



Board of Trustees

Meeting Agenda

Thursday, November 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:

Invite Link:

<https://crookcountyor.zoom.us/j/93251983550?pwd=kdfFoA01bs5AVmSmvLVxLHFptEZ0fD.1>

Meeting ID: 932 5198 3550
Passcode: 599296

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 October 10, 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. Update on potential lease of 622.11 acres up Juniper Canyon.
 - b. Words on Wheels policy 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.

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

- a. EPA Environmental and Climate Justice Community Change Grant Application
- b. EV Charging Station bid

8. Agenda items for next meeting: December 12, 2024, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

9. Adjournment

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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Board of Trustees

Meeting Minutes

Thursday, October 10, 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/91815169890?pwd=M9F8wDrCi074hesxBZdK0cFNEuiwJl.1>

Meeting ID: 918 1516 9890
Passcode: 217767

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, [y] Keya Rohovit-Wrolson, [y] Michael Stremme
 - **Guests:** Debbie Stremme
-
- **Call to Order:** Michael Stremme called the meeting to order at 5:17pm. Mark Maboll made a motion to approve the agenda. Keya Rohovit-Wrolson seconded the motion. Agenda approved.

 - **Public Comment:** none

 - **Consent agenda:** Kaya Rohovit-Wrolson made a motion to approve the Consent Agenda. Sandy Kerbow seconded the motion. Consent Agenda approved (Minutes from September 12, 2024, meeting).

 - **Conflicts/potential conflicts of interest:** none

 - **Reports:**
 - i. Friends: The Friends will be offering a gift table filled with books and puzzles for purchase near the library entrance in December. The October Overstock Book Sale will be held October on October 19, 2024, 9am-1pm. Thank you, Friends!
 - ii. Circulation services: Cindy shared information on the number of items Crook County residents check out from Deschutes Public Library and Jefferson County Library District.

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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Crook County Library lends more books to Deschutes Public Library than we receive for our patrons. Crook County Library is a net lender:

- i. September 2024 Lending Statistics
 1. CCL patrons borrowed 658 items from Deschutes
 2. CCL patron borrowed 127 items from Jefferson County Library District
 3. CCL loaned 2669 items to Deschutes
 4. CCL loaned 54 items to Jefferson County Library District

iii. Director's report:

- i. Sarah gave an update on 622.11 acres Special Use Lease up Juniper Canyon. Oregon Department of State Lands shared a cultural site assessment BLM conducted in 2008. The site assessment will need to be updated to proceed with the Special Use Lease Application. Crook County gave permission to apply for a large grant at the October 9th, 2024, Work Session. Sarah suggested moving the building location to an adjoining parcel of land that is currently for sale and proceeding with a second cultural site assessment.
- ii. Renee Parrott has been promoting 1000 Book Before Kindergarten program, <https://1000booksbeforekindergarten.org/>. The program offers nice incentives for children who reach reading milestones.
- iii. The Teen Room has been painted and new furniture, games and chairs are in place. New teen books have been moved to the New books section by the Library entrance to increase visibility and circulation.
- iv. eBike policies and loan agreement with ODOT is nearing completion. As soon as final documents are received, this program will be placed on a Work Session agenda for discussion.
- v. Crook County is in the process of hiring a new County Manager and new HR Director.

- **Financials/Statistics Review:** July and August Financial information were shared. September Financials were not available.
- **New Business and agenda items for next meeting:**
 - i. none
- **Next meeting:** Thursday, November 14, 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 6:03pm.

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
Wednesday, September 18, 2024

Board Members Attending

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

Guests

Sarah Beeler, Renee Parrott, 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

- Paid for 6 months accounting/2023 tax preparation \$760.00 and our 2023 taxes to Oregon Department of Justice \$44.00.
- From August 2024 Treasurer's Monthly Activity Report: Income \$935.34, Expenses \$824.00.

Committee Reports

Chapters Kids Bookstore

- We might be out of white printer paper. Faye will check.
- Past-President and Past-Board Member Barb Franano complimented how good Chapters Kids Bookstore looks.

Membership

- Faye will do an email announcement to our members about the October Membership Meeting, and send a postcard or call those without email at least 15 days in advance. She will include our needs of more board members who will take the lead on 3rd Saturday Book Sales and a Secretary.

Book Sorting

- Received two donations from family's whose parent passed away. One donation was 30 boxes that were delivered to the storage locker. Janice and Ginger sorted them.

- We received a large donation of Books on CDs in excellent condition.
- Shed 1 and storage locker are so full that Janice and Ginger have taken some Friends boxes home for temporary storage.

Volunteers

- Nothing to report.

Publicity/Public Relations

- Faye is getting an early start on publicity for the October Overstock Book Sale.

September Book Sale - Janice will lead. 3rd Saturday books can come from the shed, the storage locker, and the Bookmobile.

October Overstock Book Sale

- Thanks to Jeannette and Travis, the poster was redone. Sarah printed 10 copies. Sarah will print 30 more.
- Ginger got a commitment from High School ROTC students to help on Friday at 1:15 pm. They are not available on Saturday.
- Ginger has not heard back from Anthony from Pioneer High School.
- Two trailers are set for Friday: Janet's and Mike Lunn's.
- We will start setting up Broughton and Juniper Rooms at 1:00 pm.
- Everyone be asking for Saturday box lifters/movers for Saturday.
- Volunteer email will be sent out September 29, 2024.
- Faye will send us the phone calls script by October 8, 2024.
- We will want to get rid of empty boxes that are too big.
- For take-down, we can either put the big tables in shed #2 if it is empty, or temporarily in another location per Sarah until shed #2 is ready for us.

Funding Proposal

Renee Parrott sent us a funding proposal for the Children's Room before the meeting to review, and gave a short presentation. Includes art prints from Be Positive, a local artist for \$1,000, and nonfiction books for \$5,000. Not expecting controversy with the books slated for purchase. Janice moved to fund **\$6,000**, Carrie seconded. No more discussion. **Passed**.

Upcoming Officer Election and Committee Chairs

- Janice is not running for Secretary for 2025. Faye would run for Secretary if someone else will run for President. Carrie reminded us that if officers change, the new officers will need to sign paperwork at banks.
- Janice can be Book Sorting Chair and Volunteer Chair unless someone else wants to do either.
- Faye is good with keeping Membership Chair and Publicity Chair.

Library Report (Sarah Beeler)

- Steins Pillar Elementary School is bringing their students to the library again.
- Brenda presented to about 200 kids at Crooked River Elementary.
- Sarah is still coordinating with the person who said they have 3500 DVDs to donate.
- Justice Center open house is September 27, 2024, 3 - 5 pm. Some County Departments will be moving there. Their old space will be empty and might be available for Library use, depending on maintenance budget.
- The Law Library is already at Crook County Library.
- Renee made a closet out of the old puppet theater in the Children's Room.
- County met with Randy Wiest, Department of State Lands and Vernon Wolf, Real Estate Person about a lease for (1) Resilience Hub (including trails), (2) Community Meeting Hall, and (3) Library of Things on Hilltop up Juniper Canyon. Carrie suggested looking at Powell Butte Community Center because it is such a nice building. No known existing well for water, but Sarah will look at the well logs. Sarah asked for Friends support at meetings, etc., Dedicating the area for recreation, etc., would mean no houses built there, so not adding to congestion with only one way in and out of Juniper Canyon.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 83 hours total
 - Faye 20
 - Carrie 20
 - Janice 23
 - Gordon
 - Janet
 - Jeannette 10
 - Ginger 10

- Chapters Kids Bookstore = 61.5 hours
- Non-Board = 30.5 hours total
 - Gordon Moore (Friends Bookstore, Board meeting) 6 hours
 - Bob Riley (banking) 3 hours
 - September Book Sale non-board 21.5 hours
- **Saunders Memorial Lecture Series in October** - Carrie coordinating with Sean Briscoe and Deanna about 150 years of Oregon/150 million years of geology. Sean has put together flyers for publicity. The Belnap Center (Bowman Museum Annex) has a 6-week display about geology. Lectures will be October 3 and 10, 2024.
- **Books on CDs** - We received a large donation of Books on CDs in excellent condition. Kim took some to add to the library's collection. Kim will let us know how many for our records.
- **Voted to fund \$6000 for Children's Rooms art prints and non-fiction books.**

Meeting adjourned 3:19 pm.

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

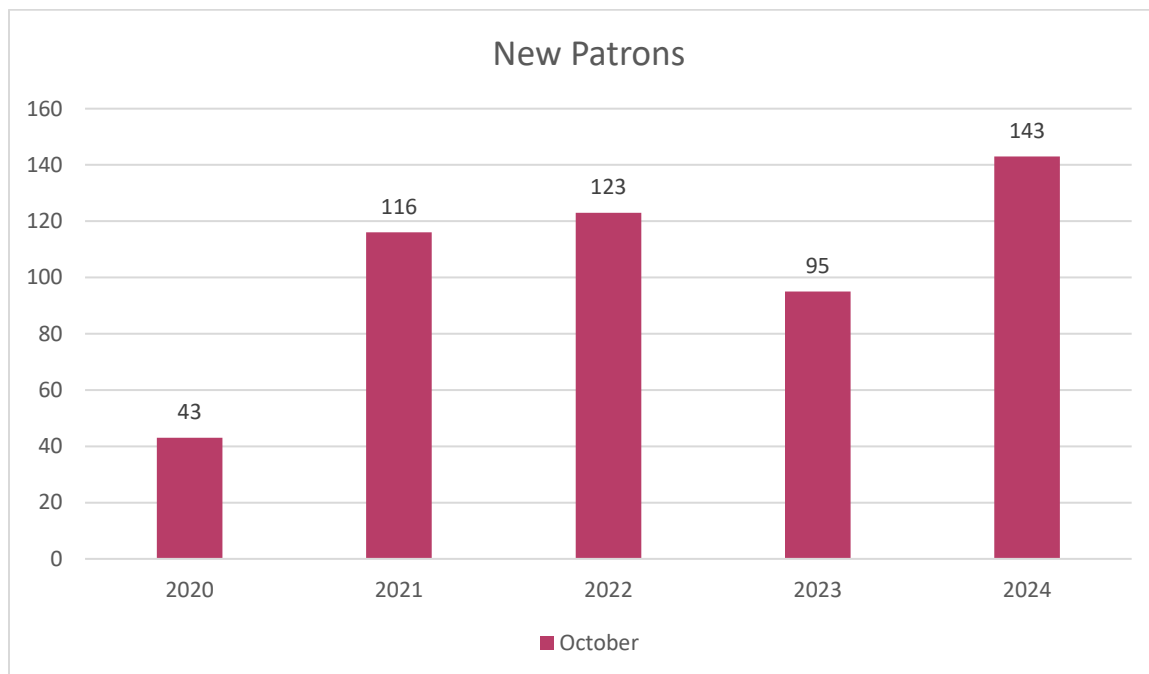
Circulation Services Report

November 2024

Prepared by Cindy York, Library Operations Manager

Did You Know?

In her role as Outreach Services, circ team member Brenda Ford set out on a mission to connect with the students of Crooked River Elementary. Through her efforts, we added 46 new juvenile accounts! Way to go Brenda!



Staff Inservice was very successful! Lots of interesting information shared with staff!

- Keynote speaker Robi Cole guided staff through her program “Lead From Within: Transform Your Organization by Transforming Yourself”. Staff identified their values and used them to create a plan to help us thrive at work.
- Stephanie Glisson gave staff an amazing presentation on Mental First Aid
- We were given a guided tour of the database Kanopy as well as a guest login to investigate the program on our own

Circulation Statistics:

High/Low statistics for October:

| | <u>Highest Number Recorded</u> | <u>Lowest Number Recorded</u> |
|---|----------------------------------|---------------------------------|
| Self-Check Stations | 260 checkouts on 10/29 | 90 checkouts on 10/12 |
| Front Counter Stations | 191 checkouts on 10/17 | 22 checkouts on 10/26 |
| Checkins | 340 returns on 10/15 | 110 returns on 10/5 |
| Paging List Items (items leaving the building) | 210 items listed on 10/15 | 72 items listed on 10/30 |
| Items on Hold Shelf | 220 items on 10/16 | 106 items on 10/12 |
| Incoming Crates | 14 crates on 10/15 | 2 crates on 10/11 |

Director's Report

November 2024

Services

Prepared by Sarah Beeler, Director of Library

Facility

- Facilities is working on bids to install heat tape in gutters.
- Once final approval has been received, the Facilities Department will oversee the building project up Juniper Canyon. Initial meetings have been held to determine the scope and budget (drafts) for project to be submitted with EPA Community Change grant application. A second cultural site analysis will be conducted on 622.11 acres before Special Use Lease Application receives final approval from Department of State Lands. Archaeologists will be contacted and asked for bids to conduct second cultural site analysis.

Staff

- Kayla Corns has been hired through Mid-Oregon Personnel to work on Saturdays. She has several training days and then she'll start her regular Saturday schedule. Welcome, Kayla!

Strategic Planning Update

- Liz Knapp has been hired by Crook County to submit an EPA Community Change Grant for the project up Juniper Canyon. The grant is a good fit for the Juniper Canyon Resiliency Hub/Community Meeting Hall/Library of Things project.
- The Bookmobile will be providing outreach to Paulina, Post, Ochoco West, Powell Butte, and Juniper Canyon once a month, until funds are available to hire a new outreach librarian. Kaila and Brenda are providing outreach to Paulina Elementary School and Brothers Elementary.
- Crook County Library received a matching grant for new children's books. The Beaver State Historical Gunmaker's Guild donation will provide \$400, and the Pilcrow Foundation will match with \$800. The Pilcrow Foundation will be sending CCL new children's books worth \$1,200. Thank you, Pilcrow Foundation!

FOR FISCAL YEAR 2024-2025

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | SEP ACTUAL | YTD ACTUAL | ORIGINAL BUDGET | FINAL BUDGET | BUDGET REMAINING | % REC'D/SPENT |
|--------------------|---------------------------|---------------|---------------|--------------------|-----------------|---------------------|---------------|
| LIBRARY | | | | | | | |
| REVENUE | | | | | | | |
| 330-0000-300.01-01 | BEGINNING BALANCE | .00 | 950,707.18- | 938,000- | 938,000- | 12,707 | 1.01 |
| 330-0000-300.01-05 | INTEREST EARNED | 2,072.39- | 7,517.76- | 33,000- | 33,000- | 25,482- | .23 |
| 330-0000-300.01-08 | REALIZED GAIN/LOSS | 59.09 | 6.18- | 0 | 0 | 6 | .00 |
| 330-0000-390.90-03 | CURRENT YEAR TAXES | .00 | .00 | 1,702,000- | 1,702,000- | 1,702,000- | .00 |
| 330-0000-390.90-04 | PRIOR YEAR TAXES | 8,745.16- | 18,567.52- | 0 | 0 | 18,568 | .00 |
| * REVENUE | | 10,758.46- | 976,798.64- | 2,673,000- | 2,673,000- | 1,696,201- | .37 |
| EXPENDITURE | | | | | | | |
| 330-0000-569.96-01 | CONTINGENCY | .00 | .00 | 956,000 | 956,000 | 956,000 | .00 |
| * EXPENDITURE | | .00 | .00 | 956,000 | 956,000 | 956,000 | .00 |
| ** LIBRARY | | 10,758.46- | 976,798.64- | 1,717,000- | 1,717,000- | 740,201- | .57 |
| LIBRARY | | | | | | | |
| REVENUE | | | | | | | |
| 330-3000-324.34-00 | STATE GRANTS | .00 | .00 | 14,000- | 14,000- | 14,000- | .00 |
| 330-3000-329.42-18 | COPIES AND PRINTS FEES | 336.55- | 1,418.46- | 4,000- | 4,000- | 2,582- | .35 |
| 330-3000-329.42-39 | NONRESIDENT REGISTRATIONS | 110.00- | 450.00- | 0 | 0 | 450 | .00 |
| 330-3000-329.50-19 | FINES | 317.42- | 738.66- | 3,000- | 3,000- | 2,261- | .25 |
| 330-3000-329.50-24 | FINES-STATE COURTS | .00 | 25,975.75- | 26,000- | 26,000- | 24- | 1.00 |
| 330-3000-343.43-24 | MERCHANDISE | 10.00- | 36.00- | 0 | 0 | 36 | .00 |
| 330-3000-345.45-21 | FRIENDS OF LIBRARY SALES | 165.60 | 901.35- | 2,000- | 2,000- | 1,099- | .45 |
| 330-3000-347.47-00 | DONATIONS/CONTRIBUTIONS | 8,899.10- | 11,072.72- | 10,000- | 10,000- | 1,073 | 1.11 |
| * REVENUE | | 9,507.47- | 40,592.94- | 59,000- | 59,000- | 18,407- | .69 |
| EXPENDITURE | | | | | | | |
| 330-3000-510.01-00 | SALARIES & WAGES | 47,769.37 | 121,418.68 | 640,000 | 640,000 | 518,581 | .19 |
| 330-3000-510.01-02 | OVERTIME | 601.33 | 1,468.12 | 5,000 | 5,000 | 3,532 | .29 |
| 330-3000-510.01-32 | EXTRA HELP | .00 | 1,957.50 | 3,000 | 3,000 | 1,043 | .65 |
| 330-3000-510.02-01 | FICA | 3,658.57 | 9,448.33 | 49,000 | 49,000 | 39,552 | .19 |
| 330-3000-510.02-02 | WORKERS COMPENSATION | 348.03 | 867.40 | 1,000 | 1,000 | 133 | .87 |
| 330-3000-510.02-03 | HEALTH INSURANCE | 10,562.62 | 31,687.86 | 135,000 | 135,000 | 103,312 | .23 |
| 330-3000-510.02-04 | LIFE INSURANCE/LTD | 284.05 | 581.58 | 2,000 | 2,000 | 1,418 | .29 |
| 330-3000-510.02-05 | UNEMPLOYMENT | 48.37 | 101.85 | 2,000 | 2,000 | 1,898 | .05 |
| 330-3000-510.02-06 | 401K RETIREMENT | 5,214.09 | 13,353.29 | 60,000 | 60,000 | 46,647 | .22 |
| 330-3000-510.02-08 | OREGON PAID LEAVE TAX | 198.33 | 511.89 | 3,000 | 3,000 | 2,488 | .17 |
| * EXPENDITURE | | 68,684.76 | 181,396.50 | 900,000 | 900,000 | 718,604 | .20 |
| EXPENDITURE | | | | | | | |
| 330-3000-520.05-30 | POSTAGE | 230.47 | 350.46 | 3,000 | 3,000 | 2,650 | .12 |
| 330-3000-520.05-71 | MINOR EQUIPMENT | 60.06 | 60.06 | 10,000 | 10,000 | 9,940 | .01 |
| 330-3000-520.05-74 | PROGRAMS AND OUTREACH | 608.88 | 2,402.45 | 20,000 | 20,000 | 17,598 | .12 |

FOR FISCAL YEAR 2024-2025

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | SEP ACTUAL | YTD ACTUAL | ORIGINAL BUDGET | FINAL BUDGET | BUDGET REMAINING | % REC'D/SPENT |
|--------------------|---------------------------|---------------|---------------|--------------------|-----------------|---------------------|---------------|
| | | ----- | ----- | | ----- | ----- | |
| 330-3000-520.05-89 | CREDIT CARD CHARGES | 9.15 | 51.81 | 0 | 0 | 52- | .00 |
| 330-3000-520.05-96 | DUES & SUBSCRIPTIONS | .00 | 329.00 | 2,000 | 2,000 | 1,671 | .16 |
| 330-3000-520.10-06 | COLLECTION AGENCY EXPENSE | .00 | 177.30 | 1,000 | 1,000 | 823 | .18 |
| 330-3000-520.10-07 | COPY MACHINES | 420.19 | 762.44 | 10,000 | 10,000 | 9,238 | .08 |
| 330-3000-520.10-25 | OFFICE SUPPLIES | 2,042.51 | 3,817.37 | 6,000 | 6,000 | 2,183 | .64 |
| 330-3000-520.10-26 | ORDINANCE COMPILATION | .00 | .00 | 1,000 | 1,000 | 1,000 | .00 |
| 330-3000-520.20-19 | EQUIPMENT REPAIRS/MAINT. | 405.01 | 3,093.47 | 10,000 | 10,000 | 6,907 | .31 |
| 330-3000-520.20-43 | RESOURCE SHARING | 6,396.00 | 6,396.00 | 8,000 | 8,000 | 1,604 | .80 |
| 330-3000-520.25-05 | MILEAGE | .00 | .00 | 4,000 | 4,000 | 4,000 | .00 |
| 330-3000-520.25-11 | FUEL | 129.42 | 277.19 | 9,000 | 9,000 | 8,723 | .03 |
| 330-3000-520.30-05 | COLLECTION DEVELOPMENT | 46,996.77 | 61,479.37 | 165,000 | 165,000 | 103,521 | .37 |
| 330-3000-520.30-12 | READY TO READ GRANT | .00 | .00 | 12,000 | 12,000 | 12,000 | .00 |
| 330-3000-520.35-13 | CONTRACT SERVICES | 1,920.44 | 7,555.50 | 0 | 0 | 7,556- | .00 |
| 330-3000-520.35-42 | SOFTWARE SERVICES | 1,055.55 | 5,185.83 | 12,000 | 12,000 | 6,814 | .43 |
| 330-3000-520.35-85 | LIBRARY CONSORTIUM | 8,968.00 | 8,968.00 | 12,000 | 12,000 | 3,032 | .75 |
| 330-3000-520.40-17 | CELL PHONE COSTS | 229.05 | 468.56 | 2,000 | 2,000 | 1,531 | .23 |
| 330-3000-520.45-02 | TRAINING/LODGING/PER DIEM | 1,862.00 | 2,813.60 | 4,000 | 4,000 | 1,186 | .70 |
| 330-3000-520.50-05 | INSURANCE | .00 | .00 | 3,000 | 3,000 | 3,000 | .00 |
| 330-3000-520.60-16 | PROMOTION & PUBLICITY | 1,273.17 | 2,130.47 | 7,000 | 7,000 | 4,870 | .30 |
| 330-3000-520.66-04 | FINANCE | 3,417.00 | 10,251.00 | 41,000 | 41,000 | 30,749 | .25 |
| 330-3000-520.66-09 | FACILITIES | 18,833.00 | 56,499.00 | 226,000 | 226,000 | 169,501 | .25 |
| 330-3000-520.66-27 | LEGAL | 1,250.00 | 3,750.00 | 15,000 | 15,000 | 11,250 | .25 |
| 330-3000-520.66-28 | ADMINISTRATION | 2,333.00 | 6,999.00 | 28,000 | 28,000 | 21,001 | .25 |
| 330-3000-520.66-29 | HUMAN RESOURCES | 2,250.00 | 6,750.00 | 27,000 | 27,000 | 20,250 | .25 |
| 330-3000-520.66-94 | GIS | 167.00 | 501.00 | 2,000 | 2,000 | 1,499 | .25 |
| 330-3000-520.66-95 | IT | 19,583.00 | 58,749.00 | 235,000 | 235,000 | 176,251 | .25 |
| 330-3000-520.66-98 | RISK MGMT | 75.00 | 225.00 | 1,000 | 1,000 | 775 | .23 |
| | | ----- | ----- | ----- | ----- | ----- | ----- |
| * | EXPENDITURE | 120,514.67 | 250,042.88 | 876,000 | 876,000 | 625,957 | .29 |
| | | ----- | ----- | ----- | ----- | ----- | ----- |
| ** | LIBRARY | 179,691.96 | 390,846.44 | 1,717,000 | 1,717,000 | 1,326,154 | .23 |
| *** | LIBRARY | 168,933.50 | 585,952.20- | 0 | 0 | 585,952 | .00 |

October Financials Not Available

COOPER ELECTRIC
690 North Main Street
Prineville OR 97754
(541) 447-7574
CCB #49744

JOB ESTIMATE

Date: November 4th, 2024

Customer

Prepared For:
Sarah Beeler
541-447-7978 x314
sbeeler@crooklibraryor.gov

Project Info

Job Location:
Crook County Library
175 NW Meadowlakes Dr
Prineville OR 97754

Proposal:

Install solar charger provided by Evergreen Charging Solutions

Electrical: \$7,500.00
Permit: \$200.00
Cut concrete, dig, pour concrete: **\$3,000.00**
Total: **10,700.00**

Note: No bollards were specified (2) 2" bollards could be added into concrete pour if desired additional \$400.00

Signature: _____ **Date** _____

Print Name: _____

Thank you for giving us the opportunity to bid on your job. If you have questions after looking it over, please feel free to call us. Upon acceptance of our proposal, please return to our office a signed copy of the job estimate.

Accepted: The above prices, specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified.

Extras not on plan will be charged at standard rates of \$140/hr per journeyman and standard material markups.

All work shall be performed during normal business hours, Monday-Friday, 8:00a.m.-4:30p.m., unless otherwise specified.

*Payment Terms: 100% upon completion. Amount not paid within 30 days are immediately subject to a finance charge/late fee of 2% / month (min.\$2.50) APR 24%



Crook County Library

sbeeler@crooklibraryor.gov

Reference: 20241009-162401553

Quote created: October 9, 2024

Quote expires: January 7, 2025

Quote created by: Matt Egan

Founder

matt@evergreenchargingsolutions.com

Comments from Matt Egan

Sarah - See your attached quote for a dual port ChargePoint CP6000 50A charging station with 5 years of ChargePoint software and 5 years of Assure parts and labor warranty

Products & Services

| Item & Description | Quantity | Unit Price | Total |
|--|----------|------------|---------------------------|
| ChargePoint CP6021 - 50A ChargePoint CP6021 - dual port pedestal mounted CP6000 station with 50A output 18' cable | 1 | \$7,182.00 | \$7,182.00 |
| ChargePoint Concrete Mounting Kit Concrete mounting kit for ChargePoint CP6000/CT4000 station | 1 | \$97.00 | \$97.00 |
| ChargePoint Commerical Cloud - 5 years 5 years prepaid of ChargePoint cloud services | 2 | \$1,812.00 | \$3,624.00 for 5 years |
| ChargePoint Activation ChargePoint station activation | 1 | \$386.00 | \$386.00 |
| ChargePoint CP6000 Assure Warranty - 5 years 5 years of ChargePoint Assure parts and labor warranty | 1 | \$1,806.00 | \$1,806.00 |

| | |
|-------------------|--------------------|
| One-time subtotal | \$13,095.00 |
| Freight estimate | \$328.00 |
| Total | \$13,423.00 |

Purchase terms

Shipping, handling, and sales tax not included and will be calculated at time of purchase.
This is a quotation to purchase equipment and services through Evergreen Charging Solutions, LLC.
Fulfillment of order is in partnership with Consolidated Electrical Distributors (CED). Customer will purchase through CED in accordance with payment terms and conditions (<https://sales.our-terms.com/>).

Signature

Signature

Date

Printed name

Questions? Contact me



Matt Egan
Founder
matt@evergreenchargingsolutions.com

Evergreen Charging Solutions
3233 NW Market St
Seattle, Washington 98107
United States