



Board of Trustees

Meeting Agenda

Thursday, June 13, 2024, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

<https://crookcountyor.zoom.us/j/92719883250?pwd=hbVNu49V4dZvHfFuEQWbFSBVFqtiSn8.1>

Meeting ID: 927 1988 3250

Passcode: 598752

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 9, 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. New Circulation Services Specialist, Brenda Ford, started May 29th.
- b. Formal adoption of the new Strategic Plan.
- c. Bookmobile schedule and free summer lunch program.
- d. Library Board of Trustees vacancy.
- e. Update on potential lease of 622.11 acres up Juniper Canyon.
- f. OverDrive content switch from Deschutes Public Library to Libraries of Eastern Oregon, update.

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.

- g. Transitioning to LEO's Cultural Pass software.

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

- a. None

- 8. Agenda items for next meeting:** July 11, 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, May 09, 2024, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

<https://crookcountyor.zoom.us/j/95264568513?pwd=TnVQajJHYXphYlBzamk2MHdYV2lUQT09>

Meeting ID: 952 6456 8513

Passcode: 706910

RECORDING NOTICE: This meeting will be recorded via Zoom

Attendees:

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

1. **Call to Order:** Natalie Good called the meeting to order at 5:16pm. Natalie Good let the board know she will be on call for work during the board meeting. Debra Merskin made a motion to approve the agenda. Keya seconded the motion. Agenda approved.
2. **Public Comment:** LaQuita Stec asked questions about the strategic planning process and board application review process. LaQuita also asked about the possibility of inviting the Veterans back for weekly coffee meetings. She also asked if the library was going to be a vendor at Prineville on June 30th.
3. **Consent agenda:** Keya moved to approve the consent agenda that includes the April 11, 2024, meeting minutes. Mark seconded. Consent agenda approved. No conflicts/potential conflicts of interest.
4. **Reports:**
 - i. **Friends:** The Friends Overstock Book Sale will be held on Saturday, May 11th, 9am-1pm, \$5 a bag.
 - ii. **Circulation services:**

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- i. Kaila Rhoden has been promoted to Teen Services Librarian. Circulation numbers for magazines have been poor, only 56 checkouts for 43 magazines. Magazines have been moved to a better location with the hope circulation numbers will improve.
 - iii. Director's report:
 - i. CCL applied for an Oregon Department of Human Services Resilience Hubs and network Grant for a new backup generator, \$164,593. Total price requested includes generator, permits, excavation, cement pad, hookup to natural gas and one annual inspection.
 - ii. The Paulina Branch is on hold until a new Facilities Director has been hired. A failing septic tank was removed from the property. A new septic system will be needed.
 - iii. Two meetings will be held on May 14th and 15th to discuss potential library branch location up Juniper Canyon on 640 acres. Other potential partners have been invited to the meetings to discuss complimentary uses of property that would benefit Crook County residents. The Library asked for 10 acres, either side of the road, to construct a community meeting space/branch Library of Things. Spaces would also house a community kitchen and meeting rooms.
 - iv. Bookmobile repairs have been completed. Potential Bookmobile sites are under consideration with the hope we will be able to schedule the Bookmobile at free lunch sites around Crook County this summer.
 - v. The Teen Intern has been selected and an offer letter has been sent. We are waiting for offer acceptance before contacting other candidates. One of the other teens will be offered a program presenter contract to provide additional teen programming throughout the summer.
 - vi. Strategic Planning Update: Over 417 surveys were returned. Once the strategic plan report has been completed it will be shared with the public. The final Task Force meeting will be held on 5/17, 10am.
 - vii. Transition to OverDrive through Libraries of Eastern Oregon is underway and comments have been positive. May is the transition month when the old way of obtaining OverDrive materials and the new way through Libraries of Eastern Oregon are available. On June 1st the old system will be turned off. Any holds on the old system will be moved over to new system. If a title isn't available in new system, CCL staff will have the ability to purchase a copy just for Crook County residents.
5. **Financials/Statistics Review:** Two staff members will be attending the Association for Rural and Small Libraries in Springfield, Massachusetts, September 11-14. The rest of the staff will have the option to attend virtually. Two different staff members will attend the conference next year when it will be held in the west region.
6. **New Business and agenda items for next meeting:** New board chair will be determined at the July meeting. Sarah will send out information on the board appointment process when it has been shared.
7. **Next meeting:** Thursday, June 13, 2024, Broughton Community Room, 5:15pm, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

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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8. **Adjournment:** Mark Maboll made a motion to adjourn. Keya seconded the motion. The meeting was adjourned at 6:17pm. Keya and Natalie took a tour of the Bookmobile after the meeting.

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Director's Report

June 2024

Services

Prepared by Sarah Beeler, Director of Library

Facility

- Crook County Facilities Director position is currently vacant. The Paulina Branch Library project is on hold until a new Facilities Director has been hired.
- The area behind the puppet theater in the Children's Room is being remodeled into storage space.
- Oregon Division of State Lands asked Crook County to complete and submit the Special Use Application Form to help establish a lease price for the 622.11 acres up Juniper Canyon. They want to look over plans for the property to help them determine a lease price. The Special Use Application Form was submitted on 6/4/24 along with a note on the form that it is being submitting it to obtain a lease price and that, "Crook County Commissioners and Crook County Legal Department will need to review and approve final documentation." Once the lease price is established, we will add it to a work session agenda. If the lease price is acceptable, a tour of the property will be planned.
- The Bookmobile will stop at free lunch sites and NeighborImpact sites up Juniper Canyon (JC Baptist Church and Powell Butte Country Store) this summer. Over sixty families come to the NeighborImpact site at Juniper Canyon Baptist Church. A DHS employee (Kris Vandeweghe-Ross) may join the Bookmobile at the Juniper Canyon Baptist Church stop. The Bookmobile will be present at Storytime in the Park events and a stop at Ochoco West is planned. Look for the bus at the Stampede Street Party on June 19th, near the Kid's Coral and dunk tank. The Bookmobile is currently filled with free items which will be distributed over the summer. It will transition to a fully functional library branch filled with library materials this fall.
- The OverDrive content (Libby) switch to Library2Go is underway. Most patrons are happy with additional titles, cost savings, and the added flexibility that allows Crook County staff to purchase high-demand titles just for Crook County patrons. We have been fielding quite a few phone calls to help patrons transition to the new system. Once we explain our reasons for the switch, the response has been mostly positive.
- Libraries of Eastern Oregon has a cultural pass called Discover and Go. They list six wonderful family activities/destinations for library patrons to enjoy for free. Our current Discover Pass has two options: High Desert Museum and Wilderness Pass. LEO will be adding the Wilderness Pass soon. I will check to see how many Discovery Pass reservations have been made by Crook County residents to determine the best

time to add the LEO cultural pass. We will wait until the Wilderness Pass has been added to LEO's list of cultural pass options before changing.

- Eric Blaine, Crook County Legal Counsel, stopped by the Library for a visit. He is updating the Library Board of Trustees section of the Crook County Code, Chapter 2.16, Section 5: “donations, gifts, grants and bequests of real property, personal property or funds with a value of ~~\$10,000~~ (was \$1,000) will be accepted or directed elsewhere by the library board for the purposes of operating the library.” This was a point of discussion several months ago.

Staff

- Brenda Ford is our new 32 hour/week Circulation Services Specialist. She will spend 20 hours/week helping Circulation and about 12 hours a week providing outreach to Powell Butte and Ochoco West.
- The Crook County Compensation Study is nearing completion. Department heads met with Finance to go over job titles and pay adjustments.

Crook County

- Will Van Vactor is the interim Crook County Manager.

Strategic Planning Update

- The new Crook County Library Strategic Plan 2025-2030 is now complete. We would like to extend a special thanks to all residents who participated in key informant interviews (Crook County Commissioners and Crook County Manager), Task Force members, town hall participants and over four hundred residents who filled out the survey! We could not have done it without you!

FOR FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APRIL ACTUALS	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
REVENUE							
330-0000-300.01-01	BEGINNING BALANCE	.00	752,112.21-	764,000-	764,000-	11,888-	.98
330-0000-300.01-05	INTEREST EARNED	3,368.64-	32,678.84-	30,000-	30,000-	2,679	1.09
330-0000-300.01-08	REALIZED GAIN/LOSS	184.70-	2,045.79-	0	0	2,046	.00
330-0000-390.90-03	CURRENT YEAR TAXES	5,210.00-	1,543,324.00-	1,604,000-	1,604,000-	60,676-	.96
330-0000-390.90-04	PRIOR YEAR TAXES	1,383.03-	21,662.31-	0	0	21,662	.00

* REVENUE		10,146.37-	2,351,823.15-	2,398,000-	2,398,000-	46,177-	.98
**		10,146.37-	2,351,823.15-	2,398,000-	2,398,000-	46,177-	.98
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							
330-3000-322.32-00	FEDERAL GRANT - INDIRECT	3,600.00-	3,600.00-	0	0	3,600	.00
330-3000-324.34-00	STATE GRANTS	.00	15,965.00-	10,000-	10,000-	5,965	1.60
330-3000-329.42-18	PHOTOCOPY FEES	747.12-	5,626.97-	3,000-	3,000-	2,627	1.88
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	368.75-	0	0	369	.00
330-3000-329.50-19	FINES	259.02-	2,564.08-	3,000-	3,000-	436-	.85
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	17.00-	111.00-	0	0	111	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	719.50-	1,455.90-	0	0	1,456	.00
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	196.65	27,949.99-	10,000-	10,000-	17,950	2.80
330-3000-360.60-13	CASHIER ADJUSTMENT	.00	5.00	0	0	5-	.00

* REVENUE		5,145.99-	83,612.44-	48,000-	48,000-	35,612	1.74
**		5,145.99-	83,612.44-	48,000-	48,000-	35,612	1.74
PERSONNEL SERVICES EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	41,275.66	396,362.30	609,000	609,000	212,638	.65
330-3000-510.01-01	WAGES-OTHER	.00	7.68	0	0	8-	.00
330-3000-510.01-02	OVERTIME	553.60	2,484.17	0	0	2,484-	.00
330-3000-510.01-32	EXTRA HELP	.00	2,397.00	0	0	2,397-	.00
330-3000-510.02-01	FICA	3,166.73	30,321.44	46,000	46,000	15,679	.66
330-3000-510.02-02	WORKERS COMPENSATION	58.04	569.33	1,000	1,000	431	.57
330-3000-510.02-03	HEALTH INSURANCE	10,031.27	103,309.80	146,000	146,000	42,690	.71
330-3000-510.02-04	LIFE INSURANCE/LTD	129.49	1,272.84	2,000	2,000	727	.64
330-3000-510.02-05	UNEMPLOYMENT	83.67	800.92	2,000	2,000	1,199	.40

FOR FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	APRIL ACTUALS	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
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330-3000-510.02-06	401K RETIREMENT	4,841.77	34,285.66	62,000	62,000	27,714	.55
330-3000-510.02-08	OREGON PAID LEAVE TAX	171.52	1,634.84	2,000	2,000	365	.82
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*	EXPENDITURE	60,311.75	573,445.98	870,000	870,000	296,554	.66
**	PERSONNEL SERVICES	60,311.75	573,445.98	870,000	870,000	296,554	.66
MATERIALS & SERVICES							
EXPENDITURE							
330-3000-520.05-30	POSTAGE	219.99	1,835.87	3,000	3,000	1,164	.61
330-3000-520.05-71	MINOR EQUIPMENT	1,006.71	2,971.00	9,000	9,000	6,029	.33
330-3000-520.05-74	PROGRAMS AND OUTREACH	3,232.59	23,843.24	18,000	18,000	5,843-	1.32
330-3000-520.05-89	CREDIT CARD CHARGES	21.34	142.69	0	0	143-	.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	98.50	876.65	1,000	1,000	123	.88
330-3000-520.10-07	COPY MACHINES	301.79	2,667.30	4,000	4,000	1,333	.67
330-3000-520.10-25	OFFICE SUPPLIES	.00	5,622.79	5,000	5,000	623-	1.12
330-3000-520.10-26	ORDINANCE COMPILATION	.00	1,347.00	1,000	1,000	347-	1.35
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	272.12	1,000	1,000	728	.27
330-3000-520.20-43	RESOURCE SHARING	.00	7,438.63	8,000	8,000	561	.93
330-3000-520.25-05	MILEAGE	91.72	383.86	1,000	1,000	616	.38
330-3000-520.25-11	FUEL	5,881.94	10,659.95	1,000	1,000	9,660-	10.66
330-3000-520.30-05	COLLECTION DEVELOPMENT	12,817.73	129,945.81	149,000	149,000	19,054	.87
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	20,027.35	32,344.29	0	0	32,344-	.00
330-3000-520.35-42	SOFTWARE SERVICES	11,128.50	21,039.56	11,000	11,000	10,040-	1.91
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	317.72	3,297.80	0	0	3,298-	.00
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	50.00	1,755.70	3,000	3,000	1,244	.59
330-3000-520.50-05	INSURANCE	.00	443.03	1,000	1,000	557	.44
330-3000-520.60-16	PROMOTION & PUBLICITY	.00	579.95	3,000	3,000	2,420	.19
330-3000-520.66-04	FINANCE	2,500.00	25,000.00	30,000	30,000	5,000	.83
330-3000-520.66-09	FACILITIES	18,250.00	182,500.00	219,000	219,000	36,500	.83
330-3000-520.66-27	LEGAL	1,000.00	10,000.00	12,000	12,000	2,000	.83
330-3000-520.66-28	ADMINISTRATION	2,000.00	20,000.00	24,000	24,000	4,000	.83
330-3000-520.66-29	HUMAN RESOURCES	2,000.00	20,000.00	24,000	24,000	4,000	.83
330-3000-520.66-94	GIS	167.00	1,670.00	2,000	2,000	330	.84
330-3000-520.66-95	IT	18,000.00	180,000.00	216,000	216,000	36,000	.83
330-3000-520.66-98	RISK MGMT	83.00	830.00	1,000	1,000	170	.83
<hr/>							
*	EXPENDITURE	99,195.88	698,845.83	772,000	772,000	73,154	.91
**	MATERIALS & SERVICES	99,195.88	698,845.83	772,000	772,000	73,154	.91
***	LIBRARY	144,215.27	1,163,143.78-	0	0	1,163,144	.00

Friends of the Crook County Library
Board Meeting Minutes
Wednesday, May 15, 2024

Board Members Attending

Faye Streier, Ginger Nedry, Carrie Gordon, Janice Staats, Gordon Gillespie, Janet Herrmann

Guests

Sarah Beeler, Gordon Moore

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

Secretary Report

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

Treasurer Report

- Carrie took us through the current budget report and spreadsheet.
- We are at 126% for estimated membership dues, partly due to some generous dues payers.
- From April 2024 Treasurer's Monthly Activity Report: Income \$1430.41, Expenses \$1703.11.

Committee Reports

Chapters Kids Bookstore

- Janet added a column to the Chapters sign-in sheet so volunteers will write how much they made that day in sales.
- Jan McDonald sent us a bunch of puzzles.

Membership

- Received 2 new membership forms, one has no name, only a phone number and address. The address does not match anyone already on the Membership List. Faye called and left a voice mail.
- The Librarians will hand out information like membership form and book sale handout for us when they have a table or booth, like June 19, 2024 Stampede, and the Crook County Fair in August. A handout could be made from the Central Oregon Connect wording.

Book Sorting

- Under the counter in Chapters Kids Bookstore is pretty full, so anyone can move boxes of books to the shed whenever more space is needed until the June Book Sale.

Volunteers

- New volunteers added to the email list: Larry Scharf, Jennifer Orozco, Lindsay Sullivan (not a member), Fred Stratton (yes a member), Heather, Mat, Toby (15 years old), Cody (14 years old), David (10 years old) Allen (not members, Carrie recruited them at Library Strategy Meeting), and Amber Tucker (not a member). Will add Tracy Crockett COCC and Samara Rufener 4-H Outreach Program Coordinator to the volunteer email list.

Publicity/Public Relations

- May Overstock Book Sale did not get listed in Central Oregonian's Quick Reads.

May Overstock Book Sale – May 10-11, 2024.

- The plastic Fundraiser sign was rolled up and placed on the top of the cupboards in Chapters Kids Bookstore. Hard to see, but it is there.
- Thanks so much to the Librarians for the book ends. We really needed them. Book ends are stored in the same place in Chapters Kids Bookstore lower cupboard right of the sink.
- For future May and October Overstock Book Sales, break volunteer plan email into three parts:
 1. Send a separate email to the book transport people to stress the meeting place is Northwest Storage and the time.
 2. Set up and take down can be in the same email, again stressing start times.
 3. Hauling away leftovers.
- Phone calls worked well to recruit more volunteers that did not answer the email.
- Anthony Carmack's class is from Pioneer High School. They didn't make it in time to help load boxes at Northwest Storage locker, but they did help unload boxes and bring them into the Broughton Room.
- Volunteers getting a free bag of books worked well to recruit volunteers, and many left happy.
- 17 boxes of leftovers went to the Bookmobile. That was very helpful.
- Janice will contact Chamber of Commerce to see if they know about Little Free Libraries map. Carrie will contact Crook County Planning GIS shop. Perhaps we can give more May/October leftovers for Little Free Libraries.
- Sarah let us know that the Librarians collect books for Little Free Libraries in Paulina, Powell Butte, and soon for Ochoco West. Leftover books would be good for this when needed.
- We think we had less customers since the sale was not on the usual 3rd Saturday.

June Book Sale – Faye will lead. Carrie and Janet can move books that Friday.

July Book Sale – Janice will lead.

Potential for Adding a Second Shed in Parking Lot

- Started a discussion of getting a second shed and not using Northwest Storage locker so book transport is easier.
- Friends purchased our shed in 2016 for almost \$3000 including installation. It is covered by our insurance policy. We did not plan for maintenance and replacement funds. So far the shed is sound. We had a lot more income in 2016 than we do now. Carrie has documentation for the purchase. The company gave us a discount since we are associated with the Library.
- We need to know our storage space requirements: area and volume.
- Sarah will look into if we could use one of the 10' X 10' sheds that are next to our 10' X 12' shed. The 10' X 10' shed is not big enough as a total replacement for everything the Northwest Storage locker holds, but we would definitely use it if we could.
- We are paid up at Northwest Storage locker until April 2025.

Library Report (Sarah Beeler)

- Sarah bought nine dwarf burning bushes at Madras Martin’s Nursery, and the Garden Club planted them where Olivia Mitchell suggested on north side of the building.
- Thanks for the books for the Bookmobile.
- Crook County Foundation is a fiscal agent for city and county, and can act as a “Foundation” for the Library. If Friends were to take on a Foundation Role, Friends would need more Board Members to run that committee.
- There are 640 acres up Juniper Canyon that Crook County owns. There is interest in recreation (hike/bike trail), meeting space, and Library of Things. OSU Extension is interested in partnering. Sarah is investigating what special application lease is needed, costs, and will ask for a tour.
- There is interest in a Mural Trail. Sarah is still working on getting a mural for the patio.
- Kyla Rhoden was selected as new Teen Librarian.
- Moved magazines closer to front for more visibility.
- Waiting for new Crook County Facilities Director to coordinate with them on a small library branch in Paulina.
- Last Strategy Meeting is Friday. Faye and Carrie will participate.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 120 hours total
 - Faye 30
 - Carrie 25
 - Janice 31
 - Gordon 2
 - Janet 5
 - Jeannette 0
 - Ginger 27
 - Chapters Kids Bookstore = 86 hours
 - Non-Board = 62 total
 - Bob Riley bookkeeping 2 hours
 - Gordon Moore 1 hour
 - May Overstock Book Sale 59 hours
- Carrie continued coordination with Sean Briscoe on May at the Museum lectures. May 9 Carrie moderated and let the 73 people in the audience know about our May Overstock Book Sale. Steve Lent introduced local history. May 16 4 actors from Ochoco Players to reenact local history.
- **May Overstock Book Sale** - We raised \$401.00. Volunteer participation was amazing, we had 33 volunteers over the two-day period. That includes new volunteers Anthony Carmack and his Pioneer High School students who helped on Friday with moving boxes from the parking lot into the Broughton Room and book organization, and the Allen family who helped with take down and box moving on Saturday. The Northwest Storage Locker boxes (about 125 boxes) fit on two trailers, especially because Sarah & Steve Beeler’s trailer is large. Once books arrived at the Broughton Room, it only took a little over 1 hour to organize all the books on tables, and take-down only took about 1 hour. Leftover books went to the library Bookmobile, Little Free Libraries, Redmond Soup Kitchen, and several non-profit thrift stores.

Meeting adjourned 3:01 pm.

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