Regular Meeting Agenda

Baker County Library District
Board of Directors
Kyra Rohner, President

Tuesday, Nov 10, 2026, 5:00 pm
Riverside Meeting Room, Baker County Public Library
2400 Resort St, Baker City, Oregon

Remote access provided via Zoom
Phone: +1 669 900 9128
Meeting ID: 839 3030 8814 **Passcode**: 720853

Agenda Outline

I. Call to Order
II. Roll Call
III. Swearing in of New Appointee
IV. Consent Agenda (**ACTION**)
- *Additions/deletions from agenda*
- *Minutes of previous meeting*

V. Conflicts or Potential Conflicts of Interest
VI. Open Forum / Public Comment & Communications
VII. Old Business
a. None
VIII. New Business
a. Special Report: Trends from State Library statistical report
b. Review of SDAO/SDIS annual liability insurance renewal criteria
IX. Reports
a. Director's Report
b. Financial Report
X. Next Meeting

Date/Time: Dec 15, 2026, 5:00 pm

XI. Adjournment

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

The Board of Directors generally meets on the **second Tuesday of each month from 5:00 to 6:00 p.m.** in the **Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon**. Sign-language interpretation is available upon request with at least 48 hours' notice.

Tuesday, Nov 10, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

Agenda Annotated

I. CALL TO ORDER **Rohner**

II. Roll Call **Rohner**

III. Swearing In of New Appointee

Recently elected and newly appointed directors must qualify by taking an oath of office before assuming the duties of office.

The district's Oath of Office will be presented to new appointee **Diana Adams** of Halfway for swearing in by verbal affirmation and written signature agreement. Adams was appointed by the board at its October 2026 meeting to fill board **Position 5** vacated by Joan Spriggs.

> "I, (board member), do solemnly swear, that I will support the Constitution of the United States, the Constitution of the State of Oregon, the laws thereof, and the policies of Baker County Library District, and that I will faithfully discharge the duties of Director according to the best of my ability."

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

- **a. Additions/deletions from the agenda**
- **b. Minutes of previous meeting(s)**

Attachments:

- III.b.i. Board meeting minutes, Oct 13, 2026

V. Conflicts or potential conflicts of interest **Rohner**

VI. Open Forum / Public Comment & Communications **Rohner**

VII. OLD BUSINESS

- **a. None**

VIII. New Business

- **a. Special Report: Trends from State Library statistical report** **Stokes**

Attachments:

- VIII.a.i. Executive Report, statistics trends 2023-2026

The Director will present the 2023–2026 Executive Statistical Report, highlighting increased visits, technology use, digital borrowing, and volunteer service, alongside relatively stable physical circulation and program attendance.

Rising operating costs and constrained revenue underscore the need for careful financial planning. Strategic priorities include responsible investment in changing public service needs, maintenance and upgrades to aging facilities and furnishings, stronger safety and cybersecurity measures, and keeping wages aligned with inflation while planning for rising health insurance and Oregon PERS costs.

- **b. Review of SDAO/SDIS annual liability insurance renewal criteria** **Hawes**

For Board awareness, Hawes will review updates to criteria required to maintain BCLD's Special District Association of Oregon (SDAO) membership and insurance coverage from its Special District Insurance Services (SDIS) department. Major new requirements involve utilization of cybersecurity tools and strategies, most of which BCLD has recently implemented.

Tuesday, Nov 10, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

IX. REPORTS

a. Director's **Stokes**

Attachments:

- VIII.a.i. Director's Report, Nov 2026

b. Financial **Hawes**

Finance report materials will be provided at the meeting.

X. Agenda Items for the Next Regular Meeting: Dec 15, 2026 **Rohner**

- Topics TBD

XI. ADJOURNMENT **Rohner**

Baker County Library District

Library Board of Directors

Regular Meeting Minutes

October 13, 2026

CALL TO ORDER

The meeting was held in the Riverside Meeting Room at Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building of the District.

Directors Beth **Bigelow** and Ashley **McClay** attended in person. Also attending in person were Perry **Stokes**, Library Director, and Christine **Hawes**, Business Manager. Director Jacque **Cobb** attended via Zoom. No other guests attended in person or via Zoom.

Vice President Beth Bigelow called the meeting to order at 5:07 p.m. Three directors were present, establishing a quorum.

Roll call was taken. Directors Bigelow, McClay, and Cobb were present, along with Stokes and Hawes.

CONSENT AGENDA

Bigelow asked whether there were any additions to or deletions from the agenda, or any corrections to the minutes of the previous meeting. Cobb requested an item to discuss two patron concerns brought to her attention. Stokes added the item following public comments. No other changes were proposed.

McClay moved to adopt the agenda as amended and approve the minutes of the previous meeting. Cobb seconded the motion. The motion passed unanimously, with three votes in favor.

CONFLICTS OF INTEREST

Bigelow asked whether any conflicts or potential conflicts of interest should be declared. None were declared.

OPEN FORUM / CITIZEN COMMENTS

Bigelow invited citizen comments. No members of the public were present. Stokes indicated that he had public comments to share.

Public Concerns

Bigelow invited Cobb to present the concerns shared with her by two community members in separate, in-person conversations.

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The first concern involved the availability of quiet space in the Library. The patron specifically uses the quiet area to work. Cobb had explained the challenges of accommodating multiple users in a shared space and offered to bring the concern to the Board.

Stokes explained that the study rooms are not soundproof and encouraged patrons to report noise concerns to staff, who can provide a gentle reminder. He observed that many libraries nationwide have moved away from the expectation of libraries being quiet spaces, while the District continues to protect its quiet atmosphere. The Board discussed the issue, and Stokes noted that noise levels vary by time of day. He has considered offering noise-canceling headphones for patrons to check out and use in-library, as needed. McClay agreed that offering headphones could be easier than maintaining silence among other users.

The second concern involved difficulty obtaining library cards for children. A mother reported that a grandparent had been told by library staff a parent must be present to obtain a card for a child. Stokes described the procedures for issuing a child's card, identified the incident as a staff-training issue, and said he would address it at the next staff meeting.

OLD BUSINESS

None

There was no old business.

NEW BUSINESS

Appointment to Board Vacancy

Bigelow introduced the appointment to the vacant Board position. Stokes explained that **Joan Spriggs's resignation, effective September 15, 2026, created a vacancy in Position 5**. Spriggs recommended **Diana Adams of Halfway as a potential successor**. Adams was introduced to the Board at the July 14, 2026, meeting and submitted a completed Board Member Application, included in the meeting packet. The proposed appointment was for the remainder of the term ending June 30, 2027.

Adams was unable to attend. Stokes reviewed her qualifications and the references listed on her application. Bigelow asked about reference checks, and Stokes said he had not contacted the second reference. McClay asked about an application response marked "Agree" rather than "Strongly Agree," and the Board discussed it. Cobb said she was comfortable proceeding based on Spriggs's recommendation. Bigelow requested a motion.

Cobb moved to appoint Diana Adams to fill vacant Position 5 on the Baker County Library District Board of Directors for the remainder of the term ending June 30, 2027. McClay seconded the motion. The motion passed unanimously, with three votes in favor.

Bulletin Board and Information Distribution Policy

The Board proceeded to the Bulletin Board Policy revision.

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Stokes explained that the policy was last amended January 8, 2018. The proposed revision reduces ambiguity by clarifying the purpose of designated community posting areas, identifying eligible and ineligible materials, establishing the areas as limited public forums, and setting neutral posting requirements, including size and duration limits. The draft emphasizes viewpoint-neutral administration, District non-endorsement, and protection of lawful expression.

Stokes reviewed examples of permitted and prohibited materials, including the restriction on advertising commercial services and the distinction allowing nonpartisan events. The policy includes an appeal process for denied or removed materials. Posting areas are self-managed, with staff periodically removing expired or ineligible materials. Stokes planned to add signs explaining that the District does not endorse posted information.

Bigelow invited questions and comments. Cobb supported the clarifications and emphasized the importance of allowing job postings. Bigelow described the policy as "thorough" and requested a motion.

McClay moved to approve the Baker County Library District Bulletin Board and Information Distribution Policy as presented, effective October 13, 2026, superseding the Bulletin Board Policy amended January 8, 2018. Cobb seconded the motion. The motion passed unanimously, with three votes in favor.

Employee Social Media and Online Communication Policy

Bigelow introduced the next policy revision. Stokes explained that the existing Social Media in the Workplace Policy was adopted July 10, 2017, following a recommendation from Special Districts. The proposed five-page policy replaces the three-page policy while preserving expectations for professional conduct, patron confidentiality, and responsible use of District resources.

Stokes reviewed changes clarifying employees' speech rights and protections, prohibited conduct, representation of the District, communications with news media, and moderation standards. He discussed criticism, bullying, malicious conduct, and privacy violations. The proposed policy provides more specific examples to guide employees and protect patrons and the District.

Bigelow invited comments. Cobb supported the inclusion of artificial-intelligence issues. Bigelow asked about review of the policy, and Stokes discussed one situation and explained that new employees review District policies during onboarding. There were no further comments.

Cobb moved to approve the Baker County Library District Employee Social Media and Online Communication Policy as presented, effective October 13, 2026, superseding the Social Media in the Workplace Policy adopted July 10, 2017. McClay seconded the motion. The motion passed unanimously, with three votes in favor.

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REPORTS

Director's Report

The Board moved to Reports, and Stokes presented the Director's Report.

Administration and Finance

- **Property Tax Revenue**. The Baker County Assessor's annual total assessed value report indicated projected tax revenue approximately $80,000 above the amount originally budgeted. Stokes said the District would not spend the additional revenue before receiving it. In response to Bigelow's question about the increase, Stokes said he was unsure of the cause but speculated that large property sales may have contributed.
- **Annual Statistical Report**. The FY2025–26 statistical report for the State Library was in progress and due at the end of October.
- **Audit Visit**. The new auditor, John Russell, was scheduled for an on-site visit October 21–22 and might meet with selected staff to discuss practices and risk concerns.

Personnel and Training

- **EveryLibrary Training**. The Director and one administrative staff member planned to attend training in Maupin, Oregon, October 15–16. Sponsored by Libraries of Eastern Oregon, the event would focus on effective public-relations strategies.
- **Staffing and Training**. New high-school intern Grace Tracy joined the staff. A substitute was covering Storytime during Missy Grammon's vacation.

Facilities, Energy, and Vehicles

- **Baker Library Maintenance**. Recent projects included annual fall carpet cleaning, installation of solar motion lights along the boardwalk, work on the south meeting-room door, and replacement of the outdoor public VoIP telephone handset. Stokes noted that the handset is subject to abuse by users; replacement has averaged about one per year.
- **Northwest Wall Improvement**. A new estimate of $9,200 covered removal of the glass wall and installation of framing for drywall to address temperature-control problems. Facilities staff would install the drywall.
- **Parking and Restrooms**. Parking-lot restriping remained to be scheduled. Staff were considering restroom-door locks with occupancy indicators to reduce uncertainty when someone tries an occupied restroom door.
- **Heating and Cooling**. The north rooftop HVAC unit failed because of a faulty motherboard. A replacement motherboard was on order, and staff were evaluating the cost of replacing all three rooftop units.
- **Bookmobile Maintenance**. Recent maintenance included radiator repairs and replacement of door latches.

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Programs, Services, and Circulation

- **NewsBank**. The expanded NewsBank database provides access to hundreds of titles for research.
- **Sumpter Community Recognition**. The Sumpter Branch received recognition from the fire team.
- **Public Feedback and Regional Visibility**. The Library received positive feedback for providing the critically acclaimed Ted Lasso TV series on DVD. The New York Times published an article about librarians which included an interview excerpt with Executive Director of Libraries of Eastern Oregon Stephanie Chase.

Circulation and Service Operations

- **Evergreen Catalog Update**. Sage installed a significant Evergreen catalog update on the morning of Tuesday, October 13. The update appeared to have gone smoothly overall, with minor issues remaining to be addressed.
- **Fine Forgiveness**. September fine forgiveness totaled $1,316.58 as part of Library Card Sign-Up Month promotion.
- **Ready Reference**. A new Ready Reference collection was established in the wooden case near the east Reference Desk.

Safety and Security

- **Aquarium Flood**. An aquarium filter-system failure flooded the lobby on Sunday, October 4. Staff stopped the leak before the aquarium drained completely. No one was injured, and the fish were unharmed. Staff cleaned the area, and Facilities staff assisted and set up fans to dry carpet in the teen area where water had seeped.
- **Security Camera Access**. Staff were working to restore front-desk access to camera views of several Library areas that were no longer visible on the tablet display.

Technology and Workplace Operations

- **Meeting Room Equipment**. A new television was purchased to replace the existing meeting-room unit.
- **IT Support and Security**. IT staff resolved more than 30 support tickets and were installing CrowdStrike on workstations for security.
- **Branch and Bookmobile Connectivity**. A Sumpter outage was resolved. IT staff accompanied the bookmobile to improve hotspot connectivity.

Upcoming Dates

- October 16: Staff Halloween party, beginning at 6:30 p.m.
- November 11: District closure for Veterans Day.
- November 26–27: District closure for Thanksgiving.

Bigelow invited additional comments. None were offered.

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Financial Report

Hawes presented the Finance Report. Copies of the reports were distributed and displayed on the Zoom screen.

General Fund

- The General Fund received a tax turnover of $4,557.00. Personnel Services expenditures were on target, with 31.9% of the budget spent.

Notable Materials and Services checks included:

- Ingram: $6,517.99 for the monthly book order.
- Midwest Tape, also known as Hoopla: $1,149.51 for monthly digital-materials usage.
- Rivistas: $8,689.46 for annual renewal of District-wide magazine and periodical subscriptions.
- Comprise Technology: $3,385, paid September 30, for annual renewal of SAM software and SmartAlec Wi-Fi printing.
- Heaven's Best: $3,458, paid September 30, for Baker Library carpet cleaning.
- Center for Internet Security: $1,980, paid September 30, for security-management tools.

The October 6, 2026, Visa statement was included in the packet for review. Charges included hotel and registration costs for Stokes to attend the American Library Conference, fuel for attendance at a CIS workshop in Pendleton, and $4,621.98 for two Dell computers to replace outdated educational units in the children's area.

- Coast-To-Coast: $1,179.92 for eight HP LaserJet printer cartridges.
- **Cash Flow**. Available cash totaled $221,490, which Hawes reported was sufficient to operate into November, when tax revenues would begin arriving.

Other Funds

- Other Funds received $884.65 in pool interest, allocated among four departments, and $861.67 in Amazon book-sale proceeds.
- A Visa payment of $251.50 covered $136.77 in book-shipping costs and $114.73 in expenses for the annual staff party, a team-building event. No checks were issued.

Capital Investment Fund

- The Capital Investment Fund received $604.47 in pool interest and had no other activity.

Sage Fund

- The Sage Fund received $606.83 in pool interest. Payroll expenditures were on target, with 21.1% of the budget spent.
- Checks to four small couriers totaled $1,793.35. A Visa payment of $14.47 covered courier postage, and a $300 check was issued to Kenneth Cost for an update to the Sage app.
- Two checks were issued September 30 to two other small couriers. New courier driver Geoffrey Brownell was covering Fossil and Wheeler County deliveries.

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- The Sage Fund cash balance was $171,756, compared with $177,703 on the same date in the prior year, a decrease of $5,947.

Review and Administrative Activity

- Approved Bills Reports for each fund were included with the check packets and October Visa documentation for Board members to initial while reviewing and signing checks.
- Hawes completed the draft financial report October 8 and emailed it to the auditor for preliminary audit planning. The auditor's two-day on-site work was scheduled for October 21–22.

There were no further questions.

NEXT MEETING

The next regular Board meeting was scheduled for November 10, 2026, at 5:00 p.m. There was no further discussion.

ADJOURNMENT

The meeting adjourned at 5:55 p.m.

Respectfully submitted,

Perry Stokes
Secretary to the Board
PS/ch

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Baker County Library District

Executive Report

State Library statistical reports for 2023 through 2026

Updated through June 30, 2026 | Prepared October 29, 2026

Executive assessment

Baker County Library District (BCLD) recorded broader growth in public use in the year ending June 30, 2026. Visits reached the highest level in the four-report series, digital borrowing continued to expand, and registered users increased after declines in 2024 and 2025. Physical circulation nearly stabilized, although fewer first-time loans and lower children's borrowing remain concerns. Revenue declined while expenditures rose, making financial monitoring a more immediate priority.

Latest year indicator	2026 result	Change from 2025
Library visits	113,807	+27.8%
Combined physical and digital circulation	109,356	+3.0%
Physical circulation including renewals	84,336	-0.3%
Digital circulation	25,020	+16.3%
Registered users	7,127	+1.6%
Live program attendance	3,994	+1.0%
Volunteer hours	4,225	+18.1%
Operating revenue	$1,667,641	-2.3%
Operating expenditures	$1,658,648	+7.1%

What the latest year changes

Public use accelerated. Visits rose by 24,781, computer sessions increased 15.8%, and new registrations increased 17.6%. This broader growth replaces the previous picture of relatively stable visits and declining registration.

Digital borrowing now produces net circulation growth. Its increase of 3,507 transactions more than offset the physical decline of 282. Digital materials represented 22.9% of combined circulation, compared with 14.5% in 2023.

More programming produced little additional attendance. Live sessions rose 20.3%, but attendance rose only 1.0%. Volunteer participation and service hours both increased, providing additional community capacity.

The reported financial margin narrowed due to obstructions of tax revenue disbursements while legal challenges to property assessment value continue. Operating revenue exceeded operating costs by $8,993, compared with $158,720 in 2025. Including reported capital spending produces a $33,048 excess of expenditures over revenue.

Report years covers data through June 30, 2026. All trend comparisons use only the 2023-2026 reports.

Borrowing and public access

Measure	2023	2024	2025	2026
Physical circulation	92,568	88,401	84,618	84,336
Digital circulation	15,673	17,857	21,513	25,020
Combined circulation	108,241	106,258	106,131	109,356
Digital share	14.5%	16.8%	20.3%	22.9%
Registered users	7,290	7,154	7,012	7,127
New registrations	628	618	527	620

Circulation returned to growth

Combined circulation reached its highest level in the 2023-2026 series. Physical circulation declined just 0.3% in 2026, compared with declines of 4.5% in 2024 and 4.3% in 2025. However, first-time physical loans fell 2.3%, from 69,986 to 68,353; renewals rose 9.2%, from 14,632 to 15,983. Increased renewals masked part of the decline in new borrowing.

Adult materials circulation including renewals rose 2.4% and young adult materials rose 3.7%, reversing their previous declines. Children's circulation fell 2.9%, while first-time children's loans fell 6.6%. Physical circulation remains 8.9% below 2023, making branch and collection analysis more useful than an assumption of full recovery.

Digital circulation rose 16.3% in 2026 and 59.6% since 2023. Across the four years, digital growth more than offset an 8.9% decline in physical circulation, leaving combined circulation 1.0% above 2023.

E-audio supplied 1,951 of the latest 3,507 additional uses and remained the largest digital format at 58.8% of digital circulation. E-video rose from 410 to 1,432 uses, e-serials from 1,525 to 2,025, and e-books from 6,806 to 6,840. More detailed reporting and analysis of platform usage will be conducted to identify usage preferences and trends.

Visits and registration strengthened

Measure	2023	2024	2025	2026
Library visits	92,228	87,363	89,026	113,807
Public computer sessions	9,203	10,519	9,837	11,393
Annual main-library open hours	2,942	2,944	2,949	2,961

Visits were 23.4% above the previous high in 2023. Main-library annual open hours have remained unchanged. Public computer sessions reached their highest level in the series.

Registered users increased by 115, or 1.6%, and new registrations rose to 620. This reverses the declines in 2024 and 2025, but total registration remains 2.2% below 2023. Account maintenance and recent active use should be reviewed together to distinguish database changes from participation.

Resource sharing remained a net contribution to other libraries: total items lent rose from 9,242 to 9,493, and items borrowed rose from 5,542 to 5,727. The lending-to-borrowing ratio was 1.66, nearly unchanged from 1.67. These transactions are not added again to circulation totals.

Sources: 2023-2026 reports, Q118-119, Q610-619, Q630-631 or Q641-644, Q650-654, Q801 and Q815-817. Circulation totals include renewals.

Programs and workforce capacity

Live program audience	2025 sessions	2026 sessions	2025 attendance	2026 attendance
Children ages 0 to 5	53	79	2,108	2,156
Children ages 6 to 11	53	64	1,096	1,206
Young adults ages 12 to 18	68	61	551	492
Adults age 19 or older	2	8	51	105
General interest	1	1	150	35
Total	177	213	3,956	3,994

Program availability expanded faster than attendance

Live attendance was 4,669 in 2023, 3,999 in 2024, 3,956 in 2025 and 3,994 in 2026. The latest gain leaves attendance 14.5% below 2023. In 2026, live sessions increased by 36, or 20.3%, but attendance increased by only 38, or 1.0%. Average attendance fell from 22.4 to 18.8 per session. This warrants a review of audience, timing and capacity; it does not by itself establish lower program value. Small groups still support service goals that aggregate attendance cannot measure.

Preschool sessions rose 49.1%, reversing much of the previous year's reduction, while attendance rose 2.3%. Average attendance declined from 39.8 to 27.3. Elementary-age attendance rose 10.0% alongside a 20.8% increase in sessions. These gains contrast with the continuing decline in children's physical circulation.

Teen attendance fell 10.7%, from 551 to 492, with 10.3% fewer sessions. Average attendance remained about 8.1 per session, suggesting the total decline largely tracked the number of offerings. Attendance remained well above the 200 reported in 2024. Adult attendance doubled to 105, but remained a small portion of overall program use.

Self-directed activity participation rose 29.0%, from 753 to 971, despite a reduction from 21 activities to seven.

Volunteer service reached a new high

Measure	2023	2024	2025	2026
Volunteer individuals	79	87	77	87
Volunteer hours	3,480	3,390	3,576	4,225

Volunteer hours increased 21.4% from 2023 to 2026. Volunteers contributed 649 additional hours in 2026, an 18.1% gain. The number of volunteers rose 13.0%, returning to the 2024 level. Average annual hours per volunteer increased from 46.4 to 48.6. Retention and coordination can help sustain this additional capacity.

Sources: Q201-214, Q751-760 and Q780-781.

Finances and collections

Reported measure	2023	2024	2025	2026
District revenue	$1,444,783	$1,465,695	$1,620,809	$1,597,332
Total operating revenue	**$1,502,272**	**$1,583,566**	**$1,707,571**	**$1,667,641**
Personnel expenditures	$930,902	$1,005,107	$1,057,854	$1,113,785
Collection expenditures	$158,617	$141,174	$147,993	$193,723
Other operating costs	$317,185	$304,609	$343,004	$351,140
Total operating costs	**$1,406,704**	**$1,450,890**	**$1,548,851**	**$1,658,648**
Capital expenditures	$6,835	$17,907	$24,925	$42,041

The reported operating margin narrowed substantially

Operating revenue declined $39,930, or 2.3%, in 2026. District revenue fell $23,477 and other operating revenue fell $26,442, partly offset by $10,194 in federal E-Rate revenue. District revenue supplied 95.8% of operating revenue. Its note includes current-year, prior-year and miscellaneous tax revenue; the decline does not establish a change in tax rates or recurring collections.

From 2023 to 2026, operating costs rose 17.9%, exceeding revenue growth of 11.0%. In the latest year, operating costs increased $109,797, or 7.1%. Personnel costs accounted for $55,931 of that increase and collections for $45,730. Benefits rose 9.5%, faster than salaries at 3.3%. Personnel represented 67.1% of operating expenditures, slightly below 68.3% in 2025 because collection spending grew faster.

Operating revenue exceeded operating expenditures by $8,993, or about 0.5% of revenue, down from $158,720 in 2025. After $42,041 in capital spending, reported expenditures exceeded revenue by $33,048. Capital spending included $35,966 in construction and $6,075 in equipment; the primary construction projects were Haines roof and siding repairs. Capital project resources came from both General Fund allocations and the Investment Reserve Fund.

Collection investment increased across formats

Collection spending rose 30.9% to $193,723, the highest amount in four years. Electronic materials spending increased 47.3% to $79,899 and print spending increased 24.0% to $93,064. Electronic resources represented 41.2% of collection spending, compared with 35.5% in 2023.

Despite increased print spending, print additions fell 6.4%, from 4,526 to 4,238. Physical holdings remained nearly flat at 137,753 items, with print holdings falling by 284.

Physical Spanish-language holdings were also stable at 1,245, compared with 1,250 in 2025.

Sources: Q301-310, Q401-410a, Q412-415, Q501-508 and Q533a. Operating costs exclude capital; total operating revenue sums reported source categories.

Management priorities

Priority	Next step	Reason
Monitor financial capacity	Keep revenue, benefit and capital forecasts current and closely monitored.	Revenue -2.3%; operating costs +7.1%; reported operating margin $8,993.
Respond to increased public use	Review service coverage, computer assistance, space demand and branch visit counts.	Visits +27.8%; computer sessions +15.8%; volunteer hours +18.1%.
Review borrowing and collection investment	Examine first loans by branch and format, children's use, digital wait times and platform costs.	First physical loans -2.3%; digital use +16.3%; collection spending +30.9%.
Assess program reach	Compare attendance, repeat participation, accessibility and staff time by offering.	Sessions +20.3%; attendance +1.0%; average attendance per session declined.

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BAKER COUNTY LIBRARY DISTRICT
BOARD OF DIRECTORS, Regular Meeting November 10, 2026
BUSINESS MANAGER'S Report
Agenda Item: Review of SDAO/SDIS annual liability insurance renewal criteria

The preliminary liability renewal applications were submitted to our Acrisure Insurance account manager, Amie Hunter, via email on November 5, 2026 and a couple online, as required. The official renewal packet and Invoice will arrive early January.

According to SDAO's website, the liability insurance rates are expected to increase by 10-12% for the upcoming January 2027 renewal. The total estimated increase is $4,800; this includes the 12% rate increase of $4,276 and the loss of Best Practices credit of about $500). The renewal is estimated at $38,218; compared to last year of $33,418, in January 2026.

We qualify for a Best Practice Program credit of 6% this year (prior year we qualified for 8%). This year, we didn't do the "public meeting training" (2%) or have a staff person do a regional training (2%). That was completed online on 10/14/2026.

General Liability coverage includes a liability incident or occurrence like an ethics complaint, BOLI labor complaint, criminal defense, premises medical expense, mold/fungal defense, pollution coverage, communicable disease defense, and wrongful acts (different from sexual misconduct). We are required to submit General Liability Update form where we report the budget amounts for personal services, materials & supplies, and budgeted contingency amounts. We also report the number of employees, volunteers and board members, along with the square footage of the building, and the population served. And attach copies of certain budget document pages to confirm the amounts reported.

The ***Sexual Misconduct coverage*** requires a separate application to renew. This coverage for each incident is limited to $5 million. Questions on the app include employee and volunteer interaction with minors, background checks implemented and at regular intervals, training for child abuse reporting, and policies. We currently do background checks at the date of employment, but may be required to do them more regularly; I assume this will mean annually. One question asked do we provide training to "identify and report child abuse, sexual misconduct or grooming behavior." We do provide an annual training with a DHS employee at our August all-staff training, and information of our policies when hired. Another question asked if we don't have a written policy, "will we commit to implementing a policy to prevent sexual misconduct." I marked yes, that we would be willing to write up a policy. I looked through our policies, we have some related to this topic but nothing specific, so no we don't have a policy on this topic.

New recommended policy – Sexual Misconduct Policy guiding employee and volunteer interaction with minors

The ***Cyber coverage*** requires a separate application to continue this coverage. Cyber coverage has a liability limit of $150,000 which includes first party coverage of $50,000 and third party coverage of $100,000. First Party coverage includes a network interruption, event management, cyber extortion, data restoration, and loss of business income. Third Party coverage includes security failure or privacy breach event, media content, and regulatory action.

BCLD Business Managers Report for 11/10/26 Regular meeting, continued:

New Requirement for Cyber Coverage – Special District's announced in October, that it is now REQUIRED to have a membership in the Center for Internet's Security MIS-ISAC program (Multi-State Sharing & Analysis Center) in order to obtain Cyber Coverage. CIS offers free Cyber Security software to special districts and local governments. Scott Kleeman, our new IT Manager, had already installed this cyber security software in September; we are a step ahead. Upcoming requirements, at the moment SDIS is recommending multi-factor authentication for email accounts and backing up data daily to a secure off-site location. Scott will be implementing a migration to a new email software in November that will allow the Multi-Factor Authentication and has ordered the keys for staff. He said the next item on his list is to set up daily network backups. There are a few critical computers that are backed up daily by Carbonite. He is keeping the library a step ahead of the coming trends.

Both Sexual Misconduct and the Cyber coverages are included in the cost of the general liability coverage, but must be added each year by filling out an application for endorsement.

The ***Crime and Social Engineering coverage*** was implemented last year at an additional cost of $903. It requires completing two applications for Travelers insurance, one to add Comprehensive Crime Coverage at $250,000 and the Social Engineering Fraud Coverage which is included in the cost for the crime coverage, but requires a separate endorsement application. The Crime coverage includes employee theft (faithful performance of duty and theft of property), forgery, counterfeit money orders, computer fraud, funds transfer fraud, personal accounts forgery, and identity fraud expense reimbursement. It was confirmed in September, that both the Cyber and Crime coverages does include Artificial Intelligence (AI) generated incidents; the insurance company anticipate that we will see exclusions on AI in the future. They anticipate a new "AI Coverage" policy. However, for now there is no exclusions for this.

The ***Flood coverage*** costs an additional $3,400 annually. This coverage initially required an endorsement application, but does not require an annual application. We have coverage of $500,000 per occurrence with a deductible of $5,000.

The Property Schedule and Auto Schedule are being reviewed as they just became available on the SDIS portal. Special District's sent a company called CBIZ Valuation Group, in August, to do a five-year property evaluation for insurance purposes. They increased the building structural coverages to $7,877,856 from $5,923,109 the prior year (33% increase); this is the replacement value of the buildings only. The personal property or content value increased by 5%. In total the Schedule of Property Values increased to $10,950,078 from the prior year total of $8,849,032 (note this is the totals for the four buildings owned by the district. In addition, there are two Leased Spaces in Sumpter and Richland with Tenant Improvements that increased by 5% to $173,227 from $164,978 ($8,249 or 5%). Combined structure/buildings and personal property values of $11,123,304 for the renewal, compared to the prior year of $9,014,010 (an increase of $2,109,294 or 23%). We need to approve the structural increases and also decide for the personal property coverage, either the 5% increase shown or the full amount.

Auto coverage issue found – the two older vehicles are not covered! They are supposed to have comprehensive on them and the cost is minimal. I am suggesting insuring them for $1,500 or $2,000 each with Comp at $100 deductible. This covers broken glass, vandalism or hitting an animal.

BAKER COUNTY LIBRARY DISTRICT
BOARD OF DIRECTORS, Regular Meeting November 10, 2026
BUSINESS MANAGER'S Report
Agenda Item: Review of SDAO/SDIS annual liability insurance renewal criteria

The preliminary liability renewal applications were submitted to our Acrisure Insurance account manager, Amie Hunter, via email on November 5, 2026 and a couple online, as required. The official renewal packet and Invoice will arrive early January.

According to SDAO's website, the liability insurance rates are expected to increase by 10-12% for the upcoming January 2027 renewal. The total estimated increase is $4,800; this includes the 12% rate increase of $4,276 and the loss of Best Practices credit of about $500). The renewal is estimated at $38,218; compared to last year of $33,418, in January 2026.

We qualify for a Best Practice Program credit of 6% this year (prior year we qualified for 8%). This year, we didn't do the "public meeting training" (2%) or have a staff person do a regional training (2%). That was completed online on 10/14/2026.

General Liability coverage includes a liability incident or occurrence like an ethics complaint, BOLI labor complaint, criminal defense, premises medical expense, mold/fungal defense, pollution coverage, communicable disease defense, and wrongful acts (different from sexual misconduct). We are required to submit General Liability Update form where we report the budget amounts for personal services, materials & supplies, and budgeted contingency amounts. We also report the number of employees, volunteers and board members, along with the square footage of the building, and the population served. And attach copies of certain budget document pages to confirm the amounts reported.

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BAKER COUNTY LIBRARY DISTRICT
SDIS LIABILITY INSURANCE - ESTIMATE COST OF COVERAGE EFF JANUARY 1 2027

Coverage description		prior year 01/01/2026 $ Cost (credit)	PY without BP credit	increase 12%	estimated renewal	estimate BP credit 6%	estimated renewal total
SDIS Liability Coverage		$ 6,323	$ 6,323				
	less: Best Practice credit 8%	$ (506)	$ -				
	less: group discount	$ (253)	$ (253)				
		$ 5,564	$ 6,070	$ 728	$ 6,798	$ 408	
Sexual Misconduct	included in liability	$ -					
Auto Liability		$ 2,502	$ 2,502				
	less: Best Practice credit 8%	$ (200)	$ -				
	less: group discount	$ (100)	$ (100)				
		$ 2,202	$ 2,402	$ 288	$ 2,690	$ 161	
Auto Liability - non owned/hired		$ 200	$ 200	$ 24	$ 224		
Auto Phiscal Damage		$ 1,253	$ 1,253				
	less: group discount	$ (50)	$ (50)				
		$ 1,203	$ 1,203	$ 144	$ 1,347		
Property		$ 22,665	$ 22,665				
	less: Best Practice credit 8%	$ (1,813)	$ -				
	less: group discount	$ (907)	$ (907)				
		$ 19,945	$ 21,758	$ 2,611	$ 24,369	$ 1,462	
Earthquake	not covered	$ -					
Flood	coverage elected	$ 3,401	$ 3,401	$ 408	$ 3,809		
Equipment breakdown	not covered	$ -					
Crime & Social Engineering	Crime plus elect Social eng	$ 903	$ 903	$ 108	$ 1,011		
Cyber	included in liability	$ -					
TOTALS		**$ 33,418**	**$ 35,937**	$ 4,312 estimated increase	$ 40,249	$ 2,031 estimated credit	**$ 38,218**

Prior year BP credit
$2,519

Created 11/5/2026 Christine Hawes

CH 11/5/26

Outlook

SDIS Best Practices Program Survey Results - Baker County Library District

Renewal info - Jan 2027

COPY

From noreply@sdis.org <noreply@sdis.org>
Date Wed 10/14/2026 1:41 PM
To Christine Hawes <chawes@bakerlib.org>

Best Practices Program Results

Resubmitted By: Christine Hawes, Baker County Library District, 10/14/2026
Contact: Christine Hawes
Contact Phone: 541-523-6419
Contact Email: chawes@bakerlib.org

Best Practices Summary

Benefit	Satisfied	Discount	PY
SDAO/SDIS Training- At least one (1) representative of the district must complete a SDAO/SDIS training:	☐	0.0%	+2%
Affiliate Membership	☑	2.0%	2
Public Meeting Checklist	☑	2.0%	2
Public Meeting Policy	☑	2.0%	2
Public Meeting Training- Online	☐	0.0%	—
Total Discount		**6.0%**	8

Questions regarding this notification contact: **underwriting@sdao.com**, 503-371-8667

Last year 8%

© 2026 - Special Districts Insurance Services
PO Box 12613, Salem, OR 97309
Phone: 503-371-8667 / Toll Free: 800-285-5461 / Fax: 503-371-4781

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Outlook

New Requirement for Cyber Coverage for January 1, 2027

From SDAO Underwriting Department <underwriting@sdao.com>
Date Thu 10/15/2026 2:57 PM
To Christine Hawes <chawes@bakerlib.org>

If this e-mail does not display properly or if you have difficulty opening any links, click here to open the **online version**.

send_to_friend.gif

FirstThursday1.jpg

Important Change for Cyber Coverage 2027

Beginning with the 1/1/2027 renewal, membership in the Center for Internet Security's Multi-State Information Sharing & Analysis Center (**MS-ISAC**) is **REQUIRED** to obtain Cyber Coverage through SDIS.

SDIS will continue to provide Cyber Coverage to eligible members **at no additional cost**. However, to receive this coverage, your entity **must either already be a current MS-ISAC member or commit to joining MS-ISAC by December 31, 2026.**

The MS-ISAC membership question will appear as **Question 2.15** on the online cyber application and **Question #9** on the PDF application:

yes.

Is your entity currently a member of the Center for Internet Security's Multi-State Information Sharing & Analysis Center (also known as MS-ISAC), or will your entity commit to joining MS-ISAC by December 31, 2026?

What This Means for Your Entity:

MS-ISAC membership will be state sponsored in 2027, meaning there will be ***no cost*** to members for MS-ISAC membership. Cyber Coverage through SDIS will also continue to be provided at no additional cost.

How to Join MS-ISAC

If your entity is not currently a member, please complete the membership process by **December 31, 2026**.
To learn more and sign up for membership, visit the Center for Internet Security's MS-ISAC membership page.

Questions? Please contact underwriting@sdao.com.

Outlook

RE: Special Districts 2027 liability insurance renewal documents

From Amie Hunter <ahunter@acrisure.com>
Date Thu 11/5/2026 3:12 PM
To Christine Hawes <chawes@bakerlib.org>
Cc Guy Kennerly <gkennerly@acrisure.com>; Perry Stokes, Library Director <director@bakerlib.org>

On the online applications, you have to "complete" every field. I put a "." In some of the fields that would typically remain blank and I was able to submit the forms – these are now done online.

In answer to your questions:

1. Flood coverage – there is nothing you need to do on this, the flood will be quoted. I will verify with underwriting that you want to continue this coverage.
2. Auto coverage – the 1986 Ford and the 2003 Ford currently do not have collision coverage. I will update the value in the company system to the $1500 each. I would encourage you to keep comprehensive coverage as that is your glass, vandalism and collision with an animal. The deductible is low at $100 and the cost is minimal on the insurance.
3. Property valuations – Unless you disagree with the valuation in the CBIZ report for your personal property, I would suggest that we increase the value on each location to match the estimate provided. The primary reason the company amends the building value is due to the replacement cost rules in the policy. However, the personal property is left up to the client as you best know what your plans are for any changes to contents (donation, sale, etc.) – the CBIZ estimation was based on what you had on hand at the time of their review. However, that could have changed by the renewal. Please confirm if you want me to amend the values on the personal property to the CBIZ estimates?

Please let me know on the personal property and I will get that updated for the renewal.
Thank you for your help on this renewal.

Amie Hunter

Sr. Account Manager
Commercial Lines Dept.
West Division

1950 Church St. Suite B
Baker City, OR. 97814
Email: ahunter@acrisure.com
Direct: 541-440-8228

ACRISURE®

Coverage may not be issued, bound, changed, modified, altered, cancelled or terminated without receiving written confirmation thereof from an authorized representative of Acrisure LLC (or an affiliate) or the applicable insurer. Please contact your Acrisure representative with any questions.

SDIS SPECIAL DISTRICTS INSURANCE SERVICES

Baker County Library District

Policy Year: 01/01/27 to 12/31/27

Agent: Acrisure Northwest Partners Insurance Services, LL

Automobile Update Form - prelim.

Auto Liability Per Occurence Deductible: $0.00

Auto Code	Year	Make	Description	Vehicle Identification #	Collision	Comp	Deductible Collision | Comp		Value
	1986	Ford	Pickup	1FTEF14YXGPA03046	No	No	ok	$500 $100	$0.00
	Weight Class:	Lgt Truck	**Valuation:** No APD ok	**Term:**	01/01/2027 to 12/31/2027		Age = 40 years		
	2003	Ford	Windstar Mini Van	2FMZA51432BB48868	No	No	ok	$500 $100	
	Weight Class:	Priv. Pass	**Valuation:** No APD ok	**Term:**	01/01/2027 to 12/31/2027		Age = 23 years		
	2003	Thomas	Book Mobile	4UZ3CFAA6XCA66426	Yes	Yes	ok	$500 $100	$130,000.00
	Weight Class:	Hvy Truck	**Valuation:** Functional	**Term:**	01/01/2027 to 12/31/2027				
	2012	GMC	Denali	1GKKVTED5CJ260355	Yes	Yes	ok	$500 $100	$18,000.00
	Weight Class:	Priv. Pass	**Valuation:** Functional	**Term:**	01/01/2027 to 12/31/2027				

Do we need to state a value? for these 2

1) We should have collision coverage? There is a collision deductible stated

2) Do we need to state a value for 2 older vehicles?

CK 11/5/2026

SDIS SPECIAL DISTRICTS INSURANCE SERVICES

Baker County Library District

Policy Year: 01/01/27 to 12/31/27

Agent: Acrisure Northwest Partners Insurance Services, LL

Schedule of Property Values - Section 1 Update Form – Prelim

Personal Property and Structure values are subject to change due to a trend factor that awaits approval from reinsurers. Please see the Property Update Memo for detailed information.

Premises: Cole Street Library

Covered Property: Library **Unique ID:** 26696P6250 **Address:** 818 Cole Street Haines OR, 97814 **Coverage Class:** Building

Loc Code		**% Sprinkler**	0	**Appraiser**	CBIZ	**Year Built**	2003	**Equip Brk Cov**	No	**Flood Zone ***	B	**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	Yes	**App Date**	08/19/2026	**Sq Footage**	3335	**Flood Cov**	Yes	**Eff Date**	1/1/2027	**Structure Value ****	$990,000.00
Protect Class	2	**Security Alarm**	No	**App Code**	03-01	**# of Stories**	1	**Earthquake Cov**	No	**Deductible**	$1,000	**Pers Prop Value ****	$172,994.64
Const Class	FRAME			**Comments**						**Contribution**	$2,682	**Total Value**	$1,162,994.64
										Premises Total:		**Contribution**	$2,682
												Total Value	$1,162,994.64

↑196,005 < 1359,600

Premises: Main Building

Covered Property: Main Building **Unique ID:** 26696P7092 **Address:** 55 East Jefferson Street Huntington OR, 97814 **Coverage Class:** Building

Loc Code		**% Sprinkler**	0	**Appraiser**	CBIZ	**Year Built**	2005	**Equip Brk Cov**	No	**Flood Zone ***	B	**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	Yes	**App Date**	08/19/2026	**Sq Footage**	1364	**Flood Cov**	Yes	**Eff Date**	1/1/2027	**Structure Value ****	$425,000.00
Protect Class	5	**Security Alarm**	No	**App Code**	02-01	**# of Stories**	1	**Earthquake Cov**	No	**Deductible**	$1,000	**Pers Prop Value ****	$172,994.64
Const Class	FRAME			**Comments**						**Contribution**	$1,495	**Total Value**	$597,994.64
										Premises Total:		**Contribution**	$1,495
												Total Value	$597,994.64

↑2,305 < 600,300

Premises: Main Facility

Covered Property: Gover & Church Library **Unique ID:** 26696P5865 **Address:** 260 Gover Lane Halfway OR, 97834 **Coverage Class:** Building

Loc Code		**% Sprinkler**	0	**Appraiser**	CBIZ	**Year Built**	1942	**Equip Brk Cov**	No	**Flood Zone ***	B	**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	Yes	**App Date**	08/20/2026	**Sq Footage**	2304	**Flood Cov**	Yes	**Eff Date**	1/1/2027	**Structure Value ****	$670,000.00
Protect Class	5	**Security Alarm**	No	**App Code**	04-01	**# of Stories**	1	**Earthquake Cov**	No	**Deductible**	$1,000	**Pers Prop Value ****	$172,994.64
Const Class	JOISTED MASONRY			**Comments**						**Contribution**	$2,076	**Total Value**	$842,994.64
										Premises Total:		**Contribution**	$2,076
												Total Value	$842,994.64

↑67,005 < 910,000

Printed off SDIS website.
Avail 11/5/2026

Premises: Resort Street Library

Covered Property: Library **Unique ID:** 26696P1105 **Address:** 2400 Resort Street Baker City OR, 97814 **Coverage Class:** Building

Loc Code		**% Sprinkler**	0	**Appraiser**	CBIZ	**Year Built**	1971	**Equip Brk Cov**	No	**Flood Zone ***	A	**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	Yes	**App Date**	08/19/2026	**Sq Footage**	18238	**Flood Cov**	Yes	**Eff Date**	1/1/2027	**Structure Value ****	$5,790,000.00
Protect Class	2	**Security Alarm**	Yes	**App Code**	01-01	**# of Stories**	1	**Earthquake Cov**	No	**Deductible**	$1,000	**Pers Prop Value ****	$2,551,808.53
Const Class	JOISTED MASONRY			**Comments**						**Contribution**	$17,992	**Total Value**	$8,341,808.53

Covered Property: Storage Shed 8 x 12 **Unique ID:** 26696P46270W **Address:** 2400 Resort Street Baker City OR, 97814 **Coverage Class:** Other Structure

Loc Code	N of Library-	**% Sprinkler**	0	**Appraiser**		**Year Built**	2017	**Equip Brk Cov**	No	**Flood Zone ***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**		**Sq Footage**	96	**Flood Cov**	Yes	**Eff Date**	1/1/2027	**Structure Value ****	$2,856.49
Protect Class	2	**Security Alarm**	No	**App Code**		**# of Stories**	1	**Earthquake Cov**	No	**Deductible**	$1,000	**Pers Prop Value ****	$1,427.78
Const Class	FRAME			**Comments**						**Contribution**	$10	**Total Value**	$4,284.27

Premises Total:	**Contribution**	$18,002	**Total Value**	$8,346,092.80	

1,004,000 < 8950,003

Premises: Richland Elementary School

Covered Property: Improvements & Betterments **Unique ID:** 26696P5866 **Address:** 42008 Moody Road Richland OR, 97870 **Coverage Class:** Tenant's Improv/Betterments

Loc Code		**% Sprinkler**	0	**Appraiser**		**Year Built**		**Equip Brk Cov**	No	**Flood Zone ***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**		**Sq Footage**	892	**Flood Cov**	Yes	**Eff Date**	1/1/2027	**Structure Value ****	$61,660.52
Protect Class	5	**Security Alarm**	No	**App Code**		**# of Stories**	1	**Earthquake Cov**	No	**Deductible**	$1,000	**Pers Prop Value ****	$82,035.52
Const Class	JOISTED MASONRY			**Comments**						**Contribution**	$372	**Total Value**	$143,696.04

Premises Total:	**Contribution**	$372	**Total Value**	$143,696.04	

Premises: Sumpter/Mill Library - Leased Space

PY 136,853.37
5% increase

Covered Property: Tenant Improv/Betterments **Unique ID:** 26696P8675W **Address:** 245 S. MILL ST Sumpter OR, 97877 **Coverage Class:** Building

Loc Code		**% Sprinkler**	0	**Appraiser**		**Year Built**		**Equip Brk Cov**	No	**Flood Zone ***		**Valuation**	Replacement
Vacant (Y/N)	No	**Fire Alarm**	No	**App Date**		**Sq Footage**	750	**Flood Cov**	Yes	**Eff Date**	1/1/2027	**Structure Value ****	$0.00
Protect Class	5	**Security Alarm**	No	**App Code**		**# of Stories**	1	**Earthquake Cov**	No	**Deductible**	$1,000	**Pers Prop Value ****	$29,530.84
Const Class	JOISTED MASONRY			**Comments**						**Contribution**	$77	**Total Value**	$29,530.84

Premises Total:	**Contribution**	$77	**Total Value**	$29,530.84	

PY 28,124.81
5% increase

* Flood Zones shown on the Schedule of Property Values are an estimate provided by the member, the insurance agent, or an independent appraiser. They are not a guarantee that the location is or is not in federally designated Special Flood Hazard Area (SFHA). In the event of a covered claim, a determination on the flood zone will be made based on a review of Federal Emergency Management Agency flood maps, and not by the estimated flood zone indicated on this Schedule. Please obtain NFIP coverage for any location where you question whether or not it is in an SFHA.

**Values are subject to change due to a trend factor that awaits approval from reinsurers. Please see the Property Update Memo for details.

Total Structure Value	$7,939,517.01
Total Personal Property Value	$3,183,786.59
Total Value	$11,123,303.60
Total Contribution	$24,704

Construction Class Options

Fire Resistive	Noncombustible
Modified Fire Resistive	Joisted Masonry
Masonry Noncombustible	Frame

Valuation Options

Actual Cash Value
Replacement
Stated Amount

Protection Class Description

Fire Protection Class is determined by the level of fire protection in your area. Your local fire department should be able to tell you which Protection Class your property is in.

Potential Increase in Value

Value on Schedule

1,162,995.+
597,995.+
842,995.+
2,346,093.+
[illegible]

[illegible]
11,019,600.+
869,822.+

CBIZ Value ↑ Increase

Director's Report

November 10, 2026

Reporting period: October 13 through November 9, 2026

Administration, Finance and Governance

- **State Library FY2025-26 Statistics Report submitted.** Highlights and trends from the report will be presented at the November board meeting.

Collections and Technical Services

- **TeachingBooks evaluation.** Trial access to this database supporting literature education and engagement is available through December 3. Access information was shared with Baker School District contacts to solicit feedback from educators and administrators.
- **Gale databases renewed.** Renewals were completed for Miss Humblebee's Academy, Gale LegalForms: Oregon, and ChiltonLibrary.

Facilities, Vehicles and Energy

- **Tile grout maintenance.** Facilities staff and I are coordinating cleaning and resealing of tile grout in the Baker branch entryways and restrooms. The tentative schedule targets the Martin Luther King Jr. holiday weekend, with preparation beginning after 4 p.m. on January 16, closure on January 17, and January 18 reserved for additional ventilation and returning furniture to place.
- **Bike repair station and public phone temporarily out of service.** Prominent, double-sided signage is in place while replacement bicycle pump components are in transit. Parts totaled $217.72, including shipping. The public phone is obsolete and requires replacement; staff are evaluating replacement options.

Personnel and Training

- **Branch substitute position advertised.** An on-call position supporting the Halfway and Richland branches when branch leads are unavailable has been posted on the district website and advertised in the Hells Canyon Journal.
- **EveryLibrary training through Libraries of Eastern Oregon.** On October 15–16, Technical Services Department Manager John Brockman and I attended a seminar in Maupin led by John Chrastka of EveryLibrary. Libraries of Eastern Oregon sponsored the training, which drew approximately 25 colleagues.

  The central message was to connect library services to residents' shared values: equitable opportunity, community strength and tradition, and individual freedom. Libraries can communicate effectively across political perspectives while maintaining a consistent mission and nonpartisan identity.

Sessions emphasized demonstrating community outcomes through credible data and personal stories, engaging nonusers as stakeholders, and explaining what adequate funding makes possible and what underfunding puts at risk. Recommendations included engaging community leaders early, building broad coalitions, addressing questions transparently, and preparing staff and trustees to communicate consistently. These approaches can strengthen public trust and translate goodwill into sustained support.

Programs, Services and Outreach

- **Early literacy partnership.** Youth Services Specialist Missy Grammon will explore a partnership with the Eastern Oregon University Reading Clinic involving early literacy kits, family engagement events, and potential use of library space for free tutoring.
- **Presenter Mini Grant.** Youth Services staff and I are developing a proposal for a State Library of Oregon grant opportunity opening November 16. The program offers up to $2,000 to bring special presenters to rural libraries for youth and family learning and cultural engagement.

Technology and Cybersecurity

- **Microsoft licensing review.** The Technology Manager is transitioning the district's email licensing to nonprofit purchasing through TechSoup. The review identified substantial savings and improved device management capabilities.
- **Branch cybersecurity incident contained.** Newly installed cybersecurity tools detected and neutralized a malware threat on a branch staff workstation. Staff will review system logs to verify that the threat has been fully resolved.