

Baker County Library District  
Board of Directors  
**Budget Hearing & Regular Meeting Agenda**  
Monday, Dec 9, 2013, 6:00 – 8:00 pm  
Riverside Meeting Room, Baker County Public Library  
2400 Resort St, Baker City  
Gary Dielman, President

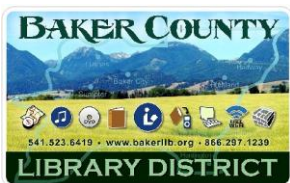
<b>6:00</b>	<b>I. CALL TO ORDER</b>	<b>Dielman</b>
	<b>II. Additions/deletions from the agenda ( )</b> <i>Related documents (1):</i> Agenda.	<b>Dielman</b>
	<b>III. Conflicts or potential conflicts of interest</b>	<b>Dielman</b>
	<b>IV. Approval of minutes from previous Board Meeting ( )</b> <i>Related documents (1):</i> Board Meeting Minutes 11/18/13.	<b>Dielman</b>
	<b>VI. Open forum for general public, comments &amp; communications</b> In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.	
<b>6:10</b>	<b>VI. PREVIOUS BUSINESS</b>	
	i. None	
	<b>VII. ANNUAL / RECURRING BUSINESS</b>	
	i. None	
<b>7:00</b>	<b>VIII. NEW BUSINESS</b>	
	i. <b>Policy Revision ( )</b> <u>Visitor &amp; Non-resident Fees</u> (Last revised: 6/16/2008) <i>Related documents:</i> Proposed revision	<b>Stokes</b>
	ii. <b>Policy Review</b> <u>Bulletin Board</u> (Last revised: 6/18/07) <u>Statement on Privacy and Confidentiality of Library Records</u> (Last revised: 12/10/07) <u>Video Security &amp; Records</u> (Last revised: 11/09/2009)	<b>Stokes</b>
<b>7:30</b>	<b>IX. ADMINISTRATIVE REPORTS</b>	
	i. <b>Director's Report</b>	<b>Stokes</b>
	ii. <b>Business and Financial Report</b> <i>Related documents:</i> To be distributed at meeting.	<b>Hawes</b>
	<b>X. Agenda items for next regular meeting:</b> Jan 13, 2013 6:00pm 2012-13 audit Review/Revise: Meeting Room Policy, Video Security & Records Policy	<b>Dielman</b>
<b>8:00</b>	<b>XI. ADJOURNMENT</b>	<b>Dielman</b>

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) (h) Legal Rights

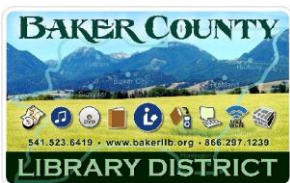
ORS 192.660 (1) (e) Property  
ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon.



**Baker County Library District**  
 Board of Directors  
**Regular Meeting Minutes**  
 Monday, November 18, 2013, 6:00 pm

<b>Call To Order</b>	Board President Gary Dielman called the meeting to order at 6:04pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary <b>Dielman</b> , Nellie <b>Forrester</b> , Kyra <b>Rohner-Ingram</b> , and Betty <b>Palmer</b> , Directors. Also present were Perry <b>Stokes</b> , Library Director; and Christine <b>Hawes</b> , Business Manager.
<b>Agenda Approved</b>	Dielman asked for additions or changes to the agenda. None were given.
<b>Conflicts of Interest</b>	Dielman asked if there were any potential conflicts of interest to be declared. None were stated.
<b>Minutes Approved</b>	Dielman suggested correction of 3 minor grammatical errors and asked for other corrections to minutes. There were none. <b>Rohner-Ingram made a motion to approve the Agenda as presented and the October 14, 2013 Regular Meeting Minutes as corrected; Forrester seconded; motion passed by three Directors present (Dielman, Rohner-Ingram, and Forrester);</b> with Palmer arriving moments after motion passed.
<b>Public Comment</b>	Dielman stated for the record that there were no other members of the public present for comments. Stokes shared a complimentary note from a patron.
<b>Strategic Planning</b>	<p>Stokes passed out copies of the <b>“Complete Library Trustee Handbook”</b> to each board member. The books are checked out to each board member for the duration of their respective tenures. He noted that the chapter on Advocacy addresses some of the questions Kyra raised at the previous meeting and then reviewed the handbook topics from the Table of Contents.</p> <p>Stokes reported on results from staff rankings of top desired goals based on the responses from the October 14 staff meeting. Board packets included the rankings report. One page listed the top 20 goals by overall score and the other by top percentage of “high importance” votes. He reviewed the topmost ranked items, adding that some were already in progress. Moving on to the Categorized list; the staff suggested stronger connections with schools and marketing the library to the community, a large computer monitor to advertise events and resources in the main library, a teen worker to help with book processing and shelving; and more programs involving community organizations and business partners. Technology categories already being implemented include moving monitors up on top of the counters and replacing missing letters on computer lab keyboards. Under training, branch staff wants to be better informed about changes at the main branch and all requested more help with staying up to date with technology.</p> <p>Dielman asked how much the staff suggestions will cost? Stokes stated that he felt most can be accomplished with current staff and minimal cost. He is considering ways that workflow may be streamlined so current staff time could</p>



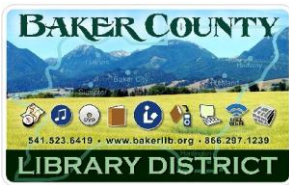
# Baker County Library District

Board of Directors

## Regular Meeting Minutes

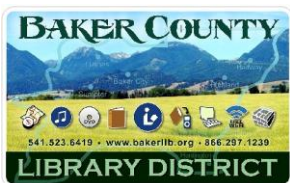
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	<p>be utilized for some of the goals. One idea is to again evaluate contracting out the magazine subscription management and re-allocate that staff time for programming. However, this staff also helps with Interlibrary Loan circulation which has increased. Palmer suggested Todd Gilmore at the Eagle Cap School for a contact for a teen worker.</p> <p>Stokes summarized the next steps in the process of Strategic Planning: meeting with the Friends for their input, and meeting with a staff committee to come up with goals to present to the Board.</p> <p>Stokes next directed the Board’s attention to his own list of ideas. For professional development, he has the goal of enrolling in the Certified Public Library Administrator (CPLA) program through ALA. This is an administrative companion to the Support Staff Certification Sylvia Bowers recently obtained. He is also looking at the criteria favored to win the Best Small Library Award. While BCLD placed high in 2010, a first place award is still a goal. He reviewed technology ideas. Forrester asked about having help available for people with tech items that they need help using; Stokes replied that with so many different mobile tech items staff currently assists patrons with these needs on a case-by-case basis.</p> <p>Stokes wanted to alert the Board that the State Library main not continue to host the Library website. There has been no plan announced to support migrating the content of the web page to a host each library pays for, but that would be Stokes preferred option. He will share information as the issue progresses.</p>
<p><b>Revenue Projection Update from Assessor Report</b></p>	<p>Stokes said that every year the District receives a County Tax Projection update from the Assessor’s Office. For fiscal year 2013-2014, Stokes projected growth at the same rate as the previous fiscal year, 3.15%. The Assessor’s Report shows actual growth at 2.32% causing a total shortfall estimated at \$21,073. Due to the shortage, he has cancelled replacement of the Media Processor position hours following staff retirement. This saves the District an estimated \$9,000 leaving \$12,000 still to be covered. There is \$10,000 in contingency that can be utilized and the potential re-allocation of funds not needed for staff medical claims. Usually, these funds are applied to collection development at the end of the fiscal year, if available, but will this year be reserved for the shortfall.</p> <p>The shortfall is primarily due to an increasing compression rate. County Assessor Kerry Savage explained this is a repercussion of the poor economy and less construction. Also, as the assessed value grows and the real value of property stagnates or drops, compression increases with the narrower gap between the two figures. In addition, the County just performed a re-assessment of valuation, which is done on a 6-year cycle. This may have contributed to the sharp compression growth. Stokes said budgeting will need</p>



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	to be extra conservative next fiscal year.
<p><b>Discussion on proposal of BCLD as fiscal agent for Sage Library System</b></p>	<p>Stokes reported that northwest academic libraries are instituting a big change to the software requirements used by those in the Orbis-Cascade Alliance. This will result in the EOU Pierce Library not using the Evergreen software as its primary collection database and discontinuing its Sage funding as early as next year. It is unclear whether EOU will also need to discontinue hosting of the Sage servers and staff, but that potentiality is being discussed by the Sage membership. Sage has one staff position housed at the EOU Library. However, Sage is not a legal entity unto itself.</p> <p>On October 25, Sage members voted on a preferred course of action either 1) to become its own non-profit entity, or 2) be absorbed into a Special Library District (options likely are Baker, Hood River, Umatilla, Ontario or Lane County with Hood River or Baker being the likely first choice); the membership voted to go with a District. Stokes presented information about the Sage budget and finances. His information showed Sage has operated at a loss of \$6,500 for the past 2 years. The loss of EOU membership dues t \$20,000 will cause fee increases for the remaining member libraries. In addition, financial pressures on the LSTA Grant Committee of the Oregon State Library may lead to reduced annual subsidy for the Sage courier system. The fiscal agent would have some control but whoever accepts fiscal agent responsibility would also absorb the operating loss. Beth Longwell, the Sage Administrator, is very knowledgeable and reports minimal dependence on the University IT Department.</p> <p>Dielman asked that if BCLD became the fiscal agent, would an administrative fee be provided to cover the costs. Stokes replied that administrative &amp; hosting fees would be negotiable. He added that he has significant reservations about absorbing an organization facing major potential changes to its budget and membership structure. He recommended the board require additional information about finances, bylaws and membership fee changes if approached about being the fiscal agent. The group agreed with Stokes and authorized that he pass along a statement to that effect to the Sage Options Committee.</p>
<p><b>Administrative Reports: Director's Report</b></p>	<p>Stokes distributed invitations to the annual Community Literacy Coalition Fundraiser to be held December 6 at Brooklyn Elementary. Reporting on the facility maintenance, Carmen's desk was moved and staff reorganized the ILL shelving in the work room at the main branch. The change provides Carmen access to shelving for fiction cataloging and enhances ILL workflow to accommodate increased demand. The desk and shelving space for Carmen was made available due to volunteers' good progress on the collectible donations listed online for sale. Several trees at the main branch property need to be pruned and one removed due to poor condition; Stokes is collecting bids on tree maintenance for maintenance budget planning. The Huntington Branch ramp bid came in at \$7,800; Stokes has applied for an SDAO Safety &amp; Security Grant to</p>



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assist with some of the cost(up to \$3,000 possible). The ramp cement is crumbling. It was part of the original installation of the modular building and isn't that old but has not held up. Stokes is also seeking quotes on replacement of the Fire Exit signs in the Baker Library. The radioactive Tritium on the current ones no longer has much luminosity. Stokes and maintenance staff intend to implement non-radioactive alternatives. The year-old natural gas smell issue has finally been resolved. Every time the furnace would come on, staff and patrons would report natural gas scent in the magazine and newspaper area of the reading room and in the tutor rooms. Cascade technicians were called out a couple times but were unable to detect any gas present. Furnace repairmen from Cooke & Emele were unable to find any leaks either. Recently, a technician was at the library off duty and got a sensor device from his vehicle after smelling the scent himself. He did get a reading, so Stokes ordered a service call from Scotts Heating & Air Conditioning. Their technician inspected the roof units and found several leaking valves that needed to be replaced.

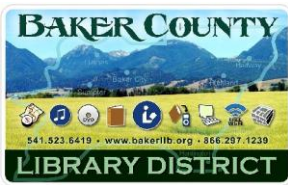
In other news, the Tommy Moore Yo-Yo exhibit has been installed in the Children's area. The display includes Moore's bicycle (a reproduction of a 1950's era Schwinn Black Phantom cruiser) suspended from the ceiling, shadow boxes with many yo-yo's, framed articles about Moore's achievements and a binder with yo-yo tricks. Gary Dielman's local history articles have been made available on the library website. Duplicate BHS Nugget and other yearbooks will be sent away to be digitized by Oklahoma Correctional Industries (OCI); the collection dates back to 1899. OCI is offering the service at no charge. Duplicates will be sent as a test initially in case the items are damaged. Forrester asked what they will be used for. Stokes said the files can be made available for reference on a library computer or on the website. OCI reports some agencies sell yearbooks burned onto recordable media such as CD-R or DVD-R.

Large screen monitors are being installed that the front desk. They will be mounted on arms for easy maneuvering such as showing patrons their account information or search results. This same equipment will eventually be installed at the branches.

On October 18, Stokes attended the Open House at Richland School Senior Housing. The rehabilitated building has tenants in most units. Library staff report residents are visiting the library regularly.

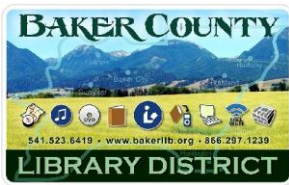
Stokes announced hiring two new staff; Bethany Parker as a part-time bookmobile driver (replacing one who retired) and Richard Chung as Sunday clerk (hours open due to revised schedule) who will also serve as an on-call substitute. He spoke about the education, work history, and Spanish language credentials of both individuals.

Stokes said BCLD is not yet on the Library Journal Index of Library Statistics



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	<p>which rates libraries from each state. The 2013 Index is based on 2011 data, so BCLD traffic history was not yet included. He anticipates that next year's Index will include BCLD and provided a copy of the 2013 ranked Oregon libraries with BCLD available data inserted for comparison.</p> <p>The retired State Librarian, Jim Schepcke, sent a general invitation to all libraries to support renaming the Trimet Bridge to the William Stafford Memorial Bridge. Stafford will be celebrated statewide next year with the 2014 Oregon Reads program.</p>
<p><b>Business Report</b></p>	<p>Hawes passed out the financial report and check packets for signatures. The General Fund received two tax turnovers totaling \$183,299 to date in November; she is anticipating more to come. Last year, the district received a total of four turnovers in November which was 75% of the annual revenues. Interfund loans totaling \$124,000 used for General fund operations from mid-September through November first will be paid back in December. Invoice highlights include Ingram Library for books \$1,447.14, LEO for two annual database (Auto Repair and Heritage Quest) renewals \$2,000, EOU for Sage Membership \$10,200, Alpine Fire for annual alarm inspections \$295, Department of Consumer &amp; Business Services for boiler room permits \$89.60, Scott's Heating for repairs to units on the roof \$1,848.48, Syme Electric for Huntington Branch lighting fixture upgrade \$1,424, Whelan Electric to replace Baker Library defective breaker \$85.50, and Mike Bork Auto Repair for bookmobile routine maintenance \$668. The Visa this month of \$4,488.64 includes books \$349.97, DVD purchases \$744.84, magazine renewals \$311.62, new front desk computer monitors \$2,137.45, Storytime room new toys \$115.05, and Halloween party supplies \$134.51. The majority of the utility bills were paid on November 14 in order to have them paid by the due dates; Hawes thanked Dielman for coming in to sign 18 checks totaling \$2,170.84.</p> <p>Checks were signed and approved.</p> <p>Other Funds activity included Amazon book sale revenues of \$497.91, a payment from Phillip Charette of \$200 received on October 30, and a Baker Art Guild donation of \$600 of which \$300 was shared to the Literacy program per their instructions. Donations of \$53.80 were received to replace the library fish that died recently along with other aquarium fish. The fish named "Oscar" was a big attraction at the library and received local and national newspaper attention. The library spent \$106.71 in new fish for the aquarium in the front lobby with Memorial covering the difference. Other expenses included Amazon postage of \$76.32 to mail books sold, book commissions of \$134.13 for Amazon book sales, Artcraft Paint &amp; Glass \$196.10 for materials for the Yo-Yo display case, and The Little Pig \$218.75 for catering the lunch on the staff training day (the Friends will be reimbursing the district for this expense).</p>



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	<p>Hawes said that as a point of interest, she compared the cash flow needs of the current year with the past two fiscal years with regards to the Tax Anticipation Notes and funds borrowed from the Other Funds for General Fund operation. The cash at the end of the fiscal years were comparable at 2011 \$209,008, 2012 \$219,342, and 2013 \$216,684. The TAN funds utilized in 2011 was \$71,000, 2012 was \$43,000 and 2013 none. The funds borrowed from OF was 2011 \$31,700, 2012 \$50,500 and 2013 \$124,000. The cash requirements from July 1 through November 1 for 2011 (\$311,700) and 2012 (\$312,812) were practically the same (\$1000 difference). However for 2013, the cash requirements increased to \$340,684 which is an increase of nearly \$29,000 over the prior two years. The estate donation funds received of \$64,478 allowed the Library District to forego using a TAN loan this year. The District was able to fund itself during this time period for the first time. To continue this self-sufficiency in future years, the District will need to increase its contingency.</p>
<p><b>Next Meeting Date</b></p>	<p>The next regular Board meeting will be December 9, 2013 at 6:00pm.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 7:38pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

# Visitor and Non-Resident Card Fees

Approved by Library Board: 06/16/2008

Date(s) of Revision: [12/09/2013](#)

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Baker County residents pay for library services by paying property taxes. Visitors and non-residents seeking access to Baker County subscription databases, materials and services may purchase a Baker County Library District card to meet their needs according to a tiered fee schedule:

## General Fees

The following membership fees and policies apply to visitors and non-residents:

- **One-Month Card**    **\$10**    2-item checkout limit
- **Three-Month Card**    **\$20**    [26](#)-item checkout limit
- **Six-Month Card**    **\$40**    [412](#)-item checkout limit
- **One-Year Card**    **\$60**    [6-item-checkout-limit\\_full\\_privileges](#)
- Fees are Non-Refundable
- No fee for those who use computers and library materials on site with no checkouts
- An individual may have only one public library account in the Sage Library System at one time.
- Expired accounts will be purged if not renewed within 90 days of expiration.

## Application requirements

- Completed Baker County library card application form
- Valid photo identification
- Proof of residency (if different from identification card)

~~**NOTE: The above policy replaces previous District policy of refundable cash deposit for a Temporary Card**~~

- ~~• Visitor submitted a \$25 deposit for temporary card. Full refund issued when all items returned and temporary card turned in.~~