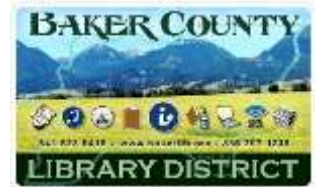


Baker County Library District
Library Board of Directors
Regular Meeting Minutes
May 12, 2026



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 administrative building for the District.

Directors present were Kyra Rohner, Beth Bigelow, and Ashley McClay. Also present in person were Perry Stokes, Director, and Christine Hawes, Business Manager.

No other directors or members of the public were present in person or via Zoom.

President Kyra Rohner called the meeting to order at 5:04 p.m. A quorum was present.

Roll call: Kyra Rohner, Beth Bigelow, Ashley McClay, Perry Stokes, and Christine Hawes.

CONSENT AGENDA

Rohner asked whether there were any additions to or deletions from the agenda or the minutes from the previous meeting.

- There were none.

Bigelow moved to adopt the consent agenda as presented; McClay seconded. The motion passed unanimously (3 yea).

CONFLICTS OF INTEREST

Rohner asked whether any conflicts or potential conflicts of interest should be declared.

- There were none.

OPEN FORUM / CITIZEN COMMENTS

Rohner asked whether there were any citizen comments.

- No one from the public was present. Stokes reported no communications to share.

OLD BUSINESS

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

NEW BUSINESS

Parking Lot and Grounds Use Policy Update

Rohner moved to New Business and asked Stokes to present the policy update.

Stokes reviewed proposed changes to the Parking Lot Policy, which had not been updated since 2017. The packet included the original Parking Lot Policy, last revised March 2017, the proposed Parking Lot and Grounds Use Policy, and a summary of proposed changes.

Stokes explained that the revised policy modernizes language, clarifies rules for parking lot and exterior grounds use, and aligns the policy with current library operations. The proposed policy retains the original purpose of prioritizing parking for library patrons, staff, volunteers, library programs, the Friends, and approved community use. It expands the policy scope to include District-controlled grounds and parking restrictions and adds liability language to protect the District.

Directors reviewed the proposed policy and discussed the following points:

- McClay asked whether the District has experienced problems with overnight parking. Stokes stated that overnight parking has generally not been a problem. When someone has vehicle issues and needs to leave a vehicle temporarily, they typically notify library staff.
- Stokes reported that most parking issues occur during Miner’s Jubilee weekend in July. The District attempts to reserve parking for patrons, staff, and approved meeting-room users during the event.
- Stokes noted that parking passes and posted signs indicating authorized parking have helped significantly.
- Stokes offered to table the policy until the next meeting if directors wanted more time for review. Bigelow stated the policy looked acceptable to her but noted the other two members could also review it before adoption. Rohner and McClay indicated they were comfortable moving forward, and the Board agreed not to postpone action.

McClay moved to approve the Parking Lot and Grounds Use Policy as presented, replacing the prior Parking Lot Policy revised March 13, 2017; Bigelow seconded. There was no further discussion. The motion passed unanimously (3 yea).

FY2026-27 Budget Draft Proposal

Stokes began with the proposed supplemental budget changes for the current FY2025-26 fiscal year, using the document titled FY2025-26 Supplemental Budget Compared with FY2025-26 Original Budget. He reported that the supplemental budget would increase the total budget by a net amount of approximately \$111,485 across three funds.

Supplemental Budget highlights included the following:

- General Fund: Increase of approximately \$108,000.
 - Net working capital/cash carryover: Increase from \$775,000 to approximately \$838,000, an estimated increase of \$63,000.
 - Revenue: One notable reduction is the E-Rate line due to USAC discontinuing support for hotspots that was initially made available.
 - Personnel Services: Decrease of approximately \$21,000, primarily due to fewer hours worked by IT staff than budgeted, which also reduced related benefit costs.
 - Materials & Services: Increase of approximately \$131,000.
 - Collection Development: Increase of \$58,000 to strengthen collections during the current year.
 - Computer Maintenance: Increase of \$41,000, including replacement of much of the major network equipment.
 - Facilities Maintenance: Increase of \$17,000 for planned work.
 - Bookmobile Operations: Increase of \$7,500, primarily due to higher fuel costs and needed repairs.
 - Operating Contingency and non-allocated funds remain essentially flat, with a small decrease.
- Other Uses Fund: Decrease of \$10,000, primarily due to a decrease in cash carryover.
- Capital Investment Reserve Fund: No change; remains at \$212,500.

- Sage Library System Fund: Increase of approximately \$12,000.
 - Sage has increased dues and is managing the Wowbrary subscription.
 - Cash carryover increased by approximately \$10,000.
 - The fund is intentionally building reserves to support replacement of the director position when the current director fully retires.

Stokes also reviewed major trends and developments. He noted that Collection Development receives the most significant increase and that increases in computer, facility, and equipment maintenance reflect continued demand for technology replacement, system support, repairs, and building maintenance capacity. He stated that reserves are preserved to support operations from July through November until tax revenues begin to come in. The District has needed to borrow from Other Funds reserves for several years. The Sage Fund remains stable, and Sage is implementing a membership dues restructuring designed to be more fair and equitable, although a few members have left due to the change.

There was brief discussion regarding the coming salary increases, which Stokes said would be addressed during review of the proposed FY2026-27 budget. Rohner asked whether there were additional questions regarding the supplemental budget. There were none.

Stokes next reviewed the report titled Proposed FY2026-27 Budget Compared with FY2025-26 Original Budget. He reported that the proposed budget would increase by approximately \$208,810, or about 5.8%.

Stokes stated that the proposed budget is designed to:

- Maintain current library operations and staffing capacity.
- Absorb continued salary and benefit cost increases, primarily driven by PERS rate increases and group health insurance costs.
- Adjust reserves related to the change in the health insurance deductible.
- Increase the General Fund operating reserve to cover July through November cash-flow needs.
- Continue long-term capital improvements through a \$50,000 transfer to the Capital Investment Reserve.
- Continue operating under the current permanent and local option tax rates, with no bonded debt proposed.

Stokes noted that this is the fifth year of the current five-year local option levy. The renewal is on the ballot, with the election ending the following week.

Budget highlights by fund included the following:

- General Fund resources are estimated to increase by approximately \$158,000, or 6.5%, primarily due to higher working capital and higher tax revenues. Federal E-Rate revenue decreases by \$5,750 because hotspot support has been withdrawn; the District will continue using E-Rate support for internet and broadband services.
- Personnel Services, including salaries and benefits, will increase by approximately 7.3%. FTE remains unchanged at 15.8. Stokes stated that the increase reflects the cost of maintaining current staffing capacity rather than adding personnel.
- General Fund Materials & Services will increase by \$55,500, or 11.5%. Collection Development begins at \$140,000, a \$12,000 increase over the FY2025-26 original budget. Bookmobile Operations increases due to higher fuel and mileage costs. Insurance costs are anticipated to increase by approximately 22%, or \$7,000. The Audit Fee line is increased in anticipation of rebidding audit

services. Computer Maintenance remains one of the largest increases due to ongoing technology-upgrade needs.

- Non-allocated requirements include a reduced transfer of \$50,000 to the Capital Improvements Fund, which remains a significant deposit. Operating contingency increases by \$18,000, and reserves increase by \$45,000.
- Other Funds show small changes, increasing by approximately \$13,500.
- The Capital Investment Reserve will receive another \$50,000 transfer.
- The Sage Library System Fund remains stable, with a net increase of approximately \$13,000.

Stokes summarized major budget trends, noting that the General Fund budget maintains service capacity rather than expanding staffing. The largest cost pressure is personnel and benefits. Materials & Services growth reflects operational cost pressures. The budget continues investment in technology and collection development while maintaining operations. Capital reserve funding continues, and the Other Uses Fund continues supporting long-term liabilities and designated reserve goals.

Rohner asked about salary levels, referring to Stokes' earlier comment about a salary chart showing District salary levels. Stokes said he would address the topic at the budget committee meeting the following week. He referred to a Library Salary Survey 2026 report that separates salaries by quartile, with low and high standards. He reviewed administrative staff, assistants, and clerks, noting current levels. Stokes said the goal is to keep staff at or above the low-wage standard. The figures were taken from the most recent State Library statistics report.

Discussion followed. Stokes stated that he believes the District is making progress. Senior librarian levels have improved, and the goal is to make those positions more competitive. Some assistant and clerk levels need to be increased as funding allows.

Bigelow said it was good to see a healthy budget. Stokes commented on new industries coming into the county and briefly discussed several larger developments, including a sale and takeover of part of the Idaho Power service area by OTEC.

REPORTS

Director's Report

Stokes provided the Director's Report.

Administrative

- The May staff meeting included an update and highlights from the proposed FY2026-27 budget. Staff were informed of the proposed salary cost-of-living adjustment of 3.6%, reflecting the state minimum wage inflation adjustment.
- Staff were informed that the District is moving to a higher deductible medical plan due to increased health insurance costs. The plan change raises the deductible from \$3,000 to \$5,000, with the library covering \$3,000 and staff responsible for \$2,000. Stokes shared that the library's deductible support remains a strong employee benefit. According to insurance representatives and an informal survey, the district's deductible support is uncommon for organizations whether in the public or private sector.
- An Aflac agent attended the staff meeting to review supplemental insurance options available through payroll deduction. Staff were reminded that May is open enrollment for existing Aflac policies.

- IT support planning continues. The IT Manager requested a bid from Davis Computing for contracted technology support as part of succession planning. The District is exploring options in the event a qualified replacement is not found. The bid was \$2,000 per month for 10 hours, with unused hours not rolling over. Stokes plans to contact Davis Computing to discuss whether that term can be negotiated. Contracted support would be contingency strategy if a suitable employee replacement for Jim cannot be found.

Policy Implementation and Circulation

- Staff reviewed implementation of the newly approved **Circulation Policy and Fee Schedule**. Stokes discussed issues that have arisen, including patrons with two-item limits who can no longer borrow equipment. Some criteria may allow a membership upgrade to permit expanded use.
- Staff reviewed implementation of the updated **Patron Code of Conduct**. Stokes has coached staff on how to work with patrons under the updated policy.
- Service animal procedures were reviewed. Stokes reminded staff to ask only the specific questions allowed. Recent examples were discussed and worked through at the staff meeting.
- Study room safety rules were clarified, including handling items left in study rooms and moving belongings to Lost and Found.

Facilities and Technology

- The Haines library is undergoing planned maintenance projects, including recoating the roof and repainting the building.
- The District discussed the increased cost of its website and ADA compliance. The District is well ahead of the compliance deadline, but the annual cost has increased significantly from approximately \$500 to approximately \$5,000.

Programs and Outreach

- Summer Reading Program planning is underway. The calendar has been released, and the program will run from June 1 through August 7.
- Stokes said the District may have hosted its last Comic Book Day. A last-minute donation allowed the event to be held this year, but the future of the event is uncertain.
- Staff reviewed procedures for circulating tablets. Tablets returned by patrons must be cleared before being checked out to another patron.
- Transit-list cleanup is underway across branches. Stokes explained the process.
- Cataloging and processing capacity continues to improve.

Advocacy and External Relations

- Senator Merkley recently hosted a town hall meeting. Stokes met with him to discuss IMLS funding, continued E-Rate support for broadband, and the need for capital funding for small libraries with aging facilities.

Staff, Volunteers, and Community

- The District held a memorial service for recent losses among retired library staff and volunteer staff.
- A new grounds volunteer is working with the Facilities Manager. Volunteer support remains active.

Financial Report

Hawes presented the financial reports. Copies of the reports were distributed and shown on the Zoom screen.

General Fund

- Revenue and cash:
 - The General Fund received a tax turnover of \$4,639.80 on May 5.
 - Pool savings interest continues to come in at 4%. The April 30 interest total was \$3,212.76.
 - E-Rate funds of \$1,980.79 were received, with another \$1,402 anticipated in May and June.
- Personnel Services:
 - The May 1 payroll is shown in the far-left column and represents 11 of the 12 annual pay dates.
 - Year-to-date actual expenses are shown against the budget. Baker Library salaries are 89.6% spent to date.
 - Sage Fund payroll also posts to the General Fund and is then removed from the General Fund books and entered on the Sage Fund books by journal entry. Effective in March, QuickBooks no longer allows payroll in two sets of books, so the easiest solution is to combine payroll in the General Fund.
 - Both group health insurance and May PERS were paid for the month. Overall, Personnel Services is on target at 88.4% spent to date for the fiscal year.
- Materials & Services highlights:
 - Book budget: A check to Ingram for \$7,656.58 covered the monthly book order.
 - Digital media: A check to Midwest Tape, doing business as Hoopla, totaled \$995.08 for monthly electronic patron usage.
 - Visa charges included VUDU electronic movie copies of \$2,564.28, music CDs of \$811.20, and movie DVDs of \$1,197.73.
 - The monthly janitorial contract payment of \$2,200 was made on May 1.
 - Travel expenses included \$229.38 for fuel in the GMC for Perry's attendance at the OLA conference, as well as prior-month Visa expenses of \$879.88 for OLA registration and hotel expenses.
 - Beth Ross, Sage Library System Director, also attended the OLA conference. The travel line includes \$1,307.80 in travel reimbursements to her, which were moved to the Sage Fund books and reimbursed to the General Fund.
 - Financial management fees: Intuit announced it has resumed charging monthly fees for each payroll check issued. The May charge was \$86.00, and the April charge was \$87.75. Hawes noted that when the District moved to Intuit QuickBooks Enterprise Solutions a year ago, one attraction was that there were no more monthly service fees because they were included in the increased cost. That only lasted one year.
- Capital Outlay:
 - The General Fund wrote a check to Landmark Contracting for \$22,616.00 for the Haines Library roof improvement. The expenditure was paid from the Capital Investment Reserve Fund and moved by journal entry to that fund. The check appears in and out of the General Fund line so that it is shown on the Capital Investment financial report.
 - The current General Fund combined cash balance is \$842,437.80. Compared with the budgeted Reserve for Future Expenditures of \$655,000, the ending reserve balance is expected to come in approximately \$100,000 more than budgeted.

Other Funds

- Other Funds received pool interest of \$865.64, split among four departments.
- The May 12 Visa payment of \$347.30 included book shipping expenses of \$78.86 and \$268.44 in expenses for the Volunteer Reception held in April.
- Volunteer Reception expenses on the prior month's Visa totaled \$311.03, for a combined cost of \$579.47. Attendance was exceptional, and the event was greatly appreciated by volunteers.

Capital Investment Fund

- The Capital Investment Fund received pool interest of \$665.48.
- As noted above, a check for \$22,616.00 was written to pay for recoating the Haines Library roof.
- The current reserve cash balance is \$180,466.44.

Sage Fund

- The Sage Fund received pool interest of \$1,115.37. There was no other income.
- The May 1 payroll was recorded by journal entry on the Sage books and reimbursed to the General Fund on the same day as payroll was paid.
- Sage pays payroll taxes directly to the IRS and Oregon Department of Revenue.
- The payroll budget is on target at 79.6% spent. There are two more Sage paychecks in the fiscal year, June 1 and June 30, bringing salaries to 12 pay dates. Hawes explained that this is done to force the payroll accrual and keep interfund activity to a minimum.
- Sage checks included the usual five checks to small couriers totaling \$2,427.54, a check to Crane School District for \$146.04 for postage to ship Sage books to other libraries, a check to Interactive Sciences for \$4,122.67 for the Wowbrary subscription, and the regular monthly IT contract payment of \$6,675.03 on May 1.
- The Sage Visa totaled \$1,716.36, including OLA conference hotel and Evergreen conference hotel expenses.
- Beth Ross was reimbursed through her May 1 paycheck for mileage for the two conferences. The reimbursement was moved to the Sage books by journal entry and reimbursed to the General Fund along with payroll.
- The current combined cash balance is \$312,052.69. Sage averages approximately \$21,000 in monthly expenses and is expected to end the fiscal year with a healthy cash carryover.

District Visa and Bills

- The District Visa Statement dated May 6 was presented for review.
- Three payments totaling \$13,267.23 were scheduled for May 12, paying the statement in full. A summary by fund was attached to the statement.
- 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 June 9 at 5:00 p.m.
- The first budget committee meeting will be held Wednesday, May 20, at 6:00 p.m.

Rohner asked whether there were any other comments. There were none.

ADJOURNMENT

Rohner adjourned the meeting at 6:11 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.