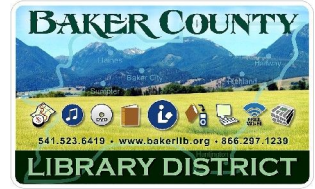


Baker County Library District
 Board of Directors
Budget Hearing / Regular Meeting Agenda
 Monday, Feb 12, 2018, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



Agenda Brief

- | | |
|--|----------------------------|
| I. CALL TO ORDER | Dielman |
| II. Consent agenda (ACTION)
a. Additions/deletions from the agenda
b. Minutes of previous meeting | Dielman |
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications
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. | Dielman |
| V. REPORTS
a. Director
b. Finance | Stokes
Hawes |
| VI. OLD BUSINESS
a. Budget Committee membership (ACTION) | Stokes |
| VII. NEW BUSINESS
a. Requests for BCLD resources
i. 2018 US Capitol Christmas Tree Project request
ii. BCCLC memorial space
b. Policy revision – Meeting Room (ACTION)
c. Board Training:
i. District annexation
ii. SDAO - Successful Governance for Local Officials, part 2 | Stokes
Stokes
Stokes |
| VIII. Agenda items for next regular meeting: Mar 12, 2018 | Dielman |
| IX. ADJOURNMENT | Dielman |

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

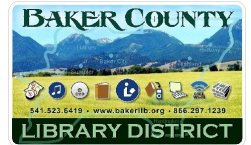
ORS 192.660 (2) (e, j) Property
 ORS 192.660 (2) (a, b, i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Library Board Meeting – Annotated Agenda

Monday, Jan 8, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes



Annotated Agenda

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

Attachments:

- II.b. Board meeting minutes, Jan 8 2018

- III. **Conflicts or potential conflicts of interest** Dielman
- IV. **Open forum for general public, comments & communications** Dielman

Email compliment 1/20/18

A while ago, I requested that our Baker Public Library enroll in the Library Passport Program, allowing travelers in Oregon to use their library cards at various other Oregon Library locations.

Baker is now on the list! Nice for travelers!!

Thank you so much!!!!!!!!!!!!!!!!!!!!!! :-) kata

Phone complaint 1/30/18

A library user, Mr. Tom Muller telephoned Gary on the evening of 1/30/18 with a complaint about the library policy prohibiting sleeping or the appearance of sleeping. Mr. Muller was observed by library staff to be appearing to sleep in the Reading Room for at least 20 minutes before being awakened and informed of the policy.

V. REPORTS

- a. **Director** Stokes

Friends & Foundation

The Foundation has become an affiliate of the Dolly Parton Imagination Library. Now parents residing in Baker County can sign up their children ages 0-5 to receive one free book each month mailed directly to their home with the name of their child on the packaging.

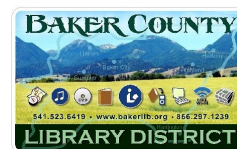
The program is made possible by funding from the Jane & Shirley Rippey Foundation and Oregon Trail Electric Co-op (OTEC). The Rippey Foundation has had an offer on the table to pay for 50% of the program cost for any community in eastern Oregon. OTEC came forward as a corporate sponsor for its 4-county service area – Baker, Union, Malheur and Grant counties. The library can take child registrations now.



Library Board Meeting – Annotated Agenda

Monday, Jan 8, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes



The Foundation will be advertising more widely once it's custom registration forms and brochures are delivered.

Facilities

- **Baker** – Roof/gutter/soffit project.

The soffit lighting is functional again. Electricians installed heat cable in the gutters and downspouts which will help prevent formation of ice dams and improve the flow of water through the drainage system.

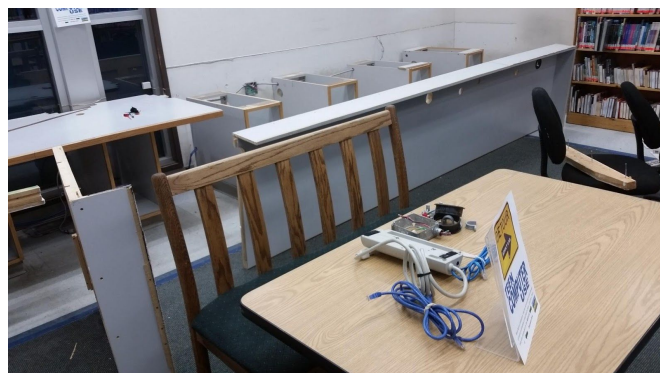


Ed has installed a rain chain on the southwest corner of the building to facilitate drainage from the gutter there. The gutters at the building corners slope slightly downward so that the water has pooled in the past rather than flowing to the existing downspouts, which causes water leakage and rust damage. We will test the rain chain solution and see if the ground at that location is able to absorb the water runoff. If not, we may need to install an additional gutter downspout that angles back to the building and route the outlet to the street. A gutter there would be more disruptive to the visual line and appeal of the building architecture than the rain chain, so we're hoping the chain will work.

Repair work to the smoke wall at the south end of the building is scheduled to begin 2/19/18. The library will be closed that day for the President's Day holiday. Work is expected to continue for approximately 2 weeks, so the Children's area will be cordoned off from the public and accessible by staff for urgent needs only while work is in progress. Children's programs will be moved to the Meeting Room.

- **Baker** – Teen Room Project

The room conversion is scheduled for the week of March 19, just prior to Spring Break. Shelving and two tables have been delivered and are currently in storage. Carpet is on order. Some demolishing work has begun with Ed taking out the computer counter. Teens needing to use a computer will be able to use the Adult or Discovery Zone computer labs while the remodel work is in progress. We also plan to have the soda machine taken out for various reasons – economic, health, and repurposing the space for library needs. Signage is currently up for public notice.

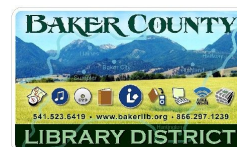


- **Haines** –Repair of roof, lights and gutters; security cameras installed

Library Board Meeting – Annotated Agenda

Monday, Jan 8, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes



Ed has repaired an area of the roof through which a small amount of water was leaking and secured portions of the gutter which had somehow gotten pulled away from the building, possibly due to ice/snow damage but may be due to criminal mischief which is suspected since locals report seeing at least one youth on top of the building in the past. Ed states that “bullet proof repair out there will require a completely new gutter sometime in the summer, but using support straps as a temp fix will insure no drainage (and ice) on the sidewalk for the balance of the cold season.” Jim has installed a couple of the new Ubiquiti security cameras in Haines and will use them for a test environment before deploying the camera systems to other branches.

Personnel

- **New Huntington staff**

We are pleased to have hired Ms. Juanita Klosky, as Huntington Branch Lead. Juanita brings training and experience in Psychosocial Behavior Intervention with children and adults. We are sorry to lose Brandy Wilson, who resigned at the end of January for personal reasons, but wish her well.

- **Kudos for Library Pages**

We’re on year two of having high school age Library Pages do our shelving, and I want to let the Board know what a fantastic job they are doing. Here is a photo of the “Reshelving Shelves” that was taken January 24 2018. When the reshelving workload is caught up, they have time to “shelf read”, which means they visually inspect the shelves to look for anything out of place, straighten the materials, and shift to other shelves as needed. This year, we have Ashlie Chastain and Ericka Wirth as shelvees, and Jordan Remien as Sunday desk staff & substitute. Great work, Pages. Thanks for all you do!



Public Services

- **Archives**

A test batch of Baker’s archival photos was migrated to Washington’s Rural Heritage CONTENTdm digital platform apparently without significant issues. Gary, John and I are all highly impressed with the site features. We’d like to migrate the full load of our photo archive, but are unsure at this point whether that possibility may be included as part of this pilot project funded by the Oregon State Library. Our WRH partners have stated they are developing training and standards resources for BCLD to use going forward. Perhaps we’ll be uploading batches ourselves.

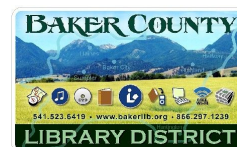
- **Programs**

The local Battle of the Books competition was held on Saturday, 2/10/18. Staff report that participation has been slightly down this year due to practice time having to be rescheduled to after school which

Library Board Meeting – Annotated Agenda

Monday, Jan 8, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes



conflicts with sports practice and other extracurricular activities. Previously, the OBOB kids were able to fit practice into the school day.

b. Finance

Hawes

Report documents to be distributed at the meeting.

VI. OLD BUSINESS

a. Budget Committee membership (**ACTION**)

Stokes

Attachments:

- VI.a.i. FY2018-2019 Budget Committee Membership Roster

At the January meeting, we discussed the need to appoint a replacement for MaryAlys Urey who moved out of state. I will report on the service intentions of the other committee members and the board will discuss new potential committee persons to nominate.

VII. NEW BUSINESS

a. Requests for BCLD resources

Stokes

I am relaying these two recent proposals to the Board for consideration.

i. 2018 US Capitol Christmas Tree Project request

On Feb 1 2018, BCLD was contacted by a representative of the US Forest Service working on the 2018 Capitol Christmas Tree Project about possible participation of the Bookmobile in the event. The Christmas tree to be displayed at the US Capitol in Washington D.C. this year will come from an Oregon forest. The USFS is exploring the idea of the event having a wagon train theme and at the same time promote libraries and literacy. The USFS rep pitched the idea that the BCLD bookmobile could to travel to Sweet Home in early November from where the tree parade will be launched, perhaps pick up a stock of surplus books provided by the Library of Congress, and then follow the tree motorcade/wagon train north to Portland and east along I-84 as far as Baker City. The project would take up to 12 days of staff and bookmobile time. An initial sketch of costs involved for BCLD is around \$3,500. There is no government funding for the event, but private fundraising is planned.

ii. BCCLC exhibit space for memorial

Baker County Community Literacy Coalition recently received a significant amount of memorial donations in remembrance of a local woman who was active with BCCLC reading help. They have inquired about available space in the library to display a plaque in memoriam of their volunteer. Based on past discussions, I indicated the board is disinclined to establish new permanent memorial exhibits/naming rights in the library but promised to relay the idea for discussion.

b. Policy revision – Meeting Room (**ACTION**)

Stokes

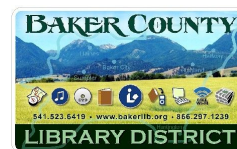
Attachments:

- VII.b.i. Meeting Room Policy [current]

Library Board Meeting – Annotated Agenda

Monday, Jan 8, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes



- VII.b.ii. Meeting Room Policy [proposed revision]
- VII.b.iii. Meeting Room Policy [with simple markup of changes]

This policy was last reviewed in April 2014. Revisions will address

- use of isolated tutor rooms by minors, for which parental authorization is required due to safety concerns
- Special Use of meeting rooms for which a certificate of liability insurance may be required

c. **Board Training**

i. **District Annexation**

There was a change made a few years ago in the annexation process allowing individuals to petition to be annexed into a district. Previously, elections were the only option to annex those outside a district and those already within the district boundaries. There is an easier and less expensive process for individual property owners: *198.857 Annexation without election by petition of landowner.*

I thought I'd bring this and other various options to the board to be aware of, since the idea of expanding the district to annex North Powder or other areas of Union County resurfaces from time to time.

http://www.oregon.gov/osl/ld/pages/resources/laws/statutes/198/create_annex.aspx

ii. **SDAO - Successful Governance for Local Officials, part 2 (Protecting Rights)**

SDAO has developed an online training course designed for public officials. Depending on available time, for Board training we will share the second lesson of five for the course. These lessons cover the importance of local government, protecting rights, ethics and ethical behavior, managing multiple roles, and community leadership strategy.

VIII. **Agenda items for next regular meeting: Mar 12, 2018** **Dielman**

- Policy review/revision
 - Fee schedule
 - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object

IX. **ADJOURNMENT** **Dielman**



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jan 8, 2018

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:00 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary Dielman, Kyra Rohner-Ingram, Della Steele, and Nellie Forrester, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager. Director Betty Palmer arrived at 6:12pm.</p>
<p>Consent Agenda</p>	<p>Dielman asked if there were any changes or additions the consent agenda. There were no changes to either the agenda or the minutes. Steele made a motion to approve the Consent Agenda as presented; Forrester seconded; the motion passed unanimously.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any potential conflicts of interest. None stated.</p>
<p>Open Forum for general public</p>	<p>Dielman stated for the record that there were no members of the public present. Stokes had no correspondence to share.</p>
<p>REPORTS: Director</p>	<p>Stokes gave highlights from his annotated Director’s Report in the packets.</p> <p>Baker – Soffit/gutter project - the damaged soffit repairs are partially complete. The soffits will look unfinished until spring. The damaged panels have been repaired with DensShield panels. Adamson will be blowing in insulation in these spaces this week. After that the project will be on hold until spring when warmer weather is conducive for the finish “mud” work to cure properly. Adamson reports the project is projected at under budget.</p> <p>Grants – Ready-2-Read – The district received \$7,412 from this grant from the Oregon State Library. We had budgeted \$6,800.</p> <p>SDAO Safety & Security Grant – SDAO has approved this matching funds grant of \$5,000. The district will use the funds to add a minimum of two cameras at each branch for security. The equipment also enhance network cybersecurity so that district IT staff can manage branch networks from the main library.</p> <p>Public Services – The Baker City Herald printed an article on the library’s <i>historic photograph collection</i>. The article featured the town of Robinette, which was flooded when the Brownlee Dam was constructed.</p> <p>Washington Digital Project – Stokes and two staff met with representatives from the Oregon State Library and Washington State Library to discuss a pilot digital photograph program. The district has agreed to supply a batch of 1,000 photographs to be migrated into Washington Rural Heritage digital platform. They are looking at expanding the regional platform for Washington to allow participation from Oregon. The project is being funded by the Oregon State</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jan 8, 2018

	<p>Library. We are excited and honored to be selected for this project.</p> <p>Technology – new digital signage – the digital signage monitor at the front desk began to fail about 6 months or more ago, with the screen going partially dim. Technology staff have replaced the monitor and created their own digital display system using a Raspberry Pi device. The new system was inexpensive to set up. We have received many complements on the digital sign from the public.</p> <p>Meeting Room TV upgrade – We have replaced the two old CRT televisions in the meeting room with a new 48” flat screen smart TV. The new unit can do both functions as a audiovideo unit and Polycom videoconference device plus has the ability to display Internet content.</p> <p>Storytime Smart TV – We have installed a new 70” flat screen smart TV in the Storytime room to facilitate special content for children’s educational programs.</p> <p>In addition, Stokes said he received a call from MaryKay Dahlgreen that the Oregon State Library board will be holding their June meeting in Baker City and plan to honor Aletha Bonebrake for her service since it will be Aletha’s final meeting as OSL Board President.</p>
<p>Finance</p>	<p>Hawes passed out financial reports and check packets for signatures followed by report highlights.</p> <p>The General Fund received tax turnovers totaling \$75,953.27 in January. E-Rate reimbursements will be filed for the first 6-months of the fiscal year anticipating refunds of about \$2,900. We received the travel reimbursement from the Josephine County Library District for Hawes travel in December. In Personnel Services, expenditures are on target in total at 57% of budget. In Materials & Services, the Book Budget is 72% spent. Checks written in this category include a small Ingram purchase of books \$1,857.03, Grey House \$462.05 for reference books, Cengage Learning \$150 e-book subscription and City Directory \$320 for annual subscription for the Baker County directory. The Computer Maintenance line includes the Safety & Security Project expenses totaling \$2,538.74 to-date. This is a new line that has been added to track the project expenses for the SDAO matching grant of \$5,000. In Insurance, a check was written to Payne West for \$1,254 for annual boiler insurance. The liability insurance renews this month. The invoice will come this month and will be paid in February. Other notable checks include Guyer & Associates \$8,400 for audit services (budget \$8,573), Secretary of State for the audit filing fee \$250, Ed Staub & Sons \$913.88 for heating fuel for 2 branch libraries, and Nero Network/ University of Oregon \$477 for quarterly Internet service billed at the E-Rate discount rate. This vendor invoices USAC directly for these services valued at \$795/month.</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jan 8, 2018

	<p>Other Funds received Amazon book sales revenue of \$676.20 and wrote one check to Visa of \$137.89 for shipping costs.</p> <p>Sage Fund should have received funding from the courier grant. Hawes will inquire with Sage System Manager, Beth Longwell-Ross about the status on the reimbursement request and reports due. Personnel Services are on target at 57% spent. Expenses include checks written for courier services totaling \$1,680.91. The courier grant is now fully spent with \$3,208 now showing on the Sage Courier Expense line. One notable check was written to Library Technologies \$3,112.90 for record maintenance. This is an annual maintenance service for Sage System records.</p> <p>The checks were signed and check lists approved for three funds.</p>
<p>New Business: Bulletin Board Policy Revision</p>	<p>Stokes said the current policy was formatted more like signage rather than a policy document. The proposed revision updates the format to the District standard. The restrictions continue to disallow advertisements for commercial services or products and posting of partisan political materials. The intent for the space is a non-profit community events and information forum. The maximum time for materials to be on the board has been adjusted from 30-days to 60-days. Dielman asked if the policy is posted and if the person has to get the posting approved. Stokes said the policy is posted but often disregarded and pre-approval is not required. The policy allows the district to manage the space and establishes a legal basis to remove items that don't qualify. With no further discussion, Rohner-Ingram made a motion to approve the Bulletin Board Policy as presented; Forrester seconded; motion passed unanimous.</p>
<p>Edge Technology Assessment</p>	<p>Stokes said the Edge Assessment is a tool for evaluating technology materials and services. This District has participated in the survey three times so far, with the previous submission being in July 2015. With the latest evaluation, the district's score has gone down compared to 2015. There are three areas participants are scored in: Community Value, Engaging the Community, and Organizational Management. BCLD's lowest score is in community value, primarily because we don't currently offer group classes. In the past, BCLD has had a volunteer instructor but was unable to continue classes when that individual became unavailable. It also takes a lot of staff time. Classes have been held irregularly with very low attendance. Staff aim to survey the community to see if there is interest in training. In the other two categories, the district scores high compared to its peers. We excel in services provided to the community. We score above our peer group in this category. The next step is to go through and highlight specific goals to add to an action plan. Stokes feels it is a great tool for strategic planning and improving services.</p> <p>Palmer noticed that tech scored high but bandwidth is low. Stokes said that is</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jan 8, 2018

	<p>true in the branches. The Baker Library bandwidth is exceptional, likely the fastest publicly available Internet speed in the county, if not all of eastern Oregon. Stokes said that the comparison to “peer libraries” is somewhat inaccurate, since BCLD is in a unique position of being a rural library over 100 miles away from the nearest “metropolitan” area and with multiple branches. Stokes would like to see a “frontier” peer group category created to which BCLD could be compared.</p>
<p>SDAO Board Training Video</p>	<p>Stokes intended for the board to watch a video training for local officials. There are five sessions and he had hoped to complete them over two meetings. However, the new system had technical difficulty and wouldn’t load. The training was tabled.</p>
<p>Other new business</p>	<p>Discussion returned discussion to Budget Committee positions that will be open this year. Dielman suggested Stokes ask those remaining to find out who will be back. Steele suggested we advertise to see if we get interest in the open positions. It was suggested that the group bring the names of potential committee persons to the next meeting.</p>
<p>Next Meeting Date</p>	<p>The next Board meeting will be February 12, 2018 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 6:44 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

Baker County Library District

Budget Committee Membership FY2018-2019

Appointive Members

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2016	6/2018
2	Linda Collier	Halfway	5/2016	6/2018
3	Bob Savage	Baker City	5/2017	6/2019
4	Joy Leamaster	Baker City	5/2015	6/2017
5	MaryAlys Urey	Baker City	5/2015	6/2017
Alt	Nancy Johnson	Baker City		

Governing Body (Library Board) Members

	Name		Term start (4 years)	Term expiration
6	Gary Dielman	Baker City	7/1/2015	6/30/2019
7	Nellie Forrester	Baker City	7/1/2015	6/30/2019
8	Kyra Rohner-Ingram	Baker City	7/1/2013	6/30/2017
9	Betty Palmer	Baker City	7/1/2013	6/30/2017
10	Della Steele	North Powder	7/1/2013	6/30/2017

Budget Officer

	Perry Stokes	Baker City	N/A	N/A
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[ORS 294.414 Budget committee.](#)

(1) Except as provided in ORS 294.423, the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.

(2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.

(3) The members of the budget committee shall receive no compensation for their services as members of such committee.

(4) Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation.

(5) Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

(6) Appointive members of a budget committee that prepares a biennial budget shall be appointed for terms of four years. The terms shall be staggered so that, as near as practicable, one-fourth of the terms of the appointive members end each year.

(7) If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.

(8) If the number of members of the governing body is reduced or increased by law or charter amendment, the governing body of the municipal corporation shall reduce or increase the number of appointive members of the budget committee so that the number thereof shall be equal to but not greater than the number of members of the governing body. To effect a reduction, the governing body of the municipal corporation may remove such number of appointive members as may be necessary. The removals shall be made so that the number remaining will be divided into three, if the terms of the appointive members are governed by subsection (5) of this section, or four, if the terms of the appointive members are governed by subsection (6) of this section, equal or approximately equal groups as to terms. In case of an increase, additional appointive members shall be appointed for such terms so that they, together with the members previously appointed, will be divided into three or four, as appropriate under this section, equal or approximately equal groups as to terms.

(9) The budget committee shall at its first meeting after its appointment elect a presiding officer from among its members.

BAKER COUNTY LIBRARY DISTRICT

Meeting Room Policy

Approved by Library Board: 08/13/2007

Date(s) of Revision: 04/14/2014

Baker County Library District provides meeting room space for community use. BCLD supports and endorses the American Library Association's [Library Bill of Rights](#), which states:

"Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

Meeting rooms may be reserved by any group whenever a conflict does not exist with District activities, policy or operations. To be eligible for free use of the Meeting Room, events must be for non-commercial purposes and open to the general public.

Public Meeting Room use does not constitute District endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Events or meetings will not be publicized in a manner suggesting library sponsorship or affiliation. The District's name, address, email, or phone number may not be used as the contact information for any meeting except that which is sponsored by the District or affiliate groups.

Rules on Meeting Room use:

- **The event must be free and open to the public.**
- **No products or services may be advertised, solicited or sold**, with the exception of materials authorized at Library-sponsored events.
- Compliance with the Library Code of Conduct is required.
- The capacity of room must not be exceeded.
- Storage of materials on library premises is not permitted.
- Light refreshments may be served, but food may not be prepared or cooked on library property. Group representatives are fully responsible for cleanup.
- Alcoholic beverages are not permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.
- After using a meeting room, groups must ensure the room is returned to its original state, including:
 - tables wiped off after activities with food, beverages, or crafts
 - furniture, tools and equipment cleaned and returned to their original locations
 - kitchenette cleaned
 - faucets turned off (including in restroom)
 - garbage disposed of
 - floor cleaned of debris with vacuum if necessary
 - all lights turned off (except for safety lights)
 - doors closed securely and locked.

Meeting Room Policy

Approved by Library Board: 08/13/2007

Date(s) of Revision: 04/14/2014

Procedures

- All users must complete a Meeting Room Application form and review the meeting room rules and procedures.
- The representative for any group wishing to book the room must be a responsible adult over age eighteen (18). This person shall assume full responsibility for any injury or damage to District property, building, furnishings, artwork, or equipment that results from the group's use of the facility. When library space is to be used by groups, organizations of students, or others younger than age eighteen, the following number of adults are required for each age group of children:
 - Ages 0-2: 1 adult per 4 children
 - Age 2: 1 adult per 5 children
 - Ages 3-4: 1 adult per 10 children
 - Ages 5-17: 1 adult per 15 children
- Application forms are available at all library locations where meeting rooms are available and on the library website.
- General group reservations may be submitted up to 6 months in advance. Reservations by other government agencies (e.g. city, county, state and federal) may be made up to 12 months in advance.
- In order to allow maximum access to the room, regular weekly bookings are discouraged.
- Reservation Applications are reviewed and approved by Library staff to ensure adherence with Library policy.
- Reservations or activities that conflict with library policies or operations will be denied or terminated.
- Reservations not fulfilled or rescheduled within 30 minutes of the scheduled start time are forfeit.
- Groups with recurring events which default on two reservations without notifying the Library will forfeit standing reservations.
- Reservations may be pre-empted for Library programs in special circumstances. In such cases, a minimum of one-week advance notice will be provided to the contact person on file.
- Small groups or individuals may be relocated to an available smaller room when possible to accommodate additional reservation requests.
- Community library meeting rooms in locations that do not have quiet study rooms may not be reserved as "quiet rooms" but may be used as such on a drop-in basis if not in use.
- Meeting rooms may be available outside of normal business hours if the facility enables such use.
 - For meetings outside of Library operating hours, applicants are responsible for checking out an access key or code from Library staff one day prior to the event. After-hours access is granted for the meeting room space during the reservation period only and not the full Library building. *Unauthorized access may be considered trespassing.*

Buildings that are owned jointly by the Library and another entity may have additional guidelines and/or restrictions.

Exceptions to these policies and rules are at the discretion of the Library Director

BAKER COUNTY LIBRARY DISTRICT

Meeting Room & Study Room Policy

Approved by Library Board: 08/13/2007

Date(s) of Revision: 04/14/14; 2/12/18

Baker County Library District provides meeting room space for community use. BCLD supports and endorses the American Library Association's Library Bill of Rights, which states:

"Libraries which maintain meeting spaces, exhibit space or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."

Meeting Rooms

Meeting rooms may be reserved by any group whenever a conflict does not exist with District activities, policy or operations. To be eligible for free use of the Meeting Room, events must be for non-commercial purposes and open to the general public. Use of Library meeting rooms does not constitute an endorsement by the Library of a program or point of view expressed.

~~Public Meeting Room use does not constitute District endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Events or meetings will not be publicized in a manner suggesting library sponsorship or affiliation. The District's name, address, email, or phone number may not be used as the contact information for any meeting except that which is sponsored by the District or affiliate groups. All advertisements, announcements, flyers, social media or other marketing content connected with any individual's or organization's use of the meeting room must contain the disclaimer:~~

"Sponsored by XYZ Neighborhood Guild" (name of the organization booking the room). Use of the Library's facilities by an individual or group does not constitute Library endorsement of the policies or beliefs of that individual or group."

Rules on Meeting Room use:

- **The event must be free and open to the public.**
- **No products or services may be advertised, solicited or sold**, with the exception of materials authorized at Library-sponsored events.
- Compliance with the Library Code of Conduct is required.
- The capacity of room must not be exceeded.
- Reservations or activities that conflict with library policies or operations will be denied or terminated.
- Storage of materials on library premises is not permitted.
- Light refreshments may be served, but food may not be prepared or cooked on library property. Group representatives are fully responsible for cleanup.
- Alcoholic beverages are not permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.
- The representative for any group wishing to book the room must be a responsible adult over age eighteen (18). This person shall assume full responsibility for any injury or damage to District property, building, furnishings, artwork, or equipment that results from the group's use of the facility. When library space is to be used by groups, organizations of students, or others younger than age eighteen, the following number of adults are required for each age group of children:
 - Ages 0-2: 1 adult per 4 children

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- Age 2: 1 adult per 5 children
- Ages 3-4: 1 adult per 10 children
- Ages 5-17: 1 adult per 15 children

- Reservations not fulfilled or rescheduled within 30 minutes of the scheduled start time are forfeit.
- Groups with recurring events which default on two reservations without notifying the Library will forfeit standing reservations.
- Reservations may be pre-empted for Library programs in special circumstances. In such cases, a minimum of one-week advance notice will be provided to the contact person on file.
- Small groups or individuals may be relocated to an available smaller room when possible to accommodate additional reservation requests.

Responsibility of Patrons Using Library Rooms

- After using a meeting room, groups must ensure the room is returned to its original state, including:
 - Tables, furniture, tools and equipment cleaned and returned to their original locations
 - kitchenette cleaned and faucets turned off (including in restroom)
 - garbage disposed of in library bins
 - floor cleaned of debris with vacuum, if necessary
 - all lights turned off (except for safety lights)
 - doors closed securely and locked.
- The individual who reserves the facilities space will be accountable for any damages or cleaning fees. If he or she is under the age of 18, his or her parent or legal guardian will be liable.
- For meetings outside of Library operating hours, applicants are responsible for checking out an access key or code from Library staff one day prior to the event. After-hours access is granted for the meeting room space during the reservation period only and not the full Library building. *Unauthorized access may be considered trespassing.*
- The patron who schedules the use of facilities space is responsible for returning the key to the Library desk from where it was checked out upon its due time.
- A patron who loses a key will be fined \$50.00 for the cost of its replacement.
- ~~After using a meeting room, groups must ensure the room is returned to its original state, including:~~
 - ~~tables wiped off after activities with food, beverages, or crafts~~
 - ~~furniture, tools and equipment cleaned and returned to their original locations~~
 - ~~kitchenette cleaned~~
 - ~~faucets turned off (including in restroom)~~
 - ~~garbage disposed of~~
 - ~~floor cleaned of debris with vacuum if necessary~~
 - ~~all lights turned off (except for safety lights)~~
 - ~~doors closed securely and locked.~~

Meeting Room & Study Room Policy

Approved by Library Board: 08/13/2007

Date(s) of Revision: 04/14/14; 2/12/18

Special Use

With special permission, BCLD may make its facilities available for nonstandard usage, that is, usage that goes beyond standard meetings, trainings, receptions, and other like events. Examples of nonstandard usage are:

- Use that includes the presence of animals.
- Use that includes the presence of firearms or replica weapons.
- Use involving the pP provision of health services.
- Use for educational purposes that requires a fee.
- Introduction of oversize materials, large equipment and/or decorations that have the potential to damage the facilities or its furnishings.
- Use of parts of the library or its grounds outside the meeting rooms.

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Requestors should be aware that a certificate purchase of an liability insurance rider shall be required for nonstandard usage. Information on how to purchase insurance can be found at <http://www.onebeaconentertainment.com/>. The vendor ID Code is OB11-280. The instructions for using the insurance program can be accessed at the end of this policy.

Buildings that are owned jointly by the Library and another entity may have additional guidelines and/or restrictions. Exceptions to these policies and rules are at the discretion of the Library Director.

Procedures

~~All users must complete a Meeting Room Application form and review the meeting room rules and procedures.~~

~~The representative for any group wishing to book the room must be a responsible adult over age eighteen (18). This person shall assume full responsibility for any injury or damage to District property, building, furnishings, artwork, or equipment that results from the group's use of the facility. When library space is to be used by groups, organizations of students, or others younger than age eighteen, the following number of adults are required for each age group of children:~~

~~Ages 0-2: — 1 adult per 4 children~~

~~Age 2: — 1 adult per 5 children~~

~~Ages 3-4: — 1 adult per 10 children~~

~~Ages 5-17: — 1 adult per 15 children~~

~~Application forms are available at all library locations where meeting rooms are available and on the library website.~~

Meeting Room & Study Room Policy

~~Approved by Library Board: 08/13/2007~~ ~~Date(s) of Revision: 04/14/14; 2/12/18~~ **BAKER COUNTY LIBRARY DISTRICT**

Meeting Room Policy

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~~General group reservations may be submitted up to 6 months in advance. Reservations by other government agencies (e.g. city, county, state and federal) may be made up to 12 months in advance.~~

~~In order to allow maximum access to the room, regular weekly bookings are discouraged.~~

~~Reservation Applications are reviewed and approved by Library staff to ensure adherence with Library policy.~~

~~Reservations or activities that conflict with library policies or operations will be denied or terminated.~~

~~Reservations not fulfilled or rescheduled within 30 minutes of the scheduled start time are forfeit.~~

~~Groups with recurring events which default on two reservations without notifying the Library will forfeit standing reservations.~~

~~Reservations may be pre-empted for Library programs in special circumstances. In such cases, a minimum of one week advance notice will be provided to the contact person on file.~~

~~Small groups or individuals may be relocated to an available smaller room when possible to accommodate additional reservation requests.~~

~~Community library meeting rooms in locations that do not have quiet study rooms may not be reserved as "quiet rooms" but may be used as such on a drop in basis if not in use.~~

~~Meeting rooms may be available outside of normal business hours if the facility enables such use.~~

~~For meetings outside of Library operating hours, applicants are responsible for checking out an access key or code from Library staff one day prior to the event. After hours access is granted for the meeting room space during the reservation period only and not the full Library building. Unauthorized access may be considered trespassing.~~

Meeting Room & Study Room Policy

Approved by Library Board: 08/13/2007 Date(s) of Revision: 04/14/14; 2/12/18 ~~BAKER COUNTY LIBRARY DISTRICT~~

Meeting Room Policy

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FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN SUSPENSION OF ROOM USAGE AND/OR LIBRARY PRIVILEGES.

Study Rooms

Study Rooms

At some BCLD locations, Library Study Rooms (AKA Tutor Rooms) are available during normal library hours for use by patrons who require a secluded space in which to pursue individual study, as well as to contain the noise of personal or small group discussions.

Study Rooms may not be used for commercial purposes or activities for which a fee is charged (such as privately paid tutoring). Library rooms may not be used to distribute or solicit orders or sell goods and services.

Reservations and check out

- Rooms are available on a first come, first serve basis unless reserved in advance. Patrons with advance reservations take priority.
- Verbal consent from a parent or legal guardian to library staff is required ~~Minors under age 18 must have a parent or legal guardian provide verbal consent to library staff for a minor (under age 18) their child to~~ reserve a Study Room. For youth ages 13+, ~~Th~~is authorization will be noted and may remain in effect for future reservations until revised by the parent/guardian.
- To place a reservation and check out a Study Room, a person
 - must be at least 13 years old and have a valid Sage library card in good standing, or present a valid DMV-issued photo ID.
 - must have a parent or legal guardian place the reservation if under age 13.

—Study Rooms can be used for 3 hours per day. Time extensions may be provided if other rooms are available.

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Study Room rules and guidelines:

- The Library's Code of Conduct policy applies to all library property, including Study Rooms.
 - Noise must be kept to a minimum and should not be heard outside the room. Excessive noise and/or disruptive behavior will result in the suspension of room privileges.

Meeting Room & Study Room Policy

Approved by Library Board: 08/13/2007 Date(s) of Revision: 04/14/14; 2/12/18 ~~BAKER COUNTY LIBRARY DISTRICT~~

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- No alcoholic beverages or vaping devices may be used in any room.
- Overcrowding of a room is not allowed. Study Rooms are designed to seat four to six people, depending on the room.
- When occupied, the door is to remain unlocked
- Patrons are not permitted to move furniture in or out of the Study Rooms; if needed, please see a library staff member.
- Items shall not be affixed to the walls (e.g., banners, posters, decorations).
- Windows in rooms may not be covered at any time.
- Only library approved dry-erase markers may be used on the whiteboards.
- The library is not responsible for items left unattended in the Study Rooms.

- _____

Responsibility of Patrons Using Library Study Rooms

- The individual who reserves the ~~Study facilities space~~ ~~Room~~ will be accountable for any damages or cleaning fees. If he or she is under the age of 18, his or her parent or legal guardian will be liable.
- The patron who schedules the use of ~~facilities space~~ ~~a Study Room~~ is responsible for returning the ~~Study Room~~ ~~Key~~ to the Library desk from where it was checked out upon its due time.
- A ~~p~~Patrons who loses a keys will be fined \$50.00 for the cost of its replacement.

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See also

~~<https://ffrf.org/outreach/item/14014-churches-renting-public-library-space>~~.

Meeting Room & Study Room Policy

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All advertisements, announcements, flyers, social media or other marketing content connected with any individual's or organization's use of the meeting room must contain the disclaimer:

"Sponsored by XYZ Neighborhood Guild" (name of the organization booking the room). Use of the Library's facilities by an individual or group does not constitute Library endorsement of the policies or beliefs of that individual or group."

Rules on Meeting Room use

- **The event must be free and open to the public.**
- **No products or services may be advertised, solicited or sold**, with the exception of materials authorized at Library-sponsored events.
- Compliance with the Library Code of Conduct is required.
- The capacity of room must not be exceeded.
- Reservations or activities that conflict with library policies or operations will be denied or terminated.
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- Alcoholic beverages are not permitted within the facility unless specifically approved in writing by the Library Director. Approval will be subject to compliance with any laws and regulations of the State of Oregon, and may require proof of insurance.
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- After using a meeting room, groups must ensure the room is returned to its original state, including:
 - Tables, furniture, tools and equipment cleaned and returned to their original locations
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- The individual who reserves the facilities space will be accountable for any damages or cleaning fees. If he or she is under the age of 18, his or her parent or legal guardian will be liable.
- For meetings outside of Library operating hours, applicants are responsible for checking out an access key or code from Library staff one day prior to the event. After-hours access is granted for the meeting room space during the reservation period only and not the full Library building. *Unauthorized access may be considered trespassing.*
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- Use of parts of the library or its grounds outside the meeting rooms.

Requestors should be aware that a certificate of liability insurance shall be required for nonstandard usage. Information on how to purchase insurance can be found at <http://www.onebeaconentertainment.com/>. The vendor ID Code is OB11-280.

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Reservations and check out

- Rooms are available on a first come, first serve basis unless reserved in advance. Patrons with advance reservations take priority.
- Verbal consent from a parent or legal guardian to library staff is required for a minor (under age 18) to reserve a Study Room. For youth ages 13+, this authorization will be noted and may remain in effect for future reservations until revised by the parent/guardian.
- To place a reservation and check out a Study Room, a person
 - must be at least 13 years old and have a valid Sage library card in good standing, or present a valid DMV-issued photo ID.
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Responsibility of Patrons Using Library Rooms

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FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN SUSPENSION OF ROOM USAGE AND/OR LIBRARY PRIVILEGES.

regon Library Laws - Revised Statutes - Special Districts: Annexation

Oregon Revised Statutes

Chapter 198 - Special Districts Generally

FORMATION; CHANGES OF ORGANIZATION

(Annexation)

198.850 Annexation petition or resolution; delayed effective date for certain annexations.

(1) When the electors of an area wish to annex to a district, they may file an annexation petition with the county board. Before the petition is filed with the county board, it shall be approved by indorsement thereon by the board of the affected district and by any other agency also required by the principal Act to indorse or approve the petition.

(2) ORS 198.800 to 198.820 apply to the proceeding conducted by the county board and the rights, powers and duties of petitioners and other persons having an interest in the proceedings. However, when determining whether to approve an annexation petition filed under this section, the county board, in lieu of the criteria prescribed by ORS 198.805 (1) and 199.462, shall consider the local comprehensive plan for the area and any service agreement executed between a local government and the affected district.

(3) In lieu of a petition, annexation may be initiated by resolution of the district board or of the county board. Proceedings may also be initiated by any other public agency if authorized by the principal Act. If proceedings are initiated by the district board or another public agency, a resolution setting forth the matters described by ORS 198.835 shall be filed with the county board. The proceeding thereafter shall be conducted as provided by ORS 198.835 to 198.845. However, when determining whether to approve the resolution, the county board, in lieu of the criteria prescribed by ORS 198.805 (1) and 199.462, shall consider the local comprehensive plan for the area and any service agreement executed between a local government and the affected district. An annexation initiated by the district board may include an effective date that is not later than 10 years after the date of the order declaring the annexation.

198.855 Annexation election; annexation without election when petition signed by all landowners or by majority of electors and owners of more than half of land.

(1) If the annexation petition is not signed by all the owners of all the lands in the territory proposed to be annexed or is not signed by a majority of the electors registered in the territory proposed to be annexed and by the owners of more than half of the land in the territory and an election is ordered on the proposed annexation as provided by ORS 198.815, the county board shall order an election to be held in the territory and the county board also shall order the board of the affected district to hold an election on the same day, both elections to be held for the purpose of submitting the proposed annexation to the electors. The district board shall certify the results of the election to the county board. The order of annexation shall not be entered by the county board unless a majority of the votes in the territory and a majority of the votes in the district are in favor of the annexation. If a majority of the votes cast in both elections do not favor annexation, the county board by order shall so declare.

(2) Two or more proposals for annexation of territory may be voted upon at the same time. However, within the district each proposal shall be stated separately on the ballot and voted on separately and, in the territory proposed to be annexed, no proposal for annexing other territory shall appear on the ballot.

(3) If the annexation petition is signed by all of the owners of all land in the territory proposed to be annexed or is signed by a majority of the electors registered in the territory proposed to be annexed and by the owners of more than half of the land in the territory, an election in the territory and district shall be dispensed with. After the hearing on the petition, if the county board approves the petition as presented or as modified or, if an election is held, if the electors approve the annexation, the county board shall enter an order describing the boundaries of the territory annexed and declaring it annexed to the district.

198.857 Annexation without election by petition of landowner.

(1) Notwithstanding ORS 198.750, 198.755, 198.760, 198.765, 198.775, 198.850 and 198.855, a parcel of land may be annexed to a district as provided in this section.

(2) When the owner of a parcel of land wants to annex that land to a district, the owner may file an annexation petition with the county board. The petition shall declare that the

petition is filed pursuant to this section, state the name of the affected district and all affected counties, indicate the principal Act of the affected district and be signed by the owner of the parcel of land. Before the petition is filed with the county board, the petition must be approved by indorsement thereon by the board of the affected district and by any other agency also required by the principal Act to indorse or approve the petition.

(3) If a petition filed under this section meets the requirements of this section and is otherwise sufficient under the principal Act, the county board shall set a date for a public hearing on the petition. The hearing shall be held not sooner than 20 days nor later than 50 days after the date on which the petition is filed. Written notice of the hearing shall be mailed to the petitioner and to the board of the affected district.

(4) At the time stated in the notice described in subsection (3) of this section, the county board shall hold a public hearing to consider the petition. When determining whether to approve the petition, the county board shall consider the local comprehensive plan for the area and any service agreement executed between a local government and the affected district. If the petition is approved, the county board shall enter an order describing the boundaries of the land and declaring the land annexed to the district.

198.860 Effect of annexation order. After the date of entry of an order by the county board annexing territory to a district, the territory annexed shall become subject to the outstanding indebtedness, bonded or otherwise, of the district in like manner as the territory within the district.

198.866 Annexation of city to district; approval of annexation proposal; election.

(1) The governing body of a city may adopt a resolution or motion to propose annexation to a district for the purpose of receiving service from the district. Upon adoption of an annexation proposal, the governing body of the city shall certify to the district board a copy of the proposal.

(2) The district board shall approve or disapprove the city's annexation proposal. If the district board approves the proposal, the district board shall adopt an order or resolution to call an election in the district unless otherwise provided in subsection (3) of this section.

(3) The district board is not required to call an election if:

(a) The population of the city is less than 20 percent of the population of the district; or

(b) The entire boundary of the city is encompassed within the boundary of the district.

(4) Notwithstanding subsection (3) of this section, if 10 percent of the electors or 100 electors of the district, whichever is less, sign and present to the county board a petition requesting an election, the board shall call an election in the district. The petition shall be in conformity, to the greatest extent practicable, with ORS 198.750, 198.760, 198.765 and 198.770.

(5) The order or resolution of the district board shall include the applicable matters specified in ORS 198.745. In addition the order or resolution may contain a plan for zoning or subdistricting the district as enlarged by the annexation if the principal Act for the district provides for election or representation by zone or subdistrict.

(6) The district board shall certify a copy of the resolution or order to the governing body of the city.

(7) Upon receipt of the resolution or order of the district board, the governing body of the city shall call an election in the city on the date specified in the order or resolution of the district board.

(8) An election under this section shall be held on a date specified in ORS 255.345 that is not sooner than the 90th day after the date of the district order or resolution calling the election.

198.867 Approval of annexation to district by electors of city and district; certification; effect of annexation.

(1) If the electors of the city approve the annexation, the city governing body shall:

(a) Certify to the county board of the principal county for the district the fact of the approval by the city electors of the proposal; and

(b) Present the certificate to the district board.

(2) If the electors of the district approve the annexation, the district board shall:

(a) Certify the results of the election; and

(b) Attach the certificate to the certificate of the city and present both certificates to the county board.

(3) Upon receipt of the certificate of the city governing body and the district board, the county board shall enter an order annexing the territory included in the city to the district. When the county board enters the order, the city territory, together with any territory thereafter annexed to the city:

(a) Shall be included in the boundaries of the district; and

(b) Shall be subject to all liabilities of the district in the same manner and to the same extent as other territory included in the district.

198.869 Annexation contract; recordation; effect. A contract between a district and a landowner relating to extraterritorial provision of service and consent to eventual annexation of property of the landowner shall be recorded and, when recorded, shall be binding on all successors with an interest in that property.