

# Baker County Library District

Board of Directors

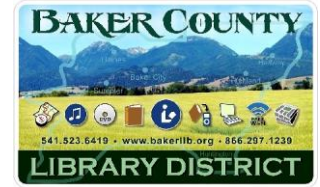
## Regular Meeting Agenda

Monday, Oct 12, 2015, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President



- |       |   |              |
|-------|---|--------------|
| I.    | Call to order   | Dielman      |
| II.   | Additions/deletions from the agenda ( <b>ACTION</b> )           | Dielman      |
| III.  | Conflicts or potential conflicts of interest                    | Dielman      |
| IV.   | Approval of minutes ( <b>ACTION</b> )                           | Dielman      |
| V.    | Open forum for general public, comments & communications        | Dielman      |
| VI.   | Previous business   |              |
| i.    | None  |              |
| VII.  | Annual / Recurring business                                     |              |
| i.    | None  |              |
| VIII. | New business  |              |
| i.    | Code of Conduct policy revision ( <b>ACTION</b> )               | Stokes       |
| ii.   | Adopting Financial Management Policy ( <b>ACTION</b> )          | Stokes/Hawes |
| iii.  | Authorizing vendors for online & auto payment ( <b>ACTION</b> ) | Stokes/Hawes |
| iv.   | Personnel Policy Revisions                                      | Stokes/Hawes |
| X.    | Administrative reports  |              |
| i.    | Director's Reports  | Stokes       |
| ii.   | Business and Financial Report                                   | Hawes        |
| XI.   | Agenda items for next regular meeting: Nov 9 2015               | Dielman      |
| XII.  | Adjournment   | Dielman      |

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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.

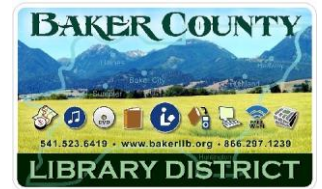
ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

**Baker County Library District**  
Board of Directors  
**Regular Meeting Agenda – Supplemental Info**  
Monday, Oct 12, 2015, 6:00 – 8:00 pm  
Riverside Meeting Room, Baker County Public Library  
2400 Resort St, Baker City  
Gary Dielman, President



- |            |  |         |
|------------|--|---------|
| I.         | CALL TO ORDER                                | Dielman |
| II.        | Additions/deletions from the agenda (ACTION) | Dielman |
| III.       | Conflicts or potential conflicts of interest | Dielman |
| <b>IV.</b> | <b>Approval of minutes (ACTION)</b>          | Dielman |

*Attachments:*

- IV.a. Board Meeting Minutes, 8/10/15 (September 2015 meeting not held)

- |    |  |         |
|----|--|---------|
| V. | Open forum for general public, comments & communications | Dielman |
|----|--|---------|

**VI. PREVIOUS BUSINESS**

- i. None

**VII. ANNUAL / RECURRING BUSINESS**

- i. None

**VIII. NEW BUSINESS**

- |    |   |        |
|----|---|--------|
| i. | <b>Code of Conduct policy revision (ACTION)</b> | Stokes |
|----|---|--------|

*Attachments:*

- VIII.i. Code of Conduct policy – revised with marijuana use & display restriction

The purpose of this revision is to update the prohibition on tobacco use on library property to “use or display” and add reference to marijuana products. The language was inspired by a conduct policy element from [Pikes Peak Library District](#) of Colorado.

In addition to addressing concerns from previous Board discussions about marijuana possession in “non-public” areas of library property, the inclusion of reference to “display” product will be useful to prohibit such behavior as rolling cigarettes in the library.

Possible alternate or addition: Do not...Use, ingest, display or dispense any controlled substance other than for a medical purpose or as part of a library-approved event.\*

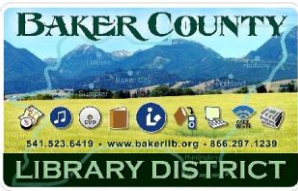
\*This would allow wine or beer as part of a Friends/Foundation fundraiser.

- |     |  |              |
|-----|--|--------------|
| ii. | <b>Adopting Financial Management Policy (ACTION)</b> | Stokes/Hawes |
|-----|--|--------------|

*Attachments:*

- VIII.ii. Financial Management Policy

This is a new policy proposed that defines financial management policies, standards and practices for the District. I have used a policy from Hood River County Library as model and Christine has modified it to suit BCLD systems. The policy enables the district to be even more transparent about its practices & is expected to be helpful for auditors, grant donors, board training, staff & public information.



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**iii. Authorizing vendors for online & automatic payment (ACTION) Stokes/Hawes**

*Attachments:*

- VIII.iii. Resolution 2015-16.005 authorizing vendor for automatic payment.

As part of the Financial Management Policy adoption, this resolution provides Board authorization for automatic payments made with online systems. Since payments are made electronically, the board receives monthly statements instead of checks to be signed. This resolution summarizes the automatic payments that are currently standard. The resolution will be made an annual practice for early in the fiscal years (July or August meetings) but may be updated at any meeting as needed.

**iv. Personnel Policy Revisions Stokes/Hawes**

*Attachments:*

- VIII.iv.a. Summary of Sick Leave law
- VIII.iv.b. BCLD part-time staff sick leave report
  - Sick Leave

With recent labor law changes adopted by the Oregon legislature, the district will need to modify its Sick Leave benefits policy for part-time staff.

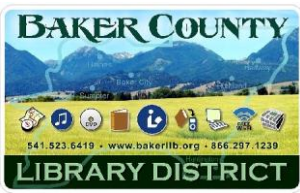
Issues to discuss:

1. Eligibility – law says accrual begins upon employment (which we do); waiting period of 90 days optional (our policy currently waives the waiting period);
2. Accrual rate – Minimum of 1 hour per 30 hours worked (our policy awards 8 hours a month for full-time and prorated for part-time which is greater than the minimum);
3. Payout vs. carryover of accrued unused hours at calendar-year-end – I recommend the carryover (the payout option requires a front-loading of sick leave at the beginning of the year);
4. Termination payout – we are not required to payout the unused sick leave (our policy awards one-half payout at termination if fully vested which is 5 years of continuous employment).

**X. ADMINISTRATIVE REPORTS**

**i. Director's Report Stokes**

- FY2014-15 Statistics Report
- Other topics:
  - a. Friends & Foundation:
  - b. Sage Library System:
  - c. Collections:
  - d. Facilities & vehicles update:
  - e. Grants:
  - f. Marketing/Outreach
  - g. Operations:
  - h. Personnel:
  - i. Programs & services:
  - j. Recognitions:



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- k. Statistics:
- l. Technology:
- m. Training:

**ii. Business and Financial Report**

Hawes

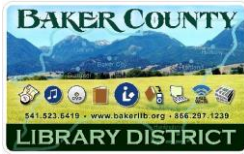
Related documents: To be distributed at meeting.

**XI. Agenda items for next regular meeting: Nov 9 2015**

Dielman

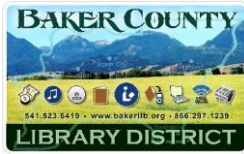
**XII. ADJOURNMENT**

Dielman



Baker County Library District  
Board of Directors  
**Regular Meeting Minutes**  
Monday, Aug 10, 2015 6:00 – 8:00pm

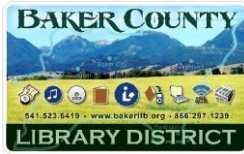
<b>Call To Order</b>	Kyra <b>Rohner-Ingram</b> , Vice-President called the meeting to order at 6:10pm. The meeting was held in the Riverside meeting room. Four of five Directors were present including: Kyra <b>Rohner-Ingram</b> , Betty <b>Palmer</b> , Nellie <b>Forrester</b> , and Della <b>Steele</b> . Others present were Perry <b>Stokes</b> , Library Director; and Christine <b>Hawes</b> , Business Manager. Gary <b>Dielman</b> was contacted and was unable to attend the meeting.
<b>Agenda Approved</b>	Rohner-Ingram asked for additions or changes to the agenda. None were proposed.
<b>Minutes Approved</b>	Rohner-Ingram asked for corrections to the minutes. There were no changes suggested. <b>Steele made a motion to approve both the Agenda and the July 13, 2015 Regular Meeting Minutes as presented; Forrester seconded; motion passed</b> (3 yea; 1 abstain, Palmer abstained as she was not present at the meeting).
<b>Conflicts or potential conflict of interest</b>	Rohner-Ingram asked if there were any potential conflicts of interest to be declared. There were none.
<b>Public Comment</b>	Rohner-Ingram noted that there were no members of the public present for comments. Stokes said that he received a telephone call from a patron who commended staff for exceptional service including Connie Lewis (part-time staff), Sylvia Bowers, and Melissa Shafer. He encouraged the caller to submit the names for the Exceptional Service Award to the Chamber and the patron expressed interest in doing so.
<b>Previous Business: Confirm September board meeting cancelled</b>	Rohner-Ingram moved to the next agenda item, confirmation of cancelling the September board meeting. Stokes said that at the July meeting Dielman wanted to discuss this at the August meeting, so he has included it on the agenda.  The September board meeting is listed as cancelled in the annual resolution that was adopted and posted on the website. The reason for the cancellation is that Stokes will be on vacation during that time. However, the board can elect to have the meeting. After a short discussion, Rohner-Ingram stated for the record that the board concurred that the September meeting will remain cancelled. Rohner-Ingram and Forrester will be attending an SDAO training that day in Baker City; both agreed to stop by the Library to sign checks for accounts payable. Hawes will send an email reminder.
<b>Annual/ Recurring Business: Appointing agents of record</b>	Stokes said that the District is required to annually appoint its insurance agent of record. The District has one agent, Clarke & Clarke Insurance, which assists the District with its general liability and property insurance as well as the group health insurance. Currently group health insurance is acquired through Special Districts Association of Oregon. Clarke & Clarke have consistently been very helpful. The resolution confirms the company as the district's agent of record for the coming year. <b>Palmer made a motion to adopt Clarke &amp; Clarke Insurance as Agent of Record as stated in Resolution No. 2015-16.002; Forrester seconded; motion passed unanimously.</b>



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<p><b>New Business: Revised fines and fee schedule</b></p>	<p>Stokes reviewed the <b>Fee Schedule changes</b>. He has added guidelines allowing a patron to bring in a replacement item for lost or damaged materials. Palmer asked if this was a new policy. Stokes responded that it has been standard practice though not been stipulated in policy. Patrons do commonly inquire about submitting items themselves in lieu of payment. A new official amount of \$35 is listed for a returned checks charge in to recover bank charges and processing fee. Under replacement cards, more detail is added for printing and copying in different available paper sizes. Under Research Fees, Stokes wanted to clarify that regular patrons are not charged for the first 15 minutes of research assistance, but after that the fees are applicable. Research fees are generally only applied to out-of-county residents needing time consuming assistance. The Research Fee amount is increased from \$25 to \$50 per hour to cover actual costs when considering wages, benefits, and the opportunity cost of the person's time. The amount is based on administrative staff costs since they are the ones to respond to such inquiries. Rohner-Ingram asked for further comments. There were none. <b>Forrester made a motion to adopt Resolution No. 2015-16.003 Revising fines &amp; fee schedule and its stated attachment; Palmer seconded; motion passed unanimously.</b></p>
<p><b>New Public Records Policy</b></p>	<p>Stokes said that Special Districts recommends agencies establish a Public Records Policy. The most commonly requested requests received are for content made available on the district's website including budgets, audits, minutes, board packets, and policies. Recently, a novel request was submitted for the District's purchase order history which the board discussed at the June 2015 meeting. Having a policy allows the district to recover staff time &amp; materials costs for fulfilling the request. This policy states that the district follows public record law. Procedures were reviewed. Rohner-Ingram asked what was meant by "analog records". Stokes said this meant records that are still only available in printed format--those not "born digital" or not yet digitized. There was no further discussion. <b>Steele made a motion to approve the Public Records Policy as presented and adopt Resolution No. 2015-16.004 Revising adopting Public Records Policy; Palmer seconded; motion passed unanimously.</b></p>
<p><b>Administrative Reports: Director's Report</b></p>	<p>Stokes started with reporting that the <b>Friends Miner's Jubilee book sale</b> went well and netted about the same as previous years, he estimated \$2,500. Hawes will issue a check to give the Friends the Visa sales on the next check run. At the <b>Sage Council</b> July meeting he had hoped to pass the baton of the Chair position, but there were no volunteers or nominations so must continue to serve until a replacement can be found. Sage continues to operate well, he said. Under Facilities &amp; Vehicles, the <b>Bookmobile is in the repair shop</b>. It missed runs this past week but is expected to resume this week's runs. Carpet cleaning – Stokes is taking bids from <b>local carpet cleaning companies</b> about servicing the library carpets. He has reduced use of steam cleaners since they contribute to "bubbling" in various places where the carpet has lost adhesion to the floor. Under Grants, he will be <b>applying to Leo Adler to re-place the vinyl graphics on</b></p>





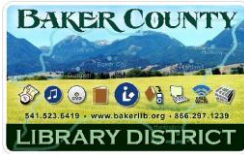
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

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	<p><b>the Bookmobile.</b> He will be looking into the costs of graphics application and is exploring options for development of a new library logo. In Personnel, <b>the Bookmobile part-time position has been advertised</b> in the Baker City Herald, listed with the Employment office, and posted for the staff and public. An on-call <b>substitute staff position</b> is also advertised for occasional help with the front desk shifts. In Programs, the <b>Summer Reading Program will wrap up this week.</b> The carnival will once again be held in the North Baker gym from 9:00-11:00am. It worked very well there last year. The gym location allows several advantages over having the event in the library parking lot, such as prior day set up and more safety for participants. He invited the board members to come observe or volunteer.</p> <p>Stokes has begun compiling data for the annual Oregon State Library statistical report, due Oct 1 2015.</p> <p>Rohner-Ingram added a comment on the Children’s area and staff. For parents, it can be challenging to find books and manage young children at the same time. Recently, staff person Diana Pearson helped her son find a book and spent time engaging him in conversation. She really appreciated the good service.</p>
<p><b>Business Manager’s Report</b></p>	<p>Christine distributed the financial statements and a Cash Flow Projection report with check packets to board members. The General Fund received tax turnovers of \$3,516.92 in August. The June turnover of \$1,395.28 that had been reported missing last month to the Baker County Treasurer was deposited on July 13. E-Rate refund revenues totaling \$2,189.97 have been received with one vendor refund remaining outstanding. These refunds are for the recent six month period, January through June 2015.</p> <p>In Personnel, the PERS line is high because it includes the June payment. June will be accrued into the prior year where it belongs, so PERS contributions are current. Under Materials &amp; Services, the book budget includes checks to Ingram \$1,417.48, Junior Library Guild \$2,895.00 monthly shipments of children’s books, Tutor.com \$2,187.50 annual homework help subscription and Perma-Bound \$190.94 the balance of a children’s book order. Building Maintenance includes checks for Alpine Alarm \$270.00 to replace an outside security camera and Whelan Electric \$1,201.60 for the initial wiring adjustment in preparation for the Richland AC unit. Other checks included Tim McMillan \$960 that included additional janitorial services for Miner’s Jubilee weekend, Open DNS \$800 a filtering software, Idaho Library Association \$165 for Perry to attend a conference and Movie Licensing \$416 annual site license. The Visa bill will be paid on the next check run. The General Fund current cash balance is \$104,670.44.</p> <p>Hawes asked the group to look at the Cash Flow Projection report; the report</p>



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	<p>starts with the current cash and estimates upcoming expenses through first of November. With the cash on hand and the funds available in Other Funds, she projects the District will not need a Tax Anticipation Note this year.</p> <p>Other Funds highlights include a deposit of \$156.93 from accumulated cash donations received from the “piggy bank” at the front counter; July online book sales were \$334.07, these revenues seem to be picking up again. The Account Receivable with Philip Charette is now complete; the final \$100 payment was made on July 7, 2015.</p> <p>The Sage Fund received two grant reimbursements totaling \$37,739.84. These funds are deposited into the General Fund and have to be transferred by check to the Sage checking account. The Direct Deposit Authorization submitted for the Ready-2-Read Grant over a year ago to the State is also used by the State Library for sending their grant payments. The Sage Fund current cash balance is \$75,897.37.</p> <p>Hawes thanked Rohner-Ingram for being available to sign checks last week when Dielman was unavailable. Rohner-Ingram was also added to the Sage Fund checking account to have a third available check signer on that account.</p> <p>Checks were signed and returned to Hawes along with the Approved Bills Lists that had been initialed by those present.</p>
<p><b>Next Meeting Date</b></p>	<p>The next Board meeting will be October 12, 2015. Potential agenda items include Personnel Policy revisions, a proposal for sick leave benefits to part-time staff, and a Code of Conduct revision.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 7:01 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>



## BAKER COUNTY LIBRARY DISTRICT

# Code of Conduct

We here at the Baker County Library District want to make sure that our libraries are safe, clean and welcoming environments for everyone. To do this, we ask that you please follow these few rules while using the library.

***While on library property, please:***

- Ask for help when you need it.
- Let us know if the library does not have the item or service you want.
- Report immediately any behavior or situation that is disruptive, hazardous, threatening, abusive, bothersome, or questionable in any way.
- Wear sufficient clothing, including tops, bottoms, and footwear.
- Keep your conversations (in and around the library and on the phone), personal electronic devices, and activities at a volume that does not disturb others.
- Consume beverages in covered containers.
- Consume food anywhere except at computer workstations and the Archive, Genealogy or Oregon Rooms of the Baker County Public Library.
- Ensure that children under the age of [10](#) are adequately supervised by an accompanying adult.
- Check out your library materials before leaving.
- Be courteous and cooperative with other patrons and staff.

***While on library property, you may not:***

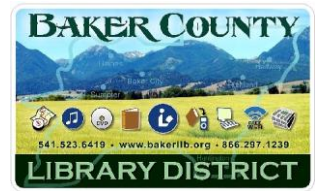
- Destroy, deface, or abuse library property.
- Be disruptive, disorderly, or disrespectful to other patrons and/or staff.
- Use or exhibit hostile, aggressive or obscene language or gestures.
- Litter, neglect to properly dispose of trash, or otherwise cause a nuisance or hazard from food, beverage, or debris.
- Use [or display](#) tobacco [or marijuana](#) products, or smoke in any form, including e-cigarettes.
- Be under the influence of or consume alcohol or illegal substances.
- Sleep, appear to be sleeping, lie down or loiter.
- Bring animals into the library (other than service animals or those involved in library programs) that are not contained or personally carried at all times.
- Leave animals or personal belongings unattended.
- Create an obstacle or take up seating with personal belongings.
- Use skateboards, skates, rollerblades, or bicycles on library property.
- Run.
- Engage in excessively intimate public displays of affection.
- Engage in, or simulate sexually explicit conduct or visibly display sexually explicit materials.
- Create a disruptive scent in the library from strong body odor, personal care product, or personal belongings.
- Use restrooms for bathing, shaving or laundering.
- Conduct surveys or post or distribute printed material without staff approval.
- Panhandle or solicit for sales, charity, religious, or political purposes.
- Neglect a reasonable staff request to cease behavior that interferes with library operations.

In addition to the above, any violation of Federal, State, or local statutes will be regarded as a violation of library rules. Baker County Library District reserves the right to eject or suspend library privileges of those individuals who violate District rules. In addition to the sanctions imposed by the library, further sanctions may be pursued as determined by law. Appeals of disciplinary actions imposed may be made to the Library Director.

**Approved by the Board of Directors:** 6/18/07

**Revised:** 1/12/09; 9/14/09; 2/11/13; 2/10/14

# Financial Management Policy



## I. Accounting System

The District's accounting system and procedures shall be designed specifically to:

1. Assemble information on all finance-related transactions and events.
2. Provide the ability to analyze all data collected.
3. Classify data according to the chart of accounts.
4. Record data in the appropriate books of accounts.
5. Report data to management and outside parties in an appropriate format and in a timely manner.
6. Maintain accountability of assets.
7. Retain data according to the State of Oregon's retention schedule for special districts.
8. Maintain accounting system to conform with generally accepted accounting principles (GAAP).

The accounting system shall include:

1. A general ledger.
2. Subsidiary journals as necessary, including revenue, expenditures, and payroll.
3. Written documentation supporting, authorizing, and explaining individual financial transactions including invoices, bank statements, purchase orders, payroll, transfers, etc.
4. Any other data deemed necessary to prepare financial statements.

## II. Control Policies and Procedures

The District follows these policies and procedures to ensure control and an effective accounting system:

1. All financial transactions shall conform to standard accounting procedures and Oregon Revised Statutes and Administrative Regulations (ORS).
2. All transactions are authorized properly.
3. Duties are segregated. As much as is practical, no single individual should be able to (1) authorize a transaction, (2) record the transaction in the accounting system, and (3) take custody of the assets resulting from the transaction.
4. Accounting records and documentation are designed and maintained properly.
5. Access to assets and records is controlled.
6. Accounting data is reviewed periodically and compared to underlying records.
7. All financial records are retained and secured in accordance with ORS.
8. Records no longer required to be retained are destroyed securely.
9. Payroll records and processing are reviewed periodically.
10. Physical assets are reviewed periodically and an inventory is maintained.
11. The Business Manager shall submit the prior month's financial report to the Board of Directors with the packet for the regular monthly meeting.
12. Financial computer systems shall be maintained in a secure environment, accessed only by documented/authorized personnel, and regularly maintained to prevent data loss.
13. Annual audits shall be performed in compliance with Oregon Revised Statutes (ORS) and generally accepted accounting principles (GAAP) for governmental entities.

## III. Cash and Banking

The District shall follow these specific policies for cash management and banking:

1. Cash handling
  - Daily cash counts shall be performed.
  - Deposits shall be performed weekly at the main branch (monthly for branches)
  - Refer to Branch Cash Procedure policy.
2. Business Manager shall review bank account reconciliations monthly.

3. Banking shall be conducted according to ORS and applicable accounting practices.
4. Available surplus funds may be invested according to ORS with the primary consideration being the security of public funds. The District currently uses the State Local Government Investment Pool.
5. Reference Cash System Documentation for detail procedures.

#### **IV. Disbursements and Purchasing**

The District shall follow these specific policies for expenditures:

1. Cash disbursement:
  - Check-signing authority is limited to the Library Director, his designated alternate Administrative Assistant, and those elected to the Library Board of Directors.
  - Two signatures are required on each check.
  - Some regularly-recurring bills and payments may be paid electronically by the Business Manager or designee. Bills and payments authorized to be paid electronically shall be established annually by Board resolution.
  - Authorization of payment is required by the Library Director or Department Manager, as applicable.
  - Original invoices shall be attached to checks before signing.
  - Pre-signing any check is prohibited.
  - Blank checks are prohibited.
  - Checks shall be numbered sequentially.
  - The check stock shall contain security safeguards to prevent fraud.
  - The check stock shall be secured and use shall be documented.
  - Voided checks shall be defaced and retained in the financial records.
  - Signature stamps are prohibited.
2. Severance reserve
  - The District shall maintain a severance reserve of at least 75 percent of projected retiring employees' outstanding vacation and sick leave accrual requirements. The reserve may be used to meet short-term operating needs.
6. Purchasing
  - Original invoices and supporting documentation (such as packing slips) are required to be submitted to the Business Manager for all purchases.
  - Employees of the District shall not serve as independent contractors to the District.
  - Employees of the District shall not accept consideration from an outside entity while performing District duties.
7. Expenditures approval
  - The Library Director or designee shall approve all expenditures for supplies, materials, equipment, or any contract obligating the District.
  - Budget - Total expenditures within a budgetary fund category (e.g. Materials and Services) may not exceed the budgeted allocation of that category without prior approval of the Library Director.
8. Reference Accounts Payable System document for detail procedures.

#### **V. Credit Cards**

The Library Director and Business Manager are authorized to apply for credit cards in the name of the District. District credit cards are subject to the following restrictions and controls:

1. The Board President and Library Director are authorized to sign for credit cards in the name of the District with approval from the Board of Directors.
2. The Library Director is responsible for authorization of credit cards to be issued and credit limits of credit cards issued to eligible employees. Eligible employees are those who will regularly incur legitimate business expenses and have obtained Director approval.
3. The Business Manager is responsible to maintain credit accounts (including accounting, reconciliation of statements, online account management, and payment of the account) and for issuance of credit cards for use by authorized employees.
4. District credit cards shall only be used for the purchase of goods and services that are for the official business of the Library District when normal accounts payable procedures cannot be utilized. District credit cards also may be used to facilitate travel by employees and officials on District business. Any use of District credit cards shall comply with the District's Financial Management Policy and travel reimbursement procedures.
5. Use of District credit cards for personal purchases is prohibited. Other restrictions apply.
6. Fuel charge account(s) may be utilized to provide credit cards to purchase fuel for District vehicles. Only authorized employees who have been approved as drivers may utilize the cards.
7. Local business charge accounts will be made available to authorized employees and maintained by the Business Manager.
8. Any official or employee who uses District credit cards shall submit to the Library Director or designee original receipts for all purchases made as soon as practical after the purchase. Each month, the Business Manager shall reconcile the receipts submitted with the monthly credit card statements to ensure proper card usage.
9. The Business Manager shall ensure that credit card statements are paid in full each month so that no finance charges are incurred. Copies of credit card statements shall be made available to the Board of Directors and the Library Director upon request.
10. Reference the Corporate Credit Card Policy for detail procedures and complete guidelines.

## **VI. Personnel**

Employment policies shall include procedures that reasonably protect District assets:

1. Employment applications shall include:
  - A statement that false information or misrepresentation can be cause for disqualification or dismissal.
  - A criminal background check with candidate's written approval.
  - Reference checks.
2. Appropriate staff supervision.
3. Rotation of duties/cross-training.
4. Communication and confirmation of polices and ethics.
5. Employee and financial contractor fidelity coverage (bonding) is required (when applicable).
6. Reference the Personnel Policy Manual and District Policies, as applicable.

## **VII. District Assets and Capital Outlay**

The Library Director shall strive to see that assets are protected, adequately maintained, insured, and free from undo risk. Specifically, the Library Director is responsible for:

1. Adequate liability insurance and insurance against theft and casualty losses at a minimum of 80 percent of replacement value.
2. Maintain all District facilities and grounds at a level that a reasonable person perceives it to be well cared for. Maintain policies to guard against improper use of facilities.

3. Manage risk exposure of the District, its Board, or staff to claims of liability.
4. Any purchases shall be in compliance with State statutes and regulations.
5. Protect intellectual property, information, financial files and patron records from loss or damage.
6. Maintain sufficient internal controls for management of funds to meet the Board-appointed auditor's standards.
7. Comply with state law regarding investment of capital assets in secure instruments.

Capital outlay shall include expenditures on the following:

1. Land acquisition or improvement, including improvements and installations on the grounds;
2. Building construction, expansion, or remodeling;
3. Installation, addition, or replacement of major building systems such as heating and cooling, electrical, plumbing, and other services;
4. Shelving;
5. Depreciable equipment, which includes items that have an anticipated useful life exceeding one year, cost \$500 or more, retain their original shape and use, and are nonexpendable.

### **VIII. Surplus Property**

The Library Director or designee may declare property surplus that is deemed no longer useful to the District. Such property may include all tangible assets such as equipment, materials, supplies, and furniture. Surplus property shall be disposed of in the following order of preference:

1. *Recycled internally:* Staff should first deem whether property has potential use for District purposes other than its original use.
2. *Sold or traded:* If property is deemed to have significant value, it shall be sold or traded for something of equivalent value. Property shall be sold "as is". If property is deemed of particular use to a library, it shall first be offered for sale to other libraries in the District's consortium or in Oregon. Funds received from sale of property shall be considered miscellaneous income into the fund from which the property was or would have been purchased.
3. *Donated:* If property is deemed to have little value, it shall be offered for donation if it is not cumbersome to do so. Property also may be donated rather than sold if the donation would provide significant goodwill benefits to the District. If property is deemed of particular use to a library, it shall first be offered for donation to other libraries in the District's consortium or in Oregon. Unless they are considered of particular value, discarded collection materials shall be donated to the Friends of the Baker County Library.
4. *Discarded:* Property that has no value or cannot be sold, traded, or donated shall be discarded. The District prefers to discard property with a service that recycles all or a portion of the property. Otherwise, the District shall discard property through its regular waste disposal service.
  - Hazardous substances shall be discarded in accordance with proper safety procedures.

Any electronic equipment that stores documents, licensed software, copyrighted material, personal information about District patrons, staff, or Board members, or other sensitive information shall be erased before being disposed per this policy.

Approved by the Board of Directors, xxxxxxxxxx  
Last revised, xxxx

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2015-16.005**

**Authorizing vendors for online and automatic  
payment of bills in 2015-16**

Oct 12 2015

WHEREAS, many companies allow electronic payment for products and services; and

WHEREAS, paying online and automatically rather than by paper check would save the Baker County Library District time and money; and

WHEREAS, Baker County Library District's Financial Management policy allows for such online payments;

Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors authorizes the following vendors for online payments and deposits in fiscal year 2015-16:

Online payments automatically deducted:

- US Treasury (federal payroll taxes)
- Oregon Department of Revenue (state payroll taxes)
- Oregon Savings Growth Plan (employee retirement)
- Oregon Public Employees Retirement System (PERS) (employee retirement)
- Quickbooks Direct Deposit (electronic payroll)

Online deposits automatically applied:

- PayPal (VISA transactions)
- Oregon State Library (grant reimbursements)

ADOPTED by the Board of Directors of Baker County Library District this 12th day of Oct, 2015 by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

**FOR THE BOARD:**

\_\_\_\_\_

**Signature**

Presiding Officer, BCLD Board

**ATTEST:**

\_\_\_\_\_

**Signature: Perry Stokes**  
District Secretary

## BAKER COUNTY LIBRARY DISTRICT

## SUMMARY OF SENATE BILL 454 ADOPTING OREGON MANDATORY SICK LEAVE

Excerpts summarizing the law pertaining to the Library District:

- Employers that employ at least 10 employees working anywhere in this state shall implement a sick time policy that allows an employee to earn and use up to 40 hours of paid sick time per year. Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works or 1-1/3 hours for every 40 hours the employee works.
- An employee shall begin to earn and accrue sick time on the first day of employment with the employer. The employee may carry over up to 40 hours of unused sick time from one year to a subsequent year. However, an employer may adopt a policy that limits:
  - a. An employee to accruing no more than 80 hours of sick time; or
  - b. An employee to using no more than 40 hours of sick time a year.
- An employer is not required to carry over unused sick time, if by mutual consent, the employer and an employee agree that:
  - a. If the employer has 10 or more employees working anywhere in this state, the employee will be paid for all unused sick time at the end of the year in which the sick time is accrued and the employer will credit the employee with an amount of paid sick time that meets the requirements of this section on the first day of the immediately subsequent year;
- An employee is eligible to use sick time beginning on the 91<sup>st</sup> calendar day of employment with the employer and may use sick time as it accrues. An employer may authorize an employee to use accrued sick time prior to the 91<sup>st</sup> calendar day of employment.
- An employer that employs 10 or more employees working anywhere in this state shall pay an employee for accrued sick time used at the regular rate of pay of the employee.
- Nothing in sections 2-16 of this 2015 Act requires an employer to compensate an employee for accrued unused sick time upon the employee's termination, resignation, retirement or other separation from employment.
- An employer shall restore previously accrued unused sick time to an employee who is reemployed by that employer within 180 days of separation from employment with the employer. If an employee leaves employment with an employer before the 91<sup>st</sup> day of employment and subsequently is reemployed by that employer within 190 days of separation from employment, the employer shall restore the accrued sick time balance the employee had when the employee left the employment of the employer and the employee may use accrued sick time after the combined total of days of employment with the employer exceeds 90 calendar days.
- An employer with a sick leave policy, paid vacation policy, paid personal time off policy or other paid time off program that is substantially equivalent to or more generous to the employee than the minimum requirements of sections 2 to 16 of this 2015 Act shall be deemed to be in compliance with the requirements of sections 2 to 16 of this 2015 Act.
- Upon request of an employee with accrued sick time available, an employer must allow the employee to use sick time. It is unlawful practice for an employer... to deny, interfere with, restrain or fail to pay for sick time to which an employee is entitled.
- An employer shall provide written notification at least quarterly to each employee of the amount of accrued and unused sick time available for use by the employee.
- This 2015 Act becomes effective on January 1, 2016.



Baker County Library District  
 Sick Leave for Part-time staff - New Law Effective 01/01/2016  
 Use Past 12 months to estimate anticipated annual cost

PART-TIME STAFF Employee Name	Job Description	Actual Hours Calendar Year 2014				Actual Hours Calendar Year 2015								TOTAL HOURS	Current or Last pay rate	Minimum Accrual: 0.03334		BCLD Current Accrual: 0.04615		
		Pay Period first day of: Sep	Oct	Nov	Dec	Pay Period first day of: Jan	Feb	Mar	Apr	May	Jun	Jul	Aug			Minimum Accrual rate of 1 hr/30 hrs	Minimum Benefit - Cost \$	Accrual Rate of 8 hrs a month FTE	Benefit Cost \$	
Applegate, Lynne	Sumpter Sub								2.50					2.50	*	\$ 9.99	0.08	\$ 0.83	0.12	\$ 1.15
Ash, Katie	Haines Branch Lead	41.50	54.50	56.75	55.50	53.50	64.75	51.25	53.75	77.50	60.00	66.50	37.50	673.00	\$	12.88	22.44	\$ 289.00	31.06	\$ 400.04
Bergeron, Linda	Halfway Branch Lead	79.00	62.50	96.50	69.50	77.00	87.00	72.00	85.25	54.75	64.00	65.50	81.25	894.25	\$	13.53	29.81	\$ 403.39	41.27	\$ 558.38
Christensen, Taren	Baker Sub								4.00	13.00	32.50	71.50	41.25	162.25	\$	9.99	5.41	\$ 54.04	7.49	\$ 74.80
Clarke, Myrna	Sumpter Sub	4.00	8.00		3.50			5.00						20.50	*	\$ 9.99	0.68	\$ 6.83	0.95	\$ 9.45
Dougherty, Jessica	Storytime sub			6.00		4.00	4.00	2.00		18.00	6.00	4.00	7.00	51.00	\$	9.99	1.70	\$ 16.99	2.35	\$ 23.51
Dunn, Jerry	Sumpter Branch Lead	77.00	51.50	90.00	64.50	74.50	80.00	59.00	74.00	79.50	90.00	67.00	84.50	891.50	\$	13.53	29.72	\$ 402.15	41.14	\$ 556.66
Durflinger, Sara	Retired, part-time	76.00	76.00	95.00	76.00	95.00	76.00	76.00	91.00	80.00	76.00	91.00	80.00	988.00	\$	18.85	32.94	\$ 620.92	45.60	\$ 859.49
Gaines, Christina	Huntington Branch Lead to 8/31		3.75	29.75	6.50	36.00	34.00	42.00	42.50	25.50	28.00	28.50	26.50	303.00	\$	12.27	10.10	\$ 123.95	13.98	\$ 171.58
Geddes, Paula	Richland Branch Lead	21.50	52.00	30.00	43.50	31.50	60.00	38.50	29.00	36.50	43.50	42.50		428.50	\$	12.63	14.29	\$ 180.43	19.78	\$ 249.76
Hanley, Shauna	Halfway Sub		10.50					0.00		15.50	30.50	13.75	3.50	73.75	\$	9.99	2.46	\$ 24.56	3.40	\$ 34.00
Kunze, Steve	Baker & Haines Sub	41.00	9.00	18.50		8.25	15.00	2.00	20.50	25.00	58.25	27.00	52.50	277.00	\$	12.15	9.24	\$ 112.21	12.78	\$ 155.32
Lewis, Connie	Baker PT staff	50.50	37.75	52.50	38.50	45.50	37.00	44.50	57.25	35.25	67.25	51.75	43.25	561.00	\$	11.02	18.70	\$ 206.12	25.89	\$ 285.31
Lovell, Maryanne	Huntington Sub	3.50	9.50	9.50	15.50	30.50	35.50	23.00	32.50	22.75	34.00	25.50	23.00	264.75	\$	9.99	8.83	\$ 88.18	12.22	\$ 122.06
Luker, Doris	Sumpter Sub	4.50	17.00	12.75	13.50	4.50	10.00	12.50		4.50		9.00	9.00	97.25	\$	9.99	3.24	\$ 32.39	4.49	\$ 44.84
Pennock, Deanna	Richland Sub	13.50	11.00	15.00	3.50							4.50	4.00	51.50	\$	9.99	1.72	\$ 17.15	2.38	\$ 23.74
Phalen, Julynne	Huntington Branch-quit Feb 2015	81.50	67.50	63.00	50.00	8.50	12.50	3.50						286.50	\$	12.15	9.55	\$ 116.06	13.22	\$ 160.65
Ruby, Linda	Baker PT staff	64.75	63.25	52.50	70.25	69.00	63.00	68.50	61.00	49.25	48.00	46.00	80.75	736.25	\$	12.88	24.55	\$ 316.16	33.98	\$ 437.64
Russo, Vinnie	Baker PT staff		26.00	67.50	64.00	64.00	65.00	64.00	37.00	66.00	66.00	58.50	59.00	637.00	\$	11.69	21.24	\$ 248.27	29.40	\$ 343.66
Stanciu, Maureen	Richland & Halfway Sub									17.00				17.00	*	\$ 9.99	0.57	\$ 5.66	0.78	\$ 7.84
Wilson, Brandy	Huntington Branch Lead after 9/01								11.00	28.00	32.50	21.00	28.00	120.50	\$	9.99	4.02	\$ 40.13	5.56	\$ 55.56
Wilson, Reb	Richland Branch Lead	70.00	70.00	99.00	73.25	72.50	39.50	80.75	107.00	94.50	87.25	84.75	76.50	955.00	\$	13.53	31.84	\$ 430.79	44.07	\$ 596.31
														<b>8,492.00</b>	<b>Totals</b>	<b>283.12</b>	<b>\$ 3,736.20</b>	<b>391.91</b>	<b>\$ 5,171.74</b>	
															Avg monthly	23.59	\$ 311.35	32.66	\$ 430.98	
																<b>Increase:</b>	<b>108.78</b>	<b>\$ 1,435.54</b>		
																Avg monthly	9.07	\$ 119.63		

Prepared 8/20/2015 CH

\* 3 Individuals under 30 hours for the last 12 months