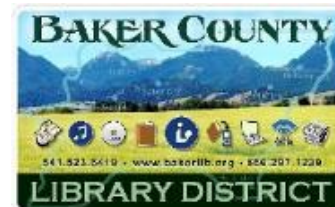


Regular Meeting Agenda

Baker County Library District

Board of Directors

Kyra Rohner, President



Thursday, Apr 14, 2026, 5:00 – 6:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City, Oregon

Remote access [provided via Zoom](#)

Phone: +12532050468,,86144293530#,,,,*190067# US

Meeting ID: 861 4429 3530 **Passcode:** 190067

- I. Call to Order
- II. Roll Call
- III. Consent Agenda (**ACTION**)
 - Additions/deletions from agenda
 - Minutes of previous agenda
- IV. Conflicts or Potential Conflicts of Interest
- V. Citizen Comment (5-minute limit per speaker)
- VI. Old Business
 - a. FY2026-27 Budget Committee Membership (**ACTION**)
- VII. New Business
 - a. Resolution 2025-26.07 Adopting Circulation Policy & Fee Schedule (**ACTION**)
 1. Circulation Policy
 2. 2026 Fee Schedule
 - b. Group Health Medical/Dental Insurance Renewal (**ACTION**)
 - c. FY2026-27 Budget Preliminary Outlook
- VIII. Reports
 - a. Library Director
 - b. Financial
- IX. Next Meeting: **May 12, 5:00 pm**
- X. Adjournment

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) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

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

The Board of Directors regularly meets on the **2nd Monday each month from 5.00 to 6.00p** 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

Tuesday, Apr 14, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

I. Call to Order

II. Roll Call

III. Consent Agenda (**ACTION**)

Additions/deletions from agenda

Minutes of previous agenda

IV. Conflicts or Potential Conflicts of Interest

V. Citizen Comment (5-minute limit per speaker)

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.

VI. Old Business

FY 2026-27 Committee Membership (**ACTION**)

Following nominations from Board member Jacque Cobb, two community members—Monica Mathews (Haines) and Rick Teegarden (Baker City)—have agreed to serve on the Budget Committee. Invitations have been extended to all appointive members; responses from two individuals are still pending. Members who have confirmed their participation are indicated in bold in the roster below.

The proposed roster reflects a combination of continuing members and newly appointed individuals, consistent with statutory requirements for Budget Committee composition.

FY26-27 Budget Committee Membership

Appointive Members (**confirmed**)

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2025	6/30/2027
2	Linda Collier	Halfway	5/2025	6/30/2027
3	Monica Mathews	Haines	5/2026	6/30/2028
4	Joy Leamaster	Baker City	5/2024	6/30/2026
5	Rick Teegarden	Baker City	5/2023	6/30/2028

Elected Governing Body (Library Board) Members

	Name		Term start (4 years)	Term expiration
6	Ashley McClay	Baker City	7/1/2023	6/30/2027
7	Kyra Rohner	Baker City	7/1/2025	6/30/2029
8	Jacque Cobb	Haines	7/1/2025	6/30/2029

Library Board Meeting – Annotated Agenda

Tuesday, Apr 14, 2026, 5:00 pm

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9	Beth Bigelow	Haines	7/1/2025	6/30/2029
10	Joan Spriggs	Halfway	7/1/2023	6/30/2027

Recommended Action:

Approval of the FY2026–27 Budget Committee membership roster as presented will formally establish the committee for the upcoming budget cycle.

Proposed Motion:

I move that the BCLD Board of Directors approve the FY2026–27 Budget Committee membership roster as presented.

VII. New Business

a. Resolution 2025-26.07 Adopting Circulation Policy & Fee Schedule (ACTION)

The Circulation Policy and 2026 Fines & Fees Schedule are presented for Board adoption as part of a comprehensive update to the District’s circulation practices, account structure, and fee framework. Together, these documents replace multiple existing policies and establish a clear, modern, and consistent foundation for library operations aligned with Sage Library System standards.

This update was undertaken to:

- Ensure compliance with the **State Library of Oregon Minimum Conditions for Public Libraries**, including the requirement to maintain a current Circulation Policy
- Align local practices with **Sage Library System standards**
- Consolidate and simplify multiple legacy policies into a unified framework
- Improve clarity, transparency, and consistency for patrons and staff
- Support equitable access while maintaining accountability for library materials

1. Circulation Policy (New)

The newly created Circulation Policy:

- Consolidates prior **Cardholder Responsibility, Card Eligibility**, and related circulation policies into a single document
- Establishes clear definitions of **account types, eligibility, and privileges**
- Clarifies **youth account sponsorship and responsibilities**
- Defines **borrowing requirements, account access, and privacy protections**
- Distinguishes between **Board policy and operational procedures**, with Sage system standards governing key circulation parameters
- Provides a **Quick Reference Summary** for staff and public use

2. 2026 Fee Schedule

The proposed 2026 Fee Schedule:

- Consolidates the prior **Fines & Fees Schedule (2016)** and **Visitor/Non-Resident Card Fee policy (2019)** into a single document

Library Board Meeting – Annotated Agenda

Tuesday, Apr 14, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

- Updates **non-resident card fees**, including an increase in the full-access annual card from **\$90 to \$110** to better reflect current local tax contributions
- Modernizes **equipment overdue fee structures**, reducing punitive daily rates and establishing clear maximums
- Adjusts **collections thresholds and fees**, including a reduction in the collections action fee and higher thresholds for referral
- Reduces certain service fees (e.g., computer guest pass and replacement card fees) to improve access
- Clarifies **replacement cost, refund eligibility, and administrative discretion**
- Incorporates **Oregon Library Passport Program provisions** into the unified schedule

While most overdue fines for standard materials remain unchanged, the schedule modernizes equipment fee structures, clarifies replacement and refund practices, and improves consistency in collections thresholds.

These updates:

- Improve **consistency and usability** of policies for staff and patrons
- Reduce reliance on outdated or fragmented documents
- Provide clearer guidance for **account management, fees, and enforcement**
- Maintain a balance between **equitable access and responsible use of library resources**

Requested Action

Adopt the revised **Circulation Policy** and **2026 Fee Schedule**, and rescind prior related policies, as presented (or as revised by discussion) with the accompanying resolution.

Recommended Motion

I move that the BCLD Board of Directors adopt Resolution No. 2025-26.07, adopting the revised Circulation Policy and the 2026 Fee Schedule, rescinding prior related policies, and authorizing the Library Director to implement and administer these policies.

b. Group Medical/Dental Insurance Renewal (ACTION)

Attachments:

- VII.b.i. Cost analysis report from C. Hawes
- VII.b.ii. SDIS Medical/Dental Plan renewal rates
- VII.b.iii. SDIS Renewal Confirmation Form

Finance & HR Manager Christine Hawes will present the annual renewal of the District's employee health insurance program through Special Districts Insurance Services (SDIS), effective July 1, 2026.

To maintain the District's current medical plan (Regence Red PPO K, \$3,000 deductible), the proposed renewal reflects an approximate **12.6% premium increase**, consistent with updated rate calculations for the plan.

Library Board Meeting – Annotated Agenda

Tuesday, Apr 14, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

As a cost-containment option, staff recommends consideration of transitioning to the **Red PPO L plan (\$5,000 deductible)**. Under this option, the deductible cost-sharing structure would shift to approximately **\$2,000 employee / \$3,000 District**, compared to the current \$1,500/\$1,500 split. This change is projected to reduce the overall premium increase to approximately **2.7%**, while increasing employee out-of-pocket exposure.

For dental coverage, maintaining the current plan (Delta Dental Option 3 – \$2,000 annual maximum) is expected to result in an approximate **5.8–6.5% increase**, consistent with SDIS renewal guidance.

SDIS has also announced a policy change allowing **orthodontia coverage to be added for districts of any size**, removing the previous minimum enrollment requirement. Staff is interested in exploring the addition of orthodontia benefits; however, final pricing is not yet available. Preliminary estimates suggest that including this coverage could increase overall dental-related costs, resulting in a total program increase of approximately **12.9%**.

Additionally, staff seeks Board clarification regarding the District's **Life Flight benefit**, specifically whether optional ground ambulance coverage is an eligible reimbursable expense. A reimbursement request was approved this year based on current administrative interpretation; formal Board direction is requested to confirm or revise this practice. (See *Life Flight information, page 1* for coverage overview.)

Further details, including plan comparisons and financial impacts, will be provided at the Board meeting.

Recommended Action:

Review renewal options and provide direction on medical and dental plan selection, potential addition of orthodontia coverage, and policy clarification regarding Life Flight benefit reimbursement.

c. FY26-27 Budget Preliminary Outlook

- **FY2026-27 budget documents to be presented at the meeting**

Preliminary budget development for FY 2026–27 is underway. Current projections include a proposed **3%–3.5% cost-of-living adjustment (COLA)** to help maintain employee purchasing power in response to ongoing inflationary pressures.

Employee health insurance remains a significant cost driver. The District is facing an approximate **12.6% increase** to maintain the current medical plan, compared to a **6% increase in the prior year**. Staff are also evaluating alternative plan options, including higher-deductible plans, which may reduce premium increases but would shift additional cost exposure to employees and/or the District.

Within the **Materials and Services** category, the budget strategy assumes continuation of current service levels, with most operational line items remaining stable. However, **fuel cost increases** are expected to impact bookmobile operations, inter-branch travel, and staff training expenses.

Additional details and refined projections will be presented as the budget development process continues.

Library Board Meeting – Annotated Agenda

Tuesday, Apr 14, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

VIII. Reports

a. Library Director

Branch & System Updates

- Collection balancing and shelving assessments are ongoing across all branches.
- Recent activities include a successful book sale in Richland and continued collection shifting in Halfway and other branches.
- New volunteer support has expanded, including landscaping and collections assistance.

Collections & Technical Services

Cataloging capacity continues to improve with staff training advancements, increasing processing efficiency.

Collection management efforts remain focused on:

- Balancing branch collection sizes with circulation trends
- Ongoing weeding and improved routing of series materials
- Expanded use of Better World Books for discards to maximize reuse and reduce clutter

The district's total collection remains stable at approximately 141,000 items.

Community Engagement & Public Perception

Staff continue to receive strong positive feedback from the public. Notably:

- A patron returned specifically to express appreciation for the library
- A new resident cited the library as a deciding factor in relocating to Baker County

Additionally, the library was recently featured in national-level writing through **the American Library Project**, highlighting its role in community life and intellectual freedom.

- [“The library just is.” Work and intergenerational friendship in Baker County Public Library](#)
- [The Freedom to Read in Baker City, Oregon](#)

Facilities & Capital Improvements

At the Baker location:

- Recent infrastructure improvements include **replacement of damaged fiber optic cable** and installation of a new security camera in the Friends Book Shop area.
- A new vandal-resistant exterior electrical outlet box was installed to keep the resource exclusive to Bookmobile use.
- Climate control systems are being optimized, including sensor repairs and a forthcoming Metasys system audit to improve energy efficiency.

At branch locations:

- Haines roof repairs are in progress.

Library Board Meeting – Annotated Agenda

Tuesday, Apr 14, 2026, 5:00 pm

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Personnel & Professional Development

Staff completed mandatory webinar training requirements at the end of March.

The Director will participate in the 2026 Oregon Library Association Conference, presenting on intellectual freedom and E-rate. Additionally, two Sage staff members will receive the Library Employee of the Year Award, which the Director will present.

A temporary reduction in Facilities staff schedule is in place due to medical needs.

Programs & Services

Upcoming programming highlights include:

- Author visit (June 5) featuring Dan Shryock, Cycling Across Oregon.
- Summer Reading Program preparation is underway with the theme “Plant a Seed – READ.”
- Youth engagement initiatives continue, including March Book Madness and the upcoming “Walk to Mordor” reading/fitness challenge.

Safety & Security

Safety protocols regarding the **proper use of ladders** were reviewed with relevant staff following a reported concern. Staff were reminded that all established safety procedures must be followed at all times, and that shortcuts or deviations from standard practices are not permitted.

A significant incident occurred on March 20 outside the Baker library involving criminal activity. One individual faces charges including **Menacing** and **Unlawful Use of a Weapon**. The incident was captured on security cameras, reported to law enforcement, and all involved individuals have been formally trespassed from library property.

Youth vaping on library premises remains an ongoing concern, including incidents occurring inside the building. High-resolution security cameras continue to play a critical role in identifying this activity and enforcing consequences for those involved, including both primary participants and accomplices.

b. Financial

Report documents to be distributed at the meeting

IX. Next Meeting:

Date/Time: **May 12, 5:00 pm**

Planned Topics:

- FY2026-27 Budget Draft

X. Adjournment