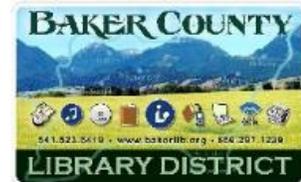


Budget Hearing + Regular Meeting Agenda

Baker County Library District

Board of Directors

Kyra Rohner, President



Tuesday, Jun 10, 2025, 12:00 – 1:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City, Oregon

Remote access [provided via Zoom](#)

Phone: +1 669 900 9128

Meeting ID: 893 6905 7211

Passcode: 914748

- I. Call to Order
- II. Roll Call
- III. Consent Agenda (**ACTION**)
- IV. Conflicts or Potential Conflicts of Interest
- V. Open Forum for General Public, Comments & Communications
- VI. Old Business
 - a. *None*
- VII. New Business
 - a. *Budget Hearing (Public Comment)*
 - b. *FY24-25 Supplemental Budget Adoption (ACTION)*
 - c. *FY25-26 Supplemental Budget Adoption (ACTION)*
 - d. *Special Election Results, May 20 2025 – BCLD Board of Directors*
 - a. *Discussion of 2025-2026 officers & regular meeting day/time*
 - e. *Tribute Proposal for former Library Director Bonebrake*
 - f. *Recognition of Betty Palmer Board Service*
- VIII. Reports
 - a. **Library Director Report**
 - b. **Finance Report**
- IX. Next Meeting

Board Meeting (ACTION)

Date/Time: July 8, 2025, 12:00 pm

- X. Adjournment

The times of all agenda items except open forum are approximate and are subject to change.

The Board of Directors meets on the **2nd Monday each month from 12.00 to 1.00p** 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.

Annotated Agenda

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

Attachments:

- III.b.i. Board meeting minutes, May 13 2025
- III.b.ii. Budget Committee meeting minutes, May 21 2025

- IV. Conflicts or potential conflicts of interest Rohner
- V. Open forum for general public, comments & communications Rohner
- VI. OLD BUSINESS
- a. None

VII. NEW BUSINESS

- a. Budget Hearing (Public Comment) Rohner

The Board invites public comment on the proposed *Supplemental Budget* for the current fiscal year and/or the *2025–26 fiscal year budget* recently approved by the Budget Committee.

- b. 2024-25 Supplemental Budget (**ACTION**) Rohner

Attachments:

- VII.b.1. Resolution No. 2024-25.06
- VII.b.2. Budget summary table
- VII.b.3. Ten percent rule analysis
- VII.b.4-10. Legal budget documents

In this final month of the fiscal year, a supplemental budget is proposed to refine appropriation lines and ensure alignment with Oregon Local Budget Law. The resolution authorizes adjustments for unanticipated revenue and spending variations.

Justifications for the Supplemental Budget include:

- Greater-than-anticipated revenues from carryover, current-year, and prior-year taxes.
- Lower personnel costs due to unused hours budgeted for IT Manager, Bookmobile staff, Pages, and temporary workers.
- Allocation of surplus to enhance Collection Development, Facilities Maintenance, Corporate Costs, Library Operations, and a transfer to the Technology Reserve Fund.
- In the Sage Fund: higher interest income, lower membership and grant revenues, and increased tech support costs due to system issues likely related to intrusive AI model activity.

Summary of Changes:

- **General Fund:** Increase of \$217,538
 - Personnel Services decrease: \$30,284
 - Materials & Services increase: \$87,050
 - Capital Outlay increase: \$10,000
 - Transfers Out (Technology Reserve) increase: \$5,000
 - Unappropriated Ending Fund Balance (UEFB) increase: \$150,772
- **Other Fund:** Increase of \$5,000 from General Fund transfer
- **Sage Fund:** Net decrease of \$13,000

- Reduced revenues and UEFB
- Increased spending on tech support
- Decreased Capital Outlay and Contingency

Compliance Note: No fund is increased by more than 10% (excluding transfers, contingency, and UEFB), so the changes are eligible for adoption at a regular meeting without a separate public hearing.

c. Adoption of 2025-26 Budget (ACTION)

Rohner

Attachments:

- VII.c.1. Resolution No. 2024-25.07
 - Includes Legal Budget documents, see VII.b. 4-10
- VII.c.2. LB-1 Notice of Budget Hearing
- VII.c.3. LB-50 Notice of Property Tax and Certification

The Board must take formal action to adopt the approved 2025–26 budget, appropriate expenditures, and authorize the tax levy. No changes are proposed from the Budget Committee’s approved version.

Per the *Local Budgeting in Oregon* guide, adoption requires a resolution that:

1. Adopts the budget
2. Makes appropriations
3. Levies and categorizes the property tax (if applicable)

Passage of Resolution 2024-25.07 is required. Following Board approval, budget documents will be submitted to the County per statutory requirements.

d. Discussion of 2025-26 officers & regular meeting day/time

Stokes

At the July meeting, the Board will elect a President and Vice President and adopt a resolution establishing its regular meeting schedule. The current meeting schedule is the second Tuesday of each month at 12:00 PM.

Discussion on these items is typically initiated in June, but with incoming board member Jacque Cobb to be sworn in during the July meeting, it is recommended this item be tabled until she can participate.

e. Tribute Proposal for former Library Director Bonebrake

Stokes

Prompted by the temporary removal of wall hangings during the Baker Branch repainting project, a proposal has been made to create a tribute honoring Aletha Bonebrake, the library’s longest-serving director (1985–2007).

This tribute could replace the existing memorial to Ron Walrod (Director 1973–1982), who passed away at age 33. Input from outgoing board member Betty Palmer is requested before her departure.

f. Recognition of Betty Palmer Board Service

Stokes

Library Director Stokes will present Betty Palmer with a plaque honoring her nearly 30 years of dedicated service to the library district, in recognition of her outstanding contributions as she concludes her final meeting as an official board member.

VIII. REPORTS

a. Director

Stokes

Reports to be delivered at the meeting.

b. Finance

Hawes

Attachments:

- VII.b.i. Not yet available.

Reports to be delivered at the meeting.

VIII. Agenda items for next regular meeting: Jul 9, 2024

Rohner

- Board officers & meeting times
- Internal Displays Policy (NEW)

IX. ADJOURNMENT

Rohner