



Board of Trustees

Meeting Agenda

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

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 July 11, 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. 2024 Summer Reading numbers and prizes granted/donated by State Library of Oregon Ready to Read funds and Friends of the Crook County Library.
- c. Discover & go passes through Libraries of Eastern Oregon.

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. Bookmobile and shared vendor space (Bowman Museum) at Crook County Fair
- b. Library of Things e-bikes.

8. Agenda items for next meeting: September 12, 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, July 11, 2024, 5:15pm
Crook County Library Broughton Room
175 NW Meadow Lakes Dr., Prineville, OR 97754

MEETING OPEN TO THE PUBLIC

Join Zoom Meeting:

<https://crookcountyor.zoom.us/j/94033953738?pwd=UQXVGgFjszd2DUkTvZgdmUlvCNb9q4.1>

Meeting ID: 940 3395 3738
Passcode: 562157

RECORDING NOTICE: This meeting will be recorded via Zoom

Attendees:

- **Staff:** [y] Sarah Beeler, [y] Cindy York
 - **Trustees:** [y] Sandy Kerbow, [n] Mark Maboll, [n] Natalie Good, [y] Keya Rohovit-Wrolson, [y] Michael Stremme
 - **Guests:** Doc Kerbow, LaQuita Stec, Debbie Stremme
- **Call to Order:** Keya Rohovit-Wrolson called the meeting to order at 5:15pm. Michael Stremme made a motion to approve the agenda. Sandy Kerbow seconded the motion. Agenda approved.
 - **Public Comment:** LaQuita Stec suggested advertising new discovery pass options once Crook County Library switches to Discover & Go through Libraries of Eastern Oregon.
 - **Consent agenda:** Michael Stremme made a motion to approve the agenda. Sandy Kerbow seconded the motion. Agenda approved. No conflicts/potential conflicts of interest.
 - **Reports:**
 - i. **Friends:** Sheds in parking lot across the street are being cleared out. Friends will be able to use Shed A for additional storage. They are currently renting a storage unit. They raised \$401 at the May Overstock Book Sale. Pioneer High School students helped move boxes for the May Overstock Book sale.
 - ii. **Circulation services:** Libby and Hoopla statistics from April – June were shared. Hoopla checkouts increased by almost 20% in June. CCL has a functioning heating and cooling system. Residents are coming in to escape the heat. Some patrons stay for extended periods.

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iii. Director's report: Board members were invited to view the new storage closet in the Children's Room after the meeting. Sarah sent an email to Oregon Division of State Lands asking when we'll hear cost to lease 622.11 acres up Juniper Canyon because EPA has an open grant that expires in November. The EPA grant would be a good fit for the Juniper Canyon project.

New motorized window blinds have been ordered for the Broughton Room. Sarah and Cindy will have a meeting with the new Facilities Director, James Preuss, July 16th, 8am. A list of building related maintenance issues has been emailed to James. Two notices of trespass have been issued. Due to circuitous plumbing pipes in the public restrooms, septic drains are prone to clog.

- **Financials/Statistics Review:**

- i. Michael Stremme asked about Risk Management line item on budget. Sarah will obtain clarification. Risk Management is listed, along with other funds that are removed from Library's budget, for services we pay to Crook County.

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

- i. New Chair and Vice-chair: Keya nominated Michael Stremme to be new Chair of the Library Board. Sandy seconded the nomination. Motion approved. Keya nominated Sandy Kerbow as Vice-chair. Michael seconded. Motion approved. Michael is new Chair and Sandy is new Vice-chair.

- **Next meeting:** Thursday, August 8, 2024, Broughton Community Room, 5:15pm, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.

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

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Circulation Services Report

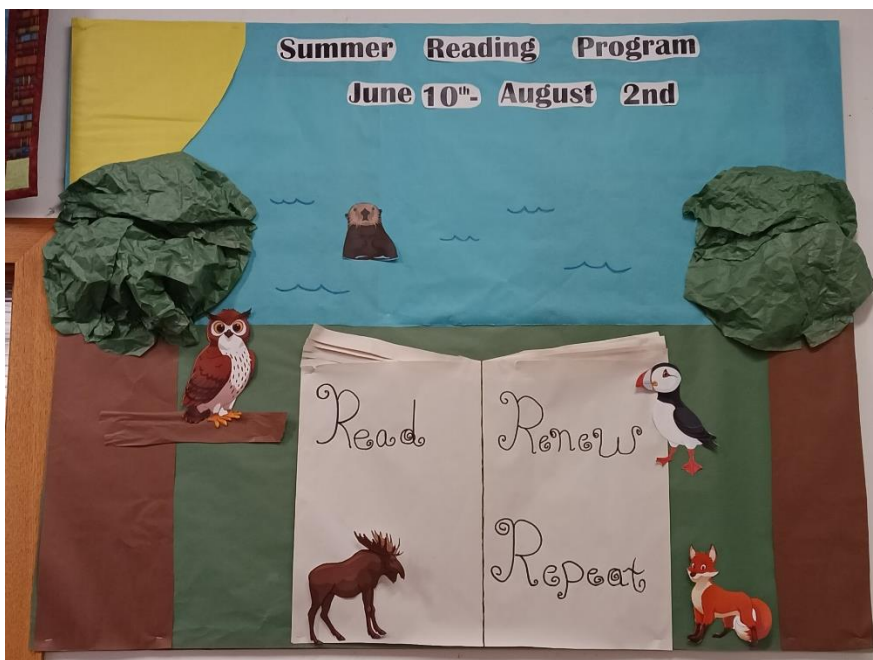
August 2024

Prepared by Cindy York, Library Operations Manager

Did You Know?

What a wild month July was! With Summer Reading Program in full swing, the 4th of July parade, and shifting the adult fiction collection, circulation team stayed very busy! Workflows are shifting as well with new staff member Brenda Ford taking on the Words on Wheels (WoW) project and Stephanie Glisson taking on the newly revamped Safety Committee. Both team members will shine in those callings!

Our new patron numbers continue to climb! Last month we added 146 new accounts. This month saw an additional 121!!



Board by Stephanie

Circulation Trends

Shifting collections can be a great time to reassess our collections. Like the magazines move to a more prominent space in the main area, the books on CDs and music CDs have reached their assessment phase. How popular are those collections?

Music CDs	Checkouts--Adult	Checkouts--Juvenile
July 2024	104	14
June 2024	93	3
July 2023	100	17

CDs	Checkouts—Adult	Checkouts--Juvenile
July 2024	255	8
June 2024	191	12
July 2023	246	32

Director's Report

August 2024

Services

Prepared by Sarah Beeler, Director of Library

Facility

- Facilities hired Wendel's to weed and clean up the landscaping around the Crook County Library. The north side has been completed and looks great! Thank you, Facilities! Facilities is also working on bids to fix the ice dam problem that happens on the north side of the building each winter.
- To help determine a lease price, Oregon Division of State Lands has asked us to mark the location of hiking/biking/horseback riding trails on a map. A large parking area and the location of a library branch/community meeting space will also be identified. A meeting will be held on August 6th in the Broughton Room to identify potential locations of trail/parking/library branch/community meeting hall and schedule the date for a site visit. Once a lease price has been established, the project will be placed on a Crook County Work Session agenda.
- Prineville Kiwanis Club donated funds for additional VOX books and furnishings for the Teen Room. Thank you, Prineville Kiwanis Club!
- Children who completed the summer reading program were invited to the pool party on August 2nd. CCL had 643 summer reading participants! Children had the opportunity to receive and earn free books. They also had an opportunity to earn the chance to win prizes: backpacks filled with books on a topic, board games, Magna-Tiles. Funds from the State Library of Oregon's Ready to Read grant were used to offer summer reading activities and prizes for youth 0-14. Participating teens received a free book when they signed up for summer reading and a chance to win prizes: an enormous snack basket, art supplies and an Amazon gift card, a Bluetooth printer to use with their phone and an Amazon gift card.
- Adults were not left out of the fun! They had the opportunity to earn a free book and a chance to win a pizza oven, gardening package, spa package and golf package. Teen and adult summer reading books and prizes were purchased with a generous donation from the Friends of the Crook County Library. Thank you, Friends!

Staff

- CCL is fully staffed. Hooray!

Crook County

- A grand opening for the new Justice Center will be held around the end of August.

Strategic Planning Update

- Donna Rash, Outreach Librarian for Paulina, and Post received donations from several grocery stores to make sandwiches and provide drinks and snacks to residents fighting fires in Paulina.
- Bookmobile stops have been popular this summer. The bus is currently filled with donated items. It will be parked next to the Library/Museum vendor canopy at the Crook County Fair. Donated books, puzzles and movies will be distributed free of charge at the Fair. After August, most of the remaining items will be given to the Friends for their book sale. This fall the Bookmobile will become an operating library branch.
- A member of the Crook County Legal Department is working through the potential process/legal agreement/waiver to add up to three e-bikes to our Library of Things collection.

FOR FISCAL YEAR 2023-2024

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MAY 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	3,371.83-	36,054.67-	30,000-	30,000-	6,055	1.20
330-0000-300.01-08	REALIZED GAIN/LOSS	.00	2,045.79-	0	0	2,046	.00
330-0000-390.90-03	CURRENT YEAR TAXES	31,692.00-	1,575,016.00-	1,604,000-	1,604,000-	28,984-	.98
330-0000-390.90-04	PRIOR YEAR TAXES	3,136.92-	24,799.23-	0	0	24,799	.00

*	REVENUE	38,200.75-	2,390,027.90-	2,398,000-	2,398,000-	7,972-	1.00
**		38,200.75-	2,390,027.90-	2,398,000-	2,398,000-	7,972-	1.00
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
**	CONTINGENCY	.00	.00	804,000	804,000	804,000	.00
REVENUE							
330-3000-322.32-00	FEDERAL GRANT - INDIRECT	.00	3,600.00-	0	0	3,600	.00
330-3000-324.34-00	STATE GRANTS	.50-	15,965.50-	10,000-	10,000-	5,966	1.60
330-3000-329.42-18	PHOTOCOPY FEES	579.03-	6,206.00-	3,000-	3,000-	3,206	2.07
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	.00	368.75-	0	0	369	.00
330-3000-329.50-19	FINES	327.22-	2,891.30-	3,000-	3,000-	109-	.96
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	9.00-	120.00-	0	0	120	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	68.50-	1,524.40-	0	0	1,524	.00
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	2.25-	27,952.24-	10,000-	10,000-	17,952	2.80
330-3000-360.60-13	CASHIER ADJUSTMENT	.00	5.00	0	0	5-	.00

*	REVENUE	986.50-	84,598.94-	48,000-	48,000-	36,599	1.76
**		986.50-	84,598.94-	48,000-	48,000-	36,599	1.76
PERSONNEL SERVICES EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	41,303.48	437,665.78	609,000	511,000	73,334	.86
330-3000-510.01-01	WAGES-OTHER	.00	7.68	0	1,000	992	.01
330-3000-510.01-02	OVERTIME	633.34	3,117.51	0	5,000	1,882	.62
330-3000-510.01-32	EXTRA HELP	.00	2,397.00	0	3,000	603	.80
330-3000-510.02-01	FICA	3,174.97	33,496.41	46,000	46,000	12,504	.73
330-3000-510.02-02	WORKERS COMPENSATION	59.71	629.04	1,000	1,000	371	.63
330-3000-510.02-03	HEALTH INSURANCE	10,031.27	113,341.07	146,000	146,000	32,659	.78
330-3000-510.02-04	LIFE INSURANCE/LTD	129.49	1,402.33	2,000	2,000	598	.70
330-3000-510.02-05	UNEMPLOYMENT	83.87	884.79	2,000	2,000	1,115	.44

FOR FISCAL YEAR 2023-2024

% REC'D/SPENT

BUDGET REMAINING

FINAL BUDGET

ADOPTED BUDGET

YTD ACTUAL

MAY ACTUALS

ACCOUNT NUMBER ACCOUNT DESCRIPTION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	MAY ACTUALS	YTD ACTUAL	ADOPTED BUDGET	FINAL BUDGET	BUDGET REMAINING	% REC'D/SPENT
330-3000-510.02-06	401K RETIREMENT	4,848.38	39,134.04	62,000	62,000	22,866	.63
330-3000-510.02-08	OREGON PAID LEAVE TAX	171.96	1,806.80	2,000	2,000	193	.90
*	EXPENDITURE	60,436.47	633,882.45	870,000	781,000	147,118	.81
**	PERSONNEL SERVICES	60,436.47	633,882.45	870,000	781,000	147,118	.81
MATERIALS & SERVICES							
EXPENDITURE							
330-3000-520.05-30	POSTAGE	219.99	2,055.66	3,000	3,000	944	.69
330-3000-520.05-71	MINOR EQUIPMENT	708.22	3,679.22	9,000	9,000	5,321	.41
330-3000-520.05-74	PROGRAMS AND OUTREACH	4,278.40	28,121.64	18,000	28,000	122	1.00
330-3000-520.05-89	CREDIT CARD CHARGES	11.75	154.44	0	1,000	846	.15
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	86.65	965.30	1,000	1,000	35	.97
330-3000-520.10-07	COPY MACHINES	582.74	3,250.64	4,000	4,000	750	.81
330-3000-520.10-25	OFFICE SUPPLIES	.00	5,622.79	5,000	6,000	377	.94
330-3000-520.10-26	ORDINANCE COMPILATION	.00	1,347.00	1,000	2,000	653	.67
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	254.91	527.03	1,000	1,000	473	.53
330-3000-520.20-43	RESOURCE SHARING	.00	7,438.63	8,000	8,000	561	.93
330-3000-520.25-05	MILEAGE	91.70	475.56	1,000	1,000	524	.48
330-3000-520.25-11	FUEL	1,281.75	11,941.70	1,000	11,000	942	1.09
330-3000-520.30-05	COLLECTION DEVELOPMENT	22,705.88	152,651.69	149,000	150,000	2,652	1.02
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	5,923.38	38,267.67	0	50,000	11,732	.77
330-3000-520.35-42	SOFTWARE SERVICES	1,138.55	22,178.11	11,000	22,000	178	1.01
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	309.35	3,607.15	0	4,000	393	.90
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	.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	579.55	3,000	3,000	2,420	.19
330-3000-520.66-04	FINANCE	2,500.00	27,500.00	30,000	30,000	2,500	.92
330-3000-520.66-09	FACILITIES	18,250.00	200,750.00	219,000	219,000	18,250	.92
330-3000-520.66-27	LEGAL	1,000.00	11,000.00	12,000	12,000	1,000	.92
330-3000-520.66-28	ADMINISTRATION	2,000.00	22,000.00	24,000	24,000	2,000	.92
330-3000-520.66-29	HUMAN RESOURCES	2,000.00	22,000.00	24,000	24,000	2,000	.92
330-3000-520.66-94	GIS	167.00	1,837.00	2,000	2,000	163	.92
330-3000-520.66-95	IT	18,000.00	198,000.00	216,000	216,000	18,000	.92
330-3000-520.66-98	RISK MGMT	83.00	913.00	1,000	1,000	87	.91
*	EXPENDITURE	81,595.27	780,441.10	772,000	861,000	80,559	.91
**	MATERIALS & SERVICES	81,595.27	780,441.10	772,000	861,000	80,559	.91
***	LIBRARY	102,844.49	1,060,303.29	0	0	1,060,303	.00