

**Baker County Library District  
Library Board of Directors**

# **Regular Meeting Minutes**

**May 13, 2025**

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## **Call to Order**

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

Those attending in person were Directors Kyra **Rohner** and Joan **Spriggs**, Library Director Perry **Stokes**, and Business Manager Christine **Hawes**. Directors Beth **Bigelow** and Ashley **McClay** joined online via Zoom. Director Betty **Palmer** joined the meeting a few minutes after it began.

There were no invited guests. One member of the public, Gail **Kueffnew-Haw**, attended in person to observe.

At 12:02 PM, President Kyra Rohner called the meeting to order.

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## **Roll Call**

Present:

- Kyra Rohner
- Joan Spriggs
- Beth Bigelow
- Ashley McClay
- Betty Palmer (joined shortly after the meeting began)
- Perry Stokes, Library Director
- Christine Hawes, Business Manager

A quorum was established.

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## **Consent Agenda**

One correction was noted: under New Business, the budget draft being presented is for Fiscal Year 2025–26, not FY 2024–25.

The minutes from the April 15, 2025 meeting were reviewed with no changes.

**Motion:** Spriggs moved to approve the corrected agenda and the April 15, 2025 minutes. Bigelow seconded.

**Vote:** *Motion passed unanimously.*

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## **Conflicts of Interest**

Rohner asked if any board members had actual or potential conflicts of interest to declare. None were declared.

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## Public Comment

Stokes reported that no written or pre-submitted comments had been received. Rohner acknowledged the presence of one member of the public, who had learned of the meeting via Facebook. The attendee did not offer comments.

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## Old Business

None.

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## New Business

### FY 2025–26 Budget Draft Proposal

Stokes presented a narrative overview of the budget strategy for the coming year. Strategic goals include:

- Applying unanticipated surplus funds to the Capital Improvements Reserve for future facility projects.
- Increasing the Operations Reserve to support debt-free operations.
- Implementing a 2.5% Cost of Living Adjustment (COLA) for employees.
- Increasing the facility improvement budget by \$10,000 (~4% of the operating budget), noting that schools commonly target 10%. Priority projects include new carpet in the Baker library and updates to the Storytime Room.

### Revenue Highlights:

- Estimated revenue increase of \$53,000.
- Anticipated 3% property growth.
- Prior year tax collections were below expected due to an anomaly, expected to normalize.
- Interest earnings projected to remain steady.

### Personnel Services:

- Estimated 2.1% increase over the current year.
- Includes a 2.5% COLA.
- Benefit cost increases of 9.8% due to PERS rate and health insurance changes.
- Total increase estimated at \$51,000.

### Materials & Services:

- Initial Books & Collections budget set at 7.7% of operations.
- Facility maintenance budget at 4%.
- May 2026 election costs estimated at \$6,500 (renewal year for local option levy).
- Total category increase: \$4,200.

### Capital Outlay & Transfers:

- \$15,000 to Capital Expenses
- \$10,000 to Severance Reserve

- \$5,000 to Technology Reserve
- \$100,000 to Capital Investment Reserve

#### **Cash Carryover:**

- Estimated to be maintained at \$650,000—sufficient to operate until November without borrowing.
- No short-term borrowing has been needed in recent years.

Stokes noted the budget resolution being prepared for adoption by the Budget Committee proposes a total of \$3.5 million.

Budget detail sheets were reviewed, comparing the proposed FY 2025–26 budget to current and historical figures. Stokes described the process as “somewhat stress-free,” with no difficult cuts or compromises required.

There were no questions from the board or the public.

The Budget Committee meeting is scheduled for **Wednesday, May 21** at 6:00 PM. Spriggs and one committee member will attend via Zoom.

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## **Reports**

### **Director**

**IMLS Status:** The State Library received only partial award letters for FY 2025 IMLS grants but was assured the remainder will follow. The FY 2026 federal budget proposes eliminating IMLS and other cultural agencies. Strategic planning meetings with the State Library, Sage, and LEO are ongoing.

### **Facilities:**

- Interior repainting of the Baker Library is scheduled for Memorial Day weekend. The library will close for three days.
- New decal application signage for building entrances and meeting room doors is on order.

### **Programs & Services:**

- *Free Comic Book Day* was held May 3 with materials from a new sponsor. Although fewer titles were available, the event was well-attended.
- Online access to *Consumer Reports* was added following patron requests.
- Hoopla streaming service usage continues to grow. A new monthly billing model replaces the initial deposit system. Kanopy is being evaluated as an additional streaming option.
- *Volunteer Reception* held May 7 featured a light brunch and recognition for volunteers. McClay and Spriggs were thanked for attending. The event was praised as well-organized.

### **Personnel:**

- Stokes attended the OLA Conference in April and highlighted several sessions.
- Participating in “Senior Planet” webinars on Thursdays to become a certified trainer.
- Currently serving on jury duty through August.

## Technology:

- Major public workstation upgrades are underway. New PC units with Windows 11 are more cost-effective than upgrading licenses.
  - The Baker Library phone system converted to VoIP on May 12. Service is working well, with monthly costs reduced from ~\$300 to ~\$100 (\$30 per line). Long-distance charges are eliminated. Faxing services may become free to patrons in the near future.
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## Finance Report

### General Fund:

- Received \$6,308.28 in tax turnovers (May 5).
- \$4,675.18 from April was reclassified to current tax revenues.
- Current tax revenues are at 99.3% of the budgeted amount.
- Received \$2,318.16 in E-Rate reimbursements for Q1 2025.
- **Personnel Services:**
  - 86.6% spent, in line with the budget.
- **Materials & Services:**
  - EBSCO: \$2,630 (New Consumer Reports digital resource subscription)
  - LibraryAware: \$1,216 (annual renewal)
  - Ingram: \$5,472.43 (monthly book order)
- Midwest Tape: \$1,115.92 (Hoopla)
- Shared Results: \$397 (Tech-Talk)
- May Visa total: \$10,473.72. Highlights included:
  - Facilities: Dewalt electric mower \$529, batteries \$237.49, power station \$179.99
  - Supplies: HP cartridges \$534.94, book covers \$271.15
  - Technology: New PC \$1,149, equipment \$99.99, 5 PCs from PCLiquidators \$1,473.54, additional parts \$576.62

### Other Funds:

- Income: \$208.48 (Amazon book sales), \$469.25 (pool interest)
- Expenses: \$168 (volunteer reception catering), \$286.33 (event Visa), \$43.52 (Amazon shipping)

### Capital Investment Fund:

- Income: \$367.49 interest
- No expenses

### Sage Fund:

- Courier Grant received: \$67,893
- Courier disbursements: \$1,969.73 (5 checks), \$1,000 (April 30)
- Vendor payments: Interactive Sciences \$2,798.27 (Wowbrary), Backstage Library \$7,500 (replacing Marcive), Emerald Data \$6,400 (consulting)

No further questions were posed.

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## **Next Meetings**

- **Budget Committee:** Wednesday, May 21 at 6:00 PM
- **Next Regular Board Meeting:** Tuesday, June 10, 2025 at 12:00 PM

Rohner thanked Ms. Kueffnew-Haw for attending and invited final comments. None were offered.

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## **Adjournment**

**Motion:** Spriggs moved to adjourn. Bigelow seconded.

**Vote:** Motion passed unanimously.

The meeting adjourned at **12:45 PM**.

**Respectfully submitted,**

Perry Stokes  
Secretary to the Board  
PS/ch