Baker County Library District
Library Board of Directors

Regular Meeting Minutes

July 14, 2026

CALL TO ORDER

The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the District's administrative building.

Directors present at the start of the meeting were Beth **Bigelow**, Joan **Spriggs**, and Ashley **McClay**. Also present in person were Perry **Stokes**, Director, and Christine **Hawes**, Business Manager.

Stokes reported that Kyra Rohner had emailed to say that she would arrive late.

No guests attended in person or via Zoom.

Vice President Beth **Bigelow called the meeting to order at 5:06 p.m**. The presence of three directors established a quorum.

Roll call was taken. Present were Bigelow, McClay, Spriggs, Stokes, and Hawes.

Rohner arrived at 5:20 p.m. and joined the meeting.

CONSENT AGENDA

Bigelow asked whether there were any additions to or deletions from the agenda or the minutes of the previous meeting. There were none.

McClay moved to adopt the agenda as presented and the minutes of the June 9, 2026, meeting. Spriggs seconded the motion. The motion passed unanimously (3 yeas).

CONFLICTS OF INTEREST

Bigelow asked whether there were any conflicts or potential conflicts of interest to declare. There were none.

OPEN FORUM / CITIZEN COMMENTS

Bigelow invited citizen comments. No members of the public were present, and Stokes had no communications to share.

OLD BUSINESS

None

Bigelow stated for the record that there was no old business.

NEW BUSINESS

Election of Board Officers

Bigelow proceeded to New Business and the election of Board officers. She suggested tabling the item until Rohner arrived. By consensus, the Board agreed to take up the election later in the meeting.

New Fiscal Year Business

Establish Regular Meeting Time

Bigelow opened discussion on establishing a regular meeting time.

Stokes referred to the schedule included in the Board packets. The proposed resolution and calendar continued the Board's regular meeting schedule on the second Tuesday of each month at 5:00 p.m. The schedule included three exceptions: September 2026, December 2026, and June 2027. In those months, the meeting would be held on the third Tuesday at 5:00 p.m. because the second Tuesday would occur too early for all bills to have been received. Moving those meetings back one week would better align Board approval with the accounts-payable processing schedule. Discussion followed. Stokes reported that he had spoken with Rohner, who agreed to Tuesdays at 5:00 p.m. for the meetings.

Spriggs moved to adopt Resolution No. 2026-27.01, establishing the Baker County Library District Board's regular meeting schedule for Fiscal Year 2026-2027. McClay seconded the motion. With no further discussion, the motion passed unanimously (3 yeas).

Appointing Agents of Record

Bigelow proceeded to the appointment of agents of record.

Stokes reported that Special Districts requires the District to designate an insurance agent of record annually. He noted one change to the resolution: Hawes had suggested placing the reference to Clarke & Clarke in parentheses because the firm no longer exists. The District now uses Acrisure (formerly Clarke & Clarke) Insurance. Hawes explained that the District has two agents with Acrisure. Will Hammond, located in Lynnwood, Washington, is the District's agent for group health insurance, whereas Guy Kennerly, whose office is in Roseburg, Oregon, is the agent for liability coverage.

McClay moved to adopt Resolution No. 2026-27.02, appointing Acrisure (formerly Clarke & Clarke) Insurance as the Baker County Library District's Agent of Record for Fiscal Year 2026-2027. Spriggs seconded the motion. The motion passed unanimously (3 yeas).

Authorizing Auto-Pay for Select Vendors, 2026-27

Bigelow proceeded to the authorization of vendors.

Stokes reported that several vendors would be removed from the authorization list and one would be added. Energy Trust of Oregon was added under online deposits. On the Authorized Vendors for Online Payments list, vendors shown with red strikethrough would be removed. Hawes explained that those vendors process online payments as e-checks, which the District's bank declines. The remaining options are to pay by Visa or mail a check. The District has returned to mailing regular checks, with one exception: the Office Manager now pays Quill purchases by Visa. Hawes said that, in the future, the District may use the bank's online service, through which the Business Manager would prepare electronic checks and the Director would approve them before issuance. For now, regular checks are working well and allow the Board to remain part of the approval process. Discussion followed.

Spriggs moved to adopt Resolution No. 2026-27.03, authorizing vendors for online and automatic payment of bills for Fiscal Year 2026-2027. McClay seconded the motion. The motion passed unanimously (3 yeas).

Local Option Levy Renewal

Precinct Detail Report

Stokes reported that, approximately 30 days after an election, the County Clerk issues a detailed report showing how each county precinct voted. He had included the report and his analysis in the Board packet.

At this point, Rohner arrived at the meeting.

Stokes continued by reviewing the levy results over time. In 2006, the year Aletha retired, the levy passed with 58% support. After Stokes arrived, the 2011 levy passed with 65% support. The high benchmark occurred in 2016, when the levy passed with 83.1% support. He identified two contributing factors that year: DVD circulation was at its peak, and the Friends/Foundation levy committee obtained endorsements from local political parties and visited community groups. Support declined somewhat in 2021 but increased to 70.4% in 2026. Stokes highlighted voting figures and commentary from the chart provided. He concluded that voters have consistently supported the Library District over the past 20 years.

The precinct results indicated some softening of support in Huntington, which had the lowest support figures. The Board discussed the Huntington community and ways to better support it. Members also discussed additional outreach in the Hereford and Unity areas, which do not have a branch but are served by the Bookmobile, as well as ways to strengthen services in those communities. The Board also discussed work that could be done in Sumpter to increase support there.

Stokes characterized the results as extraordinarily strong. Compared with other election measures statewide, the Baker County Library District's level of support was among the highest. He added that there is always some concern that the levy renewal may not pass, but the District has been well supported.

Bigelow asked what the columns titled Overvotes and Undervotes meant on the Local Option Levy support analysis page. Stokes explained the terms.

Stokes concluded that the overall report was very positive. There were no further questions.

Bigelow turned the meeting over to Rohner.

Election of Board Officers

Rohner returned to the item that had been tabled and proceeded to the election of Board officers for the fiscal year.

Bigelow asked whether Rohner was willing to serve as President. Rohner confirmed that she was willing and noted that someone else could also serve. There were no other nominations.

Stokes asked whether Bigelow was willing to continue as Vice President. Bigelow confirmed that she was willing.

With no further nominations, McClay moved to elect Kyra Rohner as President and Beth Bigelow as Vice President of the Baker County Library District Board of Directors for Fiscal Year 2026-2027. Spriggs seconded the motion. With no further discussion, the motion passed unanimously (4 yeas).

REPORTS

Director's Report

Rohner proceeded to the reports.

Stokes presented the Director's Report.

Administration and Finance

- Stokes reported that library visits remained strong, with public use increasing by 33% over the prior year.
- The preliminary cash carryover was lower than anticipated at $727,588, compared with the budgeted beginning balance of $840,000. The difference was attributed to year-end payroll transfers and decreased June property-tax receipts.

Personnel and Training

- IT Systems Administrator: The District selected a strong candidate to replace Jim White in the IT Department. Stokes reviewed the candidate's background and training. Scott Kleeman will begin work on July 20 and will overlap with White for approximately two weeks.
- The District has been hiring and onboarding high school interns. These library pages shelve library materials and list books for sale online.
- The annual All-Staff Training Day is scheduled for August 20. Staff members are developing training topics and activities. Later in the meeting, Bigelow suggested including information about the Life Flight benefit to ensure that staff members know it is available.

Programs and Community Engagement

- The Summer Reading Program will continue into August. The District has also added a fines-forgiveness initiative tied to reading logs. Stokes explained how the initiative encourages participation while helping patrons restore their accounts.
- A special event will be held on August 8 at the Churchill School Art Center. The program, titled Sketch and Release, is designed to broaden understanding of Black artists in rural Oregon.
- The Friends of the Library Summer Book Sale will begin Friday, July 17, during Miners Jubilee weekend and continue through July 26. On the final day, prices will be reduced significantly to move the remaining materials.
- The Children's Summer Reading book clubs will conclude on August 7. Because of low participation, the book clubs will be discontinued and replaced with game-based activities intended to attract a broader audience.
- A Library Choose Your Own Adventure Program is being offered to patrons of all ages. Office Manager Heather Spry assembled adventure activity bags for use in the library, with prizes created on the 3D printers. The program has been well received by patrons.
- A staff member is completing six weeks of online education courses in preparation for the Age+ Senior Planet program.

Facilities, Technology, and Vehicles

- Several improvements are under way at the Baker branch, including new chairs for the Discovery Zone computer lab. Acoustic panels have been installed in the Discovery Zone to reduce noise, and security-camera recording has been divided between two network recorders to increase capacity.
- The Bookmobile now has a dash camera, and its rearview camera and display screen were replaced.
- At the Halfway Branch, the thermostat was upgraded.
- A trip-and-fall incident recently occurred in the hallway when a patron caught a toe on a door jamb and fell. The patron was not seriously injured. Facilities staff members are evaluating how to correct the issue.

Collections and Technical Services

- The District's physical collection totals more than 141,800 items. During the past month, Technical Services cataloged 551 items and processed 600 items.

Bookmobile and Outreach

- The Bookmobile will participate in the Miners Jubilee community parade. The District purchased candy for volunteers to distribute during the parade.

Financial Report

Hawes presented the financial reports. Copies were distributed to the Board and displayed via Zoom.

Preliminary Reports for Fiscal Year Ended June 30, 2026

- **General Fund -** June turnovers totaled $59,307.15, compared with $66,504.30 in June 2025. Hawes noted that the amount appeared lower than expected. E-Rate revenue was reduced slightly because two branches exceeded the maximum funding allowed. Rebate refunds included four $1,000 Energy Trust of Oregon (ETO) rebates during the fiscal year.
- **Personnel Services (page 3) -** The category was slightly under budget at 98.8% spent, with additional accruals still to be posted. One $1,500 check was issued for a medical-deductible reimbursement. Rohner asked why only 7% of the $3,500 Life Flight benefit budget had been spent. Discussion indicated that the benefit is announced to staff annually, but only three eligible individuals had used it, although the budget assumed participation by all who qualified. Bigelow suggested including the information in the upcoming All-Staff Training Day; Stokes and Hawes agreed.
- **Materials and Services (pages 4-5) -** Hawes emphasized that the report was preliminary and that additional June expenses would be posted as accounts-payable invoices were received. Reconciliation of the July 6 Visa statement was nearly complete and would add $17,300 to various expense lines. The Janitorial Contract line was 105.6% spent and included 12 payments of $2,200, the contracted amount. The Legal Administration line was 177% spent and included a $350 audit filing fee and $715 in required legal-advertising costs. Overall corporate costs were under budget at 82% spent. Rohner asked about the over-budget Baker Library Telephone line. Hawes explained that

it included 12 monthly payments of $161; the budget had assumed approximately $100 per month, which contributed to the overage.

- **Other Revenues (page 1) -** Rohner noted that the line had a $12,000 budget but only $1,313 in receipts and asked for an explanation. Hawes said she would research the matter. Hawes later reported that the Fiscal Year 2024-2025 Other Revenues - Miscellaneous line also had a $12,000 budget and included an unusual $10,833.70 refund from the State of Oregon's overfunded employer-benefit account. The District requested the amount eligible for refund while leaving unemployment benefits funded at the State's recommended level. Excluding that refund, the prior-year miscellaneous revenue was $1,374.01, comparable to the current year's amount.
- **Other Funds -** Cash increased from $234,014 at the beginning of the fiscal year to $270,427 at year-end. The pool received $10,449.12 in interest, which was allocated among the four departments. General Memorial Materials and Services expenses included $720 for the PastPerfect software renewal and $579.47 for the volunteer-appreciation event. Amazon book-shipping expense totaled $824.65, compared with $3,099.73 in book-sale income. Hawes reported that a budgeted $4,000 transfer from these funds to the General Fund to support the book budget had been missed; Stokes suggested that the transfer could still be made.
- **Capital Investment Fund -** The fund's one major fiscal-year expense was $22,616 for roof maintenance at the Haines Branch Library.
- **Sage Fund -** The fund had no other income and had one outstanding subscription reimbursement of $504.25, which Beth Ross had addressed. Personal Services was already reported on the accrual basis. The June payroll and related payroll taxes are paid on June 30 each year, rather than July 1, to place them on the accrual basis and avoid due-to/due-from entries between the two accounts. Personal Services was 80% spent, and Materials and Services was under budget at 78% spent.

Initial Financial Reports for July 2026

The budgets and beginning cash balances for all funds had been recorded.

- **General Fund -** Beginning cash was $727,589. Noteworthy checks included $6,373 to LEO Libraries of Eastern Oregon for the Libraries-2-Go subscription, a magazine subscription, and membership dues; $6,169 to NewsBank for the annual subscription; and the $283.00 monthly website payment to CivicPlus LLC, the new vendor following its purchase of Streamline.
- **Other Funds -** Total beginning cash was $270,427 across the four departments. Memorial Funds totaled $104,699.91 and consisted primarily of designated funds; a report of the designated funds was included.
- **Capital Investment Fund -** Beginning cash was $181,707, with an additional $50,000 transfer to be added.
- **Sage Fund -** Beginning cash was $275,851. Checks included $263.00 to SAIF for annual workers' compensation insurance covering Beth Ross; four small courier checks totaling $1,842.44 for June services; $59,283 to Orbis Cascade Alliance for nine courier-route contracts, consistent with Sage's practice of paying the large courier service in July; and $11,935.00 to Unique Management for the MessageBee subscription and prepaid usage. Stokes explained that MessageBee was necessary to provide email and text-message services through the catalog software.

The Approved Bills Reports for each fund were included with the check packets for Board members to initial while reviewing and signing checks.

NEXT MEETING

The next regular Board meeting will be held August 11, 2026, at 5:00 p.m.

There was no further discussion.

ADJOURNMENT

Rohner adjourned the meeting at 6:02 p.m.

Respectfully submitted,

Perry Stokes
Secretary to the Board
PS/ch

AI disclosure: These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. All substantive content, decisions, and financial figures were reviewed and approved by library staff.