

Baker County Library District  
Board of Directors  
**Budget Hearing & Meeting Agenda**  
Monday, Jun 14, 2021, 6:00 – 8:00 pm  
<https://global.gotomeeting.com/join/159499709>  
Kyra Rohner, President

- |                                                                                                                                                                                                                                                                       |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>I. CALL TO ORDER</b>                                                                                                                                                                                                                                               | Rohner |
| <b>II. Consent agenda (ACTION)</b>                                                                                                                                                                                                                                    | Rohner |
| a. Additions/deletions from the agenda                                                                                                                                                                                                                                |        |
| b. Minutes of previous regular and Budget Committee meetings                                                                                                                                                                                                          |        |
| <b>III. Conflicts or potential conflicts of interest</b>                                                                                                                                                                                                              | Rohner |
| <b>IV. Open forum for general public, comments &amp; communications</b>                                                                                                                                                                                               | Rohner |
| 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. |        |
| <b>V. NEW BUSINESS</b>                                                                                                                                                                                                                                                |        |
| a. <b>Budget Hearing</b>                                                                                                                                                                                                                                              |        |
| i. <b>2020-21 Supplemental Budget adoption (ACTION)</b>                                                                                                                                                                                                               | Rohner |
| ii. <b>2021-22 Budget adoption (ACTION)</b>                                                                                                                                                                                                                           | Rohner |
| b. <b>2021 May Election results report</b>                                                                                                                                                                                                                            | Stokes |
| c. <b>Discussion of 2021-22 officers &amp; regular meeting day/time</b>                                                                                                                                                                                               | Stokes |
| <b>VI. OLD BUSINESS</b>                                                                                                                                                                                                                                               |        |
| a. <b>None</b>                                                                                                                                                                                                                                                        |        |
| <b>VII. REPORTS</b>                                                                                                                                                                                                                                                   |        |
| a. Director                                                                                                                                                                                                                                                           | Stokes |
| b. Finance                                                                                                                                                                                                                                                            | Hawes  |
| <b>VIII. Agenda items for next regular meeting: Jul 12, 2021</b>                                                                                                                                                                                                      | Rohner |
| <b>IX. ADJOURNMENT</b>                                                                                                                                                                                                                                                | Rohner |

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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

# Library Board Meeting – Annotated Agenda

Monday, Jun 14, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

I. CALL TO ORDER Rohner

II. Consent agenda (**ACTION**) Rohner

a. Additions/deletions from the agenda

b. Minutes of previous meeting(s)

### *Attachments:*

- II.b.i. Board meeting minutes, May 10 2021
- II.b.ii. Budget Committee meeting minutes, May 26 2021

III. Conflicts or potential conflicts of interest Rohner

IV. Open forum for general public, comments & communications Rohner

V. NEW BUSINESS

a. Budget Hearing

i. 2020-21 Supplemental Budget adoption (**ACTION**) Rohner

### *Attachments:*

- V.a.i.1. Resolution No. 2020-21.08
- V.a.ii.2-8. Legal budget documents

As usual, in this final month of the fiscal year, I am proposing a supplementary budget to fine tune category lines and ensure district funds are in compliance with local budget law. The resolution authorizes appropriation of unanticipated surplus revenue and adjustment of various line items that are under or overspent.

Total changes amount to an increase of \$33,529. This is a balance from General Fund increases by \$48,529 and Sage Fund decreases by \$15,000. The Other Uses Fund and Reserve Fund for Capital Investment are unchanged. Primary changes to General Fund categories are a reduction of Materials & Services expenditures and an increase of Unexpended Fund Balance (UEFB) Reserve.

ii. 2021-22 budget adoption (**ACTION**) Rohner

### *Attachments:*

- V.a.ii.1. Resolution No. 2020-21.09
- V.a.ii.2. LB-20 Resources
- V.a.ii.3. LB-30 Requirements summary - Allocated
- V.a.ii.4. LB-30 Requirements summary - Unallocated
- V.a.ii.5. LB-31 Personnel Services
- V.a.ii.6. LB-31 Materials & Services
- V.a.ii.7. LB-10 Other Funds
- V.a.ii.8. LB-10 Sage Fund
- V.a.ii.9. LB-11 Reserve Fund
- V.a.ii.10 LB-1 Notice of Budget Hearing

# Library Board Meeting – Annotated Agenda

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Notes prepared by Library Director Perry Stokes

- V.a.ii.11. LB-50 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

The purpose of the Budget Hearing is to receive citizens' testimony on the budget approved by the budget committee. Additional hearings may be held. All hearings are open to the public.

Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2021-22 budget, as approved by the Budget Committee at its May 26 meeting, is included in this meeting packet.

According to the Local Budgeting in Oregon guide, the Board must “enact a resolution or ordinance to 1) formally adopt the budget, 2) make appropriations, and if needed, 3) levy, and 4) categorize any tax. The budget is the basis for making appropriations and certifying the tax levy. The resolution or ordinance must be adopted no later than June 30.”

***For final adoption, I am proposing no changes from that approved by the Budget Committee.***

Final 2021-22 budget adoption requires passage of Resolution 2020-21.09. Following approval, I submit the proper paperwork to the County.

## b. 2021 May Election results report

Stokes

Attachments:

- V.b.i.1. Local Option Levy Votes By Precinct 2011-2021

Special District Election [Results](#) from May 18 2021

- Local option Levy passed with 70% approval.
- Prior measures: 2006 (59%); 2011 (65%); 2016 (83%)
- Takeaways
  - Levy passed in all precincts: Min 57% (Irondyke); Max 79% (Unity).
  - There was no paid campaign effort from Friends/Foundation, but Foundation did sponsor new graphic design tool called LibraryAware that library has been utilizing for marketing.
  - Voter turnout was slightly above 2016 count: 2011 – 4,904; 2016 – 5,870; 2021 – 5,973.
  - Decrease from 2016 high of 83% may reflect economic insecurity due to pandemic, impact of school bond measure on ballot, heightened state of political tensions, movie users' shift to streaming services.
  - Percentage-wise, results overall were most similar to 2011 election, but improved.
    - In 2011, Keating was only precinct that failed to pass levy (49%). In 2021, passed with 68% but is down from high of 80% in 2016.
    - Durkee was next lowest, 53% in 2011. Improved to 57% in 2021 but down from high of 80% in 2016.
  - Precincts with strongest support (over 70%): Baker #1-3, Eagle Valley, Pine Valley, Unity
  - Precincts with weakest support (under 65%): Durkee, Haines, Huntington, Irondyke, Sumpter
  - Precincts with largest % drop of support vs 2016: Durkee, Haines, Irondyke

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- Areas with most # of patrons to focus on for improvement - Baker, Haines, Pine Valley, POCO-WING. What do these communities need that library can help provide?
- Three incumbent Library Board members ran unchallenged on ballot. All passed.

## c. Discussion of 2021-22 officers & regular meeting day/time Stokes

At the July meeting, the Board will elect a new President and Vice President. For this agenda item, the Board will discuss who is willing to serve in those positions.

Also, the Board must annually adopt a resolution setting its regular meeting time. The Board's current regular meeting time is the second Monday of the month at 6.00p. The Board will discuss whether to continue or adjust the meeting schedule so that a resolution can be passed during the July meeting.

## VI. OLD BUSINESS

None

## VII. REPORTS

### a. Director Stokes

#### i. Pandemic Situation & Response Report

**With widespread vaccine availability and declining case numbers, most of the district's COVID-19 service limitations have been phased out with the exception of the face covering requirement.**

To date, the state mask mandate remains in effect since the library declined to set up a vaccination checkpoint at entry to distinguish between the vaccinated and unvaccinated.

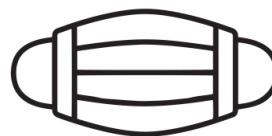
On May 25, with announcement that Baker County qualified to drop to the Lowest Risk level for COVID-19 beginning May 27, public restrooms were re-opened immediately at all branches.

On May 27, I sent out a press release and social media message that stated:

“Based on OHA guidance released on May 18, a business can either (a) check vaccination cards, or (b) require masks. Equality and privacy are core values of libraries. To protect your right to privacy, Baker County Library staff will not ask to see proof of vaccination.

And to be fair, the library will not distinguish between visitors based on health/vaccination

The Board of Directors meets on the 2nd Monday each month in the Riverside Meeting Room at 2400 Resort Street, Baker, OR 97003. An interpretation for the hearing impaired is available if at least 48 hours notice is given.



**FACE MASKS ARE STILL REQUIRED WHILE INSIDE**

- To protect the right to privacy, the Library will not ask to see proof of vaccination.
- To be fair and equitable, the Library will not distinguish between visitors based on health/vaccination status.
- Therefore, the State of Oregon mask requirement for all individuals indoors age 5 and up is still in effect.
- If you have a medical condition that makes it hard to breathe or a disability that prevents you from wearing a mask, you can request an accommodation.

### LIBRARY POLICY CHANGES

- Visitation time limits are removed. Enter freely!
- No quarantine of returned materials.
- Public restrooms re-open.
- Expanded building occupancy limits.
- More public computer workstations available with preset keyboards and accessories.
- All library catalog stations restored.
- Meeting Room use available for small groups.

Thank you for your cooperation!



# Library Board Meeting – Annotated Agenda

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status. So, unfortunately masks will continue to be officially required for all visitors age 5 and up -- on June 1 and until further notice.

If you have a medical condition that makes it hard to breathe or a disability that prevents you from wearing a mask, you can request an accommodation.

State guidelines do allow mask removal while "actively eating or drinking". Food and drink (spill resistant containers, please) are again permitted in the library as of June 1 as long as they don't create a nuisance with spills, litter, or odor.

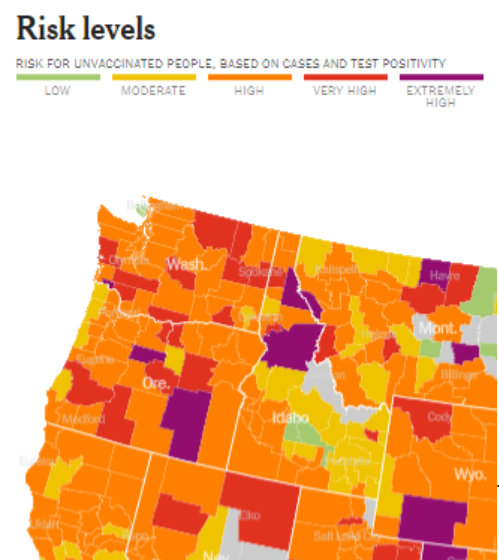
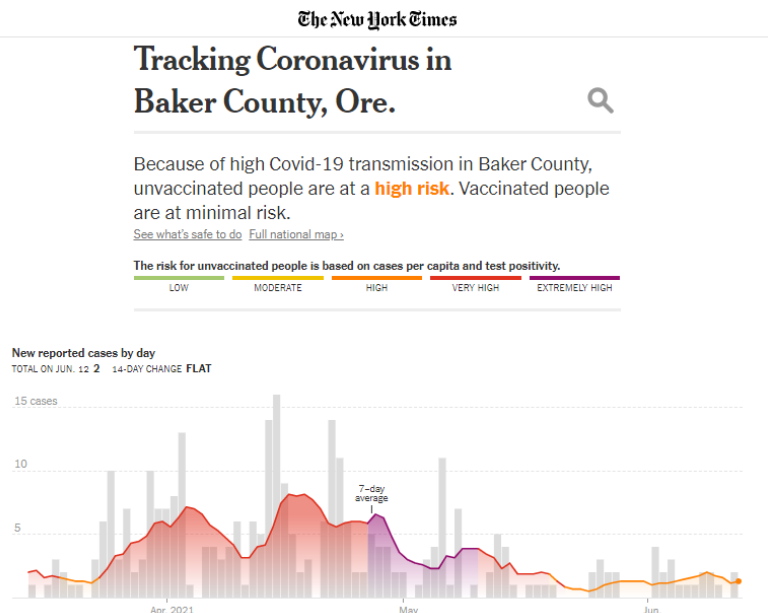
We welcome everyone to use the library at your own risk. Join us on June 1 to celebrate relaxation of restrictions with a free cookie or juice drink!

According to a [recent study](#) published by the Cleveland Clinic, most of those hospitalized in recent months from Covid complications are unvaccinated. For persons who are immunocompromised, and/or unable to be vaccinated, please consider the safest options of our drive-up window or curbside service and/or our digital catalog.”

**On June 1, with most all frontline staff vaccinated and in light of CDC and Gov. Brown announcement that COVID health risks for vaccinated individuals were negligible, the library relaxed most service restrictions and safety protocols.**

- Building occupancy controls were lifted, enabling patrons to enter freely from either Resort Street or riverside doors without a visitor pass.
- Computer keyboards and accessories were returned as presets to public workstations.
- UV sanitation of incoming items was discontinued.
- The 24 hour quarantine period for returned items was ended.
- Meeting Room use available for small groups.

Although vaccination rates in eastern Oregon remain the lowest in the state, based on overall vaccination rate trends the Oregonian has projected that by around June 25<sup>th</sup>, the state will reach the 70% vaccinated benchmark that is required by Governor Brown to remove the mask mandate and risk level restrictions. The OHA director has said June 30 is the “worst-case scenario.” More infectious variants remain a concern for health officials, particularly the “Delta” variant that has emerged out of India.



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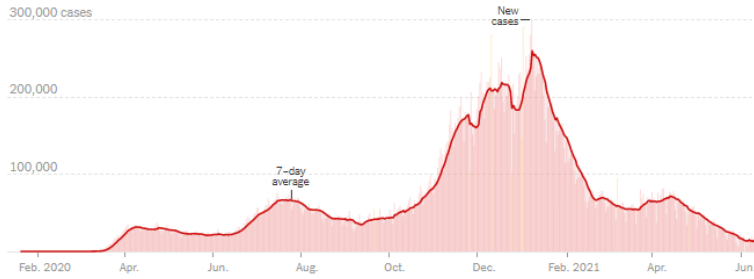
The New York Times

Subscribe

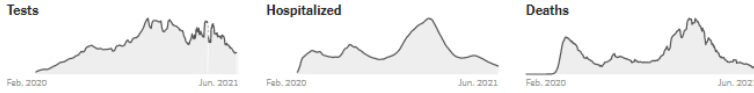
## Coronavirus in the U.S.: Latest Map and Case Count

Updated June 13, 2021

### New reported cases



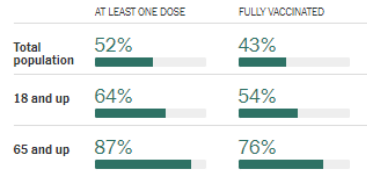
These are days with a reporting anomaly. Read more [here](#).



	AVG. ON JUN. 12	14-DAY CHANGE	TOTAL REPORTED
Cases	14,464	-31%	33,424,159
Tests	692,933	—	—
Hospitalized	20,317	-23%	—
Deaths	385	-20%	599,680

[About this data](#)

### Vaccinations



[See more details](#)

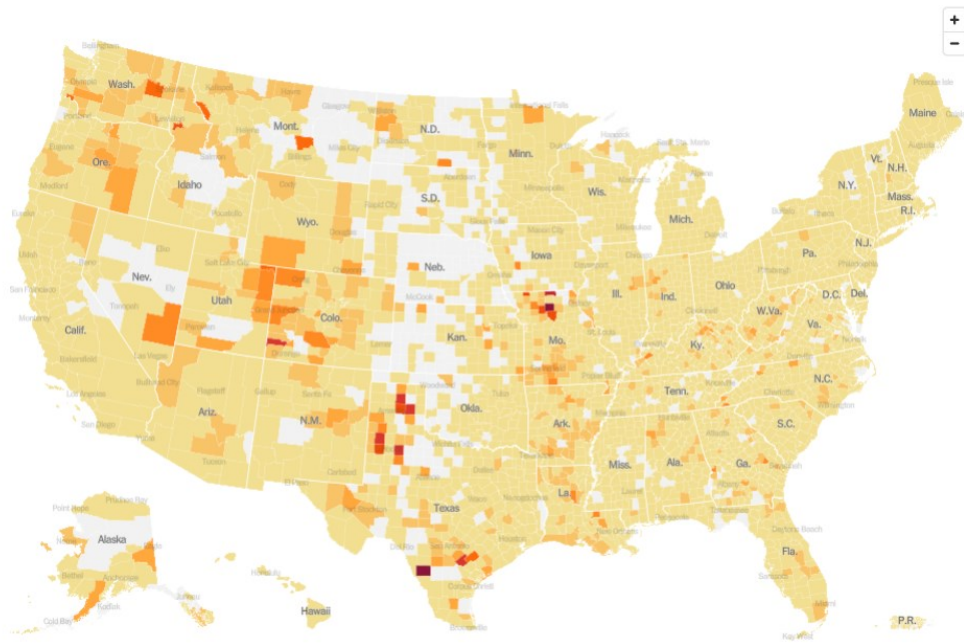
[About this data](#)

### State of the virus

Update for June 10

- Case numbers in the United States have fallen to their lowest point since testing became widely available.
- Fewer deaths are being reported each day than at any point since March 2020, the month a [pandemic was declared](#).
- The pace of vaccination has slowed considerably in recent weeks. About 1.1 million doses are being administered each day, down from a peak of more than 3.3 million doses a day in mid-April. Vaccination rates are [especially low in the South](#).

### Hot spots



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# Library Board Meeting – Annotated Agenda

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Monday, Jun 14, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

## ii. General

- *Administration*
  - New Life Insurance option for staff retracted - SDAO reported it did not meet minimum number needed to offer its planned new Life Insurance policy option.
  - Tracking developments about camping on public property – After a federal court ruled that governments may not criminalize sleeping on public property when no shelters are available, local governments including public libraries of all kinds are closely watching legislation being enacted about setting limits on their ability to prohibit sleeping on public property. The Oregon legislature has recently approved a bill required to give at least three days’ notice before clearing homeless camps. Another bill sets state restrictions for how cities can enforce anti-camping laws. Governments are apparently allowed to impose reasonable time place and manner restrictions on how individuals are sleeping outside on the public property. We are hoping that guidance will be forthcoming from SDAO on this issue.
- *Facilities and vehicles*
  - HVAC energy efficiency rebates - The district anticipates energy efficiency rebates of about \$10,000 for the HVAC system upgrade. Ed has completed the documentation with both the Energy Trust of Oregon and OTEC. He has requested that the rebate funds be directed toward updating the boiler with a more energy-efficient modulating burner unit.
  - GMC Denali battery – The Denali SUV vehicle was discovered to have a faulty battery and needed replacement.
  - Public telephone – An outdoor public telephone booth that operates with VOIP via the Internet has been ordered which will be installed at the spud of the old booth at the northwest corner of the building at the Baker branch. This will replace the courtesy phone that has been available in the front lobby. With VOIP service, it will have long distance call capability since there are no service costs. The programming capabilities are not yet known, but we expect to make it available at all hours and without call time limits. Having it outdoors will alleviate the noise disturbance the service sometimes caused from loud conversations.
- *Marketing & Publicity*
  - Wowbrary - With an import of library account contacts with email addresses in May, the new Wowbrary weekly newsletter is being sent out to approximately 3,200 recipients. Usage reports show weekly averages of about 250 pageviews and 45 clickthroughs to the catalog.
  - Baker City Herald, May 29 2021 article on facemasks in library – I believe that the BC Herald’s front-page article about the library’s June 1 relaxation of restrictions has greatly helped mitigate public frustration with the continued state mask requirement. I sent a Thank You note to Jayson Jacoby.

# Library Board Meeting – Annotated Agenda

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- Operations & Services
  - Library Elf - We have launched a new software tool for library account management called Library Elf. This service is particularly useful for families with multiple accounts and allows parents to keep track of all due dates at once. It offers text and email notifications for holds, due date reminders, and late notices.
  - Hoopla – With the goal of expanding digital content access, I am in the process of setting up a subscription to the Hoopla platform which offers many more ebooks and eAudio options.
  - BrainFuse – The State Library of Oregon is sponsoring this online service, which will replace our homework help live tutoring subscription with Tutor.com. Usage of that service has dropped this past year to nearly nothing, despite the virtual school sessions and increased advertising.
  - Tech-Talk – This online resource provides a database of computer tips and instruction and offers patrons a weekly newsletter with tips of the week. It is also partially funded by the State Library and helps us provide our patrons self-guided computer courses.
- *Programming & Outreach*
  - Youth Services
    - 2021 Summer Reading Program is underway. The theme this year is “Color Your World.” Programs are being offered outdoors whenever possible, with StoryTime in Park every Tuesday at 10am, museum excursions, and two youth book clubs – one for Tweens (gr. 4-6) and one for middle schoolers (gr. 7-9)
- *Staff & Volunteers*
  - Volunteers return – As part of the June 1 relaxations, volunteers have been invited back and many have been returning. Masks are required unless they choose to provide a copy of their Proof of Vaccination to the district.
- *Safety & Security*
  - New outdoor power outlet cover - Exterior power outlet cover needed replacement at southwest corner of the building due to vandalism. The outlet is kept securely locked when not in use by the bookmobile. This is a problem-prone space with poor line-of-sight from the street, particularly after library business hours. As part of a security camera system upgrade this year, a camera will be installed with a wide view of this area and include bookmobile parking space and facilities door.

## **b. Finance**

**Hawes**

### *Attachments:*

- VII.b.i. Not yet available.

# Library Board Meeting – Annotated Agenda

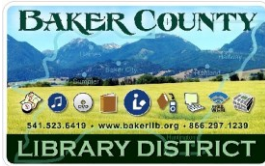
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Reports to be delivered at the meeting.

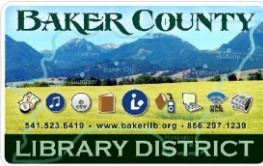
- VIII. **Agenda items for next regular meeting: Jul 12, 2021** **Rohner**
- Board officers & meeting times
- IX. **ADJOURNMENT** **Rohner**



**Baker County Library District  
Library Board  
Regular Meeting Minutes**

May 10, 2021

<p><b>Call To Order</b></p>	<p>The meeting took place online, utilizing <i>GoToMeeting</i> web conference platform. This meeting represents the Baker County Library District located at 2400 Resort Street, Baker City, Oregon.</p> <p>Attendees included Directors Kyra <b>Rohner</b>, Gary <b>Dielman</b>, Betty <b>Palmer</b>, Beth <b>Bigelow</b>, and Frances <b>Vaughan</b>; also attending are Library Director, Perry <b>Stokes</b>, meeting host, and Christine Hawes, Business Manager. After greetings and verification of who was present, Chair Kyra Rohner, called the <b>meeting to order at 6:02pm</b>.</p> <p>Stokes displayed the board packet on the <i>GoToMeeting</i> screen starting with the agenda. Packets are also available on the library website.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner asked for any additions or deletions to the consent agenda; there were none. Rohner asked for changes to the minutes; there were no changes. <b>Dielman made a motion to approve the consent agenda; Bigelow seconded; motion passed unanimous (5yea).</b></p>
<p><b>Conflicts or Potential Conflicts of Interest</b></p>	<p>Rohner asked for any conflicts of interest for the board members to declare. There were none.</p>
<p><b>Open Forum for general public</b></p>	<p>Rohner asked if there were public comments. Stokes had two public comments to share. He received a thank you from the City Public Works for the Library's transfer of ownership of a decommissioned air compressor. A copy of the thank you was included in the packet. He also received an informal complaint about a movie with language and sexual content. He responded to the patron explaining library practice of providing materials for all patrons. He let the patron know that the library does maintain both a Family section and juvenile section of films appropriate for young audiences. He reviewed the library standing on collection practices. He used this incident as a training for staff and provided movie review resources to assist patrons. Some discussion.</p>
<p><b>OLD BUSINESS: FY2021-2022 Budget Review</b></p>	<p>Rohner moved on to Old Business, Budget Review.</p> <p>Stokes said that this is the preliminary draft. He may make a few minor changes for the committee meeting. He highlighted the growing reserves for operations and strategic maintenance.</p> <p>Budget tax revenue increases are based on 3.5% county growth. Personnel costs will be one of the major expense increases for FY 2021-22. With increased resources, he recommended the district begin to address a significant pay disparity as compared to peer libraries for a couple managerial staff with a phased rollout plan over 5 years.</p>



# Baker County Library District Library Board Regular Meeting Minutes

May 10, 2021

All staff are proposed to receive a 2.5 percent COLI increase. The final State minimum wage increase will take effect July, increasing to \$12.50/hour. Health insurance will increase about \$10,000 with an addition of an existing staff member plus the 6% rate increase. And the PERS biannual rate increased nearly 2% for most staff. The increase is anticipated to cost about \$9,000. The largest increase is in benefits estimated at \$26,350 in total and salaries \$17,740 for a total Personnel cost increase of \$44,100.

In Materials & Services, most categories will remain about the same. Stokes is proposing to retain the Collection budget near the level of this current year with a boost in digital content services. Library Materials investment will be 9.1% of the Operations Budget. Facilities Maintenance will continue to be a priority. He also wants to focus on marketing this year, updating the website and creating a new logo for the library.

Stokes anticipates transferring about \$20,000 to the Capital Project line. The district needs to continue to grow this reserve for future capital needs such as a new roof, HVAC components, or carpet.

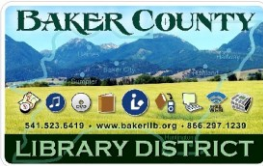
The Other Uses Fund, the carryover has decreased due to spending out some of the Barger Bequest to the Foundation and we have committed some of those funds to the digitization project.

Capital Investments Reserve Fund will grow by \$20,000 with the transfer in from General Fund, as previously described. A transfer in of \$107,000 of surplus revenues were added this year. He is working with Facilities Specialist to fashion a 5-year facilities plan.

Sage Fund carryover has decreased due to investment into new server equipment. Some of the contingency funds will be used to cover the contracted support for the installation and increased digital content. In Personnel, the Systems Administrator Beth Ross retired last year and was rehired as retiree. The Sage User Council is positioning for her full retirement in a couple years. They are keeping the salary line fully funded for future recruitment purposes. They bumped up the salary of the position to offset the health insurance amount she declined to take now she is receiving insurance through another source. Ross said she can work another 2 to 3 years before she can no longer work as a retiree.

Legal budget sheets are included in the board packets. Stokes invited questions or comments.

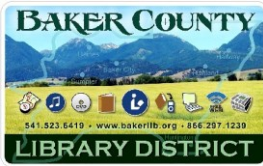




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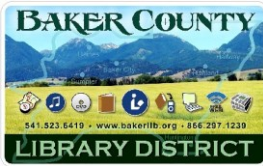
	<p>Palmer asked where he plans to go to have the new logo developed. Stokes is considering using a graphic artist out of Boise, Ward Hooper, who has a vintage illustrator style. He asked for the board to send him any ideas they have on a new logo. He will collect examples of logos we like that will be used to create something similar for the District. Dielman asked what the logo will be used for. Stokes said the logo is kind of a brand seen on an agency's official letterhead, website, signage, and elsewhere. The district's present logo is our library card image, which Stokes said, is distinctive but not very versatile due to its complexity.</p> <p>Rohner asked Stokes if he has had any comments or negative feedback on the library wanting to renew the local option levy. Stokes said he has not had any questions or indications of negative feedback on the levy measure. His impression is there is continued strong library support and enough momentum from past measures, so it feels like it will be passed. The measure language says the services and tax rates will stay the same. People don't like to lose services. Polls show that people want libraries available even if they don't use them. We have proven we are being diligent with service levels and facility condition. He believes the community will once again support the Library.</p> <p>Rohner asked if there were any other questions about the budget preview. Dielman said that three of our board members up for re-election. He thanked them for submitting their applications and being willing to serve on the board.</p> <p>With no new comments, Rohner moved to the next agenda item.</p>
<p><b>NEW BUSINESS:</b></p>	<p>None</p>
<p><b>REPORTS:</b> <b>Director Report</b></p>	<p>Stokes began his administrative reports.</p> <p>Starting with the Pandemic Situation, he reported that Baker County was downgraded from Extreme Risk to High as of Friday, May 7. Case numbers are going down, so he anticipates the risk level to go down again this week. Both Baker and Grant counties have been improving but continue to be among one of the highest risk spots per capita.</p> <p>Service limits decreased slightly with public restrooms being closed again upon the designation of Extreme Risk and will remain in effect under the High Risk level. Palmer asked if we decreased the patron time limit to half hour; Stokes said no, time limits for patron have remained at one hour per visit. The primary change of closing the restrooms is to address an abuse of privileges issue of visitors coming in to use the bathrooms without masks. Staff are now</p>



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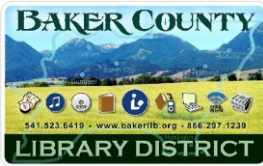
	<p>allowed the option to wear a mask only and skip the face shield, when working at the service desk.</p>
	<p>Other administrative report highlights:</p> <p><b>Facilities</b> – The recent focus has been on grounds keeping with the help of a volunteer. Ed has repaired sprinklers and worked on getting the library landscaped beds in good order. He has added new bark to the flower beds and annuals to the front entrance.</p> <p>The Children’s Room had some water flooding on April 30 due to a drinking fountain leak. Staff came into wet carpet Saturday, they set up fans and worked at drying it out. There are stains in the carpet due to rust and minerals in the water. Ed is fixing the broken component and turning off the chiller unit. We will have that area cleaned to hopefully remove the stain.</p> <p>The Bicycle Repair station has been repaired after vandalism, replacing the tools that were stolen. Ed was able to get replacement parts costing about \$100.</p> <p>New tires were purchased for the Windstar minivan. The van had winter tires on it when it was donated. The donation agreement has been signed and has an appointment in a couple weeks to transfer the title.</p> <p>The district is pursuing a rebate of \$10,000 for the HVAC system upgrade. An application was submitted to the Energy Trust of Oregon.</p> <p>Stokes is looking at a small renovation of the teen room. There is a custom area that was built for a pop machine in the teen room. Now that has been removed, the space is not good for much. Stokes is looking at moving the wall out to make room for more shelving space or a staff workstation. We have a popular Japanese manga comic collection that needs more space. Dielman asked for a description of the wall. Stokes said this is the wall behind the fish tank; we would probably move the aquarium around the corner.</p> <p>Due to family emergency, Ed will be working a flexible schedule for a couple weeks under Family Medical Leave.</p> <p><b>Marketing &amp; Publicity</b> – The Foundation has sponsored a year’s subscription to the Library Aware resource through EBSCO. It includes ready-made graphics that we can use for promotional materials, flyers, social media and so forth. This next year he will be focusing on marketing. Dielman asked where we would use this. Stokes anticipates table displays, posters on doors, bookmarks made in-house, and they will also be used on flyers and promotional advertising on social media. Palmer asked if we can use them on all</p>



Baker County Library District  
**Library Board**  
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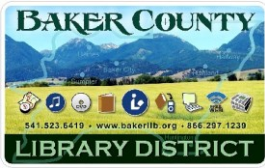
	<p>computers, images that rotate coinciding with what we are marketing at that time. Stokes said that he liked that idea and will check into it. Some discussion.</p> <p><b>Operations &amp; Services</b> – The Storytime online program traditionally runs about 45 minutes. Based on online viewer data for Storytime, Missy has discovered that most don't stay online for the full amount of time. She has reduced the time to 20 minutes, using a virtual program called Story Bites. Stokes has been sharing a selection of free programs and events offered by other agencies (Smithsonian and PBS for example) on our social media. It's the most and widest range of programming we've ever had.</p> <p><b>Personnel</b> – The staff remain healthy. No other news here.</p> <p><b>Safety &amp; Security</b> – The Oregon Grape shrubbery at the north parking lot has been cut back significantly. The shrubs grow fast and have gotten quite large. Those are being trimmed for better visibility and to deter other undesirable use in that area. Facility staff often find discarded syringes and needles among other items in the area. The pruning is both an aesthetic and safety measure.</p> <p>That concluded the Director's report.</p>
<p><b>Finance Report</b></p>	<p>Stokes pulled up the Finance report in <i>GoToMeeting</i> and scrolled through for the board to follow along.</p> <p>Hawes reported on recent financial activities:  The <b>General Fund</b> received tax turnovers of \$10,892.90 in May. Looking at the E-Rate line, reimbursements estimated at \$2,200 are anticipated at the end of June.</p> <p>In <b>Personnel Services</b>, the district salaries are on target with budget at 89.2% spent. The monthly PERS has been filed and posted for payment May 12, totaling \$11,928.16 (including the Sage portion of \$1,672.35 which will be reimbursed). Overall, Personal Services are at 88.7% of budget.</p> <p>In <b>Materials &amp; Services</b>, the book budget includes a check to Ingram \$6,163.39 for the monthly book order, plus expenses from Visa including \$1,131.55 in new DVD movies and book purchases of \$440.86. The total Visa due for General Fund was \$4,921.49 this month. Other items of interest on visa is the Saris Group \$99.60 to replace tools for the bicycle repair station, landscape plants \$598.75, Facebook marketing National Library Week \$150.00, Betty's Books \$100 for marketing gift certificates, Scholastic \$386.75 for summer program books for prizes, and Amazon \$499.68 for youth program supplies. Checks written of interest include Goertzen Janitorial \$2,200.00, Arros Electric</p>



Baker County Library District  
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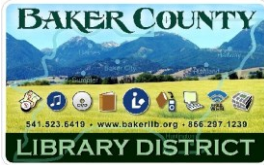
	<p>\$787.50 installed outlets at 3 branches for the SenSource installation project and replacement of outside lights at Halfway. Vendors that were paid online included Xerox \$198.86 equipment contract for April, Cascade Natural Gas \$792.53 for Baker library April heating, OTEC \$1,086.16 for Baker library April electricity, CenturyLink \$448.97 for Huntington Library monthly Internet, and CenturyLink \$138.31 for Sumpter Library monthly telephone and Internet. These receipts have been included in the check packet for the two signers to review. Overall, Materials &amp; Services is at 75.1% spent, a little under anticipated for this time of year.</p> <p>The <b>Other Funds</b> received Amazon book sale revenues totaling \$454.39. And a check to Visa of \$69.42 for Amazon book sales shipping expenses.</p> <p>The <b>Sage Fund</b> has received the LSTA Grant funds of \$45,889.58 (deposits into General Fund checking and moved by check), and also received a membership payment of \$5,358.00 (leaving one outstanding AR). Checks written include 6 checks to small couriers totaling \$2,282.43, a monthly reimbursement to General Fund of \$1,672.35.49 for its portion of the PERS invoice, Jon George \$5,358.00 monthly contract payment and a small check to Visa of \$32.50. There were 2 unusual checks this month. One to Interactive Sciences \$1,224.84 for a group Wowbrary electronic newsletter subscription and a small reimbursement to the Baker Library of \$36.36 (BCLD had already paid for its subscription in March); the group subscription reduces the annual fee from \$500 individually to \$400 each as a group. Rohner asked if there were budget funds to cover the lines that are over spent. Hawes answered yes, overall total expenditures are at 77% spent. Funds need to be moved to cover the overages. Stokes said they are planning to move the contingency funds to cover these budget lines.</p> <p>The Check Signer for April will be Kyra Rohner.</p> <p>Rohner asked for any other comments. There were none.</p>
<p><b>Next Meeting Date</b></p>	<p>The Budget Committee will meet May 26 at 5:00pm. Rohner asked if we have everyone we need confirmed for that. Stokes said that Ann Mehafey won't make it. But everyone else is confirmed; there will be enough members to do business. Rohner asked if that meeting will be virtual. Stokes said as long as the case counts continue to trend downward we should be able to meet in person.</p> <p>The next regular Board of Director's meeting will be June 14, 2021. Rohner may not be able to make the next meeting but won't know until it gets closer. She asked if there were any additions for the next meeting. The agenda will</p>



Baker County Library District  
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	include adoption of the budget approved by the committee and end-year budget changes.
<b>Adjourn</b>	The meeting was adjourned at 6:57pm.  Respectfully submitted,  Perry Stokes, Secretary to the Board  PS/ch

DRAFT

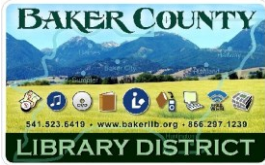


## Baker County Library District Budget Committee Meeting Minutes

May 26, 2021

<p><b>Call to Order</b></p>	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the main branch for the District. Those attending the meeting in person included Directors Kyra <b>Rohner</b>, Betty <b>Palmer</b>, Gary <b>Dielman</b>, Beth <b>Bigelow</b> and Frances <b>Vaughan</b>. Appointed Budget Committee members present included Aletha <b>Bonebrake</b>, Bob <b>Savage</b>, Joy <b>LeaMaster</b>, and Ann <b>Mehaffy</b>. Also attending were Library Director, Perry <b>Stokes</b>, meeting host, and Christine <b>Hawes</b>, BCLD Business Manager.</p> <p>Attending online via GoToMeeting was Linda <b>Collier</b>. Rohner verified that Linda could hear the proceedings and could be heard if she wished to speak.</p> <p>President of the board, Kyra Rohner, called the meeting to order at 5:03pm. Stokes displayed the board packet on a large screen in the room. Printed packets were available for members who didn't already have their own.</p> <p>After greetings, Rohner asked for introductions, including Linda <b>Collier</b> from Halfway by phone. It was confirmed that a quorum was present.</p>
<p><b>Elect Budget Committee Chair</b></p>	<p>Rohner asked for nominations to chair the budget committee meeting.</p> <p>Bob Savage nominated Joy LeaMaster to be the chair. There were no further nominations. Bonebrake moved to close the nominations; seconded by Bonebrake. Rohner called for a vote. The nomination passed unanimously.</p> <p>Stokes said that as Secretary to the board, he has delegated the taking of minutes to Christine Hawes.</p> <p>Rohner passed the meeting management to LeaMaster.</p>
<p><b>Agenda</b></p>	<p>LeaMaster asked for additions or deletions to the agenda. There were none.</p>
<p><b>Conflicts of Interest</b></p>	<p>LeaMaster asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p><b>Presentation of Proposed Budget by Budget Officer</b></p>	<p>LeaMaster asked Stokes to present the budget.</p> <p>Stokes thanked everyone for attending.</p> <p>Budget Message – Stokes said that in the interest of keeping the meeting brief for Covid safety, he would simply highlight major points from the written reports in the committee packet.</p> <p>LB-20 Resources. In Resources, property values are strong. The County growth was 3.8% last year. Housing values are being driven up by demand and spiking cost of</p>





## Baker County Library District Budget Committee Meeting Minutes

May 26, 2021

lumber and other construction materials. He has conservatively budgeted projected revenue at assumed 3.5% growth, but anticipates more. A variable of 1% results in a change of about \$10,000.

The compression rate has dropped significantly, coinciding with the boost of property value from the renewable energy projects. Reserves were boosted, the district has reached its \$500,000 goal so will not need to borrow from the Other Funds.

Approximately \$200,000 in federal grant funds was claimed from the Cares Act which funded various projects large and small. Those included the HVAC system upgrade, air purifiers installed in all branches, a supply of replacement filters for those units, a new bookmobile generator for keeping fresh air circulating in the vehicle, door counters at all branches, new book carts and professional frames and stands for signage. Stokes said he tried to focus on things that will be useful for the pandemic and after. We now have laptops and WiFi hotspots that people can check out to get the Internet at home. We are well positioned for surface sanitation, with electrostatic sprayers and UVC devices. After the Cares Act was exhausted, Congress passed the American Rescue Plan Act. He will be looking at that to see if more project needs are eligible for the new funding.

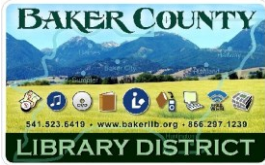
Stokes experienced technical difficulties and was unable to display the prepared charts and details sheets on the projection screen. He asked if there were questions while he worked to troubleshoot. Aletha asked if the increased Operations Reserve was due to the pandemic funds or the additional tax funding. Stokes said primarily the latter. He noted that the pandemic grant funds skew the budget expense trendline. The CARES Act projects were all extraordinary and did not offset any regular expenses. Property tax settlements boosted both the revenue and the cash carryover.

Aletha complimented Stokes on the budget packet. The budget itself is quite detailed and explains every aspect of the budget, it is very readable. There was some discussion on prior budgets and lean years.

LeaMaster asked about the condition of the roof at the main branch. Stokes said that the roof is functional, has been receiving regular maintenance, and has had no major leaks. Removal of an adjacent large tree seems to have helped. He described a proposal by the district's Facilities Specialist to patch the roof to extend its life. There is also an option to add a new layer that will extend the warranty. A complete new layer will cost \$100,000, but the less expensive option is believed to be more cost effective at this time. The savings are needed for other projects.

Moving on to Personnel, the inflation rate spiked sharply in April, continuing a jump started in February according to the latest Consumer Price Index (CPI) report from the US Bureau of Labor Statistics. To avoid loss of "real wages" Stokes is proposing a 4% Cost of Living Increase for the staff. He anticipates the rate will end up around 5%. The district's history shows that only one instance when an increase of more than 3% was given; that was an occasion the district was compensating for no COLI increase in the





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prior year.

Stokes discussed the salary survey that was included in the packets. The report illustrates BCLD salaries compared to peer libraries. Most of our administrative staff were below the 1<sup>st</sup> quartile. Salaries for staff at the top (Director) and bottom (Pages) of the scale were well within the first quartile. The greatest disparity is for the professional and paraprofessional staff. Stokes said the district needs to keep these wages at levels sufficient to be fair compensation and competitive in order to recruit and retain quality staff. He will start with the managerial level staff and then work on the mid-level staff. The state mandated minimum wage increases are adding pressure for wage increases across the board.

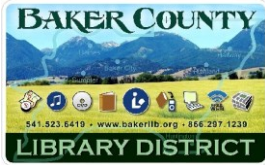
Health insurance increased by 6% this year. Stokes anticipates it will continue to go up, expecting double digits with health care in the next few years. PERS rates also went up, but will be stable for two years. The district's IT Manager has retired and is working quarter time. Stokes aims to contract someone for IT support that can be trained regularly on critical library systems in case our IT Manager is out on emergency leave for an extended period. He discussed other district challenges such as a need for additional staff hours for regular weeding of the collection.

Aletha asked if the decrease in IT salary could be retained for recruiting a successor to the IT Manager. Stokes said that balance was used to bring the facility specialist up to full time hours for work on building projects. He will be working with the facility specialist to list goals for the building for the next five years. The Facility Specialist expects to retire in about five years.

Materials & Services. Collection usage has decreased overall by about 30%, but Stokes believes this is primarily due to declining DVD checkouts as more people use digital streaming services. Going forward, keeping up with digital content offerings is going to be a challenge for libraries due to the high cost. He talked about the increasing demand for Library2Go and how we obtain that content. The industry for digital books, movies, comics and so forth are difficult to manage.

Stokes said that libraries can help bridge the "digital divide" experienced by those unable to afford Internet service and streaming service subscriptions by offering WiFi hotspots for checkout. BCLD was able to license 20 hotspots for about \$7,000 through the Cares Act, and that expense will need to be sustainable budget element going forward.

LB-30 Requirements. Stokes has a long list of facility projects that add up to about \$500,000. Energy efficiency projects are a focus, since savings add up over time. There are remodeling needs for the children's computer lab and StoryTime Room, building repainting needs for Sumpter and Halfway, an upgrade of the public "courtesy phone" to a VOIP system that would enable calls to "long-distance" numbers without associated fees.



## Baker County Library District Budget Committee Meeting Minutes

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Stokes wants to update the logo to be used for Marketing and Outreach and update the website.

LB-30 Requirements summary. Both Personnel and Materials categories are within the target best-practices range. Aletha asked about a figure discrepancy. On a pie chart, Personnel shows at 65%, but the summary shows 67%. Stokes said the 67% is accurate and would need to investigate why the chart had the wrong number. Kyra asked if the goal for the collection budget was about 10%. Stokes said yes, but since that is a discretionary budget category it often starts low and is later increased as funds are available. Returning to the point made earlier about the need for more weeding hours, he said that staff are currently at capacity for handling the volume of new acquisitions -- moving the materials through the system, getting them ready for circulation, and making room on the shelves. For more acquisitions we will need increased staff resources. Discussion on the collection goal ensued.

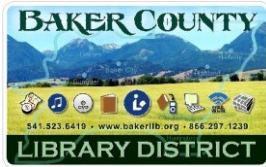
Aletha recommended keeping 15% as a goal for Collections investment; that is a percentage of Materials & Services budget. Stokes said that we are going to use a service called Hoopla that will help with getting a sense of what people want. He reminded the committee that building maintenance projects have taken priority over maximum investment in collections and taken up a portion of funds that otherwise would go to content purchasing.

The district's Operations reserve goal of \$500,000 has been met. Stokes aims to keep it growing annually in proportion to the expenditure demand.

Capital Investment Reserve Funds – the district will add \$20,000 to the fund in the proposed budget. Stokes will be working with our facility specialist to prioritize projects for the next five years.

Other Uses Fund - this is a special fund used for grant projects, memorial reserves, and other dedicated funds. The district paid out \$20,000 of a bequest received years ago to the Foundation this past year. That amounted to about one third of the total bequest. The balance is being retained by the district to leverage matching grants and the digitization projects in progress. Dielman talked about the digitization of the Polk Directories and the information it offers. For local history research, he said, "It is an essential resource."

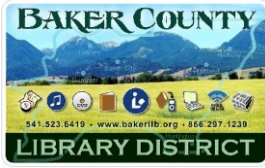
LB 11 - Reserve Fund, Capital Investment. This fund will be growing to \$186,000. He has started on the 5 year capital project plan. The district will keep boosting and replenishing this fund as projects are completed. Bonebrake asked about the budget for the Capital Improvements line in the General fund versus the funds allocated for the Capital Investment fund. Stokes said essentially the General Fund allocation is for projects expected to be completed soon. The Reserve Fund is for projects more in the future, but could be tapped for immediate project needs. Some discussion ensued.



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	<p>LB10 - Sage Fund. This budget is set by the Sage User Council. This year the fund paid out some of its reserves for upgrading the servers that run the Sage catalog. For an upcoming major software upgrade, a number of IT support hours have been purchased in advance. The Sage IT Administrator retired and was rehired this year. That person came off the district's health insurance plan. The amount paid for the insurance premium was rolled into the administrator's salary as a way to keep it competitive. Sage has worked to increase their membership dues in order to increase its personnel wages to a competitive level. Another of the ongoing challenges is rising courier costs. Stokes talked about how Sage recently considered a major restructure of its membership dues distribution. Bonebrake pointed out that some members may use the Sage borrowing system to avoid having to make purchases. Stokes said his analysis confirmed that is correct. Some Sage members that borrow a large number of items are getting an extraordinary deal while others are being overcharged. He talked about the goals for Sage Council and the pandemic causing a disruption to some member budgets and ability to consider such major changes.</p> <p>Bonebrake commented that she appreciated the two versions of the report; the shorter summary and the longer detailed version. They are both good information. Stokes said that was a request last year to have a summary version. Bonebrake commented that she would like to see that practice continue.</p>
<p><b>Public Comment Opportunity</b></p>	<p>LeaMaster asked Stokes if there were any public comments to share or members of the public who are online. Stokes said there isn't anyone on line other than Collier.</p>
<p><b>Budget Committee Questions and Deliberations</b></p>	<p>LeaMaster asked the committee if there were any further discussions. Aletha wanted to say again that the funds coming in are being dedicated to good things. She is very pleased with how Stokes is allocating those funds to work for the District. She added that the budget remains very readable. Palmer said she agrees that he has made wise choices as to how to use those funds to serve us in the future. Stokes talked about his experience with applying for the CRF funds. In his experience, the program favored large libraries which were able to eat up pool resources faster than what special districts anticipated. He wasn't able to request funding for some things that probably qualified because funds ran out.</p> <p>Leamaster moved to the next line on the agenda.</p>
<p><b>Approval of the Budget</b></p>	<p>LeaMaster asked for a copy of the recommended budget committee resolution. The resolution example is in the packet. She invited a motion.</p> <p>Savage made a motion to approve the Baker County Library District Budget for Fiscal Year 2021-2022 for the total amount of \$2,739,435. The total budget for each fund was read. "I also move to approve the permanent tax rate of \$0.5334 [per \$1,000 of assessed value in support of the General Fund and the tax rate from the Local Option Levy of \$0.249 per \$1,000 of assessed value in support of the General Fund" he said;</p>



## Baker County Library District Budget Committee Meeting Minutes

May 26, 2021

	<p>Dielman seconded the motion.</p> <p>With no further discussion, LeaMaster called for a vote; Yea -9 votes, Nay - none; motion passed unanimously. (Yea=Rohner, Palmer, Dielman, Vaughan, Bigelow, Savage, Bonebrake, and LeaMaster; also voting yea, Collier online).</p> <p>LeaMaster said the budget has been approved.</p>
<b>Other Discussion</b>	<p>LeaMaster asked if there were any other comments. There were none.</p>
<b>Next Meeting</b>	<p>It was noted that the second Budget Committee meeting, scheduled for tomorrow, - Thursday May 27, 5:00-7:00pm, will be cancelled as the committee finished the review and approved the budget tonight. The budget will be presented at the June 14 regular library board of directors meeting where it will be adopted.</p>
<b>Adjourn</b>	<p>The meeting was adjourned at 6:00pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2020-21.08**

**Resolution adopting Supplemental Budget 2**

Jun 14, 2021

WHEREAS the Baker County Library District is now meeting in regular session for the conduct of business; and

WHEREAS after the budget was adopted for Fiscal Year 2020-2021, various resources are projected to be received in amounts different from originally estimated, and

WHEREAS adjustments to appropriations are needed to accommodate increases and decreases in resources and expenditures; and

WHEREAS transfers between funds are needed to accommodate unplanned expenditures; and

WHEREAS, ORS 294.463(1) permits transfer of funds within and between a given fund; and

WHEREAS, publication requirements have been met when changes in designated categories within at least one of the funds represent more than 10% of the adopted current year budget;

**Adopting the budget**

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Baker County Library District hereby **adopts Supplemental Budget 2** for the fiscal year 2020-21 in the total of **\$2,914,135** for the following purposes in Exhibit A and as defined in the Legal Budget form attachments (LB-20, LB-30, LB-31 PS, LB-31 M&S, LB-10 Other, LB-10 Sage, LB-11 Reserve – Capital Inv.), now on file in the Baker County Public Library :

and;

**Making appropriations**

BE IT FURTHER RESOLVED THAT the amounts for the fiscal year 2020-2021 are hereby appropriated for the purposes shown,

and;

**Authorizing transfers**

BE IT ALSO RESOLVED THAT these funds are recognized as being transferred among their General Fund budget categories in the defined amounts.

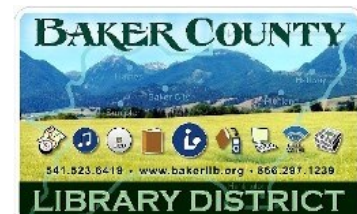
Adopted by the Board of Directors of Baker County Library District this 14th day of June, 2021.

**FOR THE BOARD:**

\_\_\_\_\_  
**Signature: Kyra Rohner,**  
BCLD Board President

**ATTEST:**

\_\_\_\_\_  
**Signature: Perry Stokes**  
District Secretary



**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2020-21.08**

**Resolution adopting Supplemental Budget 2**

Jun 14, 2021

**Attachments:**

1. Exhibit A Suppl. Budget 1 Fund Appropriations
2. Exhibit B Suppl. Budget 1 Fund change summary
3. Exhibit C.i-iv. Suppl. Budget 10% Rule Analysis
4. LB-20 General Fund – Resources. Suppl. Budget 2
5. LB-30 General Fund - Summary. Suppl. Budget 2
6. LB-31 General Fund – Personnel Services, Suppl. Budget 2
7. LB-31 General Fund – Materials & Services, Suppl. Budget 2
8. LB-10 Other Uses Fund. Suppl. Budget 2
9. LB-11 Reserve Fund – Capital Investment, Suppl. Budget 2
10. LB-10 Sage Fund. Suppl. Budget 2

<b>Fund</b>	<b>FY20-21 (suppl 2)</b>	<b>FY20-21 (suppl 1)</b>	<b>FY20-21 (original)</b>
General Fund	2,091,155	2,042,626	1,709,950
Other Fund	197,000	197,000	197,000
Reserve Fund – Capital Investment	164,155	164,155	91,600
Sage Library System Fund	461,825	476,825	476,825
<b>TOTAL:</b>	<b><u>2,914,135</u></b>	<b><u>2,880,606</u></b>	<b><u>2,475,375</u></b>
Chg	33,529	405,231	

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2020-21.08**

**Resolution adopting Supplemental Budget 2**

Jun 14, 2021

<u>General Fund</u>		<u>Debt Service Fund</u>	
<u>Organizational Unit or Program:</u>		Debt Service	0
Personnel Services.....	830,229	<b>Total.....</b>	<b>\$0</b>
Materials & Services.....	606,130		
	0	<b>"Other Uses" Fund</b>	
	0	Org. Unit/Program: _____	191,000
<u>Not Allocated to Organizational Unit or Program:</u>		Special Payments.....	0
Personnel Services.....	0	Transfers Out.....	6,000
Materials & Services.....	0	Contingency.....	0
Capital Outlay.....	25,000	<b>Total.....</b>	<b>\$197,000</b>
Debt Service .....	2,000	<b>Reserve Fund - Capital Investment</b>	
Special Payments.....	0	Org. Unit/Program: _____	164,155
Transfers Out.....	118,555	Special Payments.....	0
Contingency.....	5,000	Transfers Out.....	0
<b>Total.....</b>	<b>\$1,586,914</b>	Contingency.....	0
		<b>Total.....</b>	<b>\$164,155</b>
<b>EXHIBIT A. Fund Appropriations</b>		<b>Sage Library System Fund</b>	
		Org. Unit/Program: _____	292,795
		Special Payments.....	0
		Transfers Out.....	0
		Contingency.....	36,184
		<b>Total.....</b>	<b>\$328,979</b>
		<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>\$2,277,048</b>
		Total Unappropriated and Reserve Amounts, All Funds . . .	637,087
		<b>TOTAL ADOPTED BUDGET . . .</b>	<b>\$2,914,135</b> *
			(*amounts with asterisks must match)



**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2020-21.08**

**Resolution adopting Supplemental Budget 2**

Jun 14, 2021

**EXHIBIT B. Fund Change Summary**

**2020-2021 supplemental 2**

<b>FUND</b>	<b>Personnel Services</b>	<b>Materials &amp; Services</b>	<b>Capital Outlay</b>	<b>Debt Service</b>	<b>Interfund Transfers</b>	<b>Contingency</b>	<b>Special Payments</b>	<b>(UEFB) Reserve</b>	<b>Total</b>	<b>VS PREVIOUS</b>	
<b>General Fund</b>	\$830,229	\$606,130	\$25,000	\$2,000	\$118,555	\$5,000	\$0	\$504,241	\$2,091,155	\$48,529	2.32%
<b>Other Uses Fund</b>	\$1,650	\$189,350	\$0	\$0	\$6,000	\$0	\$0	\$0	\$197,000	\$0	0.00%
<b>Reserve Fund - Capital Investment</b>			\$164,155						\$164,155	\$0	0.00%
<b>Sage Library System Fund</b>	\$104,669	\$188,126	\$25,000	\$0	\$0	\$11,184	\$0	\$132,846	\$461,825	-\$15,000	-3.25%
<b>TOTALS</b>	<b>\$936,548</b>	<b>\$983,606</b>	<b>\$214,155</b>	<b>\$2,000</b>	<b>\$124,555</b>	<b>\$16,184</b>	<b>\$0</b>	<b>\$637,087</b>	<b>\$2,914,135</b>	<b>\$33,529</b>	<b>1.15%</b>
									<b>\$ Change from prev.</b>	<b>\$33,529</b>	
									<b>% Change from prev.</b>	<b>1.15%</b>	

**2020-2021 supplemental 1**

<b>FUND</b>	<b>Personnel Services</b>	<b>Materials &amp; Services</b>	<b>Capital Outlay</b>	<b>Debt Service</b>	<b>Interfund Transfers</b>	<b>Contingency</b>	<b>Special Payments</b>	<b>(UEFB) Reserve</b>	<b>Total</b>	<b>VS PREVIOUS</b>	
<b>General Fund</b>	\$833,794	\$658,355	\$25,000	\$2,000	\$118,555	\$5,000	\$0	\$399,922	\$2,042,626	\$332,676	16.29%
<b>Other Uses Fund</b>	\$1,650	\$189,350	\$0	\$0	\$6,000	\$0	\$0	\$0	\$197,000	\$0	0.00%
<b>Reserve Fund - Capital Investment</b>			\$164,155						\$164,155	\$72,555	44.20%
<b>Sage Library System Fund</b>	\$102,139	\$183,502	\$25,000	\$0	\$0	\$16,184	\$0	\$150,000	\$476,825	\$0	0.00%
<b>TOTALS</b>	<b>\$937,583</b>	<b>\$1,031,207</b>	<b>\$214,155</b>	<b>\$2,000</b>	<b>\$124,555</b>	<b>\$21,184</b>	<b>\$0</b>	<b>\$549,922</b>	<b>\$2,880,606</b>	<b>\$405,231</b>	<b>14.07%</b>
									<b>\$ Change from prev.</b>	<b>\$405,231</b>	
									<b>% Change from prev.</b>	<b>14.07%</b>	

**2020-2021 adopted**

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2020-21.08**

**Resolution adopting Supplemental Budget 2**

Jun 14, 2021

<b>FUND</b>	<b>Personnel Services</b>	<b>Materials &amp; Services</b>	<b>Capital Outlay</b>	<b>Debt Service</b>	<b>Interfund Transfers</b>	<b>Contingency</b>	<b>Special Payments</b>	<b>(UEFB) Reserve</b>	<b>Total</b>	<b>VS PREVIOUS</b>
<b>General Fund</b>	\$835,773	\$411,255	\$10,000	\$2,000	\$46,000	\$5,000	\$0	\$399,922	\$1,709,950	\$7,440 0.44%
<b>Other Uses Fund</b>	\$1,650	\$189,350	\$0	\$0	\$6,000	\$0	\$0	\$0	\$197,000	\$6,175 3.13%
<b>Reserve Fund - Capital Investment</b>			\$91,600						\$91,600	\$36,200 39.52 %
<b>Sage Library System Fund</b>	\$102,139	\$183,502	\$25,000	\$0	\$0	\$16,184	\$0	\$150,000	\$476,825	-\$8,185 -1.72%
<b>TOTALS</b>	<b>\$939,562</b>	<b>\$784,107</b>	<b>\$126,600</b>	<b>\$2,000</b>	<b>\$52,000</b>	<b>\$21,184</b>	<b>\$0</b>	<b>\$549,922</b>	<b>\$2,475,375</b>	\$41,630 1.68%

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD  
Resolution No. 2020-21.08  
Resolution adopting Supplemental Budget 2  
Jun 14, 2021**

**EXHIBIT C.i. 10% RULE ANALYSIS – General Fund**

**General Fund**

	Supplemental Budget 1	Adjustments to Budget	Adj. % to Original	Supplemental Budget 2
Personnel Services	\$833,794	-3,565	-0.43%	\$830,229
Materials & Services	\$658,355	-52,225	-7.93%	\$606,130
Capital Outlay	\$25,000	0	0.00%	\$25,000
Debt Service	\$2,000	0	0.00%	\$2,000
<b>Total Expenditures</b>	<b>1,519,149</b>	<b>-55,790</b>	<b>-3.67%</b>	<b>1,463,359</b>
Interfund Transfers	118,555	0	0.00%	118,555
Operating Contingency	5,000	0	0.00%	5,000
	<b>1,642,704</b>	<b>-55,790</b>	<b>-3.40%</b>	<b>1,586,914</b>
UEFB Reserve	472,400	31,841	6.74%	504,241
<b>Total - General Fund</b>	<b>2,115,105</b>	<b>-23,950</b>	<b>-1.13%</b>	<b>2,091,155</b>

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD  
Resolution No. 2020-21.08  
Resolution adopting Supplemental Budget 2  
Jun 14, 2021**

**EXHIBIT C.ii. 10% RULE ANALYSIS – Other Uses Fund**

**Other Uses Fund**

	Supplemental Budget 1	Adjustments to Budget	Adj. % to Original	Supplemental Budget 2
Personnel Services	\$1,650	0		\$1,650
Materials & Services	\$189,350	5,000	2.64%	\$194,350
Capital Outlay	\$0	0	#DIV/0!	\$0
Debt Service	\$0	0		\$0
<b>Total Expenditures</b>	<b>191,000</b>	<b>5,000</b>	<b>2.62%</b>	<b>196,000</b>
Interfund Transfers	\$6,000	-2,500	-41.67%	\$6,000
Operating Contingency	\$0	3,645		\$0
	<b>197,000</b>	<b>6,145</b>	<b>3.12%</b>	<b>202,000</b>
UEFB Reserve	0	0	#DIV/0!	0
<b>Total - General Fund</b>	<b>197,000</b>	<b>6,145</b>	<b>3.12%</b>	<b>202,000</b>

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD  
Resolution No. 2020-21.08  
Resolution adopting Supplemental Budget 2  
Jun 14, 2021**

**EXHIBIT C.iii. 10% RULE ANALYSIS – Capital Reserve Fund**

**Reserve - Capital Investment**

	Supplemental Budget 1	Adjustments to Budget	Adj. % to Original	Supplemental Budget 2
Personnel Services		0		\$0
Materials & Services		0		\$0
Capital Outlay	\$164,155	0	0.00%	\$164,155
Debt Service	\$0	0		\$0
<b>Total Expenditures</b>	<b>164,155</b>	<b>0</b>	<b>0.00%</b>	<b>164,155</b>
Interfund Transfers				
Operating Contingency				
	<b>164,155</b>	<b>0</b>	<b>0.00%</b>	<b>164,155</b>
UEFB Reserve				
<b>Total - General Fund</b>	<b>164,155</b>	<b>0</b>	<b>0.00%</b>	<b>164,155</b>

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD  
Resolution No. 2020-21.08  
Resolution adopting Supplemental Budget 2  
Jun 14, 2021**

**EXHIBIT C.iv. 10% RULE ANALYSIS – Sage Fund**

**Sage Fund**

	Supplemental Budget 1	Adjustments to Budget	Adj. % to Original	Supplemental Budget 2
Personnel Services	\$102,139	2,530	2.48%	\$104,669
Materials & Services	\$183,502	4,624	2.52%	\$188,126
Capital Outlay	\$25,000	0	0.00%	\$25,000
Debt Service	\$0	0		\$0
<b>Total Expenditures</b>	<b>310,641</b>	<b>7,154</b>	<b>2.30%</b>	<b>317,795</b>
Interfund Transfers	\$0	-2,500		\$0
Operating Contingency	\$16,184	-12,539	-77.48%	\$11,184
	<b>326,825</b>	<b>-7,885</b>	<b>-2.41%</b>	<b>328,979</b>
UEFB Reserve	150,000	50,000	33.33%	132,846
<b>Total - General Fund</b>	<b>476,825</b>	<b>42,115</b>	<b>8.83%</b>	<b>461,825</b>

FORM  
LB-20

**RESOURCES**  
**GENERAL FUND**

(Fund)

**BAKER COUNTY LIBRARY DISTRICT**

(Name of Municipal Corporation)

Historical Data										Budget for Next Year 2021-2022				
Actual					Adopted Budget	SUPPL Budget 1	SUPPL Budget 2	RESOURCE DESCRIPTION	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021	This Year Year 2020-2021							
1								1	Available cash on hand* (cash basis) or			1		
2	191,061	216,851	219,537	197,121	272,341	430,708	552,383	552,383	2	Net working capital (accrual basis)	525,000	525,000	525,000	2
3	28,954	38,070	29,006	26,751	137,586	35,000	35,000	50,000	3	Previously levied taxes estimated to be received	45,000	45,000	45,000	3
4	7,450	12,307	11,927	15,278	19,926	12,000	15,000	15,000	4	Interest	15,000	15,000	15,000	4
5	11,500	9,700	29,000	4,720	0	6,000	6,000	6,000	5	Transferred IN, from other funds	4,000	4,000	4,000	5
6									6	<b>OTHER RESOURCES</b>				6
7	16,551	15,923	19,736	19,158	14,474	9,000	10,950	12,000	7	Fines & Fees	15,000	15,000	15,000	7
8	6,773	6,922	7,412	7,582	7,890	8,000	8,000	8,000	8	State revenue (R2R Grant)	8,000	8,000	8,000	8
9	3,929	2,719	2,897	0	0	500	500	500	9	Other Tax Revenues	500	500	500	9
10	4,346	20,789	6,417	6,308	6,546	7,000	7,000	7,000	10	Federal revenue (E-rate)	7,000	7,000	7,000	10
11	0	0	1,686	0	0	0	0	0	11	Special Contracts (Tech support)	0	0	0	11
12	0	0	0	0	0	0	0	0	12	Job Training Programs	0	0	0	12
13	2,040	29,481	12,663	3,718	15,298	2,500	242,500	202,500	13	Donations, Grants, & Misc	8,000	8,000	8,000	13
14	0	0	0	0	0	0	0	0	14	Capital financing	0	0	0	14
15	300	2,560	2,560	2,000	2,200	2,000	2,000	2,000	15	Fiscal agency fee (Sage)	2,000	2,000	2,000	15
16			31,563	6,464	1,616	5,000	0	0	16	Other financing sources	0	0	0	16
17									17					17
18									18					18
19									19					19
20									20					20
21									21					21
22									22					22
23									23					23
24									24					24
25									25					25
26									26					26
27									27					27
28									28					28
29	272,904	355,322	374,404	289,100	477,877	517,708	879,333	855,383	29	Total resources, except taxes to be levied	629,500	629,500	629,500	29
30						1,192,242	1,235,772	1,235,772	30	Taxes estimated to be received	1,278,935	1,278,935	1,278,935	30
31	943,059	964,477	1,004,065	1,105,085	1,190,552				31	Taxes collected in year levied				31
32	1,215,963	1,319,799	1,378,469	1,394,185	1,668,429	1,709,950	2,115,105	2,091,155	32	<b>TOTAL RESOURCES</b>	<b>1,908,435</b>	<b>1,908,435</b>	<b>1,908,435</b>	<b>32</b>

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year



**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**General Fund**

**Baker County Library District**

(name of fund)

(name of Municipal Corporation)

1	Historical Data					Adopted Budget This Year Year 2019-2020	SUPPL Budget 1 This Year Year 2020-2021	SUPPL Budget 2 This Year Year 2020-2021	\$ Change vs prev.	REQUIREMENTS FOR: <u>(Name of Org. Unit or Program &amp; Activity)</u>	Budget for Next Year 2021-2022			1	
	Actual										Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Preceding Year 2015-2016	Preceding Year 2016-2017	Second Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020										
1										1	PERSONNEL SERVICES				
2	493,233	512,454	537,297	537,136	537,123	575,586	566,323	557,379	(8,944)	2	Salaries	601,392	601,392	601,392	2
3	193,018	189,357	212,305	218,436	225,038	271,915	269,450	272,850	3,400	3	Benefits	300,478	300,478	300,478	3
4	0	0								4	Special Contracts - Grants, Tech Support, Job Training				4
5	0		22,380							5	Severance				5
6	0	10								6	Payroll Expenses				6
7										7					7
8	686,252	701,821	771,982	755,572	762,161	847,501	835,773	830,229	(5,544)	8	<b>TOTAL PERSONNEL SERVICES</b>	<b>901,869</b>	<b>901,869</b>	<b>901,869</b>	8
9	13.90	14.00	14.70	15.20	14.85	14.85	14.85	14.85		9	<b>Total Full-Time Equivalent (FTE)</b>	<b>14.99</b>	<b>14.99</b>	<b>14.99</b>	9
10										10	MATERIALS AND SERVICES				
11	95,908	99,802	91,538	113,506	106,399	102,000	125,000	125,300	300	11	Collection Development	120,000	120,000	120,000	11
12	12,603	12,579	13,042	13,383	13,827	14,400	15,900	15,900	0	12	Library Consortium	16,250	16,250	16,250	12
13	68,992	72,918	155,510	82,147	102,369	121,700	334,300	291,300	(43,000)	13	Facilities & IT Maintenance	127,900	127,900	127,900	13
14	34,382	45,698	40,881	45,275	39,416	51,780	51,780	54,305	2,525	14	Corporate Costs	55,580	55,580	55,580	14
15	87,975	84,140	96,394	97,463	105,293	121,375	131,375	119,325	(12,050)	15	Library Operations	113,650	113,650	113,650	15
16										16					16
17										17					17
18										18					18
19										19					19
20										20					20
21										21					21
22										22					22
23										23					23
24										24					24
25										25					25
26										26					26
27	299,860	315,137	397,365	351,773	367,304	411,255	658,355	606,130	(52,225)	27	<b>TOTAL MATERIALS AND SERVICES</b>	<b>433,380</b>	<b>433,380</b>	<b>433,380</b>	27
28										28	CAPITAL OUTLAY				
29	0	70,314	0	0	10,283	10,000	25,000	25,000	0	29		25,000	25,000	25,000	29
30										30					30
31										31					31
32										32					32
33										33					33
34										34					34
35	0	70,314	0	0	10,283	10,000	25,000	25,000	0	35	<b>TOTAL CAPITAL OUTLAY</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	35
36	986,112	1,087,272	1,169,347	1,107,345	1,139,749	1,268,756	1,519,128	1,461,359	(57,769)	36	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	<b>1,360,249</b>	<b>1,360,249</b>	<b>1,360,249</b>	36

10.3%      7.5%      -5.3%      2.9%      14.6%      19.7%      -3.8%      -10.5%      -10.5%

150-504-030 (Rev 11-18)

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

**General Fund**

**Baker County Baker County Library District**

(name of fund)

(name of Munic

(name of Municipal Corporation)

Historical Data										REQUIREMENTS DESCRIPTION	Budget For Next Year 2021-2022				
Actual					Adopted Budget	SUPPL Budget 1	SUPPL Budget 2	\$ Change vs orig.			Proposed By	Approved By	Adopted By		
Preceding Year 2015-2016	Preceding Year 2016-2017	Second Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021	This Year Year 2020-2021				Budget Officer	Budget Committee	Governing Body		
1										1	PERSONNEL SERVICES NOT ALLOCATED				1
2										2					2
4	0			0		0	0	0	0	4	TOTAL PERSONNEL SERVICES	0	0	0	4
5										5	Total Full-Time Equivalent (FTE)				5
6										6	MATERIALS AND SERVICES NOT ALLOCATED				6
7										7					7
9	0			0		0	0	0	0	9	TOTAL MATERIALS AND SERVICES	0	0	0	9
10										10	CAPITAL OUTLAY NOT ALLOCATED				10
11										11					11
13	0			0		0	0	0	0	13	TOTAL CAPITAL OUTLAY	0	0	0	13
14										14	DEBT SERVICE				14
15	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000		15	Debt service - Baker City LID Resort St Project	2,000	2,000	2,000	15
16										16					16
17	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0	17	TOTAL DEBT SERVICE	2,000	2,000	2,000	17
18										18	SPECIAL PAYMENTS				18
19										19					19
20										20					20
21	0	0	0	0	0	0	0	0	0	21	TOTAL SPECIAL PAYMENTS	0	0	0	21
22										22	INTERFUND TRANSFERS				22
23	1,000	1,000	0	2,500	2,500	1,000	1,000	1,000	0	23	Transfer - Technology & Election	2,500	2,500	2,500	23
24	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	24	Transfer - Severance Liability	10,000	10,000	10,000	24
25				40,000	35,000	107,555	107,555	107,555	0	25	Transfer - Capital Improvement Fund	20,000	20,000	20,000	25
26										26					26
28	11,000	11,000	10,000	12,500	52,500	46,000	118,555	118,555	0	28	TOTAL INTERFUND TRANSFERS	32,500	32,500	32,500	28
29						5,000	5,000	5,000	0	29	OPERATING CONTINGENCY	5,000	5,000	5,000	29
30						388,195	470,422	504,241	33,819	30	RESERVED FOR FUTURE EXPENDITURE	508,685	508,685	508,685	30
31						0	0	0		31	UNAPPROPRIATED ENDING BALANCE	0	0		31
32	13,000	13,000	12,000	14,500	54,500	441,195	595,977	629,796	33,819	32	Total Requirements NOT ALLOCATED	548,185	548,185	548,185	32
33	986,112	1,087,272	1,169,347	1,107,345	1,139,749	1,268,756	1,519,128	1,461,359	(57,769)	33	Total Requirements for ALL Org.Units/Programs within fund	1,360,249	1,360,249	1,360,249	33
34	216,851	219,527	197,121	272,340	474,180					34	Ending balance (prior years)				34
35	1,215,963	1,319,799	1,378,468	1,394,185	1,668,429	1,709,951	2,115,105	2,091,155	(23,950)	35	TOTAL REQUIREMENTS	1,908,435	1,908,435	1,908,435	35

8.5%

4.4%

1.1%

19.7%

22.6%

23.7%

-1.1%

-9.8%

-9.8%

FORM  
LB-31

**DETAILED REQUIREMENTS**

**GENERAL FUND**  
(Name of Fund)

Historical Data										REQUIREMENTS FOR: <b>Personnel Services</b>		Budget For Next Year 2021-2022						
Actual					Adopted Budget	SUPPL Budget 1	SUPPL Budget 2	\$ Change vs prev.	Object Classification	Detail	HRS	FTE	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body			
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021	This Year Year 2020-2021											
1									1						1			
2	72,436	73,884	75,362	76,869	84,721	84,718	84,718	84,800	82	2	MGT5	Library Director	40	1.0	86,417	86,417	86,417	2
3	48,123	49,086	40,053	41,207	18,912	15,472	15,472	17,750	2,278	3	19/5	IT Network and Systems Administrator	12	0.3	19,092	19,092	19,092	3
4	27,539	27,820	28,488	28,951	29,907	31,473	31,473	31,473	0	4	15/5	Admin Assistant - Business Mgr	25	0.6	32,732	32,732	32,732	4
5	41,570	42,402	43,250	25,103	30,100	37,573	37,948	35,750	(2,198)	5	9/5	Admin Assistant - Library Mgr	40	1.0	39,067	39,067	39,067	5
6	35,910	38,460	39,229	42,014	43,065	43,487	43,487	43,500	13	6	13/5	Librarian II - Tech Svcs / Cataloging	40	1.0	47,504	47,504	47,504	6
7	4,060	8,506	7,190	7,566	7,635	15,065	15,065	10,000	(5,065)	7	5/5	Library Asst I - Public Services / Outreach (Bookmobile)	20	0.5	15,671	15,671	15,671	7
8	34,200	36,628	37,361	38,108	37,458	39,453	39,453	39,500	47	8	10/5	Library Assoc II - Coll Mgmt / Serials Specialist	40	1.0	41,036	41,036	41,036	8
9	22,930	30,134	32,274	32,919	33,742	34,075	34,075	34,100	25	9	7/5	Library Tech II - Public Services / Youth Svcs Specialist	40	1.0	35,433	35,433	35,433	9
10			9,760	9,966	1,275	0			0	10	6/5	Library Tech I - IT Asst						10
11	8,102	5,236	6,360	0	4,450	5,609	5,609	1,500	(4,109)	11	5/3-5	Library Asst I - Public Services	17	0.4	10,360	10,360	10,360	11
12	18,035	19,286	26,231	31,703	24,443	24,729	24,976	31,400	6,424	12	6/5	Library Tech I - Coll Mgmt / Processing	32	0.8	26,997	26,997	26,997	12
13	21,053	22,837	25,762	27,928	29,741	30,834	30,834	30,834	(0)	13	6/5	Library Tech I - Coll Mgmt / Processing & Media Specialist	38	1.0	32,244	32,244	32,244	13
14	32,715	31,903	32,685	37,163	38,960	39,138	39,138	39,138	0	14	13/5	Librarian II - Community Services + Coll Mgmt	36	0.9	42,753	42,753	42,753	14
15	4,971								0	15	5/5	Library Asst I - Public Services / Outreach (Bookmobile)						15
16	62,091	67,413	68,399	64,533	67,096	72,540	72,540	68,050	(4,490)	16	5/3-5	Library Asst III - Public Services / Outreach (Branch Leads)	101	2.5	78,841	78,841	78,841	16
17	7,096	11,060	26,638	28,869	32,259	31,659	31,659	32,500	841	17	6/5	Facilities Maintenance	40	1.0	33,746	33,746	33,746	17
18	18,699	19,646	0						0	18	13/5	Library Asst (prev Admin Asst - Lib Mgr)						18
19	3,907	7,838	10,387	10,885	15,457	13,672	13,672	20,100	6,428	19	3/5	Library Asst I - Public Services	20	0.5	15,673	15,673	15,673	19
20	14,412	10,394	15,067	17,888	21,043	24,484	24,484	24,484	0	20	3/3-5	Library Pages	40	1.0	27,753	27,753	27,753	20
21	8,654	9,761	11,370	13,109	16,188	17,320	15,112	11,000	(4,112)	21	X	Temp staff / Special Project Pool	16	0.4	12,858	12,858	12,858	21
22	244	160	1,431	2,354	672	5,022	5,046	1,500	(3,546)	22	X	Staff training	4	0.1	3,215	3,215	3,215	22
23	62,364	56,200	75,203	78,853	88,786	102,334	102,050	107,000	4,950	23	BENEFITS	Retirement (PERS)			113,574	113,574	113,574	23
24	36,202	37,862	41,507	39,464	39,874	43,324	43,204	41,000	(2,204)	24	BENEFITS	Social Security (FICA)			46,006	46,006	46,006	24
25	536	354	518	2,797	2,291	3,398	3,389	2,500	(889)	25	BENEFITS	State Unemployment Tax (SUTA @ .001) + Payroll Exp			3,608	3,608	3,608	25
26	92,606	91,730	91,556	94,508	91,169	117,703	117,703	118,750	1,047	26	BENEFITS	Group Health Insurance			134,476	134,476	134,476	26
27	542	2,349	2,569	1,751	1,899	1,699	1,694	1,800	106	27	BENEFITS	Workers Comp Insurance			1,804	1,804	1,804	27
28	768	862	952	1,063	1,020	992	992	1,800	808	28	BENEFITS	Life Insurance			1,008	1,008	1,008	28
29	6,488		22,380		0	0				29	BENEFITS	Severance			0	0	0	29
30										30		Payroll expenses						30
31										31								31
32	13.9	14.0	14.7	15.2	14.8	15.0	14.8			32	<b>Total Full Time Equivalent (FTE)*</b>		<b>600</b>	<b>15.0</b>				32
33										33	Ending balance (prior years)							33
34										34	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>							34
<b>35</b>	<b>686,253</b>	<b>701,811</b>	<b>771,982</b>	<b>755,571</b>	<b>762,161</b>	<b>835,773</b>	<b>833,794</b>	<b>830,229</b>	<b>(3,565)</b>	<b>35</b>	<b>TOTAL REQUIREMENTS</b>				<b>901,869</b>	<b>901,869</b>	<b>901,869</b>	<b>35</b>

\* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

FORM  
LB-31

**DETAILED REQUIREMENTS**

**GENERAL FUND**

(Name of Fund)

Historical Data										REQUIREMENTS FOR: <b>Materials &amp; Services</b>		Budget For Next Year 2021-2022			
Actual					Adopted Budget This Year	SUPPL Budget 1 This Year	SUPPL Budget 2 This Year	\$ Change vs prev.	Object Classification	Detail	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body		
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year 2018-2019	Prior Year 2019-2020	Year 2020-2021	Year 2020-2021	Year 2020-2021								
1									1	<b>Object Classification</b>			1		
2	95,908	99,802	91,538	113,472	106,399	102,000	125,000	125,300	300	2	Collection Development (Books, audiovisual, digital, etc)	120,000	120,000	120,000	2
3	12,603	12,579	13,042	13,383	13,827	14,400	15,900	15,900	0	3	Library Catalog (Sage)	16,250	16,250	16,250	3
4	27,399	32,094	99,761	37,891	57,695	52,000	230,000	219,200	(10,800)	4	Facilities Maintenance	57,500	57,500	57,500	4
5	10,420	12,325	17,937	16,284	18,681	40,000	60,000	30,000	(30,000)	5	Janitorial Contract	26,400	26,400	26,400	5
6	2,121	2,768	2,692	2,615	2,378	5,000	5,000	2,000	(3,000)	6	Janitorial Supplies	3,000	3,000	3,000	6
7	3,078	2,690	2,545	2,244	2,262	2,400	2,000	2,000	0	7	Equipment Maintenance Services / Lease	2,500	2,500	2,500	7
8	25,974	18,952	32,575	23,147	21,353	22,300	37,300	38,100	800	8	Computer Maintenance	38,500	38,500	38,500	8
9	5,721	5,271	9,051	9,260	6,587	10,000	10,000	7,500	(2,500)	9	Bookmobile & Vehicle Operations	10,000	10,000	10,000	9
10	16,265	16,672	18,005	18,830	20,619	21,000	21,000	21,500	500	10	Insurance	22,000	22,000	22,000	10
11	2,422	6,019	5,837	5,033	808	4,000	4,000	3,000	(1,000)	11	Travel and Training	4,000	4,000	4,000	11
12	0	5,827	0	3,210	0	6,500	6,500	6,500	0	12	Election	0	0	0	12
13	7,905	8,165	8,400	8,900	7,500	7,800	7,800	7,800	0	13	Audit	8,000	8,000	8,000	13
14	855	1,080	1,347	1,286	1,456	1,600	1,600	2,100	500	14	Bookkeeping	2,000	2,000	2,000	14
15	2,856	2,744	3,022	3,148	3,300	3,500	3,500	3,525	25	15	Dues and subscriptions	3,600	3,600	3,600	15
16	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0	16	Debt Service	2,000	2,000	2,000	16
17	1,487	1,908	1,778	1,249	2,448	3,000	3,000	5,000	2,000	17	Marketing/Publication	10,000	10,000	10,000	17
18	1,159	1,315	1,172	1,273	1,211	1,380	1,380	1,380	0	18	Financial Mgt Fees	1,380	1,380	1,380	18
19	250	0	250	895	406	1,000	1,000	1,000	0	19	Legal Administration	100	100	100	19
20					475		0	500		20	Professional services	1,200	1,200	1,200	20
21	1,183	1,968	1,070	1,450	1,193	2,000	2,000	2,000	0	21	Public Programs	3,300	3,300	3,300	21
22	2,964	3,970	4,193	4,271	4,335	5,000	5,000	3,000	(2,000)	22	Branch Mileage / BCLD Courier	4,500	4,500	4,500	22
23	17,440	13,672	15,973	18,934	24,845	25,000	35,000	30,000	(5,000)	23	Library Services Supplies	20,500	20,500	20,500	23
24	4,599	6,086	10,611	7,803	8,221	13,500	13,500	13,500	0	24	Youth Programs (Summer Reading, storytime, teen)	14,000	14,000	14,000	24
25	1,572	1,445	1,206	895	885	1,500	1,500	1,000	(500)	25	Postage/Freight	1,000	1,000	1,000	25
26	42,352	40,215	39,790	40,128	43,782	47,775	47,775	46,325	(1,450)	26	Utilities	45,500	45,500	45,500	26
27	13,327	13,480	15,570	16,172	16,638	18,600	18,600	18,000	(600)	27	Telecommunications	18,150	18,150	18,150	27
28	0	0								28	Special contracts - grants, tech support travel				28
29										29	Miscellaneous				29
31										31					31
32										32	<b>Total Full Time Equivalent (FTE)*</b>				32
33										33	Ending balance (prior years)				33
34										34	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>				34
35	<b>301,860</b>	<b>313,047</b>	<b>399,365</b>	<b>353,773</b>	<b>369,304</b>	<b>413,255</b>	<b>660,355</b>	<b>608,130</b>	<b>(52,225)</b>	35	<b>TOTAL REQUIREMENTS</b>	<b>435,380</b>	<b>435,380</b>	<b>435,380</b>	35

150-504-031 (Rev 10-16)

\* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

OTHER USES  
(Fund)

BAKER COUNT BAKER COUNTY LIBRARY DISTRICT  
(Name of Municipality) (Name of Municipal Corporation)

Historical Data										DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021-2022						
Actual					Adopted Budget	SUPPL Budget 1	SUPPL Budget 2	\$ Change vs prev.	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body					
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	This Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021										
1										1	RESOURCES			1			
2										2	Cash on hand * (cash basis), or			2			
3	158,577	151,771	161,309	131,428	159,265	165,000	165,000	170,000	5,000	3	Working Capital (accrual basis)			155,000	155,000	155,000	3
4										4	Previously levied taxes estimated to be received						4
5	871	1,445	2,519	3,122	3,244	3,500	3,500	3,500	0	5	Interest			3,500	3,500	3,500	5
6	11,000	11,000	10,000	12,500	12,500	11,000	11,000	11,000	0	6	Transferred IN, from other funds			12,500	12,500	12,500	6
7	27,835	27,672	0	10,000	500	10,000	10,000	10,000	0	7	Grants and Loans			10,000	10,000	10,000	7
8	1,977	522	4,669	22,238	1,285	2,000	2,000	2,000	0	8	Donations			2,000	2,000	2,000	8
9	3,935	5,500	5,196	6,633	4,695	5,500	5,500	5,500	0	9	Book Sales			4,000	4,000	4,000	9
10	6,562									10	Other financing sources						10
11	210,757	197,910	183,693	185,921	181,489	197,000	197,000	202,000	5,000	11	Total Resources, except taxes to be levied			187,000	187,000	187,000	11
12										12	Taxes estimated to be received						12
13										13	Taxes collected in year levied						13
14	210,757	197,910	183,693	185,921	181,489	197,000	197,000	202,000	5,000	14	<b>TOTAL RESOURCES</b>			<b>187,000</b>	<b>187,000</b>	<b>187,000</b>	14
15										15	<b>REQUIREMENTS **</b>						15
16										16	Org Unit or Prog & Activity	Object Classification	Detail				16
17		1,476	1,087	580	0	1,500	1,500	1,500	0	17	Personnel		Wages	1,500	1,500	1,500	17
18		146	135	30	0	150	150	150	0	18	Personnel		Payroll taxes & related	150	150	150	18
19										19							19
20	38,065	25,229	21,954	21,326	3,510	102,050	102,050	107,050	5,000	20	M&S		Memorial & Grants Dept.	80,550	80,550	80,550	20
21	0	0	0	0	0	0	0	0	0	21	M&S		Election reserve	1,500	1,500	1,500	21
22	1	1	89	0	0	1,500	1,500	1,500	0	22	M&S		Literacy Dept.	1,500	1,500	1,500	22
23	9,375	2	0	0	0	4,500	4,500	4,500	0	23	M&S		Technology Dept. Reserve	5,500	5,500	5,500	23
24	0	0	0	0	0	0	0	0	0	24	M&S		Capital Projects - MOVED TO SPEC FUND				24
25	45	47	0	0	0	81,000	81,000	81,000	0	25	M&S	CONT.	Severance Liability Dept. Contingency	92,000	92,000	92,000	25
26	0	0	0	0	0	300	300	300	0	26	M&S		Corporate Costs (Bank & sales fees)	300	300	300	26
27	11,500	9,700	29,000	4,720	10,000	6,000	6,000	6,000	0	27	TRANSFER		Transfer Out	4,000	4,000	4,000	27
28										28							28
29										29							29
30	151,771	161,309	131,428	159,265	167,979					30	Ending balance (prior years)						30
31						0	0	0	0	31	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			<b>0</b>	<b>0</b>	<b>0</b>	31
32	210,757	197,910	183,693	185,921	181,489	197,000	197,000	202,000	5,000	32	<b>TOTAL REQUIREMENTS</b>			<b>187,000</b>	<b>187,000</b>	<b>187,000</b>	32

150-504-010 (Rev. 10-16)

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

FORM  
LB-10

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

SAGE LIBRARY SYSTEM

BAKER COUNT BAKER COUNTY LIBRARY DISTRICT

(Fund)

(Name of Munic (Name of Municipal Corporation))

Historical Data										DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021-2022			
Actual					Adopted Budget	SUPPL Budget 1	SUPPL Budget 2	\$ Change vs orig.	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	This Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021							
1										1	RESOURCES			1
2										2	Cash on hand * (cash basis), or			2
3	135,422	148,801	179,053	202,559	202,800	190,000	190,000	175,000	(15,000)	3	Working Capital (accrual basis)			3
4										4	Previously levied taxes estimated to be received			4
5	0	0	0	0	0	0	0	0	0	5	Interest			5
6	197,097	203,697	209,006	203,300	217,175	223,000	223,000	223,000	0	6	Membership dues			6
7										7	Transferred IN, from other funds			7
8	95,404	45,242	57,240	58,300	58,300	61,000	61,000	61,000	0	8	Restricted grants			8
9	772	1,580	1,260	1,668	3,597	2,825	2,825	2,825	0	9	Miscellaneous revenue			9
10										10	Proceeds from prior fiduciary account			10
11										11				11
12	428,695	399,320	446,559	465,827	481,872	476,825	476,825	461,825	(15,000)	12	Total Resources, except taxes to be levied			12
13										13	Taxes estimated to be received			13
14										14	Taxes collected in year levied			14
15	<b>428,695</b>	<b>399,320</b>	<b>446,559</b>	<b>465,827</b>	<b>481,872</b>	<b>476,825</b>	<b>476,825</b>	<b>461,825</b>	<b>(15,000)</b>	15	<b>TOTAL RESOURCES</b>			15
16										16	REQUIREMENTS **			16
17										17	Org Unit or Prog & Activity	Object Classification	Detail	17
18										18	PERSONNEL SERVICES			18
19	55,708	56,730	57,981	59,118	67,037	62,727	62,727	62,727	0	19	PERSONNEL	SALARIES	Systems administrator	19
20	5,310	4,936	5,632	5,857	6,050	6,180	6,180	6,180	0	20	PERSONNEL	SALARIES	Admin Assistant - Business Mgr	20
21	<b>61,018</b>	<b>61,666</b>	<b>63,613</b>	<b>64,975</b>	<b>73,087</b>	<b>68,907</b>	<b>68,907</b>	<b>68,907</b>	<b>0</b>	21			<i>Total Salaries</i>	21
22										22				22
23	8,069	8,600	13,036	14,123	17,673	19,000	19,000	19,000	0	23	PERSONNEL	BENEFITS	Retirement	23
24	4,240	4,717	4,866	4,556	7,697	5,270	5,270	7,800	2,530	24	PERSONNEL	BENEFITS	Social Security	24
25	47	33	31	26	22	36	36	36	0	25	PERSONNEL	BENEFITS	Worker's compensation	25
26	7,215	7,226	7,538	7,665	8,389	8,461	8,461	8,461	0	26	PERSONNEL	BENEFITS	Health insurance	26
27	47	57	70	275	596	275	275	275	0	27	PERSONNEL	BENEFITS	Unemployment insurance	27
28	95	72	71	95	94	77	77	77	0	28	PERSONNEL	BENEFITS	Life insurance	28
29	1,652	72	100	91	93	113	113	113	0	29	PERSONNEL	BENEFITS	Payroll insurance	29
30	<b>21,365</b>	<b>20,777</b>	<b>25,712</b>	<b>26,831</b>	<b>34,564</b>	<b>33,232</b>	<b>33,232</b>	<b>35,762</b>	<b>2,530</b>	30			<i>Total benefits</i>	30
31	<b>82,383</b>	<b>82,443</b>	<b>89,325</b>	<b>91,806</b>	<b>107,651</b>	<b>102,139</b>	<b>102,139</b>	<b>104,669</b>	<b>2,530</b>	31	<b>TOTAL PERSONNEL SERVICES</b>			31
32										32				32
33										33	MATERIALS & SERVICES			33
34	260	294	234	384	352	400	400	400	0	34			Telecommunications	34
35	1,733	3,233	5,113	8,232	5,003	4,500	4,500	12,000	7,500	35			Technology	35
36	0	0	0	0	0	0	0	0	0	36			Accounting and auditing	36
37	300	0	2,560	2,000	2,200	1,857	1,857	1,857	0	37			Administrative services (BCLD)	37
38	54,908	45,925	48,000	61,000	63,250	65,570	65,570	65,570	0	38			System support (contracted)	38



FORM  
LB-10

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

SAGE LIBRARY SYSTEM

BAKER COUNT BAKER COUNTY LIBRARY DISTRICT

(Fund)

(Name of Munic (Name of Municipal Corporation))

Historical Data										Budget for Next Year 2021-2022					
Actual					Adopted Budget	SUPPL Budget 1	SUPPL Budget 2	\$ Change vs orig.	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	This Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021								
39	45,922	4,585	3,233	2,000	3,865	2,500	2,500	2,500	0	39	Technical services	4,000	4,000	4,000	39
40	0	0	0	0	0	250	250	250	0	40	Legal services	0	0	0	40
41	1,013	3,661	1,554	3,146	4,832	5,000	5,000	5,000	0	41	Dues and subscriptions	5,000	5,000	5,000	41
42	64	27	39	50	61	50	50	50	0	42	Postage/freight	60	60	60	42
43	0	0	0	0	0	25	25	25	0	43	Printing	25	25	25	43
44	586	94	297	368	1,250	400	400	900	500	44	Supplies, Office	500	500	500	44
45	2,460	2,112	2,967	3,127	2,488	3,500	3,500	500	(3,000)	45	Travel	2,000	2,000	2,000	45
46	4,115	1,330	937	861	175	2,500	2,500	500	(2,000)	46	Training & Professional Developmt	1,000	1,000	1,000	46
47	81,689	68,602	82,129	87,091	89,084	95,950	95,950	95,950	0	47	Courier	96,000	96,000	96,000	47
48	0	0	6,931	2,962	0	1,000	1,000	2,624	1,624	48	Member credits	0	0	0	48
49	193,050	129,863	153,994	171,221	172,560	183,502	183,502	188,126	4,624	49	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>184,066</b>	<b>184,066</b>	<b>184,066</b>	49
50										50					50
51										51	RESERVE				51
52	0	0	2,182	0	0	25,000	25,000	25,000	0	52	RESERVE FUNDS				52
53	0	0	0	0	15,000	16,184	16,184	11,184	(5,000)	53	Capital outlay	15,000	15,000	15,000	52
54										54	Operating Contingency	12,898	12,898	12,898	53
55										55					55
56	153,263	187,014	201,058	202,800	186,661					56	Ending balance (prior years)				56
57						150,000	150,000	132,846	(17,154)	57	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>135,000</b>	<b>135,000</b>	<b>135,000</b>	57
58	428,696	399,320	446,559	465,827	481,872	476,825	476,825	461,825	(15,000)	58	<b>TOTAL REQUIREMENTS</b>	<b>457,500</b>	<b>457,500</b>	<b>457,500</b>	58

150-504-010 (Rev. 10-16)

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM  
LB-11**

This fund was authorized and established by resolution / ordinance nu  
FY18-19 R.003 on (date) 6/10/19 for the following specif  
Major anticipated maintenance and repairs of district facilities or  
other capital assets.

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2024

**CAPITAL INVESTMENT  
(Fund)**

**BAKER COUNTY LIBRARY DISTRICT**  
(Name of Municipal Corporation)

		Historical Data					DESCRIPTION			Budget for Next Year 2021 -22				
		Actual		Adopted Budget	SUPPL Budget 1	SUPPL Budget 2	RESOURCES AND REQUIREMENTS			Proposed By	Approved By	Adopted By		
		Second Preceding	Prior Year	This Year	This Year	This Year				Budget Officer	Budget Committee	Governing Body		
		Year 20__ - __	Year 2019-2020	Year 2019-2020	Year 2020-2021	Year 2020-2021								
1							1	RESOURCES						1
2		0	55,400	55,400	55,400	55,400	2	Cash on hand * (cash basis), or			165,000	165,000	165,000	2
3		0	0	0	0	0	3	Working Capital (accrual basis)			0	0	0	3
4		0	0	0	0	0	4	Previously levied taxes estimated to be received			0	0	0	4
5		400	1,200	1,200	1,200	1,200	5	Interest			1,500	1,500	1,500	5
6		55,000	35,000	107,555	107,555	107,555	6	Transferred IN, from other funds			20,000	20,000	20,000	6
7							7							7
8							8							8
9							9							9
10	0	55,400	91,600	164,155	164,155	164,155	10	Total Resources, except taxes to be levied			186,500	186,500	186,500	10
11							11	Taxes estimated to be received						11
12							12	Taxes collected in year levied						12
13	0	55,400	91,600	164,155	164,155	164,155	13	<b>TOTAL RESOURCES</b>			<b>186,500</b>	<b>186,500</b>	<b>186,500</b>	13
14							14	REQUIREMENTS **						14
15							15	Org. Unit or Prog. & Activity	Object Classification	Detail				15
16		55,400	91,600	164,155	164,155	164,155	16			Facilities maintenance & repair	186,500	186,500	186,500	16
17							17							17
18							18							18
19							19							19
20							20							20
21							21							21
22							22							22
23							23							23
24							24							24
25							25							25
26							26							26
27							27							27
28							28							28
29							29	Ending balance (prior years)						29
30							30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			0	0	0	30
31	0	55,400	91,600	164,155	164,155	164,155	31	<b>TOTAL REQUIREMENTS</b>			<b>186,500</b>	<b>186,500</b>	<b>186,500</b>	31

\*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.



**RESOLUTION No. FY2020-21.09**

**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Baker County Library District hereby adopts the budget for fiscal year **2021-2022** in the total amount of **\$2,739,435 \***  
 This budget is now on file at Baker County Public Library in Baker City, Oregon.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020, for the following purposes:

<b>General Fund</b>	
<u>Organizational Unit or Program:</u>	
Personnel Services.....	901,869
Materials & Services.....	433,380
 <u>Not Allocated to Organizational Unit or Program:</u>	
Personnel Services.....	0
Materials & Services.....	0
Capital Outlay.....	25,000
Debt Service .....	2,000
Special Payments.....	0
Transfers Out.....	32,500
Contingency.....	5,000
<b>Total.....</b>	<b>\$1,399,749</b>

<b>Debt Service Fund</b>	
Debt Service	0
<b>Total.....</b>	<b>\$0</b>

<b>"Other Uses" Fund</b>	
Org. Unit/Program: _____	183,000
Special Payments.....	0
Transfers Out.....	4,000
Contingency.....	0
<b>Total.....</b>	<b>\$187,000</b>

<b>Reserve Fund - Capital Investment</b>	
Org. Unit/Program: _____	186,500
Special Payments.....	0
Transfers Out.....	0
Contingency.....	0
<b>Total.....</b>	<b>\$186,500</b>

<b>Sage Library System Fund</b>	
Org. Unit/Program: _____	294,602
Special Payments.....	0
Transfers Out.....	0
Contingency.....	27,898
<b>Total.....</b>	<b>\$322,500</b>

<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>\$2,095,749</b>
Total Unappropriated and Reserve Amounts, All Funds . . .	643,685
<b>TOTAL ADOPTED BUDGET . . .</b>	<b>\$2,739,435 *</b>

*(\*amounts with asterisks must match)*

**RESOLUTION IMPOSING THE TAX**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2020- 2021 :

- (1) In the amount of \$ \_\_\_\_\_ OR at the rate of \$ 0.5334 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$ \_\_\_\_\_ OR at the rate of \$ 0.249 per \$1000 of assessed value for local option tax; and
- (3) In the amount of \$ \_\_\_\_\_ for debt service on general obligation bonds;

**RESOLUTION CATEGORIZING THE TAX**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the General Government Limitation**

Permanent Rate Tax.....\$ \_\_\_\_\_ OR \$ 0.5334 /\$1,000  
 Local Option Tax.....\$ \_\_\_\_\_ OR \$ 0.249 /\$1,000

**Excluded from Limitation**

General Obligation Bond Debt Service.....\$ \_\_\_\_\_

The above resolution statements were approved and declared adopted on June 14, 2021.

X \_\_\_\_\_  
 Signature

**2021-2022 proposed**

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total
General Fund	\$901,869	\$433,380	\$25,000	\$2,000	\$32,500	\$5,000	\$0	\$508,685	\$1,908,435
Other Uses Fund	\$1,650	\$181,350	\$0	\$0	\$4,000	\$0	\$0	\$0	\$187,000
Reserve Fund - Capital Investment			\$186,500						\$186,500
Sage Library System Fund	\$110,536	\$184,066	\$15,000	\$0	\$0	\$12,898	\$0	\$135,000	\$457,500
<b>TOTALS</b>	<b>\$1,014,055</b>	<b>\$798,796</b>	<b>\$226,500</b>	<b>\$2,000</b>	<b>\$36,500</b>	<b>\$17,898</b>	<b>\$0</b>	<b>\$643,685</b>	<b>\$2,739,435</b>
\$ Change from prev.									-\$174,700
% Change from prev.									-6.38%

VS PREVIOUS		VS ORIGINAL	
-\$182,720	-9.57%	\$198,485	10.40%
-\$10,000	-5.35%	-\$10,000	-5.35%
\$22,345	11.98%	\$94,900	50.88%
-\$4,325	-0.95%	-\$19,325	-4.22%
-\$174,700	-6.38%	\$264,060	9.64%
		\$0	

**2020-2021 supplemental 2**

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total
General Fund	\$830,229	\$606,130	\$25,000	\$2,000	\$118,555	\$5,000	\$0	\$504,241	\$2,091,155
Other Uses Fund	\$1,650	\$189,350	\$0	\$0	\$6,000	\$0	\$0	\$0	\$197,000
Reserve Fund - Capital Investment			\$164,155						\$164,155
Sage Library System Fund	\$104,669	\$188,126	\$25,000	\$0	\$0	\$11,184	\$0	\$132,846	\$461,825
<b>TOTALS</b>	<b>\$936,548</b>	<b>\$983,606</b>	<b>\$214,155</b>	<b>\$2,000</b>	<b>\$124,555</b>	<b>\$16,184</b>	<b>\$0</b>	<b>\$637,087</b>	<b>\$2,914,135</b>
\$ Change from prev.									\$33,529
% Change from prev.									1.15%

VS PREVIOUS		VS ORIGINAL	
\$48,529	2.32%	\$381,205	18.23%
\$0	0.00%	\$0	0.00%
\$0	0.00%	\$72,555	44.20%
-\$15,000	-3.25%	-\$15,000	-3.25%
\$33,529	1.15%	\$438,760	15.06%

**2020-2021 supplemental 1**

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total
General Fund	\$833,794	\$658,355	\$25,000	\$2,000	\$118,555	\$5,000	\$0	\$399,922	\$2,042,626
Other Uses Fund	\$1,650	\$189,350	\$0	\$0	\$6,000	\$0	\$0	\$0	\$197,000
Reserve Fund - Capital Investment			\$164,155						\$164,155
Sage Library System Fund	\$102,139	\$183,502	\$25,000	\$0	\$0	\$16,184	\$0	\$150,000	\$476,825
<b>TOTALS</b>	<b>\$937,583</b>	<b>\$1,031,207</b>	<b>\$214,155</b>	<b>\$2,000</b>	<b>\$124,555</b>	<b>\$21,184</b>	<b>\$0</b>	<b>\$549,922</b>	<b>\$2,880,606</b>
\$ Change from prev.									\$405,231
% Change from prev.									14.07%

VS PREVIOUS		VS ORIGINAL	
\$332,676	16.29%	\$340,116	16.65%
\$0	0.00%	\$6,175	3.13%
\$72,555	44.20%	\$108,755	66.25%
\$0	0.00%	-\$8,185	-1.72%
\$405,231	14.07%	\$446,861	15.51%

**2020-2021 adopted**

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total
General Fund	\$835,773	\$411,255	\$10,000	\$2,000	\$46,000	\$5,000	\$0	\$399,922	\$1,709,950
Other Uses Fund	\$1,650	\$189,350	\$0	\$0	\$6,000	\$0	\$0	\$0	\$197,000
Reserve Fund - Capital Investment			\$91,600						\$91,600
Sage Library System Fund	\$102,139	\$183,502	\$25,000	\$0	\$0	\$16,184	\$0	\$150,000	\$476,825
<b>TOTALS</b>	<b>\$939,562</b>	<b>\$784,107</b>	<b>\$126,600</b>	<b>\$2,000</b>	<b>\$52,000</b>	<b>\$21,184</b>	<b>\$0</b>	<b>\$549,922</b>	<b>\$2,475,375</b>
\$ Change from prev.									\$41,630
% Change from prev.									1.68%

VS PREVIOUS		VS ORIGINAL	
\$7,440	0.44%	\$133,950	7.83%
\$6,175	3.13%	\$19,625	9.96%
\$36,200	39.52%	\$36,600	39.96%
-\$8,185	-1.72%	\$6,364	1.33%
\$41,630	1.68%	\$196,539	7.94%

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A virtual public meeting of the Baker County Library District will be held on June 14, 2021 at 6:00 pm PST. Attendance details for access by Internet or phone will be provided on the library website [www.bakerlib.org](http://www.bakerlib.org) at least 24 hours in advance of the meeting. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the Baker County Library District Budget Committee. If special physical, technical, or language accommodations are needed for this public session, please notify Baker County Library District by email or calling (541) 523-6419 at least 24 hours prior to the session.

A summary of the budget is presented below.

A copy of the budget may be inspected or obtained at Baker County Public Library (2400 Resort St, Baker City), during library business hours or viewed online at <http://bakerlib.org/about/budget.html>. This budget is for an annual budget period.

Contact: Kyra Rohner (Board Pres.); Perry Stokes (Library Director) Telephone: 541-523-6419 Email: [krohner@bakerlib.org](mailto:krohner@bakerlib.org); [librarian@bakerlib.org](mailto:librarian@bakerlib.org)

**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount 2019-2020	Adopted Budget This Year 2020-2021	Approved Budget Next Year 2021-2022
Beginning Fund Balance/Net Working Capital	841,108	962,783	1,010,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	234,000	235,950	245,000
Federal, State & all Other Grants, Gifts, Allocations & Donations	95,500	330,500	96,000
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	52,000	124,555	36,500
All Other Resources Except Current Year Property Taxes	60,525	63,525	73,000
Current Year Property Taxes Estimated to be Received	1,192,242	1,235,772	1,278,935
<b>Total Resources</b>	<b>2,475,375</b>	<b>2,953,085</b>	<b>2,739,435</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	951,290	939,562	1,014,055
Materials and Services	703,107	950,207	706,796
Capital Outlay	35,000	50,000	40,000
Debt Service	2,000	2,000	2,000
Interfund Transfers	52,000	124,555	36,500
Contingencies	102,184	102,184	109,898
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	629,795	784,577	830,185
<b>Total Requirements</b>	<b>2,475,376</b>	<b>2,953,085</b>	<b>2,739,435</b>

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM \***

Name of Organizational Unit or Program FTE for that unit or program			
<b>Library Services</b>	847,501	835,773	901,869
FTE	15	15	15
<b>Sage Library System</b>	102,139	102,139	110,536
FTE	1	1	1
Not Allocated to Organizational Unit or Program			
FTE			
<b>Total Requirements</b>	<b>949,640</b>	<b>937,912</b>	<b>1,012,405</b>
<b>Total FTE</b>	<b>16</b>	<b>16</b>	<b>16</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

The BCLD FY20-21 General Fund budget assumes a strong 3.5% rate of TAV growth for Baker County. This approved budget is a picture of the District in increasingly sound financial health, with stable funding from taxable property value growth, a reserve pool sufficient for debt-free operations, and a growing reserve fund for strategic maintenance projects. Budget cost drivers for the coming year are primarily from employee wage inflation pressure, health and retirement benefits, expansion of digital content and access services, a new allocation for contracted IT Administrative Support, a large number of maintenance projects, and increased investment in strategic marketing. General staff are granted a 4.0% COLI proportionate to the latest inflation projections. Unappropriated Ending Fund Balance / Operating Reserves have been augmented by surplus revenue accrued from new development projects in the county, allowing the district to position itself for continued debt-free self-sustainability and major building repair projects.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed 2019-2020	Rate or Amount Imposed This Year 2020-2021	Rate or Amount Approved Next Year 2021-2022
Permanent Rate Levy (rate limit _____ per \$1,000)	0.5334	0.5334	0.5334
Local Option Levy	0.249	0.249	0.249
Levy For General Obligation Bonds			

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$11,850	
<b>Total</b>	<b>\$11,850</b>	<b>\$0</b>

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of BAKER County

# FORM LB-50 2021-2022

Check here if this is an amended form.

▪ Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Baker County Library District has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of Baker County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

<u>2400 Resort St</u>	<u>Baker City</u>	<u>OR</u>	<u>97814</u>	<u>7/1/2021</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Perry Stokes</u>	<u>Library Director/CEO/Budget Officer</u>	<u>541-523-6419</u>	<u>director@bakerlib.org</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

**CERTIFICATION** - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . . . .	1	0.5334	
2. Local option operating tax . . . . .	2	0.249	
3. Local option capital project tax . . . . .	3		<b>Excluded from Measure 5 Limits Dollar Amount of Bond Levy</b>
4. City of Portland Levy for pension and disability obligations . . . . .	4		
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	5c.	<b>0</b>	

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	<b>0.5334</b>
7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated district</b> . . . . .	8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
OPERATING	MAY 17 2016	2017-2018	2021-2022	0.249

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES**

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS \_\_\_\_\_ (Must be completed if you have an entry in Part IV)



**Baker County**  
**Special District Election**  
**May 18, 2021**  
**Acceptance of Abstract**

To: Stefanie L. Kirby  
Baker County Clerk  
1995 3<sup>rd</sup> Street, Ste. 150  
Baker City, OR 97814

I, PERRY STOKES, as DIRECTOR/CEO for the  
Name Title

BAKER COUNTY LIBRARY DISTRICT,  
District

Accept the May 18, 2021 Special District Election Abstract results provided from the Baker County Clerk's Office. Per ORS 255.295 this is our confirmation in writing to the County Clerk that the candidate(s) elected to the district office is/are qualified to hold the office.

  
Signature

6/7/2021  
Date



1-106 Baker County Library District Baker County Library District					
VOTE FOR 1					
	Yes	No	Overvotes	Undervotes	Contest Total
Baker 1	381	150	0	35	566
Baker 2	367	142	0	31	540
Baker 3	420	154	0	26	600
Baker 4	469	216	0	36	721
Baker 5	510	249	0	37	796
Baker Country 13	310	136	0	17	463
Durkee 14	31	23	0	5	59
Eagle Valley 15	203	64	0	9	276
Haines 17	210	121	0	9	340
Hereford 18	33	17	0	1	51
Huntington 19	79	49	0	9	137
Irondyke 20	20	15	0	2	37
Keating 21	80	38	0	3	121
Pine Valley 22	312	96	0	23	431
Poca-Wing 24	375	170	0	14	559
Sumpter 25	114	71	0	5	190
Unity 26	37	10	0	9	56
<b>Totals</b>	<b>3,951</b>	<b>1,721</b>	<b>0</b>	<b>271</b>	<b>5,943</b>

STATE OF OREGON, County of Baker, SS  
 I hereby certify that I have compared the  
 within instrument with the original instru-  
 ment now on file in my office, and that it is  
 a true and correct copy of the same and of  
 the whole thereof.

Dated June 3, 2021  
 By Stefanie L. Kirby Deputy  
 Stefanie Kirby, County Clerk



I DO HEREBY CERTIFY THAT THE VOTES RECORDED  
 ON THIS ABSTRACT CORRECTLY SUMMARIZE  
 THE TALLY OF VOTES CAST AT THE ELECTION INDICATED.

DATED THIS 3<sup>rd</sup> DAY OF June, 2021.

Stefanie L. Kirby  
 STEFANIE L. KIRBY,  
 BAKER COUNTY CLERK



Position 1 Baker County Library District						
VOTE FOR 1						
	Beth Bigelow	Write-in Totals	Write-in: Not Assigned	Overvotes	Undervotes	Contest Total
Baker 1	393	0	0	1	172	566
Baker 2	380	10	10	0	150	540
Baker 3	417	5	5	0	178	600
Baker 4	518	2	2	0	201	721
Baker 5	540	6	6	0	250	796
Baker Country 13	304	3	3	2	154	463
Durkee 14	48	0	0	1	10	59
Eagle Valley 15	199	1	1	0	76	276
Haines 17	245	2	2	0	93	340
Hereford 18	26	0	0	0	25	51
Huntington 19	81	1	1	0	55	137
Irondyke 20	22	0	0	0	15	37
Keating 21	89	0	0	0	32	121
Pine Valley 22	308	1	1	1	121	431
Poca-Wing 24	381	1	1	0	177	559
Sumpter 25	104	0	0	0	86	190
Unity 26	35	0	0	0	21	56
<b>Totals</b>	<b>4,090</b>	<b>32</b>	<b>32</b>	<b>5</b>	<b>1,816</b>	<b>5,943</b>

STATE OF OREGON, County of Baker, SS  
 I hereby certify that I have compared the  
 within instrument with the original instru-  
 ment now on file in my office, and that it is  
 a true and correct copy of the same and of  
 the whole thereof.

Dated June 3, 2021  
 By Stefanie Kirby County Clerk Deputy



I DO HEREBY CERTIFY THAT THE VOTES RECORDED  
 ON THIS ABSTRACT CORRECTLY SUMMARIZE  
 THE TALLY OF VOTES CAST AT THE ELECTION INDICATED.

DATED THIS 3<sup>rd</sup> DAY OF June, 2021

Stefanie L. Kirby  
 STEFANIE L. KIRBY,  
 BAKER COUNTY CLERK





Position 2 Baker County Library District						
VOTE FOR 1						
	Betty Palmer	Write-In Totals	Write-In: Not Assigned	Overvotes	Undervotes	Contest Total
Baker 1	384	5	5	0	177	566
Baker 2	373	11	11	1	155	540
Baker 3	413	7	7	0	180	600
Baker 4	507	7	7	1	206	721
Baker 5	529	8	8	0	259	796
Baker Country 13	289	5	5	0	169	463
Durkee 14	49	0	0	0	10	59
Eagle Valley 15	196	1	1	0	79	276
Haines 17	222	4	4	0	114	340
Hereford 18	25	0	0	0	26	51
Huntington 19	84	1	1	0	52	137
Irondyke 20	22	0	0	0	15	37
Keating 21	82	0	0	0	39	121
Pine Valley 22	297	1	1	0	133	431
Poca-Wing 24	371	3	3	0	185	559
Sumpter 25	107	0	0	0	83	190
Unity 26	32	1	1	0	23	56
<b>Totals</b>	<b>3,982</b>	<b>54</b>	<b>54</b>	<b>2</b>	<b>1,905</b>	<b>5,943</b>

STATE OF OREGON, County of Baker, SS  
 I hereby certify that I have compared the  
 within instrument with the original instru-  
 ment now on file in my office, and that it is  
 a true and correct copy of the same and of  
 the whole thereof.  
 Dated June 3, 2021  
 Stefanie Kirby, County Clerk  
 By Stefanie Kirby Deputy



I DO HEREBY CERTIFY THAT THE VOTES RECORDED  
 ON THIS ABSTRACT CORRECTLY SUMMARIZE  
 THE TALLY OF VOTES CAST AT THE ELECTION INDICATED.

DATED THIS 3rd DAY OF June, 2021  
Stefanie L. Kirby  
 STEFANIE L. KIRBY,  
 BAKER COUNTY CLERK



Position 3 Baker County Library District						
VOTE FOR 1						
	Kyra K Rohner	Write-in Totals	Write-in: Not Assigned	Overvotes	Undervotes	Contest Total
Baker 1	383	1	1	0	182	566
Baker 2	387	4	4	0	149	540
Baker 3	413	5	5	0	182	600
Baker 4	506	5	5	0	210	721
Baker 5	545	5	5	1	245	796
Baker Country 13	300	1	1	0	162	463
Durkee 14	47	0	0	0	12	59
Eagle Valley 15	194	1	1	0	81	276
Haines 17	239	3	3	0	98	340
Hereford 18	24	0	0	0	27	51
Huntington 19	83	1	1	0	53	137
Irondyke 20	21	0	0	0	16	37
Keating 21	85	0	0	0	36	121
Pine Valley 22	297	1	1	0	133	431
Poca-Wing 24	383	1	1	0	175	559
Sumpter 25	106	0	0	0	84	190
Unity 26	34	0	0	0	22	56
<b>Totals</b>	<b>4,047</b>	<b>28</b>	<b>28</b>	<b>1</b>	<b>1,867</b>	<b>5,943</b>

STATE OF OREGON, County of Baker, SS  
 I hereby certify that I have compared the  
 within instrument with the original instru-  
 ment now on file in my office, and that it is  
 a true and correct copy of the same and of  
 the whole thereof.

Dated June 3, 2021  
 Stefanie Kirby, County Clerk  
 By Stefanie Kirby Deputy



I DO HEREBY CERTIFY THAT THE VOTES RECORDED  
 ON THIS ABSTRACT CORRECTLY SUMMARIZE  
 THE TALLY OF VOTES CAST AT THE ELECTION INDICATED.

DATED THIS 3<sup>rd</sup> DAY OF June, 2021

Stefanie L. Kirby  
 STEFANIE L. KIRBY,  
 BAKER COUNTY CLERK



## Library visitors still need face masks - Baker City Herald, The (OR) - May 28, 2021

May 28, 2021 | Baker City Herald, The (OR) | Jayson Jacoby jjacoby@bakercityherald.com

Visitors to the Baker County **Library** District's locations will have to wait a bit longer to browse for books without wearing a face mask, regardless of their vaccination status.

On May 14, **Library** District Director Perry Stokes said in a press release that he expected to make masks optional in all the district's branches, including the main **library** in Baker City, starting June 1.

That projection was based on announcements the previous day, May 13, from the Centers for Disease Control and from Oregon Gov. Kate Brown, that fully vaccinated people would no longer need to wear masks in most places.

In her initial statement that day, Brown said that Oregon would follow the CDC guidance.

"That means Oregonians who are fully vaccinated no longer need to wear masks or social distance in most public spaces," the governor said.

Brown also said that the Oregon Health Authority (OHA) would later release "updated guidance for businesses, employers, and others to allow the option of lifting mask and physical distancing requirements after verifying vaccination status."

It's the last three words of that statement that are crucial, Stokes said.

He said the **library** district's May 14 press release, which set June 1 as the possible date for making masks optional, was based on the governor's statement that fully vaccinated people would "no longer need to wear masks or social distance in most public spaces."

But when the OHA released specific guidance on May 18, the state agency emphasized that businesses or public agencies, including libraries, that wanted to change their mask rules would have to verify that maskless customers are fully vaccinated.

Stokes said the **library** district will not do so, which leaves the only option as continuing the mask requirement for all patrons.

"To protect our visitors' right to privacy, Baker County **Library** staff will not ask to see proof of vaccination," Stokes wrote in an email to the Herald. "And to be fair, the **library** will not distinguish between visitors based on health/vaccination status. So, unfortunately masks continue to be officially required for all visitors age 5 and up."

Stokes noted that the new rules allow visitors to remove their masks while "actively eating and drinking."

Food and drinks will be allowed in the Baker County **Library** District starting June 1, he said, so long as they don't "create a nuisance with spills, litter or smell."

Stokes said the Baker City **library** will "celebrate the relaxation of restrictions" June 1 by serving cookies and juice.

The new state guidelines allow **library** workers to go without a mask if they're fully vaccinated.

Starting June 1, most other restrictions at the **library** will be relaxed or lifted, including browsing time limits, the closure of the riverside door and 24-hour quarantine of returned items.

Stokes wrote that **library** employees have recently noticed an increase in patrons who aren't wearing masks.

"Visitors should be aware that this is expected to be more common as the **library** doesn't have enough staff resources to enforce the state rule everywhere in the building," he wrote in the email. "We welcome everyone to use the **library** at their own risk."

#### CITATION (MLA STYLE)

jjacoby@bakercityherald.com, Jayson Jacoby. "Library visitors still need face masks." *Baker City Herald, The (OR)*, sec. Coronavirus, 28 May 2021. *NewsBank: America's News*, infoweb.newsbank.com/apps/news/document-view?p=NewsBank&docref=news/182C92128CA7F1C8. Accessed 13 June 2021.

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