

# Baker County Library District

Board of Directors

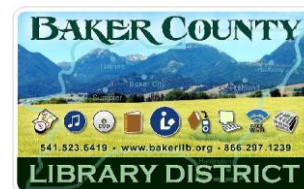
## Regular Meeting Agenda

Tuesday, Oct 10, 2023, 12:00 – 1:00 pm

Meeting simulcast via [Zoom](#)

Phone: +1 253 215 8782 US Meeting ID: 860 7254 8647 Passcode: 119399

Kyra Rohner, President



- |       |   |                 |
|-------|---|-----------------|
| I.    | <b>CALL TO ORDER</b>  | Rohner          |
| II.   | <b>Consent agenda (ACTION)</b>  | Rohner          |
|       | a. Additions/deletions from the agenda  |                 |
|       | b. Minutes of previous regular and Budget Committee meetings  |                 |
| III.  | <b>Conflicts or potential conflicts of interest</b>   | Rohner          |
| IV.   | <b>Open forum for general public, comments &amp; communications</b>   | Rohner          |
|       | In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. |                 |
| V.    | <b>OLD BUSINESS</b>   |                 |
|       | a. <b>Guest Presentation – NDNW Needle Disposal Proposal</b>  | NDNW staff      |
| VI.   | <b>NEW BUSINESS</b>   |                 |
|       | a. <b>Resolution adopting Audit Division Plan of Action (ACTION)</b>  | Hawes           |
|       | b. <b>Revised Wage Scale (ACTION)</b>   | Stokes          |
| VII.  | <b>REPORTS</b>  |                 |
|       | a. Director   | Stokes          |
|       | b. Finance  | Hawes           |
| VIII. | <b>Agenda items for next regular meeting: Nov 14, 2023</b>  | President-elect |
| IX.   | <b>ADJOURNMENT</b>  | President-elect |

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The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk\* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property

ORS 192.660 (2) (a, b, i) Personnel

# Library Board Meeting – Annotated Agenda

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Monday, Sep 12, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

- I. **CALL TO ORDER** Rohner
- II. **Consent agenda (ACTION)** Rohner
- a. **Additions/deletions from the agenda**
  - b. **Minutes of previous meeting(s)**

### *Attachments:*

- II.b.i. Board meeting minutes, Sep 12 2023

- III. **Conflicts or potential conflicts of interest** Rohner
- IV. **Open forum for general public, comments & communications** Rohner
- V. **OLD BUSINESS**
- a. **Guest Presentation – NDNW Needle Disposal Proposal** NDNW staff

New Directions NW recently approached BCLD about the potential placement of used needle / sharps disposal containers on library grounds. Used syringes have been found discarded on library and city park property on occasion. Other public libraries have reported attempted disposal by flushing down toilets, which can create plumbing blockage and damage.

This is an opportunity for the board to discuss consideration of a potential partnership with NDNW for offering sharps disposal receptacles. If interested, NDW staff can be invited to a future meeting to present more information about their proposal.

## VI. **NEW BUSINESS**

- a. **Resolution adopting Audit Division Plan of Action (ACTION)** Hawes

### *Attachments:*

- VI.a.i Resolution 2023-24 R.05

This Resolution is for a Plan of Action to address the deficiency noted in the management letter presented to the board at the January 2023 meeting along with the 2021-2022 financial statements. Rob reminded us in January that this deficiency is not something we can do anything about. However, the State Audit Division wants us to submit a plan of action to address it. We were required to do the same thing two years ago for the fiscal year 2020-2021 financial statements. Apparently this will be an annual requirement since we can't fix the deficiency.

- b. **Revised Wage Scale (ACTION)** Stokes

### *Attachments:*

- VI.b.i Current Wage Scale
- VI.b.ii Wage Scale Revised Draft
- VI.b.iii Salary Survey with Revised Draft Data
- VI.b.iv Baker County Unionized Staff Model Scale

# Library Board Meeting – Annotated Agenda

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Monday, Sep 12, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

With several steps on the BCLD employee wage scale now below the state minimum wage, a revision is needed. The proposed draft is based on the latest scale for unionized staff in use by Baker County. I have prepared a Salary Survey report with proposed rates as compared to peer libraries. The revision lifts BCLD rates that were in the lowest tier to the 2<sup>nd</sup> quartile.

A significant impact of the revision is that it would reclassify a number of staff and make them eligible for additional step increases. At the time of this initial discussion I don't yet have financial analysis of that impact prepared.

Note that after the series of \$0.50 minimum wage increases in Oregon, the wage will now be automatically increased by the inflation rate. The current minimum wage is \$13.20 (5.6% above the prior year \$12.50 rate).

## REPORTS

c. Director

Stokes

### ADMINISTRATION

- **BCLD Debt Free** – We received confirmation of final payment on the LID debt with the City of Baker City for the Resort Street Improvement Project. The district is now completely debt free.
- **Collection Diversity Audit** – A diversity analysis of the BCLD collection by Ingram is underway. The results report is expected in late October.
- **Senior Community Service Employment Program (SCSEP)** – Heather and I met with regional representatives of this program which was formerly operated by WorkSource Oregon. We have the opportunity to have the program fund a senior intern employee for up to 25 hours a week – perhaps at each branch as well. I am proceeding with the paperwork to resume this program partnership.

### FACILITIES

- **Huntington door replacement** – A contractor repaired the door frame and replaced the door. The side “emergency exit” door served as the entrance during the maintenance and for a few days while Ed was waiting new lock parts to arrive.
- **Huntington pest issues follow-up** – The wasp intrusion issue appears to have been resolved. After an alert from the local school, training on bed bug inspection and emergency response kit materials were provided to Huntington branch staff. To date there have been no signs of infestation of the facility or materials.
- **Baker window seal replacement** – Contractor Marv's Glass replaced all window wall seals. The old seals were aged, dried and allowing leakage. They may have been the wrong product to begin with, according to the contractor.
- **Surplus shelving shared with Baker Literacy Organization** – Spare shelving in storage that was previously in the Baker children's collection is being shared with Baker County Community Literacy Coalition (BCCLC). Ed is assisting with installation.

# Library Board Meeting – Annotated Agenda

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Monday, Sep 12, 2023, 12:00 pm

Notes prepared by Library Director Perry Stokes

## PROGRAMS & SERVICES

- **Voter Registration Day** – Baker County Clerk Stefanie Kirby was available for questions and voter registration assistance for about half the day on Sep 19. She was very pleased with the event.
- **IRS Community Assistance Visit** – About 7 IRS personnel were on hand for 3 days from Sep 26 – 28 to assist local residents with tax issues. The group helped an average of 10 persons a day. They reported the attendance was higher than their prior event in Anchorage and commended BCLD for our facilities and help with advertising the event.
- **Let Freedom Read Week** – Nationally known as “Banned Books Week”, BCLD has promoted the initiative with social media, displays and posters in the library, and a “Watch Party” of a web broadcast about censorship trends provided by Multnomah County Library. Public feedback has been overwhelmingly positive.

## PERSONNEL

- **IT Manager temporary schedule revision** – For personal reasons, our IT Manager is working half his regular hours until further notice.

## SAFETY & SECURITY

- **Wireless Charge Pads replaced with Desktop outlets** – Due to continued theft, I removed all Wireless Phone Charge Pads that were set out on public lounge tables and workstations. They have been replaced with new clamp-on electrical outlet extensions with USB ports. Charge cords can be borrowed from the service desk.

### d. Finance

Hawes

Reports to be delivered at the meeting.

## VII. Agenda items for next regular meeting: **Nov 14, 2023**

Rohner

- Collection Development Policy & Materials Reconsideration Process
- Financial Management Policy

## VIII. ADJOURNMENT

Rohner



Baker County Library District  
**Library Board**  
**Regular Meeting Minutes**

Sep 12, 2023

<p><b>Call to Order</b></p>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Kyra <b>Rohner</b>, Joan <b>Spriggs</b>, Beth <b>Bigelow</b>, Ashley <b>McClay</b> and Betty <b>Palmer</b> (arriving at 12:08). Also attending in person are Perry <b>Stokes</b>, Director and Christine <b>Hawes</b>, Business Manager. No one attended online through Zoom although it was available.</p> <p>Meeting called to order at 12:06 pm by Rohner.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner asked if there were any additions or deletions to the consent agenda or minutes from the previous meeting. Stokes said the Revised Wage Scale item is postponed; it is still a work in progress. No other changes. <b>Bigelow made a motion to approve the Consent Agenda; Spriggs seconded</b>; no discussion; <b>motion passed unanimously (4 yea; Rohner, Spriggs, Bigelow and McClay)</b> by those present.</p>
<p><b>Conflicts of Interest</b></p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p> <p>Betty Palmer arrived.</p>
<p><b>Public Comment</b></p>	<p>Rohner moved to public comments. No public present. Stokes received a complaint to share with the board. While he was on vacation, there were two incidents that the staff experienced. He described both public complaints and issues. After review, he found no evidence to substantiate the complaint. Both incidents involved staff enforcing standard policy. To help clarify matters, the board will update room space use policies today. Rohner asked if these were formal complaints. Stokes said both were informal complaints.</p> <p>Rohner asked if training on policies is done at the staff training. Stokes responded that policy and procedure reviews are discussed for new hires in training and at staff meetings. He described policy reviewed at the Staff Day training event in August. It was stressed that the staff be consistent in following policy. After the Meeting Room policy is updated, he will discuss it at the next staff meeting. Discussion ensued on staff being familiar with district policy. Palmer suggested we include one policy each month in the staff meeting. Rohner also suggested required training on Equity, Diversity, and Inclusion (EDI).</p>



Baker County Library District  
**Library Board**  
**Regular Meeting Minutes**

Sep 12, 2023

	Discussion on how to educate staff.
<b>OLD BUSINESS:</b> <b>New Directions Northwest Needle Disposal Proposal</b>	A representative from New Directions NW was invited to the meeting for discussion of placement of a sharps disposal unit on library grounds, but was not present. This agenda item is tabled to the next meeting. Stokes will contact the guest to reschedule.
<b>NEW BUSINESS:</b> <b>Meeting Room &amp; Study Room Policy Revision</b>	<p>Stokes presented proposed changes to the Meeting Room &amp; Study Room Policy. The main changes are to the study room portion. There is a small change on page one addressing the meeting room use. We give 20 minutes for a person to arrive before making it available to others. The room booking software gives us 30 minutes, if there is a no-show, then we can give this to another person to use the room.</p> <p>To reserve a room space, a person must be the age of 14 or older; Stokes selected this age as Oregon state statutes provide expanded independent rights to persons at age 14 . The policy now allows users to remain in a room after their reservation period until it is booked by someone else. Palmer suggested the use of the word “<i>may</i>” instead of <i>Occupants “will” be allowed to remain in the room...</i> Stokes made note of the change. Smoking and vaping are prohibited by law, but this is stated in policy for emphasis. He went over all of the changes and the purpose of them.</p> <p>Security cameras are installed in rooms for safety and security. Tampering with them results in a loss of privileges. Palmer asked if the cameras give full coverage of the rooms. Stokes said they are as wide as possible. Palmer said that she is hearing from other schools that extensive use of vaping is an issue. Stokes said that has been an occasional issue and he aims to install vape sensors in rooms. Rohner asked if there were any other discussions or changes to this policy. There were none.</p> <p><b>McClay made a motion to approve the meeting Room and Study Room policy with changes stated ; Bigelow seconded, no further discussion; Motion passed unanimously (5 yea).</b></p>
<b>Revised Wage Scale</b>	Stokes said this item will be moved to a future meeting. It is still a work in progress.



Baker County Library District  
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<p><b>REPORTS:</b> <b>Director</b></p>	<p>Stokes gave the Director’s report:</p> <p><b>Facilities</b> New flip-top, rolling meeting room tables have arrived. They are placed in the Reading Room, Study Rooms, and a few of them were sent out to branches. The tables fold up for convenient nesting storage, are light-weight, and easier to move around. The Friends paid for half of the cost of the tables.</p> <p><b>Personnel</b> We will be losing 3 pages that are leaving for college. New hire replacements for them are being interviewed. Our facility manager, Ed, expects to be taking extended medical leave sometime in December to February.</p> <p><b>General Administration</b> He is starting to work on the annual State Library Statistics report. He will present an overview of the report at a future meeting.</p> <p><b>Programs</b> Banned Books Week – Libraries nationwide promote First Amendment rights in October with a “Banned Books Week” campaign. Stokes likes the theme of “Let Freedom Read” and graphics this year. He ordered a set of promotional materials.</p> <p>Clean Slate Fines Forgiveness – For Library Card Sign-Up Month in September and through Banned Books Week, the District will be offering to waive late fines for patrons. This will be noted in processing on accounts as <i>2023 BBW Clean Slate</i>.</p> <p>National Voters Registration Day - The library is hosting County Clerk Stefanie Kirby for half of the day on Sep 19 to promote registration to vote and solicit questions about the elections process.</p> <p>IRS On-Site Assistance - Stokes was contacted by the IRS about hosting field workers that are traveling to remote areas to assist the community with tax issues. At least three agents will be here for 3 days, and will be open to the public for assistance with IRS issues or questions. The IRS sent security staff down in advance to make sure we had proper exits and safe rooms for them to use. We received monitors that they had shipped here for that day.</p>





Baker County Library District  
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	<p>New World Language Online Books Resource - Stokes found a new resource that he is considering adding to our digital platform. It has multiple languages including sign language. Videos play books read in a language of choice. It is affordable. The company is called Mote-4-Kids; it appears they are based in Australia.</p> <p><b>Facilities, Continued</b></p> <p>Huntington Library - the front door is bent. Ed went down to work on the door and said that the door needs to be replaced. It is estimated at about \$2,000 to replace. Ed has ordered the replacement.</p> <p>Huntington Library - another project is to have the exterior and the trim repainted. Ed is looking into contractors for that project.</p> <p>Baker Library - the window seals need to be replaced. The seals are breaking down with age. The cost is up to \$7,500. Some discussion but all agreed it was needed. Palmer asked how long it will take for installation. Stokes didn't have that timeline; he will find out.</p> <p>Outside Phone - Ed has ordered a new handset for the phone at the outside patron phone. It has been beat up although it still works.</p> <p>Bike Repair Station – Stokes intends to have Ed add a flood light to this area for safety.</p> <p>Huntington Library - the cameras are being improved. The ones there occasionally fail. We will also be upgrading this library to LED lighting. Two other branches have already been done.</p>
<p><b>Finance Report</b></p>	<p>Hawes reported on the financial reports. Copies of the reports have been handed out and electronic copies are available.</p> <p>The General Fund received tax turnovers on September 6 totaling \$3,228.63. No other revenues to report. <b>Personnel Services</b> is on target with the budget.</p> <p>In <b>Materials &amp; Services</b>, noteworthy checks included in the Book budget are Cengage - Gale \$2,733.15 to renew 3 online subscriptions, Ingram \$6,500.36 for the monthly book order, and Rivistas \$3,386.94 for branch magazine and periodical renewals. The largest invoices have not arrived yet for the Baker Library subscriptions. Last year the library paid \$5,392 for magazine</p>





**Baker County Library District  
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Sep 12, 2023

	<p>subscriptions plus \$2,932 for newspaper subscriptions. The periodicals manager says she anticipates those being about the same. In Facilities &amp; Grounds Maintenance, a check to Tony's Tree Service for \$1,200 to trim a tree and remove a dead pine tree. In utilities, a check to the City of Sumpter \$513.41 for second quarter (April, May &amp; June) utilities for the Sumpter Branch Library.</p> <p>The Library District wrote two large checks. One to the Oregon Corrections Enterprises for \$15,461 for 20 tables with folding tops for the meeting room. And a second, to the City of Baker City to pay off the LID account of \$11,310.29 (principal \$10,813.57 plus interest \$496.12).</p> <p>The Other Funds wrote a check to Past Perfect \$720.00 to renew the software subscription that hosts the historic photo collection. It also made an online payment to VISA of \$537.41 which includes \$89.15 for shipping of books sold on Amazon, \$14.97 for a volunteer memorial, and \$433.29 for 3 bicycles awarded through the Summer Reading Program using the Bikes-for-Books designated funds. It will also reimburse the General Fund \$128 for a 4th bicycle. The Bikes-for-Books fund will have a remaining balance of \$1,078.</p> <p>The Capital Investment Fund had no activity.</p> <p>The Sage Fund wrote 4 checks to small couriers totaling \$2,785.60 and made a payment online to VISA \$304.44 for Marcive record maintenance.</p> <p>The Approved Bills Reports were passed around for the directors to review and initial along with the check packets split among those present. The Library District VISA was included with online payments that were passed around for the directors to review. Palmer commented on the VISA purchase for Saris. Hawes responded that this is the company where we purchase replacement parts for the bike repair station.</p> <p>Stokes reiterated that he will contact New Directions and reschedule the visit. No further discussion.</p>
<b>Next Meeting</b>	The next regular board meeting will be October 10, 2023 at noon.
<b>Adjourn</b>	<p>Rohner adjourned the meeting at 12:50 pm.</p> <p>Respectfully submitted,</p>



Baker County Library District  
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Sep 12, 2023

	<p>Perry Stokes Secretary to the Board PS/ch</p>
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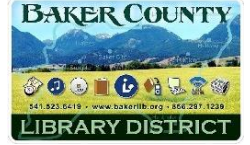
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**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2023-24.05**

**Resolution Adopting Plan of Action for Audit Division**

Oct 10, 2023



WHEREAS Baker County Library District is now meeting in regular session for the conduct of business; and

WHEREAS the District has received and reviewed the fiscal year 2021-2022 audited financial statements from Gaslin Accounting, PC; and

WHEREAS our auditor noted certain internal control matters that were reported to management of the Baker County Library District in a separate letter dated December 12, 2022. The letter stated that the District does not have adequate staff to verify the financial statements for which we rely on the accounting firm to perform. This is considered a significant deficiency in internal controls; and

WHEREAS the district has consulted with its audit agency representative and received guidance on crafting a Plan of Action to satisfy the requirement;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Baker County Library District that the corrective Plan of Action is reviewed and approved as follows:

- The Business Manager will take full responsibility for all financial statements related to the Financial Report to be presented to the accounting firm under contract to perform audit work, including the Government Wide statements and preparation of required note disclosures which will satisfy internal control procedures related to the deficiency noted.
- The District recognizes the importance of proper internal controls to prevent and detect fraud. However, economic factors limit the District's ability to provide additional staff in order to achieve adequate verification of financial statements. Therefore, the board acknowledges the importance of continuing its oversight of management activities to minimize the risks associated with this deficiency in internal control.

Adopted by the Board of Directors of Baker County Library District this 10th day of Oct, 2023.

**FOR THE BOARD:**

\_\_\_\_\_  
**Signature**

BCLD Board President or Designee

**ATTEST:**

\_\_\_\_\_  
**Signature: Perry Stokes**

District Secretary

**BAKER COUNTY LIBRARY DISTRICT**  
Standardized Wage Scale Fiscal Year 2022-23

**\$25,188** *Prior Fiscal Year Standard Wage Step 3-1*  
**5.00%** *Percentage Increase factor COLI \* (See history in margin)*  
*CURRENT OREGON MINIMUM WAGE \$13.20 Eff 7/1/23 (Baker County)*

Range	Step	Annual	Monthly Salary	Hourly Rate	Staff Classifications
<b>Library Asst I - PUBLIC SERVICES</b>					
3	1	<b>26,448</b>	2203.99	<del>12.74</del>	<i>Step 3-1 does not meet minimum wage - DO NOT USE</i>
3	2	27,770	2314.19	<del>13.35</del>	<i>Step 3-2 does not meet minimum wage - DO NOT USE</i>
3	3	29,159	2429.90	14.02	GENERAL NEW HIRE starting step
				14.02	
				14.02	
3	4	30,617	2551.39	14.72	
				14.72	
3	5	32,148	2678.96	15.46	
				15.46	
				15.46	
<b>Library Assistant II</b>					
4	1	27,770	2314.19	13.35	
4	2	29,159	2429.90	14.02	<i>Branch Library SUB wage; STATIC (subs stay at this level unless moved by Director)</i>
				14.02	
4	3	30,617	2551.39	14.72	
				14.72	
4	4	32,148	2678.96	15.46	
				15.46	
4	5	33,755	2812.91	16.23	
				16.23	
				16.23	
<b>Library Assistant III / Branch</b>					
5	1	29,159	2429.90	14.02	BRANCH LEAD NEW HIRE starting step 5/3
5	2	30,617	2551.39	14.72	
5	3	32,148	2678.96	15.46	
				15.46	
				15.46	
5	4	33,755	2812.91	16.23	
5	5	35,443	2953.56	17.04	
				17.04	
				17.04	
				17.04	
				17.04	
<b>Library Technician I</b>					
6	1	30,617	2551.39	14.72	
6	2	32,148	2678.96	15.46	
6	3	33,755	2812.91	16.23	
6	4	35,443	2953.56	17.04	
6	5	37,215	3101.23	17.89	
				17.89	
<b>Library Technician II</b>					
7	1	32,148	2678.96	15.46	
7	2	33,755	2812.91	16.23	
7	3	35,443	2953.56	17.04	
7	4	37,215	3101.23	17.89	
7	5	39,076	3256.30	18.79	
<b>Library Technician III</b>					
8	1	33,755	2812.91	16.23	
8	2	35,443	2953.56	17.04	
8	3	37,215	3101.23	17.89	
8	4	39,076	3256.30	18.79	
8	5	41,029	3419.11	19.73	
<b>Library Associate I</b>					
9	1	35,443	2953.56	17.04	
9	2	37,215	3101.23	17.89	
9	3	39,076	3256.30	18.79	

**BAKER COUNTY LIBRARY DISTRICT**  
Standardized Wage Scale Fiscal Year 2022-23

**\$25,188** *Prior Fiscal Year Standard Wage Step 3-1*  
**5.00%** *Percentage Increase factor COLI \* (See history in margin)*  
*CURRENT OREGON MINIMUM WAGE \$13.20 Eff 7/1/23 (Baker County)*

Range	Step	Annual	Monthly Salary	Hourly Rate	Staff Classifications
9	4	41,029	3419.11	19.73	
9	5	43,081	3590.07	20.71	
					<b>Library Associate II</b>
10	1	37,215	3101.23	17.89	
10	2	39,076	3256.30	18.79	
10	3	41,029	3419.11	19.73	
10	4	43,081	3590.07	20.71	
10	5	45,235	3769.57	21.75	
		PT Calc line	3015.66	21.75	
					<b>Librarian I</b>
11	1	39,076	3256.30	18.79	
11	2	41,029	3419.11	19.73	
11	3	43,081	3590.07	20.71	
11	4	45,235	3769.57	21.75	
11	5	47,497	3958.05	22.83	
					<b>Librarian II</b>
12	1	41,029	3419.11	19.73	
12	2	43,081	3590.07	20.71	
12	3	45,235	3769.57	21.75	
12	4	47,497	3958.05	22.83	
12	5	49,871	4155.95	23.98	
					<b>Admin I</b>
13	1	43,081	3590.07	20.71	
13	2	45,235	3769.57	21.75	
13	3	47,497	3958.05	22.83	
13	4	49,871	4155.95	23.98	
13	5	52,365	4363.75	25.18	
				25.18	
					<b>Admin II</b>
14	1	45,235	3769.57	21.75	
14	2	47,497	3958.05	22.83	
14	3	49,871	4155.95	23.98	
14	4	52,365	4363.75	25.18	
14	5	54,983	4581.94	26.43	
					<b>Admin III</b>
15	1	47,497	3958.05	22.83	
15	2	49,871	4155.95	23.98	
15	3	52,365	4363.75	25.18	
15	4	54,983	4581.94	26.43	
15	5	57,732	4811.03	27.76	
					<b>Admin IV</b>
16	1	49,871	4155.95	23.98	
16	2	52,365	4363.75	25.18	
16	3	54,983	4581.94	26.43	
16	4	57,732	4811.03	27.76	
16	5	60,619	5051.58	29.14	
					<b>Admin V</b>
17	1	52,365	4363.75	25.18	
17	2	54,983	4581.94	26.43	
17	3	57,732	4811.03	27.76	
17	4	60,619	5051.58	29.14	
17	5	63,650	5304.16	30.60	
					<b>Admin VI</b>
18	1	54,983	4581.94	26.43	
18	2	57,732	4811.03	27.76	
18	3	60,619	5051.58	29.14	
18	4	63,650	5304.16	30.60	
18	5	66,832	5569.37	32.13	
					<b>Admin VII</b>
19	1	57,732	4811.03	27.76	
19	2	60,619	5051.58	29.14	
19	3	63,650	5304.16	30.60	
19	4	66,832	5569.37	32.13	
19	5	70,174	5847.84	33.74	
					<b>Admin VIII</b>
20	1	60,619	5051.58	29.14	
20	2	63,650	5304.16	30.60	

**BAKER COUNTY LIBRARY DISTRICT**  
Standardized Wage Scale Fiscal Year 2022-23

**\$25,188**  
**5.00%**

**Prior Fiscal Year Standard Wage Step 3-1**  
**Percentage Increase factor COLI \* (See history in margin)**

CURRENT OREGON MINIMUM WAGE \$13.20 Eff 7/1/23 (Baker County)

Range	Step	Annual	Monthly Salary	Hourly Rate
20	3	66,832	5569.37	32.13
20	4	70,174	5847.84	33.74
20	5	73,683	6140.23	35.42

**Staff Classifications**

**Admin IX**

21	1
21	2
21	3
21	4
21	5

Wage Scale 21 moved to separate Admin salary sheet, FY21-22  
Ch 7/27/2021

**NOTES ON CHANGES from prior fiscal year:**

Removed Range 1 and 2 - historically not used and not in compliance  
Removed Non-PERS rate column; move those in that range to PERS  
The purpose of these changes is to move toward a uniform classification

# BAKER COUNTY LIBRARY DISTRICT

Standardized Wage Scale Fiscal Year 2023-24

[CURRENT OREGON MINIMUM WAGE](#)

\$13.20 Eff 7/1/23 (Baker County). \*Now tied to inflation rate by state statute

5% Increase

Range	Step	Annual	Monthly	Hourly
3	1	29,159	2,430	14.02
3	2	30,617	2,551	14.72
3	3	32,148	2,679	15.46
3	4	33,755	2,813	16.23
3	5	35,443	2,954	17.04
4	1	30,617	2,496	14.72
4	2	32,148	2,679	15.46
4	3	33,755	2,813	16.23
4	4	35,443	2,954	17.04
4	5	37,215	3,101	17.89
5	1	32,148	2,623	15.46
5	2	33,755	2,813	16.23
5	3	35,443	2,954	17.04
5	4	37,215	3,101	17.89
5	5	39,076	3,256	18.79
6	1	33,755	2,752	16.23
6	2	35,443	2,954	17.04
6	3	37,215	3,101	17.89
6	4	39,076	3,256	18.79
6	5	41,029	3,419	19.73
7	1	35,443	2,896	17.04
7	2	37,215	3,101	17.89
7	3	39,076	3,256	18.79
7	4	41,029	3,419	19.73
7	5	43,081	3,590	20.71
8	1	37,215	3,031	17.89
8	2	39,076	3,256	18.79
8	3	41,029	3,419	19.73
8	4	43,081	3,590	20.71
8	5	45,235	3,770	21.75
9	1	39,076	3,191	18.79
9	2	41,029	3,419	19.73

**Library Page I**

GENERAL NEW HIRE starting step

**Library Page II**

**Library Assistant I**

Branch Library SUB wage; STATIC (subs stay at this level unless moved by Director)

**Library Assistant II**

**Library Assistant II**

**Library Assistant III**

**Library Technician I**



# BAKER COUNTY LIBRARY DISTRICT

Standardized Wage Scale Fiscal Year 2023-24

[CURRENT OREGON MINIMUM WAGE](#)

\$13.20 Eff 7/1/23 (Baker County). \*Now tied to inflation rate by state statute

5% Increase

Range	Step	Annual	Monthly	Hourly
9	3	43,081	3,590	20.71
9	4	45,235	3,770	21.75
9	5	47,497	3,958	22.83
10	1	41,029	3,348	19.73
10	2	43,081	3,590	20.71
10	3	45,235	3,770	21.75
10	4	47,497	3,958	22.83
10	5	49,871	4,156	23.98
11	1	43,081	3,514	20.71
11	2	45,235	3,770	21.75
11	3	47,497	3,958	22.83
11	4	49,871	4,156	23.98
11	5	52,365	4,364	25.18
12	1	45,235	3,696	21.75
12	2	47,497	3,958	22.83
12	3	49,871	4,156	23.98
12	4	52,365	4,364	25.18
12	5	54,983	4,582	26.43
13	1	47,497	3,873	22.83
13	2	49,871	4,156	23.98
13	3	52,365	4,364	25.18
13	4	54,983	4,582	26.43
13	5	57,732	4,811	27.76
14	1	49,871	4,071	23.98
14	2	52,365	4,364	25.18
14	3	54,983	4,582	26.43
14	4	57,732	4,811	27.76
14	5	60,619	5,052	29.14
15	1	52,365	4,276	25.18
15	2	54,983	4,582	26.43
15	3	57,732	4,811	27.76
15	4	60,619	5,052	29.14
15	5	63,650	5,304	30.60

Library Technician II

Library Technician III

Library Associate I

Library Associate II

Library Associate III

Librarian I

# BAKER COUNTY LIBRARY DISTRICT

Standardized Wage Scale Fiscal Year 2023-24

[CURRENT OREGON MINIMUM WAGE](#)

\$13.20 Eff 7/1/23 (Baker County). \*Now tied to inflation rate by state statute

5% Increase

Range	Step	Annual	Monthly	Hourly
16	1	54,983	4,488	26.43
16	2	57,732	4,811	27.76
16	3	60,619	5,052	29.14
16	4	63,650	5,304	30.60
16	5	66,832	5,569	32.13
17	1	57,732	4,712	27.76
17	2	60,619	5,052	29.14
17	3	63,650	5,304	30.60
17	4	66,832	5,569	32.13
17	5	70,174	5,848	33.74
18	1	60,619	4,947	29.14
18	2	63,650	5,304	30.60
18	3	66,832	5,569	32.13
18	4	70,174	5,848	33.74
18	5	73,683	6,140	35.42
19	1	63,650	5,192	30.60
19	2	66,832	5,569	32.13
19	3	70,174	5,848	33.74
19	4	73,683	6,140	35.42
19	5	77,367	6,447	37.20
20	1	66,832	5,453	32.13
20	2	70,174	5,848	33.74
20	3	73,683	6,140	35.42
20	4	77,367	6,447	37.20
20	5	81,235	6,770	39.06

## Librarian II

## Librarian III

## Admin I

## Admin II

## Admin III





## BAKER CITY, OREGON

P.O. Box 650, Baker City, OR 97814-0650  
541-523-6541 Voice/TDD  
www.bakercity.com

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September 22, 2023

Baker County Library District  
Attention: Christine Hawes  
2400 Resort Street  
Baker City, OR 97814

### SATISFACTION OF LIEN

Baker City does hereby certify and declare that certain Local Improvement District lien, dated May 23, 2014 made to Baker City for improvements to Resort Street in Baker City, Oregon, Baker County, is fully paid, satisfied and discharged.

*Jennifer Spence 9/25/23*

Jennifer Spencer, Administrative Services Manager  
Baker City  
[financeadmin@bakercity.gov](mailto:financeadmin@bakercity.gov)  
541-524-2048

# CONCORD MONITOR

(<https://www.concordmonitor.com>)

Opinion > Columns (/Opinion/Columns/)

## Opinion: Out of balance – the overwhelming cost of book banning

By [PETE BROMBERG](#), [SY MONTGOMERY](#) and [KATHERINE TOWLER](#) (/byline?byline=By PETE BROMBERG, SY MONTGOMERY and KATHERINE TOWLER)

Published: 9/24/2023 7:00:57 AM

Modified: 9/24/2023 7:00:06 AM

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*Pete Bromberg is the associate director of [EveryLibrary](https://www.everylibrary.org/) (<https://www.everylibrary.org/>). Sy Montgomery is an award winning author of 34 books for adults and children. Katherine Towler is an author, activist and professor. She teaches in the Mountainview MFA Program in Writing at Southern NH University.*

Book challenges in libraries are nothing new, but until recently they generally involved a single title, in a single library, being filed by one person. Such challenges are best handled locally, where those raising questions have, in most cases, acted in good faith.

But today we are seeing the weaponization of school and public library policies by a small number of people, filing an unmanageable number of challenges that grind our public institutions to a halt.

The bombarding of our local libraries with book challenges comes at a high cost. It is a cost burden that is borne by all taxpayers, yet it is being driven by very few people who are not representative of the majority of Americans who oppose book banning and who don't believe there are problematic books on library shelves.

For example, the [American Family Survey](https://www.deseret.com/pages/american-family-survey-reports) (<https://www.deseret.com/pages/american-family-survey-reports>), (BYU / Deseret News) found that only 16% of Americans believe public school libraries include inappropriate books on their shelves and that a mere 12% agree that books should be removed from libraries if a parent objects.

Despite widespread opposition to book banning, a few zealous people, often bragging that they haven't read the book they are challenging and filing cut-and-paste complaints, are able to pervert current policies and processes and force the rest of us to pay the price.

How few people are filing complaints? The Washington Post studied over 1,000 book challenges and found that 11 people were behind the complaints. In one Utah school district, a married couple was behind 199 out of 205 challenges. The district reported that the challenges required 10,000 hours of staff time and cost more than \$100,000. In Texas, documents show (<https://abc13.com/spring-branch-isd-book-ban-school-library-books-student-resources-texas-schoolbook-restrictions/13037457/>) that more than 16 employees spent over 225 hours at a cost of \$30,000 on a single book challenge at the Spring Branch ISD.

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Of course, citizens should be able to offer feedback on public policy. But we must have a sensible balance. Americans already enjoy numerous opportunities to share their concerns on policy through multiple channels including calls, emails, public hearings, and board and committee meetings. But the appropriate scope of feedback from constituents is policy, not the nitty-gritty of operational decisions. Indeed, we would be hard-pressed to identify any agency that allows a single person to initiate, without vetting, a time-consuming and expensive review process.

In considering what a balanced approach looks like, it is helpful to remember that we already have meaningful vetting in place for the acquisition of library books. Books are selected by professionals (often state-licensed), who consider reviews and publisher recommendations and apply state and federal laws and local policies that were all passed in public meetings. In schools, policies are further aligned with state standards. There are significant opportunities for public input at every stage of policymaking.

Given the many existing opportunities for public input and the high cost of abuse of process that we are now seeing across the country, it is clear that we are in need of a more reasonable, common-sense approach that balances the rights of citizens to provide input with the responsibility of our government officials to effectively and efficiently manage limited public resources.

Local policies have traditionally served us well but are now being abused,

creating gridlock and wasteful spending as our public servants struggle to manage an avalanche of paperwork, committees, and ongoing appeals. The time spent dealing with book challenges takes librarians, teachers, and board members away from meaningful work — investing in student success, improving literacy, and delivering programs that support the educational, cultural, and economic vitality of our communities.

Common sense legal and policy guardrails are now needed to balance the public's right to express concerns with the right of our public institutions to operate efficiently on behalf of all citizens.

One policy proposal is simply to allow for public comment and feedback on public policy and law, but clarify that feedback about operations (book selection, programming, spaces, services, etc.) while welcomed, will not automatically lead to a formal, time-consuming review. If we step back and apply a small government lens to the problem, it is evident that we need to update library policies to keep individuals from initiating unpopular book challenges that lead to endless committees and appeals, bloat operations, suck up time and money, and negatively impact our students and our communities.

These guardrails are necessary to reduce waste and bureaucracy and prevent individuals from effectively hijacking the valuable time of our teachers, librarians, administrators, and board members, compelling them to spend time on challenge after challenge, and forcing them to serve a loud minority interest instead of delivering value and service to all taxpayers.

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