ 200

Changes to the project description or scope of services that result in revisions to KLLA's work will be considered additional services. The fee for additional services will be discussed and agreed upon prior to performing those services.

**Reimbursable Expenses**

Reimbursable expenses will be invoiced as separate items and will include, but are not limited to, the following:

- Mileage
- Plan Reproduction and Printing

**Katrina Langenderfer Landscape Architecture** will bill monthly for the work completed. Payment to be received within 30 days of invoice date. Past due amounts will be subject to an interest charge of 3% per month.

If this proposal meets with your approval, please sign in the space provided and return a signed copy to KLLA. This proposal is only valid for 30 days from the original date of issue.

**Katrina Langenderfer**  
Katrina Langenderfer Landscape  
Architecture, Inc.  
Principal / Landscape Architect

**Joe Viola**  
Crook County  
Facilities Director

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



TO: SARAH BEELER, CROOK COUNTY LIBRARIAN  
FROM: RUTH METZ  
DATE: JUNE 2, 2023  
SUBJECT: PROPOSAL FOR STRATEGIC PLANNING, CROOK COUNTY LIBRARY

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Based on our conversations about your intentions as you launch your term as County Librarian, I recommend simultaneously beginning your strategic plan update and a formal, planned community engagement process. The timing is idea for the community to meet you and for that meeting to be forward focused.

I have suggested below a process that incorporates your objectives for the near term and far term. I am happy to discuss this with you. Let us see if this is what you have in mind.

**Strategic Planning Project**

- |   |                               |  |
|---|-------------------------------|--|
| 1 | Current Strategic Plan Update | Using the current strategic plan as a basis, update the Plan and develop an action plan for 2023-24  |
| 2 | Prepare information materials | In advance of community engagement, prepare the content for presentation materials and public consumption  |
| 3 | Community Engagement          | <p>Engage the community in strategic planning, near term and far term<br/>Plan, organize, publicize, and encourage the community to attend<br/>Attend, facilitate, present at community forums<br/>Assess community input and incorporate into near term and far term planning</p> <p>Assess community input and incorporate into near term and far term planning</p> <p>Plan and conduct additional input methods, as needed (e.g. community survey, focus groups, etc.</p> |
| 4 | Strategic Planning, 2024-27   | <p>Assess the capacity of the library to meet the current and future needs of the community at large</p> <p>Develop a community-based service model, plan, and multi-year budget estimate<br/>Continue community engagement in planning<br/>Consider funding options for the future<br/>Assess the economic feasibility of a library district and other options</p>  |

Sarah, I am happy to discuss this with you at your convenience.

Sincerely,

Ruth Metz

**From:** Joe Recksiek <[joe@beachamsclockco.com](mailto:joe@beachamsclockco.com)>

**Sent:** Friday, June 2, 2023 8:54 PM

**To:** Sarah Beeler <[SBeeler@crooklibraryor.gov](mailto:SBeeler@crooklibraryor.gov)>

**Subject:** Re: 4 Sided clock

Thank you for your email. I have been working out the details for the cost of installation.  
The Estimate I have come up with so far is:

(4) Clock Movements, hands and controller

4x HMR-20-EX6 Synchronous Clock Movement w/6"Extension

4x M07-HM-20 - Hands with minute hand at 20" center to tip - Black

1x MC3-X10-4SW - Automatic Clock controller with 4 switch and Daylight savings feature

Parts Sub-Total \$12,460

Equipment Rental \$1,200

Estimated Labor for Install \$2,400

Estimated Total for 4 Clocks \$16,060

Thank you so much



# The Clock Man Bend

## Clock System Bid

Matt Fitch  
63528 Old Deschutes Rd., Bend, OR 97701  
541.588.0836  
theclockman@me.com

INVOICE # 1998  
DATE: NOVEMBER 29, 2021

NET 30

TO Crook County Library

QTY	DESCRIPTION	LINE TOTAL
4	B28MI-G7 replacement movements for use with the existing WB10RA rear access wall boxes.	
1	Type CTRL-99BMI, Automatic Clock Controller with IP65 enclosure - Indoor & Outdoor Use. Automatically resets clock after power failures and for daylight savings time (if required). Precision Quartz Time base 4 minutes per year maximum drift. Optional GPS - no drift. Built in 100 year daylight savings time calendar. 2 Line 16 character back lighted LCD display. ETL listed to UL 863. Power Failure Event logging. Standard MI output - 4 clocks maximum standard. Standard 24VDC RP output -20 clocks maximum. Sweep Second hand output. Hour Strike Capability. RS-232 and RS-485 output ports. 24 VAC hour strike output - configurable pulse output.	
4	Pairs of Style "WS-48" replacement minute and hour hands, bushed for B28MI movement, made of aluminum with a matte black polyurethane painted finish with a satin clear top coat.	
	<b>TOTAL</b>	<b>\$14,800</b>
	<b>DEPOSIT DUE</b>	<b>\$5,920</b>
	<b>ALL WORK IS GUARANTEED FOR 1 YEAR!</b>	
	<b>A 40% Deposit is required upon acceptance of bid due to the fact that parts are specialized and made specifically for the job!</b>	

THANK YOU FOR YOUR BUSINESS!



11460 Dorsett Road  
Maryland Heights, MO 63043

www.americlock.com  
Tel (636) 527-2277 Fax (636) 527-3322

**Date:** May 17, 2023

**To:** Joe Viola **Tel:** 541-480-7746 **Email:** [joe.viola@crookcountyor.gov](mailto:joe.viola@crookcountyor.gov)

**From:** The Americlock Sales Team

**Re:** Clock Tower Repair- Crook County Library

Following your request, we are sending you a proposal for clock movements for four clocks.

**Quotation and Specifications:**

The following are subject to our normal terms and conditions. They include costs relating to the clock system(s) and its components as specified in this quote, but exclude sales taxes, customs fees, import taxes, and freight unless otherwise noted. Our payment terms require 50% of the quoted price with a copy of the signed proposal, and the balance to be paid prior to shipping or net 30 days after installation by Americlock. This quotation is valid for sixty (60) days.

**Americlock, Inc. will supply the following:**

Four (4) type I261 self-starting electric movements which have stainless steel spindles, composite gears, and self-lubricating nylon bushings. These will come with hand fixings to fit the new clock movements. This will include mounting brackets and U bolts. Four sets of aluminum clock hands will be provided in the model of your choice that will be properly reinforced and appropriately balanced. The hands will be primed and painted in the color of your choice. These clock movements will be controlled by one Tempus master clock controller. This controller will regulate the clock movements with absolute accuracy, is maintenance free, has a 10-year lifetime built-in lithium battery and corrects the time automatically after power outages and for daylight saving time. The price for these parts will be \$11,200.00 including shipping.

\_\_\_\_\_ **As an option**, we can provide a climate controlled cooled NEMA fiberglass enclosure to house the clock controller in the event that the clock controller cannot be placed in a climate controlled and accessible area. The price for this lockable cabinet would be an additional \$950.00.

\_\_\_\_\_ **Installation by Americlock** can be provided on site. An Americlock installer will bring the proper installation hardware with him and ensure a proper installation and hook up. The clocks will be running by the time the installation is complete as well as training on the clock controller (if power is supplied). The installer will make final connections to Americlock supplied parts. This will be an additional \$3,100.00. This price excludes electrical wiring and a lift to access the clock level (if a lift is needed). This covers one mobilization unless otherwise noted by Americlock. Core drilling or X-raying of walls not included at any time.



# Americlock, Inc.

11460 Dorsett Road  
Maryland Heights, MO 63043

www.americlock.com  
Tel (636) 527-2277 Fax (636) 527-3322

Client is required to provide electrical wiring from the Tempus controller to the clock movement locations. Americlock will make all final connections provided the wiring is in place at the time of installation. If delays arise due to delayed or incorrect wiring, a fee will apply if this causes significant delays. Client is also required to provide a lift to access clock level and provide any street, sidewalk, or any other permits required for this work.

Americlock can only provide remote advice on installation if client chooses to not have one of our trained clock technicians perform the installation. Americlock does not provide installation instructions on clock installations as every job is different. We are not responsible nor does our warranty cover any damage to the clock or parts supplied by Americlock during installation by purchaser. If purchaser has technical questions when installing, please call for assistance.

**Shipping** is included unless otherwise noted. A loading dock or forklift must be available to unload freight shipments. If liftgate service or appointment by delivery is required, please add \$175.00 for each delivery required. If shipping destination is residential or limited access, this will be an additional \$150.00. While call ahead can be requested, we make no guarantees that any delivery service will comply with this request. Client must make arrangements to accept shipments unless otherwise agreed upon. If Americlock is to make special arrangements to receive freight, an additional fee will apply. If client rejects the freight shipment for any reason except for damage and a redelivery is required, the redelivery fee from our chosen freight company will be passed onto the client unless otherwise agreed upon in writing.

**Insurance:** Americlock is a fully insured clock company. Upon acceptance of our proposal, we will work with you and supply you with our insurance certificate for you to review.

All our clock parts are guaranteed for two years against faulty workmanship or defective materials.

Please call us if you have additional questions or we can be of service. Thank you so much for considering Americlock!

Accepted by:

---

Signature

---

Date

---

Typed or Printed Name

---

Typed or Printed Title

**3BK Sign + Construction LLC.**  
**DBA: Sign Pro of Central Oregon**

512 SE Glenwood Dr  
Bend, OR 97702 US  
+1 5413827446  
signprobend@gmail.com



## Estimate

ADDRESS  
Sara Beeler  
Crook County Library

ESTIMATE 1148  
DATE 05/30/2023  
EXPIRATION DATE 06/30/2023

DATE		DESCRIPTION	QTY	RATE	AMOUNT
05/30/2023	Install/Service	Excavation of Sign Footing and Pouring of Concrete	1	985.00	985.00
05/30/2023	Install/Service	Install of Digital Message Center - Mounted to 4" x 4" Steel Framed Double Posts and Brackets - Professionally Painted - Black - Wiring of Message Center	1	3,098.95	3,098.95
05/30/2023	Digital Message Center	3' x 5' Double Sided - Full Color - Optec Message Center w/ Remote Antennas - Wired to Office Computer	1	14,730.64	14,730.64

Once the estimate has been accepted and your 50% non-refundable deposit has been received, no further changes will be accepted; materials will be ordered and production will begin.

TOTAL

**\$18,814.59**

Deposits must be received prior to securing a date in our schedule.

All balances are to be paid in full at time of install/service.

Checks payable to 3BK Sign + Construction, LLC.

Please call us if you would prefer to pay by credit card.  
\*Additional fees apply.

We look forward to partnering with you on this project!

Accepted By

Accepted Date