



Board of Trustees

Meeting Agenda

Thursday, November 13th, 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 October 9th, 2025, regular meeting.
 - 4. Reports (6:00-6:15pm)**
 - a. Director
 - b. Friends
 - 5. Financials/Statistics Review (6:15-6:20pm)**
 - 6. Continuing business (6:20-6:40)**
 - a. None
 - 7. New Business (6:40-7:00)**
 - a. Core services of the library
 - b. Meeting room fees
 - c. Proposal for statue at the library
 - 8. Agenda items for next meeting:** December 11th, 2025, Broughton Community Room, Crook County Library, 175 NW Meadow Lakes Dr., Prineville, OR 97754, 541-447-7978.
 - 9. Adjournment**
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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.



Board of Trustees

Meeting Minutes

Thursday, October 9, 2025, 5:15pm
Crook County Library Juniper 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

Attendees:

- **Staff:** [y] Kim Bales, [y] Brenda Ford, [y] Stephanie Glisson
- **Trustees:** [y] Sandy Kerbow, [y] Mark Maboll, [y] Natalie Good, [y] Keya Rohovit-Wrolson, [y] Michael Stremme
- **Guests:** Ron Jackson, Ron Jackson, Nina Hogue, Brian Liebel, Will Van Vactor,

- **Call to Order:** Michael Stremme called the meeting to order at 5:17pm.
- **Public Comment:** None.
- **Consent agenda:** Sandy Kerbow made a motion to approve the minutes as written. Mark Maboll seconded the motion. September meeting minutes approved.
- **Conflicts/potential conflicts of interest:** Sandy Kerbow asked that we review the by-laws and make adjustments if necessary to ensure that the board is in compliance with state laws.
- **Reports:**
 - i. Friends: A panic button was installed in Chapters. The button is for fire/police/911 emergencies. CCL appreciates the hard work of the Friends. They provided funds for the 2025 summer reading program for Teens/Adults. Thank you so much!
 - ii. Director's report:
 - i. 6 new security cameras were installed in the library. One was installed in the Broughton Room as well as one added to the Teen Room.
 - ii. The sidewalk leading into the library will begin construction beginning the week of October 13th. The project will be done in phases and include the sidewalk out front of the library. The estimated project time is 2 weeks.
 - iii. Brenda informed the board of the many outreach programs she is doing.
 - iv. Increase in the non-resident Fees as of October 1st. Monthly is now: \$15.00 Yearly: \$150.00 Quarterly: \$40.00
 - v. Staff in service day is Monday October 13th. Officer Jerome is coming to speak with staff and offer training regarding assisting patrons who are experiencing a mental health crisis. Staff will also be updating policies and reorganizing the back-office space.
 - vi. Staff are still on the lookout for another location for the third Little Free Library. Some options are PLA 1 or by the splash pad at Striker Park.

- vii. Due to staff shortages the bookmobile will be parked for the winter and revisited in the spring next year. In the meantime, the collection on the bookmobile is still circulating.
 - viii. A new catalog will roll out early next year; the library is also getting a new website.
- **Next meeting:** Thursday, November 13th at 5:15pm, Crook County Library Broughton Room, Prineville, OR 97754, 541-447-7978.
 - i. Approval of September meeting minutes.
- **Adjournment:** Meeting adjourned at 6:15pm.

Director's Report

November 2025

Prepared by Kim Bales, Interim Director of Library Services

Facility

- We are having our whole building pressure washed this week, so it will be beautiful again. The first phase of the sidewalk project is complete; the next phase will be in the Spring.

Staff & Services

- Staff have been busy with outreach and in person programs and lots of new cards this past month. Interviews for a new director are on November 12th, so hopefully by the end of the month we'll have a new director.
- I've contacted the road department and asked if we could park the bookmobile in their yard for the winter. It won't start, the battery is probably dead, so facilities have said they will help us get it moving.

Strategic Planning Update

- Nothing new to discuss.

Other:

- Deschutes Library has lost their primary book vendor, Baker & Taylor is closing, after many years of service. They currently are not receiving new materials while they try to find a new vendor. Unfortunately, now, we are seeing longer hold times for our new/popular items, as us and Jefferson Library are the only ones with a copy. We are working with DPL to hopefully find a solution, because our CCL patrons are our biggest priority and we want to make sure we are being fair to them.

		FOR FISCAL YEAR 2024-2025					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE(P12-13) ACTUALS -----	Y-T-D 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	3,268.40-	43,414.81-	33,000-	33,000-	10,462	1.32
330-0000-300.01-08	REALIZED GAIN/LOSS	86.45-	3,220.21-	0	0	3,220	.00
330-0000-390.90-03	CURRENT YEAR TAXES	10,883.00-	1,653,724.00-	1,702,000-	1,702,000-	48,276-	.97
330-0000-390.90-04	PRIOR YEAR TAXES	1,873.00-	46,651.82-	0	0	46,652	.00
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* REVENUE		16,110.85-	2,697,718.02-	2,673,000-	2,673,000-	24,765	1.01
CONTINGENCY EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	956,000	856,000	856,000	.00
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* EXPENDITURE		.00	.00	956,000	856,000	856,000	.00
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*** LIBRARY		16,110.85-	2,697,718.02-	1,717,000-	1,817,000-	880,765	1.48
LIBRARY							
REVENUE							
330-3000-324.34-00	STATE GRANTS	434.09	31,290.62-	14,000-	34,000-	2,709-	.92
330-3000-329.42-18	COPIES AND PRINTS FEES	531.65-	6,431.18-	4,000-	4,000-	2,344	1.59
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	10.00-	665.00-	0	0	665	.00
330-3000-329.50-19	FINES	219.38-	3,618.08-	3,000-	3,000-	618	1.21
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	2.00-	95.15-	0	0	93	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	209.50	31.00	2,000-	2,000-	1,553-	.22
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	675.17	20,602.41-	10,000-	10,000-	10,602	2.06
330-3000-360.60-13	CASHIER ADJUSTMENT	.00	.95	0	0	1-	.00
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* REVENUE		555.73	88,646.24-	59,000-	79,000-	10,035	1.13
PERSONNEL SERVICES EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	42,458.94	617,496.29	640,000	639,000	42,974	.93
330-3000-510.01-01	WAGES-OTHER	.00	22,484.00	0	25,000	2,516	.90
330-3000-510.01-02	OVERTIME	66.53	3,574.33	5,000	5,000	1,426	.71
330-3000-510.01-32	EXTRA HELP	.00	1,957.50	3,000	3,000	1,043	.65
330-3000-510.02-01	FICA	3,202.06	48,800.43	49,000	49,000	1,816	.96
330-3000-510.02-02	WORKERS COMPENSATION	828.32	10,455.32	1,000	11,000	926	.92
330-3000-510.02-03	HEALTH INSURANCE	14,443.05	160,152.99	135,000	161,000	847	.99
330-3000-510.02-04	LIFE INSURANCE/LTD	124.47	1,788.01	2,000	2,000	212	.89
330-3000-510.02-05	UNEMPLOYMENT	42.56	622.68	2,000	1,000	399	.60
330-3000-510.02-06	401K RETIREMENT	4,919.83	66,035.12	60,000	67,000	3,443	.95
330-3000-510.02-08	OREGON PAID LEAVE TAX	242.41	3,479.65	3,000	4,000	643	.84

		FOR FISCAL YEAR 2024-2025					
ACCOUNT NUMBER	ACCOUNT DESCRIPTION	JUNE(P12-13) ACTUALS -----	Y-T-D ACTUAL	ORIG BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT -----
* EXPENDITURE		66,328.17	936,846.32	900,000	967,000	56,244	.94
MATERIALS & SERVICES EXPENDITURE							
330-3000-520.05-30	POSTAGE	220.36	2,253.49	3,000	3,000	747	.75
330-3000-520.05-71	MINOR EQUIPMENT	.00	26,857.10	10,000	27,000	1,663	.94
330-3000-520.05-74	PROGRAMS AND OUTREACH	263.87	27,215.71	20,000	30,000	4,091	.86
330-3000-520.05-89	CREDIT CARD CHARGES	6.81	162.25	0	1,000	832	.17
330-3000-520.05-96	DUES & MEMBERSHIPS	.00	329.00	2,000	1,000	671	.33
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	167.45	994.85	1,000	1,000	5	.99
330-3000-520.10-07	COPY MACHINES	280.82	4,023.35	10,000	5,000	1,337	.73
330-3000-520.10-25	OFFICE SUPPLIES	12.00-	11,944.82	6,000	16,000	4,196	.74
330-3000-520.10-26	ORDINANCE COMPILATION	859.00	1,689.00	1,000	2,000	1,141	.43
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	197.35	5,149.25	10,000	10,000	5,137	.49
330-3000-520.20-43	RESOURCE SHARING	.00	6,457.98	8,000	8,000	1,578	.80
330-3000-520.25-05	MILEAGE	.00	.00	4,000	0	0	.00
330-3000-520.25-11	FUEL	69.73	1,166.74	9,000	3,000	1,833	.39
330-3000-520.30-05	COLLECTION DEVELOPMENT	6,423.02	145,808.24	165,000	152,000	6,213	.96
330-3000-520.30-12	READY TO READ GRANT	1,857.17	1,857.17	12,000	2,000	143	.93
330-3000-520.35-13	CONTRACT SERVICES	3,858.16	44,704.09	0	45,000	992	.98
330-3000-520.35-42	SOFTWARE SERVICES	119.99	19,691.33	12,000	20,000	309	.98
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	8,968.00	12,000	9,000	32	1.00
330-3000-520.40-17	CELL PHONE COSTS	209.67	2,869.62	2,000	3,000	340	.89
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	.00	5,135.45	4,000	6,000	865	.86
330-3000-520.50-05	INSURANCE	.00	2,855.32	3,000	3,000	145	.95
330-3000-520.60-16	PROMOTION & PUBLICITY	45.84	5,801.81	7,000	6,000	521	.91
330-3000-520.65-00	LICENSES/FEES	.00	750.00	0	1,000	250	.75
330-3000-520.66-04	FINANCE	3,413.00	41,000.00	41,000	41,000	0	1.00
330-3000-520.66-09	FACILITIES	18,837.00	226,000.00	226,000	226,000	0	1.00
330-3000-520.66-27	LEGAL	1,250.00	15,000.00	15,000	15,000	0	1.00
330-3000-520.66-28	ADMINISTRATION	2,337.00	28,000.00	28,000	28,000	0	1.00
330-3000-520.66-29	HUMAN RESOURCES	2,250.00	27,000.00	27,000	27,000	0	1.00
330-3000-520.66-94	GIS	163.00	2,000.00	2,000	2,000	0	1.00
330-3000-520.66-95	IT	19,587.00	235,000.00	235,000	235,000	0	1.00
330-3000-520.66-98	RISK MGMT	75.00	900.00	1,000	1,000	100	.90
* EXPENDITURE		62,479.24	901,584.57	876,000	929,000	33,139	.96
*** LIBRARY		129,363.14	1,749,784.65	1,717,000	1,817,000	99,418	.95
**** LIBRARY		113,252.29	947,933.37-	0	0	980,183	.00

FOR FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	SEP ACTUAL -----	YTD ACTUAL -----	ORIG BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
LIBRARY							
REVENUE							
330-0000-300.01-01	BEGINNING BALANCE	.00	947,933.37-	921,000-	921,000-	26,933	1.03
330-0000-300.01-05	INTEREST EARNED	2,010.72-	7,347.19-	27,000-	27,000-	19,653-	.27
330-0000-300.01-08	REALIZED GAIN/LOSS	947.58-	1,022.29-	0	0	1,022	.00
330-0000-390.90-03	CURRENT YEAR TAXES	.00	.00	1,689,000-	1,689,000-	1,689,000-	.00
330-0000-390.90-04	PRIOR YEAR TAXES	4,862.77-	14,389.00-	37,000-	37,000-	22,611-	.39
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* REVENUE		7,821.07-	970,691.85-	2,674,000-	2,674,000-	1,703,308-	.36
CONTINGENCY EXPENDITURE							
330-0000-569.96-01	CONTINGENCY	.00	.00	881,000	881,000	881,000	.00
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* EXPENDITURE		.00	.00	881,000	881,000	881,000	.00
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*** LIBRARY		7,821.07-	970,691.85-	1,793,000-	1,793,000-	822,308-	.54
LIBRARY							
REVENUE							
330-3000-324.34-00	STATE GRANTS	.00	.00	39,000-	39,000-	39,000-	.00
330-3000-329.42-18	COPIES AND PRINTS FEES	357.91-	1,320.26-	6,000-	6,000-	4,680-	.22
330-3000-329.42-39	NONRESIDENT REGISTRATIONS	255.00-	365.00-	1,000-	1,000-	635-	.37
330-3000-329.50-19	FINES	143.71-	630.22-	4,000-	4,000-	3,370-	.16
330-3000-329.50-24	FINES-STATE COURTS	28,445.88-	28,445.88-	26,000-	26,000-	2,446	1.09
330-3000-343.43-24	MERCHANDISE	4.00-	19.50-	0	0	20	.00
330-3000-345.45-21	FRIENDS OF LIBRARY SALES	59.25-	894.60-	3,000-	3,000-	2,105-	.30
330-3000-347.47-00	DONATIONS/CONTRIBUTIONS	1.25-	113.71-	0	0	114	.00
330-3000-360.60-13	CASHIER ADJUSTMENT	.05-	.55-	0	0	1	.00
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* REVENUE		29,267.05-	31,789.72-	79,000-	79,000-	47,210-	.40
PERSONNEL SERVICES EXPENDITURE							
330-3000-510.01-00	SALARIES & WAGES	43,142.23	108,924.03	553,000	540,000	431,076	.20
330-3000-510.01-02	OVERTIME	728.09	932.07	7,000	7,000	6,068	.13
330-3000-510.02-01	FICA	3,304.91	8,276.09	43,000	42,000	33,724	.20
330-3000-510.02-02	WORKERS COMPENSATION	690.26	1,982.13	13,000	13,000	11,018	.15
330-3000-510.02-03	HEALTH INSURANCE	14,443.05	43,329.15	210,000	210,000	166,671	.21
330-3000-510.02-04	LIFE INSURANCE/LTD	98.36	347.30	2,000	2,000	1,653	.17
330-3000-510.02-05	UNEMPLOYMENT	43.86	109.83	1,000	1,000	890	.11
330-3000-510.02-06	401K RETIREMENT	5,256.92	13,103.16	64,000	64,000	50,897	.20
330-3000-510.02-08	OREGON PAID LEAVE TAX	250.05	626.14	3,000	3,000	2,374	.21
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* EXPENDITURE		67,957.73	177,629.90	896,000	882,000	704,370	.20

FOR FISCAL YEAR 2025-2026

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	SEP ACTUAL -----	YTD ACTUAL -----	ORIG BUDGET -----	FINAL BUDGET -----	BUDGET REMAINING -----	% REC'D/SPENT
MATERIALS & SERVICES							
EXPENDITURE							
330-3000-520.05-30	POSTAGE	20.99	741.98	0	2,000	1,258	.37
330-3000-520.05-71	MINOR EQUIPMENT	.00	7,043.02	10,000	17,000	9,957	.41
330-3000-520.05-74	PROGRAMS AND OUTREACH	367.23	42.35-	20,000	20,000	20,042	.00
330-3000-520.05-89	CREDIT CARD CHARGES	20.87	63.31	0	0	63-	.00
330-3000-520.05-96	DUES & MEMBERSHIPS	.00	120.17	2,000	2,000	1,880	.06
330-3000-520.10-06	COLLECTION AGENCY EXPENSE	.00	.00	1,000	0	0	.00
330-3000-520.10-07	COPY MACHINES	271.57	644.56	10,000	5,000	4,355	.13
330-3000-520.10-25	OFFICE SUPPLIES	2,359.54	3,505.16	7,000	7,000	3,495	.50
330-3000-520.10-26	ORDINANCE COMPILATION	.00	.00	1,000	1,000	1,000	.00
330-3000-520.20-19	EQUIPMENT REPAIRS/MAINT.	.00	.00	10,000	8,000	8,000	.00
330-3000-520.20-43	RESOURCE SHARING	.00	.00	8,000	8,000	8,000	.00
330-3000-520.25-05	MILEAGE	.00	.00	5,000	5,000	5,000	.00
330-3000-520.25-11	FUEL	.00	130.00	5,000	3,000	2,870	.04
330-3000-520.30-05	COLLECTION DEVELOPMENT	9,135.98	20,828.85	160,000	169,000	148,171	.12
330-3000-520.30-12	READY TO READ GRANT	.00	400.00	10,000	10,000	9,600	.04
330-3000-520.35-13	CONTRACT SERVICES	799.92	2,417.94	16,000	21,000	18,582	.12
330-3000-520.35-41	SECURITY SERVICES	.00	.00	0	2,000	2,000	.00
330-3000-520.35-42	SOFTWARE SERVICES	863.55	7,099.97	43,000	43,000	35,900	.17
330-3000-520.35-85	LIBRARY CONSORTIUM	.00	24,343.60	10,000	10,000	14,344-	2.43
330-3000-520.40-17	CELL PHONE COSTS	201.48	402.96	2,000	2,000	1,597	.20
330-3000-520.45-02	TRAINING/LODGING/PER DIEM	307.00-	1,595.02	4,000	4,000	2,405	.40
330-3000-520.50-05	INSURANCE	.00	2,995.16	3,000	3,000	5	1.00
330-3000-520.60-16	PROMOTION & PUBLICITY	.00	322.50	7,000	6,000	5,678	.05
330-3000-520.65-00	LICENSES/FEES	.00	.00	1,000	1,000	1,000	.00
330-3000-520.66-04	FINANCE	3,667.00	11,001.00	44,000	44,000	32,999	.25
330-3000-520.66-09	FACILITIES	24,000.00	72,000.00	288,000	288,000	216,000	.25
330-3000-520.66-27	LEGAL	1,417.00	4,251.00	17,000	17,000	12,749	.25
330-3000-520.66-28	ADMINISTRATION	2,917.00	8,751.00	35,000	35,000	26,249	.25
330-3000-520.66-29	HUMAN RESOURCES	1,867.00	5,601.00	22,000	22,000	16,399	.25
330-3000-520.66-94	GIS	250.00	750.00	3,000	3,000	2,250	.25
330-3000-520.66-95	IT	16,092.00	48,276.00	193,000	193,000	144,724	.25
* EXPENDITURE		63,944.13	223,241.85	937,000	951,000	727,758	.23
CAPITAL OUTLAY							
EXPENDITURE							
330-3000-580.80-05	CAPITAL OUTLAY	.00	.00	39,000	39,000	39,000	.00
* EXPENDITURE		.00	.00	39,000	39,000	39,000	.00
*** LIBRARY							
		102,634.81	369,082.03	1,793,000	1,793,000	1,423,918	.21
**** LIBRARY							
		94,813.74	601,609.82-	0	0	601,610	.00

The Gift Of Reading

- 1) Reading is a uniquely human ability and gift. I am a professional artist who has lived in this community since 1991. I would love to use the talents I've been given to sculpt a life size bronze sculpture that would be in the octagon in front of the library.
- 2) The nice fish sculpture could be relocated behind, the library in the park. I think it would be great if it were in a fountain setting with recirculating, flowing water.
- 3) I have already designed a maquette that will serve as a template for the life size sculpture. The name of the sculpture is, "The Gift Of Reading."
- 4) Prior to doing the life size sculpture, I will sculpt a half, life size sculpture to further illustrate what I feel are the attractive and relatable features of the sculpture. The half size sculpture could also be used to help attract funding for the project.
- 5) I will seek to do funding for the sculpture in an effort to keep any of the funds from being taken directly out of the Library Budget.
- 6) Funding for the sculpture would be to and thru the library in a special library sculpture category.
- 7) All the funds would be distributed to pay for the fabrication of the sculpture, (the costs of casting in bronze, transporting the sculpture from the foundry, building a suitable base for the sculpture, and installation of the sculpture), would be from private donors and donations that would, hopefully, qualify under the non-profit 501c3 plan.
- 8) I will not be trying to make any personal profit for the sculpture project, but will be giving my time and talents as an act of gratitude to the community.
- 9) The final sculpture, will be in a classic patina, much like other large sculptures in the area.
- 10) At this point, I am the only one taking risks in presenting, work and fund raising for this project. My wife, Janna, and I live just down the street from the library and contributed financially years ago at the inception of the "new" library. It's been a dream of mine for years, to be able to do a nice sculpture for this community. If necessary, I will gladly present character as well as professional references.

Thank you,

Gary MacDonald Thomas

213 SW Meadow Lakes Drive
Prineville, Oregon, 97754
541-419-4462
808-446-5872
Gmact49@gmail.com

