



Board of Trustees

Meeting Agenda

Thursday, May 08, 2025, 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/93325770929?pwd=YqxZl3iPw7xgl1iDFPfbswgGqdM2Aq.1>

Meeting ID: 933 2577 0929

Passcode: 300834

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 April 10, 2025, regular meeting.

4. Reports (6:00-6:15pm)

- a. Friends
- b. Director's report

5. Financials/Statistics Review (6:15-6:20pm)

6. Continuing business (6:20-6:40)

- a. Update on budget meeting with Finance Department. Board approval of budget respectfully requested.
- b. ODOT eBike update.
- c. EV Bookmobile grant opportunities.
- d. ODHS grant for backup generator update.

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

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.

- a. The glass display case by Chapters now opens from the front. This makes it easier and safer for Friends to open and fill.

8. Agenda items for next meeting: June 12, 2025, 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, April 10, 2025, 5:15pm
Crook County Library Juniper Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting: Technical difficulties. Zoom unavailable.

Attendees:

- **Staff:** [y] Sarah Beeler, [y] Amber Heiberger, [y] Brenda Ford, [y] Renee Parrott
- **Trustees:** [y] Sandy Kerbow, [y] Mark Maboll, [y] Natalie Good, [y] Keya Rohovit-Wrolson, [y] Michael Stremme
- **Guests:** LaQuita Stec, Cindy York, Debbie Stremme

- **Call to Order:** Michael Stremme called the meeting to order at 5:17pm.
- **Public Comment:** LaQuita Stec had questions about a personnel matter. The board and library director did not have any information on the matter. The board and library director are unable to discuss personnel issues. She also had questions about collection development and the need for a new bookmobile.
- **Consent agenda:** Natalie Good made a motion to approve the consent agenda. Keya Rohovit-Wrolson seconded the motion. March meeting minutes approved.
-
- **Conflicts/potential conflicts of interest:** None
- **Reports:**
 - i. Friends: The display case outside Chapters needs a safer and easier way to fill the display area. Sarah submitted a Facilities request to change the front display window into sliding display doors like the ones on the lobby display case. A Facilities work request has been submitted.
 - ii. Director's report:
 - i. A draft budget for each department is expected next week. Sarah will share it with board members when it arrives. The budget is flat, but with the increase in cost for insurance, the library is anticipating cuts to collections, hours, and personnel.
 - ii. The ODOT eBike grant is complete. Bikes will be ordered once funds are received.
 - iii. Sarah submitted an Oregon Parks and Recreation Oregon Heritage grant application for half the cost of the 2nd cultural site analysis, \$6,645. A new email list of stakeholders is being developed. Emails for Natalie Good and Todd Shields, St. Charles, will be

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included on the stakeholder email list. Crook County Schools will be included. They just received funding to study their facility needs. The Oregon Department of State Lands is waiting for the results of the 2nd cultural site analysis to move forward with the long-term lease for hiking, biking, horseback riding trails and a resilience hub/Library of Things/Meeting Hall.

- iv. The ODHS Resilience Hubs and Networks grant increased their generator grant offer to \$164,000. Sarah emailed ODHS to let them know we would like to bring the new grant agreement to a Work Session.

- **Next meeting:** Thursday, May 8th, Crook County Library Broughton Room, Prineville, OR 97754, 541-447-7978.
 - i. Approval of April meeting minutes.
 - ii. Approval of March Financials (if available).
 - iii. Approval of FY26 Budget, if not already approved via email vote.
- **Adjournment:** Meeting adjourned at 6:03pm.

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Friends of the Crook County Library
Board Meeting Minutes
Wednesday, March 19, 2025

Board Members Attending

Faye Streier, Ginger Nedry, Carrie Gordon, Janet Herrmann, Gordon Gillespie, Jeannette Holman, Beth Peer

Guests

Sarah Beeler, Gordon Moore

Ginger called the Board Meeting to order at 2:02 pm. We introduced ourselves to Beth.

Secretary Report

Faye moved to accept the February 2025 minutes as written. Jeannette seconded, passed with no discussion.

Treasurer Report

Carrie explained the budget reports.

- Used book sales in Chapters \$146
- February Third Saturday sale \$ 222.00
- Membership dues \$2491.00 as of February 2025, 108%
- No deposits from Friends made in January.
- From January 2024 Treasurer's Monthly Activity Report: Income \$2700, Expenses \$6,523.00 (this included 6,500.00 for Summer Reading Program).

Committee Reports

Chapters Kids Bookstore -

- 57.5 volunteer hours

Membership -

- 73 renewals so far. Eight of the renewals since February board meeting report were \$50.00 or above. 3 paid \$50, 2 paid \$100, 2 paid \$250, and one paid \$500. A special thank you to Jeannette and Steve Holman for this \$500 membership. Sent a thank you letter for anything \$50 or above.
- Faye volunteered to attend an upcoming Chamber mixer to provide information about Friends.

Book Sorting - No report this month.

Volunteers - No report this month.

Publicity/Public Relations - Faye will update our Connect Central Oregon information.

March third Saturday sale- We had a big crowd for the first half of sale.

April Third Saturday- Faye and Ginger are co leads- Carrie and Gordon G. will move books from shed on Friday at 2:00– Billy Allen will likely help but to confirm Faye will ask for help with this task in the volunteer email.

May Overstock Book Sale – May 16-17, 2025.

- Leads: Planning- Faye, Book Transport- Ginger, Set-up- Janice, Sale Day- Jeannette, Steve, and Gordon G. assisting.
- Janet will make calls to organizations regarding our excess books after sale and prepare reminder sheets for volunteers.
- Ginger will coordinate with ROTC, Pioneer High School, 4-H, and Cub Scouts to see if they can help with book loading/unloading. Start time for book transport on May 16 will depend on their availability.
- Table set up will start at least ½ hour before transport of books begins.
- We won't use trailers since all books and tables are in shed across the street. Will ask for pick-ups and SUVs in volunteer email.
- Jeannette will ask Travis if he can revise the poster for us.
- Faye will update the task sheet and send out to all.

Carrie made a motion to have Beth serve as a member at large of the Friends board, providing back-up Secretary duties. She will fill one of the vacancies on the board and will be officially voted in at the member meeting in October. Jeannette seconded, passed with no discussion. Beth's email is now: bjpeer@outlook.com.

Library Report (Sarah Beeler) -

- Sidewalks at the library are in poor condition, and the library will be addressing this soon.
- The library received a grant for the purchase of a backup generator.
- Sarah is expecting a check for e-bikes from Oregon Department of Transportation
- Sarah has received permission to apply for a grant for a new electric bookmobile.
- Sarah is not going to pursue the installation of an electric vehicle charging station at the library as the County has other locations that they need to maintain.
- Reduced funding via the federal Institute of Museum and Library service will create some shortages for Crook County Library services.
- The requested funding (\$13,000.00) for an updated cultural site analysis for the site being considered for a Juniper Canyon library branch funding was cut. Sarah is looking for possible partnerships to accomplish this.
- Sarah is working on next steps to secure funding for a Juniper Canyon branch.
- Working on plan for Chapters window.

Accomplishments

- **Volunteer hours** since the last Board Meeting:
 - Board of Directors = 57 hours total

- Faye 12
- Carrie 20
- Janice 8
- Gordon 4
- Chapters Kids Bookstore = 57.5 hours
- Non-Board = 25 hours
- **March 3rd Saturday Book Sale** – Ginger and Faye were leads. Made \$313. 19 non-board volunteer hours. Started with 12 tables and 63 boxes, 36 boxes leftover (57 % leftover).

- Janet 4
- Jeannette 5
- Ginger 4

Meeting adjourned 3:10 pm.

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

Director's Report

May 2025

Prepared by Sarah Beeler, Director of Library Services

Facility

- The ODHS grant for a 100kW diesel backup generator has been placed on the 4/30 Crook County Work Session Agenda. When another grant recipient declined, ODHS asked if we'd like to do the grant if they increased the amount to \$164,000. If approved, the Library would have until December of 2026 to spend the funds for the backup generator.
- The initial disbursement check from ODOT for three eBikes has been received, \$23,407.79. Invoices for three eBikes and eBike accessories have been submitted to Finance. Total grant amount, \$58,480.67, to be spent by December of 2027. The eBikes will be a wonderful addition to the Library of Things collection and they will give library patrons the opportunity to explore a fun and different mode of transportation this summer.

Staff

- Some staffing and service changes are expected due to our final budget numbers.
 - Anticipated cuts include the following:
 - Closing on Saturdays, our least busy day beginning July 1st.
 - Changing open hours to Monday – Friday 8am – 9 am (self-service hours), 9am-6pm for regular hours.
 - Self-service hours will be explored and, if successful, additional hours will be added if funds for security badges and extra security cameras can be found.
 - Library Director is currently working 2.5 positions. Starting July 1st, we are going to respectfully request moving Brenda Ford to full-time Outreach. Brenda will take over visits to early learning centers, rural schools, and rural stops. She will continue with the Words on Wheels Outreach program. We are expecting Steins Pillar Elementary to have their own school library next year. Congratulations, Steins Pillar Elementary!
 - If funds can be secured, Hoopla will be reinstated. A large fundraising effort may be required to earn approx. \$24,000. Patrons have asked if they can adopt Hoopla. We've received hundreds of calls about the suspension of this service. All options will be explored.

Strategic Planning Update

- Funds in the budget were not approved to conduct the 2nd cultural site analysis on the 622.11 acres owned by Oregon Department of State Lands. Sarah has applied for grants to conduct a 2nd cultural site analysis. She has been in contact with Oregon Department of State Lands. They are patiently waiting for Crook County to conduct the 2nd cultural site

analysis. One of the archaeologist who submitted a bid, is still interested in doing the project. His bid was \$13,290.

- Other

- Sarah shared the final Crook County Library Budget. We are still planning to upgrade the Library catalog to Vega Discover this summer.

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH ACTUALS	YTD ACTUAL	ORIG 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	4,493.33-	32,752.28-	33,000-	33,000-	248-	.99
330-0000-300.01-08	REALIZED GAIN/LOSS	202.82	1,802.56-	0	0	1,803	.00
330-0000-390.90-03	CURRENT YEAR TAXES	8,719.00-	1,601,622.00-	1,702,000-	1,702,000-	100,378-	.94
330-0000-390.90-04	PRIOR YEAR TAXES	2,290.00-	36,869.75-	0	0	36,870	.00
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* REVENUE		15,299.51-	2,623,753.77-	2,673,000-	2,673,000-	49,246-	.98
CONTINGENCY EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	956,000	956,000	956,000	.00
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* EXPENDITURE		.00	.00	956,000	956,000	956,000	.00
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*** LIBRARY		15,299.51-	2,623,753.77-	1,717,000-	1,717,000-	906,754	1.53
LIBRARY							
REVENUE							
330-3000-324.34-00	STATE GRANTS	.00	10,213.00-	14,000-	14,000-	3,787-	.73
330-3000-329.42-18	COPIES AND PRINTS FEES	541.26-	4,783.31-	4,000-	4,000-	783	1.20
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	535.00-	0	0	535	.00
330-3000-329.50-19	FINES	146.91-	3,035.04-	3,000-	3,000-	35	1.01
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	11.00-	81.40-	0	0	81	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	21.35	746.75-	2,000-	2,000-	1,253-	.37
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	12.55-	17,520.93-	10,000-	10,000-	7,521	1.75
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* REVENUE		690.37-	62,891.18-	59,000-	59,000-	3,891	1.07
PERSONNEL SERVICES EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	68,112.76	431,700.72	640,000	580,000	148,299	.74
330-3000-510.01-02	OVERTIME	.00	3,321.00	5,000	5,000	1,679	.66
330-3000-510.01-32	EXTRA HELP	.00	1,957.50	3,000	3,000	1,043	.65
330-3000-510.02-01	FICA	5,154.24	33,026.69	49,000	45,000	11,973	.73
330-3000-510.02-02	WORKERS COMPENSATION	1,254.40	5,259.87	1,000	4,000	1,260-	1.32
330-3000-510.02-03	HEALTH INSURANCE	14,443.05	116,823.84	135,000	138,000	21,176	.85
330-3000-510.02-04	LIFE INSURANCE/LTD	124.47	1,414.60	2,000	2,000	585	.71
330-3000-510.02-05	UNEMPLOYMENT	68.14	414.05	2,000	1,000	586	.41
330-3000-510.02-06	401K RETIREMENT	8,016.11	48,887.00	60,000	69,000	20,113	.71
330-3000-510.02-08	OREGON PAID LEAVE TAX	388.25	2,291.01	3,000	3,000	709	.76
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* EXPENDITURE		97,561.42	645,096.28	900,000	850,000	204,904	.76

FOR FISCAL YEAR 2024-2025

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MARCH ACTUALS	YTD ACTUAL	ORIG BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
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MATERIALS & SERVICES							
EXPENDITURE							
330-3000-520.05-30	POSTAGE	292.74	1,493.15	3,000	3,000	1,507	.50
330-3000-520.05-71	MINOR EQUIPMENT	.00	325.39	10,000	10,000	9,675	.03
330-3000-520.05-74	PROGRAMS AND OUTREACH	1,743.46	11,204.80	20,000	20,000	8,795	.56
330-3000-520.05-89	CREDIT CARD CHARGES	10.66	134.81	0	0	135-	.00
330-3000-520.05-96	DUES & MEMBERSHIPS	.00	329.00	2,000	2,000	1,671	.16
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	19.70	738.75	1,000	1,000	261	.74
330-3000-520.10-07	COPY MACHINES	333.58	2,789.02	10,000	10,000	7,211	.28
330-3000-520.10-25	OFFICE SUPPLIES	396.01	15,190.52	6,000	6,000	9,191-	2.53
330-3000-520.10-26	ORDINANCE COMPILATION	.00	.00	1,000	1,000	1,000	.00
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	339.98	4,665.37	10,000	10,000	5,335	.47
330-3000-520.20-43	RESOURCE SHARING	.00	6,421.99	8,000	8,000	1,578	.80
330-3000-520.25-05	MILEAGE	.00	.00	4,000	4,000	4,000	.00
330-3000-520.25-11	FUEL	105.54	907.94	9,000	9,000	8,092	.10
330-3000-520.30-05	COLLECTION DEVELOPMENT	8,495.77	124,202.66	165,000	165,000	40,797	.75
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	2,751.50	36,188.72	0	50,000	13,811	.72
330-3000-520.35-42	SOFTWARE SERVICES	.00	9,169.32	12,000	12,000	2,831	.76
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	8,968.00	12,000	12,000	3,032	.75
330-3000-520.40-17	CELL PHONE COSTS	209.67	2,030.94	2,000	2,000	31-	1.02
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	.00	5,135.45	4,000	4,000	1,135-	1.28
330-3000-520.50-05	INSURANCE	.00	2,855.32	3,000	3,000	145	.95
330-3000-520.60-16	PROMOTION & PUBLICITY	812.12	5,344.29	7,000	7,000	1,656	.76
330-3000-520.65-00	LICENSES/FEES	.00	750.00	0	0	750-	.00
330-3000-520.66-04	FINANCE	3,417.00	30,753.00	41,000	41,000	10,247	.75
330-3000-520.66-09	FACILITIES	18,833.00	169,497.00	226,000	226,000	56,503	.75
330-3000-520.66-27	LEGAL	1,250.00	11,250.00	15,000	15,000	3,750	.75
330-3000-520.66-28	ADMINISTRATION	2,333.00	20,997.00	28,000	28,000	7,003	.75
330-3000-520.66-29	HUMAN RESOURCES	2,250.00	20,250.00	27,000	27,000	6,750	.75
330-3000-520.66-94	GIS	167.00	1,503.00	2,000	2,000	497	.75
330-3000-520.66-95	IT	19,583.00	176,247.00	235,000	235,000	58,753	.75
330-3000-520.66-98	RISK MGMT	75.00	675.00	1,000	1,000	325	.68
* EXPENDITURE		63,418.73	670,017.44	876,000	926,000	255,983	.72
*** LIBRARY		160,289.78	1,252,222.54	1,717,000	1,717,000	464,777	.73
**** LIBRARY		144,990.27	1,371,531.23-	0	0	1,371,531	.00

**CROOK COUNTY
REQUESTED BUDGET WORKSHEET
LIBRARY
FY 2025-26**

CATEGORY/ACCOUNT	DESCRIPTION	FY 2023 ACTUALS	FY 2024 ACTUALS	FY 2025 ADJ BUDGET	FY 2025 YTD ACTUAL (THRU 3/5)	FY 2025 YE ESTIMATE	DEPT ENTRY FY 2026 REQUESTED	FY 2026 REQUESTED, ROUNDED	FY 2026 PROPOSED	FY 2026 PROPOSED, ROUNDED	NOTES
REVENUE											
Taxes											
330- 0000- 390.90-03	PROPERTY TAXES / CURRENT YEAR TAXES	1,352,597	1,582,197	1,702,000	1,592,903	1,635,000	1,689,000	1,689,000	1,689,000	1,689,000	*FY25 collection rate closer to 93.5%, not the 94% budgeted; Less \$23k for PRC FY25, less \$24k for PRC FY26
330- 0000- 390.90-04	PROPERTY TAXES / PRIOR YEAR TAXES	25,364	30,194	-	34,580	35,000	37,000	37,000	37,000	37,000	
330- 0000- 390.90-06	PROPERTY TAXES / MISC TAX REVENUE	6,524	-	-	-	-	-	-	-	-	
	Taxes Total	1,384,486	1,612,391	1,702,000	1,627,483	1,670,000	1,726,000	1,726,000	1,726,000	1,726,000	
Intergovernmental											
330- 3000- 322.00-00	FEDERAL GRANTS	1,079	-	-	-	-	-	-	-	-	
330- 3000- 324.34-00	STATE GRANTS / STATE GRANTS	9,529	15,966	14,000	10,213	34,000	38,500	39,000	39,000	39,000	FY25 Ready to Read 2025 (\$10,186), ODOT eBike (\$24k); FY26 \$12,500 ODOT grant for EV parking, \$50,000-\$60,000 for ODOT eBike grant (spending \$24k in FY25; budget \$26k in FY26), also applied for large \$20 million EPA grant
	Intergovernmental Total	10,608	19,566	14,000	10,213	34,000	38,500	39,000	39,000	39,000	
Licenses, Permits & Fees											
330- 3000- 329.42-18	FEES / PHOTOCOPY FEES	3,138	6,560	4,000	4,329	4,000	5,750	6,000	6,000	6,000	Includes faxing charges
330- 3000- 329.42-39	FEES / NONRESIDENT REGISTRATIONS	535	429	-	535	1,000	1,000	1,000	1,000	1,000	
330- 3000- 329.50-19	LICENSES/PENALTIES / FINES	3,462	3,134	3,000	2,888	4,000	4,000	4,000	4,000	4,000	
330- 3000- 329.50-24	LICENSES/PENALTIES / FINES-STATE COURTS	21,751	25,976	26,000	25,976	26,000	26,000	26,000	26,000	26,000	Annual law library appropriation from State
	Licenses, Permits & Fees Total	28,886	36,098	33,000	33,728	35,000	36,750	37,000	37,000	37,000	
Charges for Services											
330- 3000- 345.45-21	COMMUNITY REVENUE / FRIENDS OF LIBRARY SALES	741	34	2,000	823	2,000	3,000	3,000	3,000	3,000	In/out for Friends
	Charges for Services Total	849	152	2,000	906	2,000	3,000	3,000	3,000	3,000	
Miscellaneous											
330- 0000- 300.01-05	INTEREST EARNED	17,593	39,143	33,000	23,686	32,000	25,065	25,000	26,625	27,000	
330- 0000- 300.01-08	REALIZED GAIN/LOSS INV	667	2,036	-	2,005	2,000	-	-	-	-	
330- 3000- 347.47-00	CONTRIBUTIONS/DONATIONS	8,706	27,953	10,000	26,388	26,000	-	-	-	-	Budgeting \$0 for now... hoping to secure Pacific Power EV parking grant to complete project (\$12,500), will also be looking for \$100,000 grant funds to complete backup generator project; will appropriate resource if received
	Miscellaneous Total	26,965	69,132	43,000	52,080	60,000	25,065	25,000	26,625	27,000	
TOTAL REVENUE		1,451,794	1,737,339	1,794,000	1,724,410	1,801,000	1,829,315	1,830,000	1,831,625	1,832,000	
EXPENDITURES											
Personnel											
330- 3000- 510.01-00	SALARIES & WAGES / REGULAR SALARIES	520,812	505,245	580,000	363,588	639,000	542,253	542,000	553,158	553,000	
330- 3000- 510.01-02	SALARIES & WAGES / OVERTIME	-	3,987	5,000	3,321	5,000	7,000	7,000	7,000	7,000	
330- 3000- 510.01-32	SALARIES & WAGES / EXTRA HELP	493	2,671	3,000	1,958	2,000	-	-	-	-	
330- 3000- 510.02-01	EMPLOYEE BENEFITS / FICA	39,351	38,688	45,000	27,872	49,000	41,904	42,000	42,739	43,000	
330- 3000- 510.02-02	EMPLOYEE BENEFITS / WORKERS COMPENSATION	702	724	4,000	4,005	10,000	12,150	12,000	12,644	13,000	
330- 3000- 510.02-03	EMPLOYEE BENEFITS / HEALTH INSURANCE	147,641	124,935	138,000	102,381	160,000	209,681	210,000	209,681	210,000	
330- 3000- 510.02-04	EMPLOYEE BENEFITS / LIFE INSURANCE/LTD	1,395	1,532	2,000	1,290	2,000	1,600	2,000	1,633	2,000	
330- 3000- 510.02-05	EMPLOYEE BENEFITS / UNEMPLOYMENT	544	532	1,000	346	1,000	1,100	1,000	1,120	1,000	
330- 3000- 510.02-06	EMPLOYEE BENEFITS / 401K RETIREMENT	39,551	46,641	69,000	40,871	67,000	63,121	63,000	64,430	64,000	
330- 3000- 510.02-08	EMPLOYEE BENEFITS / OREGON PAID LEAVE TAX	1,117	2,089	3,000	1,903	3,000	3,231	3,000	3,295	3,000	
	Personnel Total	751,605	727,051	850,000	547,535	938,000	882,040	882,000	895,700	896,000	3.8%
Materials and Services											
330- 3000- 520.05-30	OPERATING SUPPLIES / POSTAGE	2,330	2,496	3,000	1,200	2,000	-	-	-	-	
330- 3000- 520.05-71	OPERATING SUPPLIES / MINOR EQUIPMENT	7,077	7,701	10,000	325	-	10,000	10,000	10,000	10,000	
330- 3000- 520.05-74	OPERATING SUPPLIES / PROGRAMS AND OUTREACH	18,437	31,726	20,000	9,461	20,000	20,000	20,000	20,000	20,000	
330- 3000- 520.05-89	OPERATING SUPPLIES / CREDIT CARD CHARGES	113	148	-	126	-	-	-	-	-	
330- 3000- 520.05-96	OPERATING SUPPLIES / DUES & SUBSCRIPTIONS	2,505	331	2,000	329	2,000	2,000	2,000	2,000	2,000	
330- 3000- 520.10-06	OFFICE SUPPLIES / COLLECTION AGENCY EXPENSE	1,349	1,241	1,000	719	1,000	1,000	1,000	1,000	1,000	Would like to discuss
330- 3000- 520.10-07	OFFICE SUPPLIES / COPY MACHINES	4,038	3,980	10,000	2,455	4,000	10,000	10,000	10,000	10,000	
330- 3000- 520.10-25	OFFICE SUPPLIES	6,641	6,124	6,000	14,795	16,000	7,000	7,000	7,000	7,000	Will be over budget this year
330- 3000- 520.10-26	OFFICE SUPPLIES / ORDINANCE COMPILATION	571	1,347	1,000	-	1,000	1,000	1,000	1,000	1,000	Law Library covers

**CROOK COUNTY
REQUESTED BUDGET WORKSHEET
LIBRARY
FY 2025-26**

CATEGORY/ACCOUNT	DESCRIPTION	FY 2023 ACTUALS	FY 2024 ACTUALS	FY 2025 ADJ BUDGET	FY 2025 YTD ACTUAL (THRU 3/5)	FY 2025 YE ESTIMATE	DEPT ENTRY FY 2026 REQUESTED	FY 2026 REQUESTED, ROUNDED	FY 2026 PROPOSED	FY 2026 PROPOSED, ROUNDED	NOTES
330- 3000- 520.20-19	REPAIRS & MAINTENANCE / EQUIPMENT REPAIRS/MAINT	144	13,243	10,000	4,325	10,000	10,000	10,000	10,000	10,000	
330- 3000- 520.20-43	REPAIRS & MAINTENANCE / RESOURCE SHARING	7,361	7,439	8,000	7,361	8,000	8,000	8,000	8,000	8,000	
330- 3000- 520.25-05	OTHER VEHICLE EXPENSE / MILEAGE	658	613	4,000	-	-	5,000	5,000	5,000	5,000	
330- 3000- 520.25-11	OTHER VEHICLE EXPENSE / FUEL	142	1,194	9,000	802	3,000	5,000	5,000	5,000	5,000	
330- 3000- 520.30-05	BOOKS & PERIODICALS / COLLECTION DEVELOPMENT	151,667	163,440	165,000	124,000	160,000	160,000	160,000	160,000	160,000	Electronic Resources, Physical Collections; FY25 includes add'l \$24k for ebikes
330- 3000- 520.30-12	BOOKS & PERIODICALS / READY TO READ GRANT	10,148	2,417	12,000	-	11,000	10,186	10,000	10,000	10,000	
330- 3000- 520.35-13	CONTRACT SERVICES	-	50,399	50,000	33,437	43,000	30,000	30,000	16,000	16,000	Mid-Oregon personnel
330- 3000- 520.35-42	CONTRACT SERVICES / SOFTWARE SERVICES	10,379	27,453	12,000	9,169	11,000	43,300	43,000	43,000	43,000	\$9.4k sign up + \$6.3k, \$9.8k annual ongoing; May be changing our library catalog to meet ADA compliance requirement in April of 2026
330- 3000- 520.35-85	CONTRACT SERVICES / LIBRARY CONSORTIUM	8,544	8,630	12,000	8,968	9,000	9,327	10,000	10,000	10,000	Unknown at this time
330- 3000- 520.40-17	UTILITIES / CELL PHONE COSTS	1,671	4,252	2,000	1,821	2,000	2,000	2,000	2,000	2,000	cell phone reimbursements
330- 3000- 520.45-02	EDUCATION & TRAINING / TRAINING/LODGING/PER DIEM	4,211	4,189	4,000	5,135	5,000	4,000	4,000	4,000	4,000	2 employees going to Assoc Rural and Small Libraries Conf Sep 2025
330- 3000- 520.50-05	INSURANCE	4,415	443	3,000	2,855	3,000	3,000	3,000	3,000	3,000	Will cost an extra \$1,000 a year for eBikes, grant is covering extra \$1000, we have been in contact with Graybeal
330- 3000- 520.55-05	LEASE/RENDS	-	-	-	-	-	-	-	-	-	FY26 Juniper Canyon lease payment for 20 year lease **Check payment schedule
330- 3000- 520.60-16	SPECIAL EVENTS / PROMOTION & PUBLICITY	3,107	1,672	7,000	4,532	6,000	7,000	7,000	7,000	7,000	print/electronic ads; promotional items
330- 3000- 520.65-00	LICENSES/FEES	-	-	-	750	1,000	1,000	1,000	1,000	1,000	
330- 3000- 520.66-04	INTERNAL SERVICE / FINANCE	28,511	28,971	41,000	20,502	41,000	43,000	43,000	44,000	44,000	
330- 3000- 520.66-09	INTERNAL SERVICE / FACILITIES	227,900	219,000	226,000	112,998	226,000	284,000	284,000	288,000	288,000	
330- 3000- 520.66-27	INTERNAL SERVICE / LEGAL	14,035	10,871	15,000	7,500	15,000	16,000	16,000	17,000	17,000	
330- 3000- 520.66-28	INTERNAL SERVICE / ADMINISTRATION	19,456	22,460	28,000	13,998	28,000	29,000	29,000	35,000	35,000	
330- 3000- 520.66-29	INTERNAL SERVICE / HUMAN RESOURCES	20,715	24,000	27,000	13,500	27,000	28,000	28,000	22,000	22,000	
330- 3000- 520.66-94	INTERNAL SERVICE / GIS	1,670	1,329	2,000	1,002	2,000	3,000	3,000	3,000	3,000	
330- 3000- 520.66-95	INTERNAL SERVICE / IT	130,451	163,586	235,000	117,498	235,000	247,000	247,000	193,000	193,000	
330- 3000- 520.66-98	INTERNAL SERVICE / RISK MGMT	-	1,000	1,000	450	1,000	1,000	1,000	-	-	
Materials and Services Total		688,246	811,694	926,000	520,017	893,000	999,813	1,000,000	937,000	937,000	8.0%
Capital Outlay											
330- 3000- 580.80-05	CAPITAL OUTLAY	-	-	-	-	-	38,500	39,000	39,000	39,000	FY26 EV charge for parking and e-bikes
Capital Outlay Total		-	-	-	-	-	38,500	39,000	39,000	39,000	
EXPENDITURES TOTAL		1,439,851	1,538,744	1,776,000	1,067,552	1,831,000	1,920,353	1,921,000	1,871,700	1,872,000	8.2%
REVENUES OVER (UNDER) EXPENDITURES		11,943	198,595	18,000	656,858	(30,000)	(91,038)	(91,000)	(40,075)	(40,000)	Overspending anticipated revenue
BEGINNING FUND BALANCE											
330- 0000- 300.01-01	BEGINNING FUND BALANCE	670,865	752,112	938,000	950,707	951,000	921,000	921,000	921,000	921,000	
ENDING FUND BALANCE		682,807	950,707	956,000	1,607,565	921,000	829,962	830,000	880,925	881,000	\$787,417 Fiscal Policy Minimum Fund Balance Requirement
330- 0000- 569.96-01	CONTINGENCY	-	-	956,000	-	-	829,962	830,000	880,925	881,000	
Contingency/Reserves Total		-	-	956,000	-	-	829,962	830,000	880,925	881,000	
							55,000	Overspending appropriation in FY25; Will need budget resolution to increase legal spending limit			