



# Board of Trustees

## Meeting Agenda

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**Thursday, September 12, 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/92692679537?pwd=mBCOEhbEUnYVWd6rT9IsUjJ9sbusS5.1>

**Meeting ID:** 926 9267 9537

**Passcode:** 481619

*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 August 8, 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. 622.11 acres up Juniper Canyon site visit update.

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

- a. Library of Things e-bikes.
- b. Bookmobile items to be donated to Friends of the Library book sale on September 21<sup>st</sup>.

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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.

**8. Agenda items for next meeting:** October 10, 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

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**Thursday, August 8, 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/97810719446?pwd=AWsBWSfzaSuamkfZ4g77HSfgczdGhD.1>

**Meeting ID:** 978 1071 9446

**Passcode:** 585054

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

#### Attendees:

- **Staff:** [y] Sarah Beeler, [y] Cindy York
  - **Trustees:** [y] Sandy Kerbow, [y] Mark Maboll, [y] Natalie Good, [n] Keya Rohovit-Wrolson, [y] Michael Stremme
  - **Guests:** Doc Kerbow, Debbie Stremme, Ron Jackson, Cheyenne Edgerly
- **Call to Order:** Michael Stremme called the meeting to order at 5:15pm. Natalie Good made a motion to approve the agenda. Mark Maboll seconded the motion. Agenda approved.
  - **Public Comment:** none
  - **Consent agenda:** Natalie Good made a motion to approve the Consent Agenda. Sandy Kerbow seconded the motion. Consent Agenda approved.
  - **Conflicts/potential conflicts of interest:** none
  - **Reports:**
    - i. Friends: A \$20,000 donation to the Friends of the Library was received. Books left on the Bookmobile at the end of August will be donated to the Friends. Regular circulating library materials will fill the Bookmobile in September. The June Book Sale raised \$225.
    - ii. Circulation services: New staff member Brenda Ford is taking on the Words on Wheels program (WOW). Stephanie Glisson will be representing the Library at Crook County Safety Meetings. 146 new patron accounts were added last month. Two large CD display cases have been removed to make room for additional shelving in aisle 2 and 3.

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iii. Director's report:

- i. New Facilities hired Wendel's to work on landscaping around the Library. They are also working on a plan to install heat tape in Library gutters to avoid ice dams.
- ii. Oregon Division of State Lands asked us to determine the location of hiking/biking/horseback riding trails on 622.11 acres. A site visit has tentatively been scheduled for 9/5, 10am. Plans are to meet in the Broughton Room at 9am for clarification and discussion before the site visit. Board support may be needed when the Juniper Canyon lease is presented at a Work Session. Once a lease price has been established, the Special Use Lease Form will be placed on a Work Session agenda.
- iii. When Libraries of Eastern Oregon add the Wilderness Pass, Crook County Library will join LEO's Discover & Go pass program.
- iv. Prineville Kiwanis Club gave CCL a generous donation for new VOX (children's audio read-along books) and furnishings and games for the Teen Room.
- v. There were 643 participants in the 2024 Summer Reading Program.
- vi. The Library is in the process of obtaining bids for a Level 2, dual-port electric vehicle charging station. Once a total price has been received (including infrastructure costs), an agenda form will be submitted for one of the Work Sessions.

- **Financials/Statistics Review:**

- i. No questions.

- **New Business and agenda items for next meeting:**

- i. none

- **Next meeting:** Thursday, September 12, 2024, Broughton Community Room, 5:15pm, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

- **Adjournment:** Michael adjourned the meeting at 5:57pm.

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Friends of the Crook County Library  
Board Meeting Minutes  
**Wednesday, July 20, 2024**

**Board Members Attending**

Faye Streier, Ginger Nedry, Carrie Gordon, Janice Staats, Janet Herrmann, Jeannette Holman

**Guests**

Sarah Beeler, Gordon Moore, Sonja Anderson

Faye called the Board Meeting to order at 2:05 pm. Faye welcomed Sonja Anderson, a new member of Friends of the Crook County Library. Sonja attended to talk about her mother Betty's bequest. We all introduced ourselves. Faye added an item to the agenda: Crook County Fair brochure.

**Secretary Report**

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

**Treasurer Report**

- Carrie talked us through the activity report and spreadsheet. Carrie will make correction to total income on activity report.
- From June 2024 Treasurer's Monthly Activity Report: Income \$2706.25, Expenses \$120.00.

**Committee Reports**

Chapters Kids Bookstore

- Received an envelope from Susan Swan with finger puppets.
- Chapters Kids Bookstore is closed on Fridays.
- Jeannette and Steve Holman are considering volunteering in Chapters Kids Bookstore again on Fridays or could do another day.

Membership

- One membership renewal from Sonja Anderson.

Book Sorting

- Book donations have been slow except for a big donation from a mother whose son moved out of town.
- Ginger requested that the marked sorting boxes that are in Chapters Kids Bookstore not be removed since they fit so well in a small space. All agreed. Procedure will now be once a sorting box is full, move the books to a different box. If the 2<sup>nd</sup> box is not full, go ahead and fill it with books that do not fit the category marked.

## Volunteers

- Invited Sonja Anderson to help with July Book Sale.

## Publicity/Public Relations

- Faye handed out brochure for Crook County Fair. Jeannette will show it to her son Travis. We decided to make 100 copies of the brochure and membership application.

**Friends Computer** – Faye will write the recovery key on the instruction sheet left of the computer.

**July Book Sale** –Ginger is the lead. Ginger asked for more posts on Facebook. Carrie and Janet coordinated box moving time to Thursday.

**August Book Sale** – Faye will lead.

**September Book Sale** – Janice will lead.

## **October Overstock Book Sale**

- Leads:
  - Planning – Faye
  - Book Transport – Ginger
  - Set-Up – Janice
  - Sale Day – Faye and Jeannette
  - Leftovers – Janet and Ginger. Janet can make all the phone calls to Thrift Stores or ask for help.

## **Betty Anderson Bequest**

Betty Anderson bequeathed \$20,000 to Friends of the Crook County Library. Betty was an advocate for education and literacy. She urged others to get an education, even helped neighborhood kids with their homework. Betty loved rivers (rafting), rocks (geology), and music. When they lived in Idaho Falls, Idaho, Betty always went to the library which was a Carnegie library (now Museum of Eastern Idaho). When she lived in Prineville, she enjoyed May and October at the Museum lecture series. She volunteered for the SMART Program. There are no strings attached with this bequest.

## **Saunders Memorial Lecture Series in October**

Carrie, Sean Briscoe, and Deanna are coordinating. Carrie will give a geology talk, and hopefully Steve Lent will too. The Bowman Museum Annex will have a 6-week display about geology during the same time frame.

## Library Report (Sarah Beeler)

- Broughton Room has new blinds. A remote control is needed to put them down and up.
- Sarah prefers letting Friends use Shed A for storage. It is being cleaned out.
- Shed B has electricity and is needed for charging of possible e-bikes being added to “Library of Things” for check out.
- Working on getting an electric vehicle charging station.
- The Bookmobile will be at the Crook County Fair, full of free materials for people to take. Sharing a small table near the Bookmobile will be the library, Bowman Museum, and Friends of the Crook County Library.
- Sarah sent a letter of inquiry to Round House Foundation for a <1000 square feet branch building in Paulina. Donna Rash is the Outreach Coordinator for Paulina.
- Sarah participates on a Mural Trail group with Sean Briscoe and Kim Molnar. Sarah would like a mural at the library patio of one of the library founders.

## Accomplishments

- **Volunteer hours** since the last Board Meeting:
  - Board of Directors = 53 hours total
    - Faye 20
    - Carrie 15
    - Janice 9
    - Gordon 0
    - Janet 2
    - Jeannette 1
    - Ginger 6
  - Chapters Kids Bookstore = 58.25 hours
  - Non-Board = 28 hours total
    - Gordon Moore (Friends Bookstore) 3 hours
    - Bob Riley 3 hours
    - June Book Sale nonboard 22 hours
- Carrie coordinating Saunders Memorial Lecture Series with Sean Briscoe and Deanna.

Meeting adjourned 3:02 pm.

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

Friends of the Crook County Library  
Board Meeting Minutes  
**Wednesday, August 21, 2024**

**Board Members Attending**

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

**Guests**

Sarah Beeler, Gordon Moore

Faye called the Board Meeting to order at 2:01 pm.

**Secretary Report**

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

**Treasurer Report**

- Carrie discussed our recent \$20,000 donation with Jill at Mohan's (our accountant). From that discussion Carrie recommended to Sarah Beeler to be thinking about any big-ticket item the library would need this donation for, or we could put it in Wells Fargo or our Credit Union. Janice recommended using it to increase what we have put towards Summer Reading Program for several years. Please put this on the October Board Meeting agenda.
- From July 2024 Treasurer's Monthly Activity Report: Income \$21,971.76, Expenses \$66.40.

**Committee Reports**

Chapters Kids Bookstore

- Ginger reported books and materials are flowing well.
- Janice found a metal cashbox in the storage locker and put it in Chapters.
- Carrie got one more brick plaque from the library. There is no place on the patio to put it, so Carrie will clean it up and display it in Chapters Kids Bookstore display window.

Membership

- Faye will do an email announcement to our members about the October Membership Meeting, and send a postcard or call those without email.

Book Sorting

- Cindy York offered us another box of small bookends. They all fit in the Chapters cupboard along with the others we have. We can write FOL on the new ones with a permanent marker, something Chapters volunteers can do if they want.
- Janice picked up books and music CDs after an estate sale in Prineville with Attic Estates & Appraisals (Tracy Towry). Tracy mostly works in Redmond. He asked if we would want to pick up books after estate sales in Redmond. Janet, Jeannette, and Carrie said they would be willing to do that. It is good to only take books that we know will sell and



leave the others behind, and sort as you box up for Friends Bookstore, 3<sup>rd</sup> Saturday, kids' books, and Gifts.

- An idea came up to make a “Leftover Books? Donate them to Friends of the Crook County Library” card, bookmark, or poster to give to other libraries in Central Oregon. Janice will work on this.
- Olivia Mitchell asked Faye to talk to us about putting a book donation box in Queens Gardens area of Prineville. We decided we do not have the volunteer workforce to put book donations boxes outside the library at this time.

### Volunteers

- Added to the Volunteer Email List (members): (1) Sonya Anderson, (2) Tina Hill, (3) Cora Klein, (4) Kristen Moncada, (5) Courtney Vogel.
- Added to the Volunteer Email List (not members): (1) Skylar Johnson (Robin Martinez's grand-daughter), (2) Andy Schutz (Tiina Allas's husband).

### Publicity/Public Relations

- Faye has heard of a new organization in Prineville called Prineville News. Faye will check to see if there is any way of advertising our book sales there.
- Faye asked Sarah Beeler if they would put our brochure in the new library card packets. Sarah said yes. Faye will email Sarah the file for printing.

### **Crook County Fair**

Our experience at helping to staff the library's booth at Crook County Fair is not many brochures were taken or questions asked about Friends of the Crook County Library. The Bookmobile with free materials was a big hit.

### **Framed Prints**

The library donated a bunch of framed prints to us. We will sell some of them in the December Gift Books and Puzzles Sale, and other monthly book sales.

**September Book Sale** – Janice will lead. 3<sup>rd</sup> Saturday books can come from the shed, the storage locker, and the Bookmobile.

### **October Overstock Book Sale**

- Ginger will let us know if morning or afternoon setup is better for our high school volunteers. She will get in contact with Scott Svodoba (ROTC) and Anthony Carmack (Pioneer High School) once school starts.
- The final volunteer plan email will be sent out to 3 audiences: (1) Send a separate email to the book transport people to stress the meeting place is Northwest Storage and the starting time, (2) Set up and take down can be in the same email, again stressing start times, (3) Hauling away leftovers.
- We will have an estimated 180 boxes of books, similar to May 2024.
- Janet is the lead for the leftovers delivery plan. Ginger will help as needed.

- Janet will let us know what table signs are needed based on what categories of books the different thrift stores say they will take.
- After the Overstock Sale the large tables will be placed in shed #2. They are 8 feet tall so will have to be stored sideways. The shed is less than 8 feet tall.
- We will want to get rid of overly big boxes after the sale, but not sure yet if we will want to get rid of all empty boxes yet.
- Carrie will count the proceeds from the sale, then Janet will take the deposit to the bank.
- Faye will update the task list.

### **Shed #2 (Middle Shed)**

We will start using shed #2 for storage of the big tables and Overstock boxes, and adjust as we gain more experience. We may be able to rent a smaller storage locker space in the future, but this still needs to be determined. Please put this on January retreat agenda.

### **December Gift Books and Puzzles Sale**

If it is okay with Sarah Beeler, we will set up this sale on December 2, 2024 inside the library on a table and one of Chapters book carts. Janice could use Board's help with this, and will ask Olivia Mitchell to help.

### **Library Report (Sarah Beeler)**

- Sarah gave Faye 6 keys to the 2<sup>nd</sup> (middle) shed. It is not emptied out yet.
- All the materials in the Bookmobile will be given back to Friends. Friends will put them in the September Book Sale. Janet would like to see what children's materials are there before that happens in case there is something for Chapters Kids Bookstore.
- Sarah and a group will be going soon to look at County land near Hill Top up Juniper Canyon.

### **Accomplishments**

- **Volunteer hours** since the last Board Meeting:
  - Board of Directors = 70 hours total
    - Faye 20
    - Carrie 15
    - Janice 20
    - Gordon 4
    - Janet 2
    - Jeannette 2
    - Ginger 7
  - Chapters Kids Bookstore = 69.5 hours
  - Non-Board = 52 hours total
    - Gordon Moore (Friends Bookstore, Board meeting) 4 hours
    - Bob Riley (banking) 3 hours
    - July and August Book Sale non-board 22.5 + 22.5 hours
- **July Book Sale** –Ginger was the lead. Raised \$340. Started with 68 boxes of books and took 41 boxes of unsold books to storage (60% leftovers). 22.5 non-board volunteer hours.
- **August Book Sale** – Faye was lead. It was a quieter sale than some other recent sales but we had a steady stream of customers and made \$230. Used 12 tables. We started with 67 boxes

of books and took 46 boxes of leftover books to storage (69% leftovers). 22.5 non-board volunteer hours.

- **Saunders Memorial Lecture Series in October** - Carrie coordinating with Sean Briscoe and Deanna about 150 years of Oregon/150 million years of geology. Carrie will give a geology talk, and hopefully Steve Lent will too. The Bowman Museum Annex will have a 6-week display about geology during the same time frame. Lectures will be October 3 and 10, 2024.
- **Rock Talk** – Carrie did an All-Ages Program: "The Stories Rocks Tell Us!" August 15, 2024, an introduction to rock identification. The audience was invited to bring ONE special hand-sized rock that they would like to learn more about its own story and voice.

Meeting adjourned 3:22 pm.

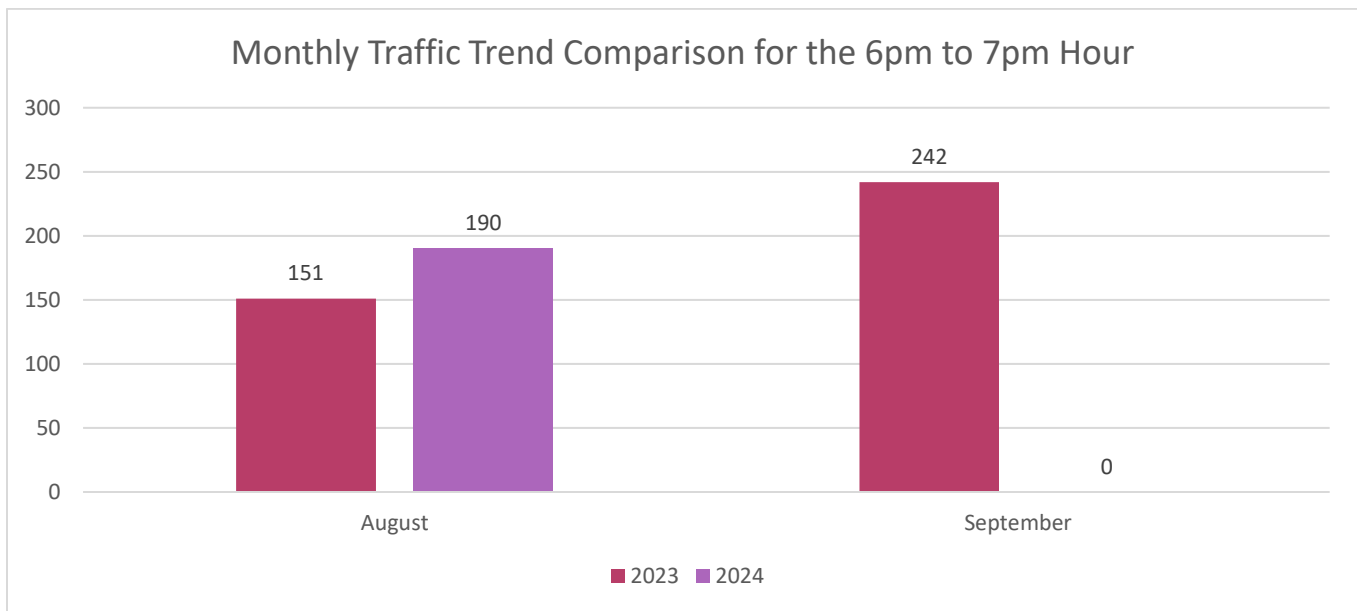
Minutes by Janice Staats, Secretary  
Friends of the Crook County Library

# Circulation Services Report September 2024

*Prepared by Cindy York, Library Operations Manager*

## Did You Know?

September marks the one-year anniversary of our extended hours of operation! Since we have not completed the first full week of September 2024 at the time of this report, we won't be able to compare the weekly traffic trends in 2023 with those in 2024 until next week. As you can see, there was a significant increase in foot traffic from last year to this!



## Worth Noting:

	Busiest Hour	Busiest Day of the Week
<b>AUGUST 2023</b>	10am to 1pm	Tuesdays & Wednesdays
<b>AUGUST 2024</b>	12pm	Wednesday
<b>SEPTEMBER 2023</b>	10am	Wednesday
<b>SEPTEMBER 2024</b>	?	?





# Director's Report

September 2024

Prepared by Sarah Beeler, Director of Library

Services

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## Facility

- Brian Harris, from Facilities, unearthed the sprinklers that were covered by rocks. They are now operational. We've received lots of nice comments about the new landscaping. Facilities painted the Broughton Room and it looks great! They will be painting the Teen Room next. Kaila Rhoden, Teen Librarian, received funds from Kiwanis for a new rug, chairs and games.
- A meeting will be held on September 5<sup>th</sup> to discuss the Special Use Lease on the 622.11 acres up Juniper Canyon. Crook County staff will meet with employees from the Department of State Lands at 9am in the Broughton Room (Crook County Library). After questions have been presented, the group will drive up Juniper Canyon Road and park across the street from Hilltop Road for a site visit.
- Renee Parrott received a couple of cases of books, *1000 Books Before Kindergarten*, from the Redmond Library. The books are being distributed to encourage the development of early literacy skills, parent/child bonding, and reading time.
- Jim Malloy, the inspiration and energy behind The Beaver State Historical Gunmaker's Guild, passed away recently. The bylaws of The Beaver State Historical Gunmaker's Guild stated if the group disbanded, remaining funds were to be given to the Crook County Library. CCL received a check for \$8,879.55 from Marilyn Malloy, Nora Morris, Larry Jones, and two members of the Gunmaker's Guild. Memorial photos of Jim Malloy will be placed near the gun over the fireplace. Marilyn suggested purchasing a bench for patrons to enjoy like the one at the Fairgrounds (see photo in board packet). We are going to take a month or two to figure out what to do with the funds and then reach out to the family to consider options. Larry Jones wrote Jim's life story.
- A shelf for books written by local authors is planned. It will be placed near the new books. Library patrons will have the opportunity to write an encouraging note to one of our local authors.

## Staff

- Keira Howe completed her LSTA (Library Services and Technology Act) summer Teen Internship. \$3,600 grant funds were received to cover her salary and supplies for teen programs. Keira did a wonderful job. She will be missed by staff. She was particularly gifted at planning and preparing take-and-make craft and baking kits, organizing summer teen programs and helping staff create flyers and post on social media accounts. Thank you, Keira!

Crook County

- A grand opening for the new Justice Center will be held on Friday, September 27<sup>th</sup>, 3-5pm. The County is hoping to hire a new HR Director and County Manager.

## Strategic Planning Update

- Key Performance Indicators at a glance:
- **% growth of Library program attendance:**
  - **Target FY25:** 8750
  - Actual FY24: 8484
  - Actual FY23: 7424
  - Actual FY22: 2080
- **% growth of Library visitors/users throughout Crook County:**
  - **Target FY25:** 100,000
  - Actual FY24: 96,474
  - Actual FY23: 81,898
  - Actual FY22: 66,902
- **Circulation per capita:**
  - **Target FY25:** 5.50
  - Actual FY24: 5.19
  - Actual FY23: 5.98
  - Actual FY22: 4.82
- **Number of registered users:**
  - Actual FY 24: 6657
  - Actual FY 23: 6470
  - Actual FY 22: 6599
- Crook County Library sent a sample eBike loan agreement to the Crook County Legal Department. Kim Bales added some helpful elements to the agreement from the AI search she generated. James Good gave a list showing the cost of three eBikes and accompanying supplies to Chris Cheng at ODOT. James is also willing to enter into a contract to perform eBike maintenance. Once we've heard from all parties, this item will be placed on a Crook County Work Session agenda for discussion and review.

July Financials Not Available