



Board of Trustees

Meeting Agenda

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=ZDJpWkRrR2tDV3hvTCtlYkxsKzVBUT09>

Meeting ID: 956 2603 5688

Passcode: 467190

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 March 14, 2024, 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. Staff, Teen Services Librarian and Teen internship grant.
- b. Strategic planning
- c. Bookmobile Update

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

- a. Library Board of Trustees vacancy. Notice has been sent to Sarah Puerner to advertise vacancy for 30 days.

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.

- b. Potential donation of land for Paulina Library Branch. Discovery of partially vacant land owned by Crook County property between Paulina School and the Crook County Road Department.
- c. Potential Juniper Canyon branch location. Letter of Interest sent.
- d. Powell Butte update as potential Bookmobile stop.
- e. Ochoco West update as potential Bookmobile stop.

8. Agenda items for next meeting: May 9, 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, March 14, 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/94560326951?pwd=VExHbVhBOXl3b2NTNjFIUXNLMUtpZz09>

Meeting ID: 945 6032 6951

Passcode: 008960

Attendees:

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

RECORDING NOTICE: This meeting will be recorded via Zoom.

1. **Call to Order:** Natalie Good called the meeting to order at 5:17pm. Natalie Good let the board know she will be on call for work during the board meeting.
2. **Public Comment:** None.
3. **Consent agenda:** Sandy Kerbow moved to approve the consent agenda that includes the February 8, 2024, meeting minutes. Keya seconded. Consent agenda approved. No conflicts/potential conflicts of interest.
4. **Reports:**
 - i. **Friends:** December gift books and puzzle sales earned \$1,486.70. Membership dues raised \$1,530. Janet will try opening Chapters Bookstore later in the day on Fridays, 2pm-5pm, starting in March. The May Overstock Book Sale will be held May 10th-11th. Friends donated \$6,000 to provide summer reading program for teens and adults. They also donated \$2,000 in 2023 and \$2,000 in 2024 to help Crook County Library hire strategic planning consultants. Thank you Friends!
 - ii. **Circulation services:**
 - i. Outreach services to Paulina and Post have started. Donna Rash made her first solo stop at Paulina on March 6th and set up two new patron accounts and had 5 checkouts.

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- ii. Amber Dozier and Cindy York are participating in the county's search for a new HRIS system.
- iii. Patrons were surprised by all of the Library of Things materials in the display case in March. From Hot Spots to Lego backpacks, Library of Things items in the display case are available for patrons to check out!
- 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. Commissioner Hermreck has expressed interest in donating land for a small Paulina Library Branch/community meeting space.
 - iii. We are in the process of writing a letter of interest for grazing land up Juniper Canyon for a potential library branch location.
 - iv. Bookmobile repairs have been completed. Potential Bookmobile sites are under discussion.
 - v. A meeting with Finance to discuss options for additional part-time Outreach Librarians and a Teen Services Librarian is scheduled for March 22nd.
 - vi. Strategic Planning Update: The first Focus Group, key informant interviews, the first Task Force meeting and two Town Hall meetings have been held. Several themes are rising to the top but could change based on additional community input: Outreach, Lifelong Learning, and Wellness. Final Task Force meetings will be held on May 3rd and May 17th. The survey will be distributed in April. 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: No questions.

6. New Business and agenda items for next meeting: None

7. Next meeting: Thursday, April 11, 2024, Broughton Community Room, 5:15pm, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

8. Adjournment: Keya Rohovit-Wrolson made a motion to adjourn. Mark Maboll seconded. The meeting was adjourned at 5:53pm.

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 (Final Version)
Wednesday, March 20, 2024

Board Members Attending

Faye Streier, Ginger Nedry, Carrie Gordon, Janet Herrmann

Guests

Sarah Beeler, Gordon Moore, Cheryl Ingersol

Ginger called the Board Meeting to order at 2:00 pm. Cheryl and Gordon were introduced to Sarah.

Secretary Report

Carrie moved to accept the January 2024 minutes as written, Faye seconded, no discussion, passed.

Treasurer Report

- Membership dues for February were \$845.00, we have met our budgeted amount for membership dues for the year.
- From February 2024 Treasurer's Monthly Activity Report: Income \$1,654.43 (bank statement \$1,637.10), Expenses \$2,527.21 (bank statement \$2,527.21.)

Committee Reports

Chapters Kids Bookstore –

- Chapters made \$42.00 during the March 16 Third Saturday book sale
- Janet has a potential new Chapters volunteer who may work on Fridays.
- Ginger is still assessing the effectiveness of opening Chapters later in the day on Thursdays (2:00 to 5:00.)

Membership –

- Eleven additional renewals for a total of 77 renewals this year, one new member for a total of eight new members this year. One person paid \$100, another paid \$50. Sent thank you letter for anything \$50 or above.

Book Sorting –

- Book sorting and shelf stocking in Friends Bookstore have been ongoing.
- There is now room in the shed for Third Saturday books.

Volunteers – No report

Publicity/Public Relations – Faye will send out notices about May book sale as early as possible to alert people to the change in date.

March 3rd Saturday Book Sale – We had 71 boxes of books and 12 tables. The tables were very full so 68 boxes may be a better fit.

Carrie pointed out that we need to recruit more volunteers that are able to lift heavy boxes for all book sales. Suggestions from the meeting and who will make contacts: ROTC- Ginger; Boy Scouts- Ginger- Prineville, Gordon Moore- Bend; Court ordered Community Service- Faye, Interfaith youth groups- Gordon Moore.

April 3rd Saturday Book Sale- Faye and Ginger are leads. Faye will send out the volunteer email. Carrie and Janet will move books to Chapters on Friday.

May Overstock Book Sale – Faye will be sale planning leader. She will update the task list and send it to all.

Ginger will contact thrift stores on our task list except for Habitat for Humanity in Sisters, which Carrie will contact.

Faye will coordinate with Jeannette on updating the date on the poster. We will try to hang posters a bit earlier this year to get the word out about the earlier sale date.

Book Transport- Faye and Ginger. Faye will coordinate transfer of books from locker. Ginger will oversee disposition of left over books.

Set up- Janice.

Sale Day- Faye and volunteers. Will ask Robin and Lynn if they want to co-lead as a way of increasing the role of non-board members in sales.

Library Report (Sarah Beeler) –

- Sarah has moved into Sean’s old office. Her old office is being turned into a meeting room.
- Sarah will get copies of the new Friends membership application to include in the packets for new library members from Chapters.
- Strategic Planning
 - Sarah is meeting with members of the Pau Mau club to get input.
 - Issues that are coming to forefront in Strategic Plan process are: expanding library, lifelong learning, community uses of library, and accommodating performing arts.
 - The task force is well chosen and functions very well.
 - Members of the Latino community focus group are interested in later Chapter hours.
 - There will be a community survey for the Strategic Plan available on the library website. The survey is still being developed.
- The Bookmobile is ready to use. Sarah has reached out to Wheeler County about sharing use and expenses. Library staff are welcome to take 3rd Saturday and Overstock books for book sale during last hour of the sales.
- County Commissioner Hermreck may donate land for a library branch in Paulina. Other possibilities for a branch are the Pau Mau club, the community hall, and the vacant Post Grange Hall.

- A possible location for a Juniper Canyon branch library has been identified. Sarah is researching whether new library branches would be constructed and operated by Crook County or constructed by non-profit (501(c)(3)) entity such as a foundation and maintained by the County. If it is a non-profit, she asked if Friends would want to be that entity or if a new foundation would be better. Does not need answer immediately as no immediate plans for branches. Faye brought up that some Friends members have mentioned concerns with a new foundation as they worry Friends would be disbanded or a new governing body would be created for the library. Sarah appreciates that, in a previous meeting, we brought up the dissolution of the Friends organization in Deschutes County resulting from the restructuring of their funding. Carrie pointed out that we are already part of Oregon Community Foundation, and a new entity may not be needed. There is an Endowment Partners 101 Zoom training on April 10 that will be informative. Carrie and Janet voiced the preference that new branches be County buildings based on maintenance and continuity.
- The library was awarded a \$3,600 grant for a teen internship. Two teens will provide input on their interests that will be used in a redesign of the teen space in the library.
- The Glenn Miller concert was a great success.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 76 hours total

▪ Faye 20	▪ Janet 4
▪ Carrie 35	▪ Jeannette
▪ Janice 7	▪ Ginger 10
▪ Gordon	
 - Chapters Kids Bookstore = 74.75 hours
 - Non-Board = 24 hours
- **March 3rd Saturday Book Sale** - Faye and Ginger were leads. Made \$408. Chapters Kids Bookstore made \$42. One new volunteer. 22 non-board volunteer hours. Started with 12 tables and 71 boxes, 41 boxes leftover (58% leftover).
- The following mention of Friends of the Library in a recent Strategic Plan comment letter from Lawrence Jones : “I am very pleased with the presence and participation of the Friends of the Library organization, and feel it brings considerable additive value to the library’s totality of services.”
- Carrie participated in the first Strategic Plan Task Force Meeting.

Meeting adjourned 3:15 pm.

Minutes by Faye Streier, President
Friends of the Crook County Library

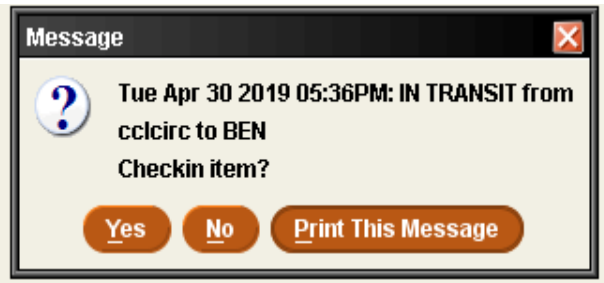
Circulation Services Report

April 2024

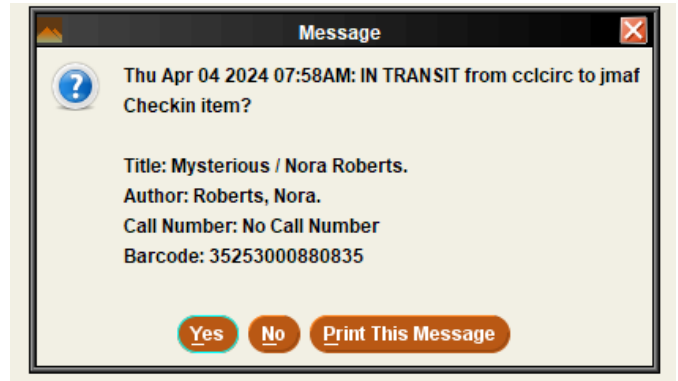
Prepared by Cindy York, Library Operations Manager

Did You Know?

- ❖ On March 19th, our Sierra ILS system was upgraded to a newer version. While most upgrades go relatively unnoticed by staff, this version came with several helpful changes:



Old check in message



New Check in message

Prineville Fiction AF Celeste, B	.b19268373
Underneath the sycamore tree/Celeste, B.	
Redmond Library	
Prineville Fiction AF Connelly, M	.b1800426x
Fair warning/Connelly, Michael,	
Crook County Library	

Old paging list

LOCATION:	Prineville New Biography	BIB RECORD No.:	b19694659
CALL NUMBER:	BIO Wilson, Rebel		
TITLE:	Rebel Rising : A Memoir		
AUTHOR:	Wilson, Rebel		
LOCATION:	Prineville New Fiction	BIB RECORD No.:	b19700234
CALL NUMBER:	AF Enger, L		
TITLE:	I cheerfully refuse		
AUTHOR:	Enger, Leif.		

New Paging list

Circulation At A Glance:

The most requested format/genre that our patrons **borrowed** in March of 2023 and 2024 was adult fiction, followed closely by adult DVDs. The most popular format/genre to be **loaned out** to the other counties in March of 2023 was adult fiction and, surprisingly, adult non-fiction. March of 2024 brought us back to adult fiction and DVDs in popularity.

Director's Report

April 2024

Services

Prepared by Sarah Beeler, Director of Library

Facility

- Crook County Library will be applying for an Oregon Department of Human Services Resilience Hubs and Network Grant for a backup generator. We are currently waiting for two quotes. Once the quote is selected, the grant will be submitted by April 30th. Quote will include complete installation costs including, permits, excavation, cement pad, hookup to natural gas and 5 years of annual inspections (\$2,200 per year).
- The property owned by Commissioner Hermreck is across the road from vacant land owned by Crook County. The Crook County land is located between Paulina School and the Crook County Road Department. After checking with senior staff at the school/road department, both are in favor of building a small community meeting space/library branch in Paulina. Please see attached photo for location. Property is level, graveled and water and electricity are available. According to county records, there used to be a 1993 doublewide on the property, so it is assumed there was a septic system installed. We are currently exploring building requirements and septic installation and/or repair requirements and costs.
- A letter of interest was sent to Randy Wiest about 640 acres of unleased rangeland across the road from Hilltop Road up Juniper Canyon.
- Bookmobile repairs have been completed. A company in Redmond will be placing new Bookmobile stickers on the bus. We are working on scheduling Bookmobile stops in Powell Butte, Ochoco West and Paulina.
- OverDrive (Libby) eContent will be available through Library2Go (Libraries of Eastern Oregon) beginning May 1st. Patrons using the Libby app may not notice the change. Patrons looking for eContent through the catalog, crooklib.org, will need to click on the Libby icon, select Crook County Library, and enter their library card number and PIN. Crook County Library is listed on the drop-down menu of Libraries listed on Library2Go. It has been tested and works fine. We are in the communication phase to get the word out to Crook County Library patrons.

Staff

- One or two teen interns will be hired this summer with a \$3,600 grant received from the State Library of Oregon through the Library Services and Technology Act. The purpose of this grant is to let each teen develop a "connected learning project." It is not a program where we ask the teens to help with library duties. It is a program that explores the interests and hobbies of the teen interns to create programs for other teens. Please see attached Teen hangout space at the Memphis Library for some inspirational ideas, <https://www.memphislibrary.org/cloud901/>. We will be paying close attention to the

teen spaces in the new libraries in Deschutes County.

- Will be working with HR to do an internal posting for a Teen Services Librarian. Position will be responsible for mentoring teen interns and teen programming.

Crook County

- We asked Sarah Puerner for an update on the vacant library board position. The vacant board positions listed on the Crook County website indicate board applications are due by 5pm on December 1st. In email to Sarah, we asked if all board appointments will be following calendar year instead of fiscal year. Will update the board once we hear back on the process.
- Crook County is in the process of hiring a new Facilities Director.

Strategic Planning Update

The survey will be distributed April 3rd – April 22nd. Help distributing the survey would be appreciated!

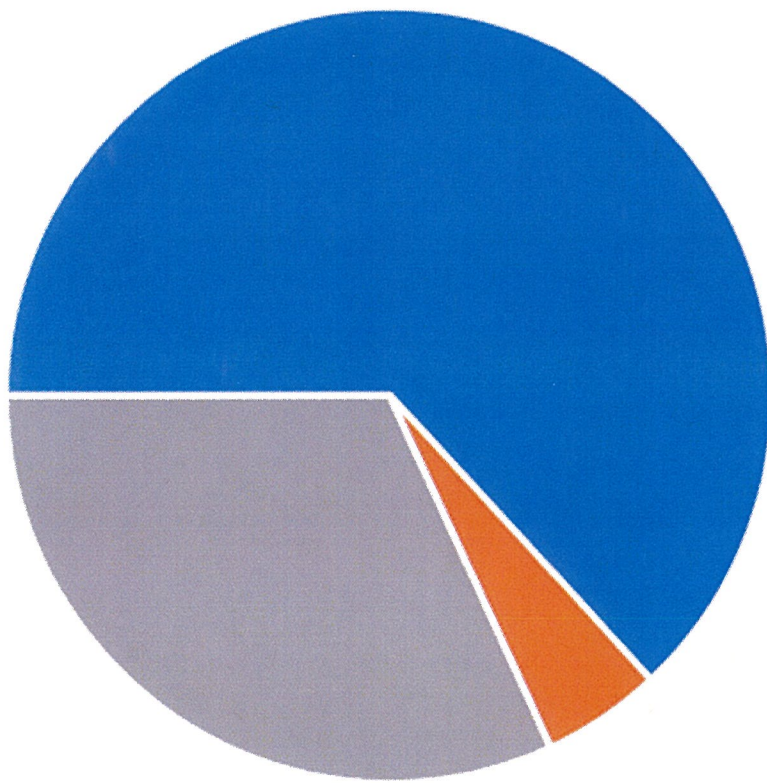
FOR FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FEB ACTUAL	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	4,551.02-	25,340.67-	30,000-	30,000-	4,659-	.84
330-0000-300.01-08	REALIZED GAIN/LOSS	.00	1,685.41-	0	0	1,685	.00
330-0000-390.90-03	CURRENT YEAR TAXES	49,026.00-	1,528,973.00-	1,604,000-	1,604,000-	75,027-	.95
330-0000-390.90-04	PRIOR YEAR TAXES	1,388.13-	19,271.80-	0	0	19,272	.00
		-----	-----	-----	-----	-----	-----
* REVENUE		54,965.15-	2,327,383.09-	2,398,000-	2,398,000-	70,617-	.97
**		54,965.15-	2,327,383.09-	2,398,000-	2,398,000-	70,617-	.97
CONTINGENCY EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	804,000	804,000	804,000	.00
		-----	-----	-----	-----	-----	-----
* 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	9,965.00-	15,965.00-	10,000-	10,000-	5,965	1.60
330-3000-329.42-18	PHOTOCOPY FEES	858.44-	4,293.35-	3,000-	3,000-	1,293	1.43
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	370.00-	0	0	370	.00
330-3000-329.50-19	FINES	263.20-	2,049.91-	3,000-	3,000-	950-	.68
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	8.00-	84.00-	0	0	84	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	69.75	559.00-	0	0	559	.00
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	5,826.62-	25,868.77-	10,000-	10,000-	15,869	2.59
330-3000-360.60-13	CASHIER ADJUSTMENT	5.00	5.00	0	0	5-	.00
		-----	-----	-----	-----	-----	-----
* REVENUE		16,846.51-	75,160.78-	48,000-	48,000-	27,161	1.57
**		16,846.51-	75,160.78-	48,000-	48,000-	27,161	1.57
PERSONNEL SERVICES EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	40,334.67	314,046.32	609,000	609,000	294,954	.52
330-3000-510.01-01	WAGES-OTHER	.00	7.68	0	0	8-	.00
330-3000-510.01-02	OVERTIME	438.12	1,752.48	0	0	1,752-	.00
330-3000-510.01-32	EXTRA HELP	.00	2,397.00	0	0	2,397-	.00
330-3000-510.02-01	FICA	3,085.92	24,034.72	46,000	46,000	21,965	.52
330-3000-510.02-02	WORKERS COMPENSATION	58.97	453.76	1,000	1,000	546	.45
330-3000-510.02-03	HEALTH INSURANCE	10,031.27	83,247.26	146,000	146,000	62,753	.57
330-3000-510.02-04	LIFE INSURANCE/LTD	129.49	1,013.86	2,000	2,000	986	.51
330-3000-510.02-05	UNEMPLOYMENT	81.58	634.79	2,000	2,000	1,365	.32
330-3000-510.02-06	401K RETIREMENT	4,112.83	25,053.13	62,000	62,000	36,947	.40

FOR FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FEB ACTUAL	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
		-----	-----	-----	-----	-----	
330-3000-510.02-08	OREGON PAID LEAVE TAX	167.18	1,294.30	2,000	2,000	706	.65
* EXPENDITURE		58,440.03	453,935.30	870,000	870,000	416,065	.52
** PERSONNEL SERVICES		58,440.03	453,935.30	870,000	870,000	416,065	.52
MATERIALS & SERVICES EXPENDITURE							
330-3000-520.05-30	POSTAGE	285.74	1,395.89	3,000	3,000	1,604	.47
330-3000-520.05-71	MINOR EQUIPMENT	504.62	1,547.58	9,000	9,000	7,452	.17
330-3000-520.05-74	PROGRAMS AND OUTREACH	5,217.89	15,376.42	18,000	18,000	2,624	.85
330-3000-520.05-89	CREDIT CARD CHARGES	17.74	104.68	0	0	105-	.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	177.30	699.35	1,000	1,000	301	.70
330-3000-520.10-07	COPY MACHINES	249.44	1,898.41	4,000	4,000	2,102	.47
330-3000-520.10-25	OFFICE SUPPLIES	580.22	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	.00	7,406.64	8,000	8,000	593	.93
330-3000-520.25-05	MILEAGE	.00	292.14	1,000	1,000	708	.29
330-3000-520.25-11	FUEL	1,415.81	4,740.51	1,000	1,000	3,741-	4.74
330-3000-520.30-05	COLLECTION DEVELOPMENT	11,370.42	110,482.60	149,000	149,000	38,517	.74
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	8,785.29	10,930.29	0	0	10,930-	.00
330-3000-520.35-42	SOFTWARE SERVICES	3,053.29	9,267.51	11,000	11,000	1,732	.84
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	343.59	2,531.46	0	0	2,531-	.00
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	.00	1,665.70	3,000	3,000	1,334	.56
330-3000-520.50-05	INSURANCE	.00	443.03	1,000	1,000	557	.44
330-3000-520.60-16	PROMOTION & PUBLICITY	.00	456.95	3,000	3,000	2,543	.15
330-3000-520.66-04	FINANCE	2,500.00	20,000.00	30,000	30,000	10,000	.67
330-3000-520.66-09	FACILITIES	18,250.00	146,000.00	219,000	219,000	73,000	.67
330-3000-520.66-27	LEGAL	1,000.00	8,000.00	12,000	12,000	4,000	.67
330-3000-520.66-28	ADMINISTRATION	2,000.00	16,000.00	24,000	24,000	8,000	.67
330-3000-520.66-29	HUMAN RESOURCES	2,000.00	16,000.00	24,000	24,000	8,000	.67
330-3000-520.66-94	GIS	167.00	1,336.00	2,000	2,000	664	.67
330-3000-520.66-95	IT	18,000.00	144,000.00	216,000	216,000	72,000	.67
330-3000-520.66-98	RISK MGMT	83.00	664.00	1,000	1,000	336	.66
* EXPENDITURE		76,001.35	539,859.66	772,000	772,000	232,140	.70
** MATERIALS & SERVICES		76,001.35	539,859.66	772,000	772,000	232,140	.70
*** LIBRARY		62,629.72	1,408,748.91-	0	0	1,408,749	.00

Circulation by collection: Adult, Teen, Children's



■ Adult ■ Teen ■ Children's



