Join meeting from your computer, tablet or smartphone.
https://global.gotomeeting.com/join/951624877
You can also dial in using a phone.

I. CALL TO ORDER

II. Consent agenda (ACTION)  
   a. Additions/deletions from the agenda 
   b. Minutes of previous meeting

III. Conflicts or potential conflicts of interest

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

V. OLD BUSINESS  
   a. None

VI. NEW BUSINESS  
   a. SDAO Health & Life Insurance Renewal (ACTION) Stokes/Hawes
   b. Resolution Adopting Plan of Action for Audit Division (ACTION) Hawes
   c. FY21-22 Budget Cycle (ACTION) Stokes
      i. Committee membership & calendar
      ii. Budget Preview

VII. GUEST PRESENTATION – BAKER 5J School Bond Measure (6:30 pm)  

VIII. REPORTS  
   a. Director Stokes
   b. Finance Hawes

IX. Next meeting: May 10 2021

X. ADJOURNMENT

The times of all agenda items except open forum are approximate and are subject to change. Other matters
may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in
accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's
executive session.

ORS 192.660 (2) (d) Labor Negotiations ORS 192.660 (2) (e, j) Property
ORS 192.660 (2) (h) Legal Rights ORS 192.660 (2) (a, b, i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p via online
web conference software. The meetings are open to the public. Sign language
interpretation for the hearing impaired is available if at least 48 hours’ notice is given.
Library Board Meeting – Annotated Agenda

Monday, Apr 12, 2021, 6:00 pm
Notes prepared by Library Director Perry Stokes

Annotated Agenda

I. CALL TO ORDER

II. Consent agenda (ACTION)  
   a. Additions/deletions from the agenda
   b. Minutes of previous meeting

Attachments:
   • II.b.i. Board meeting minutes, Mar 8 2021

III. Conflicts or potential conflicts of interest

IV. Open forum for general public, comments & communications
   a. None

V. OLD BUSINESS
   a. None

VI. NEW BUSINESS
   a. SDAO Health & Life Insurance Renewal (ACTION)  Stokes/Hawes

Attachments:
   • VI.a.i. SDIS Insurance Renewal packet

Kevin Bell of Clarke & Clarke, the district’s insurance agent, recently met with Christine and I for a briefing about upcoming medical insurance rate changes. Bell reported a 6% increase for the district’s medical plan with SDIS. As you may recall, the increase last year was 15%. Bell said that the insurance industry experienced a heavy loss ratio this past year, particularly from property losses from natural disasters. Compared to most of his other clients, our group rate of increase is quite low.

Christine and I recommend renewing the SDIS insurance policy with no changes to the plan coverage.

b. Resolution Adopting Plan of Action for Audit Division (ACTION)  Hawes

Attachments:
   • VI.b.i. Resolution R.07 – Plan of Action for Internal Control Deficiency

The State Audits Division sent BCLD a notice that action is required due to a reported deficiency of internal controls in our recent audited financial report FYE 06/30/2020. The state requests a Plan of Action be adopted by the board and filed with them immediately.

Christine consulted with auditor Rob Gaslin and crafted a Plan of Action based on a template Gaslin recommended. Since our agency’s size precludes the cost benefit of making expenditures sufficient to resolve the deficiency, the statement of this fact in a written response is expected to meet the state requirement.

Christine will present the draft response to the board. It requires Board approval before being submitted.
c. FY21-22 Budget Cycle (ACTION)  

i. Committee membership & calendar

Attachments:
- VI.c.i.1. Budget Committee membership roster  
- VI.c.i.2. Budget calendar of events

Board Packet includes a schedule of legal publication window dates and meetings. I propose that the Budget Committee meet on Wednesday, May 26.

I have reached out to Anne Mehaffy and Joy Leamaster, the two members whose terms expired last cycle, about renewing their service terms and am awaiting a reply. I expect both will renew.

<table>
<thead>
<tr>
<th>Name</th>
<th>City</th>
<th>Term start (3 years)</th>
<th>Term expiration</th>
</tr>
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<tbody>
<tr>
<td>1 Aletha Bonebrake</td>
<td>Baker City</td>
<td>5/2016</td>
<td>6/2021</td>
</tr>
<tr>
<td>2 Linda Collier</td>
<td>Halfway</td>
<td>5/2016</td>
<td>6/2021</td>
</tr>
<tr>
<td>3 Bob Savage</td>
<td>Baker City</td>
<td>5/2020</td>
<td>6/2022</td>
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<tr>
<td>4 Joy Leamaster</td>
<td>Baker City</td>
<td>5/2021</td>
<td>6/2023</td>
</tr>
<tr>
<td>5 Ann Mehaffy</td>
<td>Baker City</td>
<td>5/2021</td>
<td>6/2023</td>
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</tbody>
</table>

I recommend approval of the Budget Committee roster as presented with appointment of Leamaster and Mehaffy to a new 3-year term and me as Budget Officer. Changes to this roster can be made at the May board meeting if necessary. I also recommend that the Budget Committee meeting be set as Wed, May 26 at 5:00 pm with a secondary meeting tentatively scheduled for the following day Thu, May 27 at 5:00 pm. The secondary meeting is customarily scheduled as precaution, but is traditionally not needed.

ii. Budget Preview

Attachments:
- VI.c.ii. FY21-22 Budget Proposal draft

Personnel costs will be the major expense increase for FY21-22. Besides the health insurance increase, a new PERS biennium begins with an accompanying rate increase. Since Oregon PERS asset returns suffered losses in 2018 and 2019, contribution rate increases are assessed but were reduced by legislative action that re-amortized the liability.

- For BCLD Tier 1 employees, the rate rises only about a half percent from 26.00% to 26.44%.
- For OPSRP employees, the rate increase is nearly 2% from 18.28% to 20.14%.
- Rate changes amount to a total dollar increase of about $9,000 for BCLD.

My budget draft includes a 2% cost-of-living increase for employees, based on the West Region CPI trend, which was 1.74% for 2020. The total cost of this COLI rate is about $13,550. A 1% COLI would be about $6,800.

A significant portion of the Personnel category increase this year will be taken up by adding an additional employee to the district’s health insurance rolls this year. This will boost that expense
category by around $10,000. The addition is technically not new, but a resumption of benefits since the employee had previously opted out due to having coverage elsewhere for many years, which saved the district a substantial amount over that period.

With those cost drivers consuming revenue growth, I will unfortunately not be able to restructure wage scales for managerial-level staff as I had hoped. The general 2% cost-of-living award will keep the district on track to stay ahead of the state minimum wage increase schedule which will increase to $12.00 for nonurban counties as of July 1. With a 2% increase, our lowest wage on the FY21-22 schedule will be $12.47.

2022 is the final year of the state schedule with the last wage adjustment to $12.50. So, a COLI of at least 1.5% will be necessary next year also.

In Materials & Services, I am proposing to start with a slight reduction to the Collections budget, and boost the Marketing and Branch Travel categories.

Thanks to the recent boost in reserve funds, I project that we will be able to maintain a sufficient Operating Reserve, and also enhance both the Capital Project line and transfer about $20,000 to the Reserve Fund for Capital Improvement.
I. REPORTS
   a. Director Stokes
      i. Pandemic Situation & Response Report

Currently, Grant and Baker counties are not just the top hotspots in Oregon, but are experiencing some of the strongest surges among all western states.

According to a press release form Baker County Health Department:

“The Governor’s office announced Baker County is entering a two week ‘caution period’ beginning April 9 and continuing through April 22. Based on total COVID-19 case numbers and the percent of positive COVID-19 tests, Baker County qualified to move from ‘lower risk’ all the way to ‘extreme risk’. The Governor’s office press release explains, “Counties that reduced their COVID-19 spread enough to move down in risk level in the previous two week period, but see their numbers go back up in the next two-week period, are given a two-week caution period to re-focus efforts to drive back down creeping case numbers and give local businesses additional certainty in their plans for operating.”

Baker County moved from ‘moderate’ to ‘lower risk’ in the last two-week evaluation. During the ‘caution period’, Baker County will continue to operate under the ‘lower risk’ guidelines. If case numbers and percent of test positivity remain high over the next two weeks, Baker County will move to a higher risk level that will take effect on April 23.

As of Friday, 4/9/21 the Baker County COVID-19 case count is at **794, a 17.5% increase** from the prior month. The 14-day case count is 64, a 64% increase over the prior two week count of 39. Thankfully, case growth rates have slowed in recent days.
From the BC Herald:

“Baker County’s recent surge in new COVID-19 cases has slowed over the past five days, with 14 reported from April 4-8. There were 36 new cases during the previous five-day period, and 79 from March 21-April 3.”

NYT regional report here.

BCLD service limits relaxed slightly

With the drop to Lower Risk and completion of upgrade to HVAC controls, on March 29 our Safety Committee approved advancement of patrons’ browsing visitation time to 60 min (up from 30 min). That relaxation may be reversed if Baker moves back to Extreme Risk.

Other mitigations remain the same -- limited occupancy, restricted seating, no group meetings, limited public restroom access, and strong encouragement of using of our drive-up window and downloadable media.

Next step relaxations, such as reopening the meeting room for small group use, are dependent on case numbers and opportunity of vaccination for staff.

Library staff became eligible for vaccination on April 5 as part of the “front-line workers” group.

We are strongly encouraging but not requiring staff to get vaccinated. I anticipate being able to implement additional relaxations in early June with most all staff having been immunized.
Baker County is at a very high risk of exposure to Covid-19.

The risk of exposure to Covid-19 is based on cases per capita and test positivity.
Nationally -- according to the NYT,

- The country is averaging about as many new cases each day as it was in late February, when a period of rapid improvement ended.
- Though infection levels remain relatively low in much of the South and West, case numbers remain very high in the Northeast and are spiking in parts of the Midwest.
- Case numbers have exploded in Michigan, home to 10 of the 12 metro areas with the country’s highest rates of recent cases.
- New Jersey and New York continue to add cases at some of the highest rates in the country, but growth there has slowed in recent days.
- About three million people are receiving a vaccine every day. About one-third of the U.S. population has received at least one dose.
The library’s HVAC upgrade and air purification project received media attention with a front-page story on the Baker City Herald’s March 27 issue titled “Breathing Easier”. Facilities staff Ed Adamson was interviewed and featured prominently with a large photo in front of a new master control box:

- Door traffic sensors with live occupancy displays are installed and operating at Richland and Halfway. These help patrons make informed choices about whether the current occupancy is safe for them.

**ii. Continuation of Services Plan – Update (ACTION)**

*Stokes*

**Attachments:**

- VI.a.iii. **Continuation of Services Plan**

No new changes to the CSP.

**iii. General**

- **Budget**
  - SDAO has urged members to contact state legislators to secure a $130 million allocation from the State’s American Recovery Plan Act funding. I have submitted letters in support of that effort on behalf of BCLD.

- **Facilities**
  - Occupancy Counters in Richland & Halfway
  - Richland restroom plumbing
  - Halfway light fixture
  - Chiller controls in progress

- **Friends and Foundation**
  - Recommended BCLF authorize itself with Amazon as charity for AmazonSmile donations and register to participate in Library Giving Day next year, a fundraising support effort launched by Seattle Public Library.

- **Marketing & Publicity**
  - For National Library Week (Apr 4-10), the theme is “Welcome to Your Library”. For marketing, I have purchased some incentive prizes and radio and social media advertisements to promote money-saving specials and prize drawings to entice users back to library. Our Social media ad reached over 6,000 people, and attracted about a dozen new followers.
    - Amnesty checkin: Patrons can return late items and get overdue fines completely waived. However, this may not apply if items are so far overdue they have already been replaced.
Library Board Meeting – Annotated Agenda

Monday, Apr 12, 2021, 6:00 pm
Notes prepared by Library Director Perry Stokes

- NLW Clean Slate: Ordinarily, the library allows everyone a once-in-lifetime chance to wipe away all accrued late fines. For the week of NLW2021, an additional Clean Slate allowance may be claimed. This credit may be applied to late fines only, not lost or damaged charges. Patrons just need to visit or call and ask staff to apply their NLW Clean Slate.

- Free library card replacement: Patrons who have lost their card can get a new one for free. The regular replacement charge is $2.00.

- 50% off old charges: With the goal of clearing old accounts, the library will accept half-price payment for lost or damaged charges more than 1 year old.

On Monday, 4/12, we’ll be drawing prize winners from our Wowbrary subscriber list. Prizes include a waterproof Kobo Libra eReader, Betty’s Books gift certificates, and library themed magnets.
  - “Wowbrary” emailed weekly newsletter has gained over 50 subscribers.
  - Newspaper features – HCJ Richland Library gardening; BCH Baker air system upgrade

- Operations & Services
  - Photo Archives – Our archive curator / board member Gary Dielman was able to quickly add a new collection of photographs of Cornucopia area.
  - New online resources – The State Library of Oregon is able to fund one year of Brainfuse, both Help Now and Jobs Now, using CARES Act money
  - Partnerships
    - Med-Project – expired medicines mail-back
    - WorkSource Oregon – expanded computer time, dedicated laptop or computer workstation, print allotment

- Personnel
  - Staff health – No new incidence of staff COVID-19 cases.

- Safety & Security
  - Theft discovered of a new wireless phone charger from Reading Room. Incident captured by security camera system and will be reported to local law enforcement.

b. Finance

Attachments:
- VII.b.i. Not yet available.

VIII. Next meeting: May 10, 2021

Please let me know if you have any agenda items to request.

IX. ADJOURNMENT

Rohner
Call To Order

The meeting took place online, utilizing GoToMeeting web conference platform. This meeting represents the Baker County Library District located at 2400 Resort Street, Baker City, Oregon.

Attendees included Directors Kyra Rohner, Betty Palmer, Gary Dielman and Frances Vaughan; also attending are Library Director, Perry Stokes, meeting host, and Christine Hawes, Business Manager. After greetings and verification of who was present, Chair Kyra Rohner, called the meeting to order at 6:02pm.

Rohner noted that with 4 directors attending, a quorum is present.

Stokes displayed the board packet on the GoToMeeting screen starting with the agenda.

Consent Agenda

Rohner asked for any additions or deletions to the consent agenda. There were no changes to the agenda or minutes. Palmer made a motion to approve the consent agenda; Vaughan seconded; motion passed by the 3 directors available at the moment (3 yea, Rohner, Palmer, Vaughan); Dielman was experiencing technicality difficulties, was briefly off line and could not vote. He logged back in, once again present in the meeting.

Conflicts or Potential Conflicts of Interest

Rohner asked for any conflicts of interest with any of tonight’s agenda items for board members. There were none.

Open Forum for general public

Rohner asked if there were public comments. Stokes had no communications to share.

OLD BUSINESS:
May 2021 Election – Local Option Levy

Stokes said that the district has officially filed with the County Clerk for renewal of the Local Option Levy renewal on the May ballot. This was a report item only.

Materials Recovery, Unique Management Services (UMS)

Stokes addressed the materials recovery service. A progress report was included in the board packets. The district has recovered about $800 worth of materials plus almost $200 in payments. The cost is $10 per account; there has been 43 accounts referred, so the cost is about $430. Engaging this service is a more efficient and reliable way to pursue overdue accounts than in-house staff doing it. Stokes described the
initial 90-day trial period which was completed in February. Going forward there will be fewer accounts referred per month. He plans to continue the service for the next year unless there are objections. There were none. Rohner said she did not object. Palmer thought it made sense to see how it goes for a year and asked Stokes if board action was necessary. Stokes said that the consensus is sufficient.

**NEW BUSINESS:**  
**Vehicle Donation Offer**

Stokes said that facility specialist, Ed Adamson, has offered to donate his minivan to the district. He purchased another vehicle and intends to get rid of it. If accepted, this will expand the district’s vehicle fleet to four in addition to the bookmobile, pickup and SUV.

Palmer asked about the value of the van. Stokes said it is about a 1996 van and Ed felt it was worth about $2,000-$3,000. Adamson believes that having a gopher vehicle for facilities errands will keep the newly acquired SUV in good shape and available for staff purposes. Adamson avoids using the pickup except for landscaping and dump runs. Stokes said that the potential expense for the district would be a small addition to insurance, licensing and minor repairs. Stokes believes the van is in good repair and would be a good idea, reviewing his reasons.

Side note - Vaughan was having technical difficulty. She logged off and called in by phone and was able to once again participate the meeting. Dielman was experiencing technical difficulties also. His audio was not working but he could hear the meeting and everyone could see him, so he used hand signals to vote, and was reminded he can type in the comment box.

Discussion continued. Rohner said that she was deferring to Stokes for the vehicle decision whether or not we needed another vehicle. Stokes said that when he had bid on the two vehicles in the OTEC auction (we purchased one), he had originally thought two would be helpful. He liked the idea of having a run-around vehicle and wants staff to feel comfortable using district vehicles for library purposes, even for daily errands such as trips to the bank or post office. Staff generally will use their personal vehicles for those tasks now, often not bothering to submit a mileage reimbursement request so it at personal expense.

Stokes said the minivan would mostly be for facility use. Discussion ensued on the vehicles and their potential use. Stokes said that he is deferring to Adamson’s opinion on this. He uses the van for errands.
around town daily. Rohner asked if he had looked up blue book value. Stokes pulled up blue book options, the vehicle is worth $3,000-$5,000 depending on condition, reminding the board that this was being donated. The district is not purchasing the van. Rohner said she missed the part that this is a donation; she is fine with accepting the donation.

Palmer stated the van should be available for other business use as well, not solely for one staff member’s use. All agreed. With no further discussion, Palmer moved that the district accept the donation of the van from Ed Adamson for Facility and other library use; Dielman seconded; the motion passed unanimously (4 yea, Palmer, Rohner, Dielman, Vaughan).

**Vehicle Use Policy**

Stokes said that currently the district has just a few sentences about Vehicle Use in the Personnel Policy. If we are soon to have a small “fleet” of four district vehicles and a goal of staff using those and minimizing mileage reimbursement for personal vehicle use, he feels it is time to have a more formal Vehicle Use Policy.

SDAO provided a policy model, and Stokes has customized it to fit the Library. It expands the current policy to include general rules for use, authorized use, employee use of their own personal vehicles, a new element about if using their own vehicle and in an accident the library would pay up to $250 or the amount of the deductible, whichever is less.

In light of a recent minor bookmobile collision with the drive-up window shelf, and another more serious in the same place a couple of years ago, he feels there needed to be policy in place how to handle both minor and more significant accidents. Explaining further about the recent bookmobile incident, Stokes said while parking the bookmobile in the staff lot, the back corner clipped the window shelf. Attempting to avoid parked cars in the tight space was expressed as the contributing factor. Damage to the bookmobile lights and reflectors was minor and repaired by library staff. There was no damage to the building. In a previous similar incident, the damage to the building and bookmobile amounted to more than $500; whereas this most recent one did not. The proposed policy includes a paragraph establishing damage over $500 as the threshold on requiring the driver employee be drug tested.
Rohner asked if is the policy addressed when employees should be using a library vehicle rather than their own vehicles to reduce mileage reimbursement? Stokes highlighted the policy statement which specifies that advance approval is needed for use of a personal vehicle. Rohner said she is satisfied with that.

Rohner asked if the policy was vetted by Special Districts for liability. Stokes said that since he had obtained the policy model from SDAO, he had not sought SDAO counsel review. With the new addition of the drug test threshold element, however, he agreed that SDAO review should be done.

No further discussion, Vaughan moved that we adopt the Vehicle Use Policy as presented; Dielman seconded; the motion passed unanimous (4 yea, Palmer, Rohner, Dielman, Vaughan).

Stokes said that is all of the action items.

**REPORTS:**

**Director Report**

Stokes presented highlights of his Board Packet report.

Beginning with the Pandemic Response Activities, Stokes said that state officials are scheduled to announce a decision tomorrow on changes to risk levels. Based on case trends, he expects Baker will be raised to the Moderate, or possibly High risk level. On the question of how that would affect library operations, he feels that if we move to the High Risk level, restrooms at the branches should be closed to public use again and available only to staff. Branch staff have requested this safety accommodation since there is only one restroom at most locations. All other service levels will remain the same.

The next step in relaxing service levels would be opening the meeting room for small groups. Stokes says that he’d like Baker to be stable in the low category for 30 days before making that step. Masks, physical distancing, and time restrictions would still apply. The Riverside Meeting room could accommodate 8 people. Meetings would need to be no longer than 1 hour.

**Facilities** – There is a little more work to be done on the HVAC master controls. The majority of it is done. The system software is installed on
at the facility department workstation. It will also be installed in the Director workstation for redundancy.

The *wall mount air purifiers* have all been installed in the Baker library, giving the locations in the building. Those, in addition to the improved air flow, should greatly improve the air quality during peak seasons for allergies, fire season, and mitigating dust and mold from handling large book donations. Stokes has hopes the improved air quality will help with staff health and comfort. Installation of *door traffic sensors* at branch sites is mostly complete. Live occupancy displays at entrances inform people if the space is at or near capacity. If occupancy is high, visitors can choose to take the risk or can come back later. The last of the door traffic sensors were installed in Haines, Richland and Halfway. Some adjustment to placement of display monitors may be necessary for visibility issues.

Other administrative report highlights:

**Budget** – There has been no new information about for additional Covid funding for local governments from new federal relief packages.

**Facilities** – Stokes ordered a cordless handheld vacuum for spot cleaning such as shredder spills, dirt tracked in, bugs and cobwebs in window sills. It is very convenient for quick clean up jobs. Branch staff have indicated they would also be very useful at their sites so he will buy another 6 of them ($100 each). He said that robot floor vacuums may soon be a good option to help with routine cleaning since they have become more affordable.

The air conditioning unit for the Server Room needed replacement recently after the unit died from running constantly for 3 years. In addition to the heat from all the computer equipment, the room is adjacent to the boiler room, which presents an additional challenge to keep the temperature down. Ed has recommended that long term, we should consider moving the server equipment back to the closet adjacent to the staff workroom since it has HVAC ductwork specifically designed to run AC from the main handler to the room. The room is currently being used for computer and library supply storage.

**Friends & Foundation** – Nancy Johnson is retiring as the treasurer of the Friends and Foundation. Stokes will be sending her flowers and a card
thanking her for her many years of service. At the Foundation meeting, the board approved $5,000 to support the levy campaign. They are working with a local investment firm to invest the bequest funds the district recently transferred to them.

**Marketing & Publicity** – A weekly email newsletter called Wowbrary launched on March 3, 2021. Stokes described how the service conveniently runs with featured New Stuff lists automatically compiled from newly cataloged items. He can also edit the featured stories each week. There are 40+ new subscribers already.

Newspaper feature, the Hells Canyon Journal published a lengthy article on the Halfway library staff and services.

**Operations & Services** - The set of Dr Seuss books recently announced by the publisher to be out-of-print and resulting in a national controversy have been relocated to secure shelving for theft protection. They are available on request for In-Library Use only and will not check out due to the surge in value. Some are being sold for thousands of dollars. Our collection includes early editions which are particularly valuable. Libraries around the country have different approaches. Some have made them in-library use only, while others have made no changes and expect them to be lost. Stokes does not want to risk losing BCLD copies to theft. In-library usage is tracked with a scan in our catalog system. As with other items, if they are not much used in a designated time period, they will be weeded. Valuable materials are listed for sale online.

Photo archives - Dielman has added 130+ photos to the collection of three Hells Canyon dams. Stokes plans to make a press announcement that these are available.

Wireless printing service – In order to offer Princh printing at the branches, it will cost $180 per location. He feels the cost doesn’t warrant making this available at the branches. It will be available at main branch only.

Circulating laptops - We will soon have about 20 laptops circulating. Some will go out for 2 weeks; some will be in-library use only. CaresAct funding was used to acquire these items to enable staff to work-from-
home. That need has since receded. If again needed for work-from-home projects in the future, they can be reserved for staff use.

**Personnel** – there have no new staff COVID-19 cases reported.

New hire – the district welcomed new part-time staff, Amanda MacNaughton to its team. She has an extensive work background in book stores and libraries and currently also works at Betty’s Books.

Training – the 2021 OLA conference is online this year. He has registered for a group of 5 staff attending. Sessions are recorded and will be available until August.

**Safety** – Stokes attended an online community information session with the police chief on the impact of decriminalization of certain drugs. According to the Chief, the law enforcement aspect of the law is ahead of treatment provisions, which are not developed yet. Baker police are seeing more local homelessness, mental health, and drug abuse issues. The Chief recommended businesses install cameras. The library is ahead on this, already having security cameras in place in all district locations. With rapid advances in the industry, however, a system upgrade will be needed soon. He asked the Chief if there should be any change to how the library handle suspected drug materials. The Chief confirmed that a police report of such items should continue for safe collection and disposal.

That concluded the Director’s report.

**Finance Report**

Stokes displayed the financial reports on screen in *GoToMeeting* and scrolled through for the board to follow along. Hawes reported on financial activities:

The **General Fund** received tax turnovers of $34,271.22 on March 3rd. Hawes has filed for E-Rate reimbursements totaling $2,316.16 covering the last 4 months.

In **Personnel Services**, the district salaries are on target with budget at 72% spent. The monthly PERS has been filed and will be paid this Friday, March 12, totaling $11,475.73 (including the Sage portion of $1,526.14 which will be reimbursed). Personnel Services is on target in total.
In *Materials & Services*, the book budget includes a check to Ingram $3,387.63 for the monthly book order, and Grey House Publishing $1,463.15 for 3 subscriptions for stock related resources. Another check to SenSource Inc of $2,280 was for 2 software subscriptions for the annual traffic counter plus a new subscription for occupancy counters which put the Computer - Software Subscription budget a little over budget. The first invoice from UMS Unique Management Service was written for $427.85; the expense will be moved to #6692 Professional Services and the budget will be adjusted for this line. And a check to City of Sumpter $984.34 to reimburse for 50% of the heating fuel for FY2019-20; with this check, we are completely caught up with utilities for the Sumpter Library from prior years. Last month we also paid for our half of the heating and electric bills for the first 6 months of this fiscal year. We are current through December for the Sumpter Library utilities.

The General Fund *budgeted transfers* have been made, moving $11,000 to Other Funds for Technology $1,000 and Severance $10,000 savings. We also moved $107,555 to the Capital Investment fund to set aside funds for future improvements.

The *Other Funds* received Amazon book sale revenues totaling $207.32. This fund received $11,000 of transfers into the Severance and Technology funds as noted above. It wrote two checks. One large check of $20,000 to the Foundation to move a portion of the Barger Funds as approved by the board was delivered to the Foundation treasurer. And a small check to Visa of $31.91 for amazon book sales shipping expenses. A cash report is attached to review the Memorial cash balances.

The *Capital Investment Fund* received the $107,555 transferred from General Fund as noted above, plus bank interest, the fund has increased to $158,276.

The *Sage Fund* had no revenues this month although it is expecting LSTA Grant funds of $45,889 that were applied for last month to cover Courier Grant expenses. Noteworthy checks include Banks Courier Service $1,280 for two months courier services Jan-Feb, and Umatilla County Special District $15,840 an annual payment for courier services to member libraries in that area. And a check to Baker County Library
District, General Fund, $1,526.14 for its monthly PERS reimbursement. Beth Ross is working with the Sage contractor, Jon Georg, to replace two Sage servers hosted at EOU. Beth said that EOU will continue to host the servers and they would be working with IT remotely to set them up. The quote for the equipment is $11,151.98 which will be paid for from the $15,000 set aside for server replacement.

Volunteer Check Signer for February – Gary has agreed to be the check signer for the month of March. General Fund has 27 checks ready for signatures plus 6 for Sage.

Stokes said he got a call from Sumpter Valley Museum, Toni Thompson, alerting him that the Sumpter City Council had been talking about the library’s arrangement of being a tenant in the museum building, which is owned by the City. Reportedly, there was some discussion amongst the council to move into our space, displacing the branch library. He told Thompson that would not go over well with the library board nor with the Sumpter community. If there are any other developments, he will keep the board updated on the discussion.

Rohner asked for any other comments. There were none.

<table>
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<tr>
<th>Next Meeting Date</th>
<th>The next regular Board of Director’s meeting will be April 12, 2021. The agenda will include the introduction of the upcoming budget.</th>
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<tr>
<td>Adjourn</td>
<td>The meeting was adjourned at 7:03pm.</td>
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</tbody>
</table>

Respectfully submitted,

Perry Stokes,
Secretary to the Board

PS/ch
Dear Valued District Member,

Enclosed please find your 2021 renewal with the Special Districts Insurance plan.

The medical/rx plan requires an overall 10.5% renewal increase for the 2021 plan year. (Our plans are demographically rated, so the actual renewal increase to your plan may be higher or lower, depending on your plan enrollment.)

We'd like to offer a few comments about the needed renewal increase:

- We're including a graph of the plan’s incurred loss ratio. The picture is better now than at this time last year, so utilization is trending in the right direction, and we hope it continues. Note that the optimal result is between 90-100%, as an average.

- Large claims and high-cost drug therapies continue to have a material effect on the plan.

- **NOTE:** There are no changes to the plans or reductions in coverage, as is typical with other small group plans.

This renewal packet contains your district’s health plan renewal. **NEW for 2021:** The prescription drug plan will be managed by Regence! This means members will have only one customer service number to use when asking questions about your medical or pharmacy plan or claims. Look for more details on this change and the transition as we get closer to 7/1/2021.

In addition to the above transition, we're excited to share information about these additional renewal enhancements:

1. **Cascade Centers EAP:** All members covered by our medical/rx plan will now have access to services offered by Cascade Centers at **no additional charge!** See enclosed flyer detailing the dates for an orientation to services (via webinar) scheduled in July. Register to attend.

2. **Additional Life and AD&D Insurance:** All districts that participate in a SDIS program are eligible to participate in our NEW voluntary life and AD&D plan.

3. **Delta Dental plans:** Effective 7/1/21, preventive services will no longer reduce the annual plan maximum, leaving more of your dental benefit available each year for other needed services.

Thank you for your partnership, and the confidence you’ve placed in Special Districts as your health plan of choice.
BAKER COUNTY LIBRARY DISTRICT

Quote February 18, 2021 for rates effective July 1, 2021

The premiums shown below are based on census data submitted with your proposal request. Final rates may vary if actual enrollment differs from the original census.

Minimum Employer Contribution Requirement: 75% employee & 0% dependent OR 50% employee & 50% dependent. Minimum Participation Requirement: 75% of eligible employees & 75% of eligible dependents.

The premiums below will require review if the effective date is after July 1, 2021

<table>
<thead>
<tr>
<th>Census Counts</th>
<th>Employee Only</th>
<th>Employee + Spouse</th>
<th>Employee + Family</th>
<th>Employee+ Child(ren)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscribers</td>
<td>9</td>
<td>1</td>
<td>1</td>
<td>0</td>
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<table>
<thead>
<tr>
<th>Medical Benefit Options Available</th>
<th>Employee Only</th>
<th>Employee + Spouse</th>
<th>Employee + Family</th>
<th>Employee+ Child(ren)</th>
<th>Total Monthly Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue PPO II</td>
<td>$1,178.24</td>
<td>$2,356.48</td>
<td>$3,357.99</td>
<td>$2,179.75</td>
<td>$16,318.63</td>
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<tr>
<td>Blue PPO II-A</td>
<td>$1,124.43</td>
<td>$2,248.85</td>
<td>$3,204.61</td>
<td>$2,080.19</td>
<td>$15,573.33</td>
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<tr>
<td>Blue PPO III</td>
<td>$1,079.11</td>
<td>$2,158.22</td>
<td>$3,075.46</td>
<td>$1,996.35</td>
<td>$14,945.67</td>
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<tr>
<td>Blue PPO IV</td>
<td>$1,002.64</td>
<td>$2,005.27</td>
<td>$2,857.51</td>
<td>$1,854.88</td>
<td>$13,886.54</td>
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<tr>
<td>Blue PPO V</td>
<td>$965.82</td>
<td>$1,931.63</td>
<td>$2,752.58</td>
<td>$1,786.76</td>
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<td>Blue PPO VI</td>
<td>$920.50</td>
<td>$1,840.99</td>
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<td>Blue PPO VII</td>
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<td>$2,542.70</td>
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<tr>
<td>Red PPO C</td>
<td>$1,064.95</td>
<td>$2,129.89</td>
<td>$3,035.10</td>
<td>$1,970.15</td>
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<td>Red PPO D</td>
<td>$1,025.29</td>
<td>$2,050.59</td>
<td>$2,922.09</td>
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<td>Red PPO E</td>
<td>$951.66</td>
<td>$1,903.31</td>
<td>$2,712.22</td>
<td>$1,760.56</td>
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<td>Red PPO F</td>
<td>$909.17</td>
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<td>Red PPO H</td>
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<td>$2,445.84</td>
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<td>Red PPO J</td>
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<td>Red PPO K</td>
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<td>Red PPO L</td>
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<td>HSA #1</td>
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<td>$1,421.82</td>
<td>$2,026.09</td>
<td>$1,315.18</td>
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<table>
<thead>
<tr>
<th>Dental Benefit Options Available</th>
<th>Employee Only</th>
<th>Employee + Spouse</th>
<th>Employee + Family</th>
<th>Employee+ Child(ren)</th>
<th>Total Monthly Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constant Dental Plan (Option I)</td>
<td>$52.49</td>
<td>$95.28</td>
<td>$138.12</td>
<td>$99.77</td>
<td>$705.79</td>
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<tr>
<td>Incentive Dental Plan (Option II)</td>
<td>$56.61</td>
<td>$103.63</td>
<td>$150.60</td>
<td>$107.71</td>
<td>$763.72</td>
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<tr>
<td>Williamette Dental-Ortho Included</td>
<td>$46.65</td>
<td>$91.60</td>
<td>$140.45</td>
<td>$94.55</td>
<td>$651.90</td>
</tr>
<tr>
<td>WDG Standard Plan (Option III)</td>
<td>$57.75</td>
<td>$113.30</td>
<td>$173.75</td>
<td>$117.05</td>
<td>$808.80</td>
</tr>
<tr>
<td>WDG Standard Plan (Option IV)</td>
<td>$57.75</td>
<td>$113.30</td>
<td>$173.75</td>
<td>$117.05</td>
<td>$808.80</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Rate</th>
<th>Employee Only</th>
<th>Employee + Spouse</th>
<th>Employee + Family</th>
<th>Employee+ Child(ren)</th>
<th>Total Monthly Premium</th>
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</thead>
<tbody>
<tr>
<td>Med</td>
<td>$784.21</td>
<td>$1,528.42</td>
<td>$2,177.99</td>
<td>$1,413.78</td>
<td>$10,584.30</td>
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<tr>
<td>Dental</td>
<td>$51.46</td>
<td>$93.39</td>
<td>$135.41</td>
<td>$97.81</td>
<td>$691.94</td>
</tr>
</tbody>
</table>

**Single Rate = 8.02.53 eff 7/1/2021**
SPECIAL DISTRICTS INSURANCE SERVICES
Master Application and Renewal Confirmation Form for Group Benefit Coverage: 2021

GENERAL INFORMATION

Legal Name of Employer: **Baker County Library District**
Business Street Address: 2400 Resort Street
City: **Baker City**, OR Zip Code: 97814 County: Baker
Billing Address (if different than above): Same
City: State: Zip Code:
Phone No.: (541) 523-6419 Fax No.: (541) 523-9088
E-Mail Address: chowes@bakerlib.org
Type of District: Local Government, Special District
Federal I.D. No.: 93-0184786 SIC No.: 9199
Name of Contact: Christine Chowes Title: Business Manager

Renew ALL Coverages AS-IS? ☑ Yes ☐ No
If you checked Yes to Renew ALL coverage AS-IS, please proceed to page 3 and complete Contact Information

Internal Use Only:
Regence Group# __________ Delta Dental Group# __________ SDIS Group# __________ WVD Group# __________

EXISTING INSURANCE INFORMATION

Workers Compensation / State Industrial Carrier: __________ Policy No.: __________
Are you replacing existing group insurance? ☑ Yes ☐ No Carrier: __________ Group No.: __________

PLAN INFORMATION

The requested effective date for the policy is __________, 2021
Hours per week employees must work to be eligible for benefits: __________ hours per week (17.5 to 30 hrs.)
Probationary Period - New Employees are eligible for coverage the first of the month following: ☑ Date of hire ☐ 30 ☐ 60 days
If probationary period is "Date of hire", is an employee hired on the first calendar day of the month eligible that same day? ☑ Yes ☐ No
In addition to same-sex domestic partner coverage, employer would like to offer opposite-sex domestic partner coverage ☑ Yes ☐ No
Employer contribution toward employee premium (percent): Employee: _____ % Dependent: _____ %

Minimum Contribution Requirements: 75% employees & 0% dependents - OR - 50% employees & 50% dependents
Minimum Participation Requirements: Dental Only - 100% of eligible employees & 75% of eligible dependents
Medical or Medical/Dental - 100% of eligible employees & 75% of eligible dependents if less than 5 employees
75% of eligible employees & 75% of eligible dependents if 5 or more employees
Those employees that waive due to other group coverage are excluded from participation requirements.

Does your group have an HRA or HSA? ☑ Yes ☐ No If yes, what does the employer contribute to the account: $___________
What is the name of your current health & dental insurance company? Health __________ Dental __________

PROBATIONARY PERIOD AND PEOPLE TO BE INSURED

Applications must be submitted for all employees and dependents to be insured.

_______ Total number of employees (include those who do not qualify for coverage)
_______ Number of On-Call, Temporary, Substitute, Leased, and Seasonal employees
_______ Number of employees who do not qualify due to working less than minimum hours
_______ Number of employees who do not qualify due to eligibility waiting period requirement
_______ Number of employees waiving coverage due to other group coverage (must submit waivers)
_______ Total actual number of eligible employees to be insured

SDIS2017
Employees on continuation of coverage: Applications must be submitted for all employees on continuation.

<table>
<thead>
<tr>
<th>NAME</th>
<th>CONTINUATION EFF DATE</th>
<th>QUALIFYING EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BENEFIT PLANS REQUESTED**

**REGENECE MEDICAL**

☐ Yes  ☐ No  If yes, choose a plan, or plans below.

☐ Single Option  ☐ Dual Option (Available to groups with a minimum of 10 participating employees, with no less than three on a plan.)

**Blue Options – Packaged**

☐ PPO II – $200 deductible
☐ PPO IA – $300 deductible
☐ PPO III – $500 deductible
☐ PPO IV – $1,000 deductible
☐ PPO V – $1,500 deductible
☐ PPO VI – $2,000 deductible
☐ PPO VII – $2,500 deductible

**Red Options – Packaged**

☐ PPO C – $300 deductible
☐ PPO D – $500 deductible
☐ PPO E – $1,000 deductible
☐ PPO F – $1,500 deductible
☐ PPO H – $2,000 deductible
☐ PPO J – $2,500 deductible
☐ PPO K – $3,000 deductible
☐ PPO L – $5,000 deductible

**HSA Plans**

☐ HSA 1 – $3,000 deductible

All Blue, Red and White medical plans include pharmacy, acupuncture/chiropractic, vision and Telehealth/MDLive. All HSA plans include pharmacy, vision and Telehealth/MDLive.

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**DELTA DENTAL PLAN OF OREGON DENTAL**

☐ Yes  ☐ No  If yes, choose a plan below.

☐ Constant Dental Plan  Preventive, $25 deductible, $1500 annual maximum
☐ Incentive Dental Plan  Incentive, $0 deductible, $1500 annual maximum

**NOTE:** A minimum of 10 employees must be enrolled to elect "dental only" coverage.

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**DELTA DENTAL PLAN OF OREGON DENTAL ORTHODONTIA**

☐ Yes  ☐ No

☐ Ortho 1500 – 50% to $1500 annual max, no age limit  Only available to employers with 15 or more enrolled employees

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**WILLAMETTE DENTAL GROUP PLANS**

☐ Yes  ☐ No  If yes, choose a plan below

☐ Standard Dental Plan  $15 General Office Visit Copay, $0 Deductible, No Annual Maximum, Orthodontia Co-Pay $2,500
☐ Enhanced Dental Plan  $15 General Office Visit Copay, $0 Deductible, No Annual Maximum, Orthodontia Co-Pay $1,500

Underwritten by Willamette Dental Insurance, Inc. 6950 NE Campus Way, Hillsboro, Oregon, 97124

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**LIFE & DISABILITY**

☐ Yes  ☐ No

**Group Life Insurance**

☐ Option I – $10,000
☐ Option II – $20,000
☐ Option III – $50,000
☐ Option IV – 1 x’s Salary
☐ Dependent Coverage

**Short Term Disability**

☐ Option I  ☐ Option II  ☐ Option III  ☐ Option IV  ☐ Option V  ☐ Option VI

**Long Term Disability**

☐ Option I
☐ Option II

Select only one (applies to Long Term Disability only):

☐ Employer pays 100% of premium
☐ Employer pays 0% of premium
☐ Employer & Employee share premium
Termination of Coverage

☐ Terminate the following coverage at renewal: ☐ Medical ☐ Dental ☐ All Lines of Coverage
☐ Other: ____________________________

Reason: ____________________________ Name of New Carrier: ____________________________

DOCUMENT DISTRIBUTION

Electronic copy: An electronic copy of your member Summary Plan Description (SPD) and summary (SBC) will be emailed to you once your group has been processed. This searchable format can also be saved to your intranet or computer system for employee access.

IMPORTANT INFORMATION

Affordable Care Act – For more information on the following brief guidelines, consult with your legal or tax advisors for advice.

- Probationary waiting periods cannot exceed 60 calendar days. Groups may select first of the month following 1, 30, or 60 calendar days.

- Groups that have eligibility and benefit packages that favor highly compensated employees may face a penalty. You can offer coverage to all employees that meet your hourly requirement and probationary waiting period or conduct IRS nondiscrimination testing. Groups must set their hourly requirement at no more than 30 hours per week.

- Medical plan packages are packaged with ancillary benefits such as vision.

- Pediatric vision and pharmacy are required essential health benefits (EHB) for employers and are now in medical coverage.

- Domestic partners that meet certain criteria are eligible dependents. If not registered with a state, a signed affidavit must be submitted with the enrollment application.

SIGNATURE – PLEASE READ CAREFULLY

- I understand that eligibility standards must be adhered to for all employees, dependents, and owners. I agree to make all coverage options available to all eligible employees and dependents that satisfy eligibility requirements.

- If I submit my materials after the 10th of the prior month, my employees may not receive Member ID Cards before they are effective.

- I understand that I am agreeing to a 12 month contract period for the insurance coverage I have elected for my district.

- I understand that to participate in the SDIS insurance program I must agree to sign the Joinder of Trust Agreement to become a member of Special Districts Insurance Services Trust.

CONTACT INFORMATION

DISTRICT REPRESENTATIVE

Signature by: ____________________________ Date: ____________________________

Name (please print): ____________________________ Title: ____________________________

PRODUCER OF RECORD

Signature by: ____________________________ Date: ____________________________

Producer: ____________________________ Producer No.: ____________________________

Agency Address: ____________________________

Phone No.: ____________________________ Fax No.: ____________________________ E-mail: ____________________________

SDIS2017
WHEREAS Baker County Library District is now meeting in regular session for the conduct of business; and

WHEREAS the District received a notice from the Audits Division of Oregon’s Secretary of State department requiring the District submit a corrective Plan of Action response to address a material weakness deficiency identified in the FY19-20 financial audit report; and

WHEREAS the District has consulted with its audit agency representative and received guidance on crafting a Plan of Action to satisfy the requirement;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Baker County Library District hereby

declares it has reviewed and approved the attached Plan of Action (Appendix I).

Adopted by the Board of Directors of Baker County Library District this 12th day of April, 2021.

FOR THE BOARD: ________________________________
Signature: Kyra Rohner,
BCLD Board President

ATTEST: ________________________________
Signature: Perry Stokes
District Secretary
2021-2022 Budget Calendar

A. **Monday, Apr 12, 2021, 6.00 – 8.00pm**
First draft proposal review at Regular Board Meeting

B. **April 27 - May 1, 2021**
Publish 1st Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)
*2nd notice not necessary due to online publishing*

C. **Monday, May 10, 2021, 6.00 – 8.00pm**
Second draft proposal review at Regular Board Meeting

D. **Wednesday, May 26, 2021, 5.00 - 7.00pm**
First Budget Committee Meeting
  • Receive budget message
  • Presentation of budget document
  • Budget Committee deliberations and questions
  • Public comment

E. **Thursday, May 27, 2021, 5.00 - 7.00pm**
Second Budget Committee Meeting *(if necessary)*
  • Budget Committee deliberations and questions

F. **June 1 - 5, 2021**
Publish financial summaries and Notice of Budget Hearing
(One publication, 5 – 30 days before hearing)

G. **Monday, June 14, 2021, 6.00p**
Public Hearing and Annual Fiscal Meeting
  • Meeting to adopt budget, appropriate funds, and levy property taxes

H. **Before July 15, 2021**
Deliver notice of property tax form LB-50 to County Tax Assessor
## General Fund

### Historical Data

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Actual</th>
<th>Proposed Budget</th>
<th>REvised Budget</th>
<th>$ Change vs org.</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2015-2016</td>
<td>150-504-020 (rev 10-16)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2016-2017</td>
<td></td>
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</tr>
<tr>
<td>Year 2017-2018</td>
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<td>Year 2018-2019</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Year 2019-2020</td>
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<td></td>
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<tr>
<td>Year 2020-2021</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Year 2021-2022</td>
<td></td>
<td></td>
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<tr>
<td>Budget Officer</td>
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<tr>
<td>Proposed By Committee</td>
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<tr>
<td>Adopted By Governing Body</td>
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</tbody>
</table>

### Resource Description

<table>
<thead>
<tr>
<th>Resource Description</th>
<th>FY 2021-2022</th>
<th>% Change</th>
<th>FY 2020-2021</th>
<th>% Change</th>
<th>FY 2019-2020</th>
<th>% Change</th>
<th>FY 2018-2019</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL RESOURCES</strong></td>
<td>1,887,935</td>
<td>10.4%</td>
<td>1,709,950</td>
<td>10.4%</td>
<td>1,668,429</td>
<td>10.4%</td>
<td>1,215,963</td>
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<tr>
<td><strong>Available cash on hand</strong></td>
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<td>150-504-020 (rev 10-16)</td>
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<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Taxes collected in year levied</strong></td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
<td>150-504-020 (rev 10-16)</td>
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<td>150-504-020 (rev 10-16)</td>
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<td>150-504-020 (rev 10-16)</td>
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<tr>
<td><strong>Taxes estimated to be received</strong></td>
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<td>150-504-020 (rev 10-16)</td>
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<td>150-504-020 (rev 10-16)</td>
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<tr>
<td><strong>Total resources, except taxes to be levied</strong></td>
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<td>150-504-020 (rev 10-16)</td>
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<td>150-504-020 (rev 10-16)</td>
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<td>150-504-020 (rev 10-16)</td>
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<tr>
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<td>150-504-020 (rev 10-16)</td>
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<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Donations, Grants, &amp; Misc</strong></td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Job Training Programs</strong></td>
<td>150-504-020 (rev 10-16)</td>
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<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Special Contracts (Tech support)</strong></td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
<td>150-504-020 (rev 10-16)</td>
<td>0.0%</td>
<td>150-504-020 (rev 10-16)</td>
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<tr>
<td><strong>State revenue (R2R Grant)</strong></td>
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<tr>
<td><strong>Federal revenue (E-rate)</strong></td>
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<tr>
<td><strong>Other Tax Revenues</strong></td>
<td>150-504-020 (rev 10-16)</td>
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### REQUISITIONS SUMMARY

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

<table>
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<tr>
<th>REQUIREMENTS FOR:</th>
<th>Proposed By</th>
<th>$ Change</th>
<th>% Change</th>
<th>$ Change</th>
<th>% Change</th>
<th>Approved By</th>
<th>Adopted By</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td>(Name of Org. Unit or Program &amp; Activity)</td>
<td>Budget Officer</td>
<td>vs orig.</td>
<td>vs revised</td>
<td>vs revised</td>
<td>Governing Body</td>
<td></td>
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<td><strong>PERSONNEL SERVICES</strong></td>
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<td>586,409</td>
<td>10,823</td>
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<td>21,647</td>
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<td><strong>MATERIALS AND SERVICES</strong></td>
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<td>27,165</td>
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<td>87,975</td>
<td>70,314</td>
<td>84,140</td>
<td>45,698</td>
<td>72,918</td>
<td>12,579</td>
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<td>70,314</td>
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<td>72,918</td>
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<td><strong>PAYROLL EXPENSES</strong></td>
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<td>70,314</td>
<td>84,140</td>
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<tr>
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<td>882,606</td>
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<td>4.1%</td>
<td>48,812</td>
<td>5.9%</td>
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<td><strong>LIBRARY CONSORTIUM</strong></td>
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<td><strong>LIBRARY SERVICES &amp; IT MAINTENANCE</strong></td>
<td>14</td>
<td>106,399</td>
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<td>-1.4%</td>
<td>(15,000)</td>
<td>-14.3%</td>
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<td>0</td>
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<tr>
<td><strong>LIBRARY OPERATIONS</strong></td>
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<td>121,375</td>
<td>10,000</td>
<td>8.3%</td>
<td>1,500</td>
<td>12.5%</td>
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<tr>
<td><strong>TOTAL MATERIALS AND SERVICES</strong></td>
<td>16</td>
<td>412,100</td>
<td>5,175</td>
<td>1.3%</td>
<td>(241,000)</td>
<td>-36.7%</td>
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<td><strong>CAPITAL OUTLAY</strong></td>
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<td>416,480</td>
<td>5,175</td>
<td>1.3%</td>
<td>(241,000)</td>
<td>-36.7%</td>
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<td>0</td>
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<tr>
<td><strong>TOTAL PERSONNEL SERVICES</strong></td>
<td>18</td>
<td>25,000</td>
<td>15,000</td>
<td>150.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
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<tr>
<td><strong>TOTAL MATERIALS AND SERVICES</strong></td>
<td>19</td>
<td>25,000</td>
<td>15,000</td>
<td>150.0%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td><strong>TOTAL CAPITAL OUTLAY</strong></td>
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<td>25,000</td>
<td>15,000</td>
<td>150.0%</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td><strong>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</strong></td>
<td>21</td>
<td>1,324,036</td>
<td>882,606</td>
<td>66.8%</td>
<td>586,409</td>
<td>44.5%</td>
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### Historical Data

| Year 2015-2016 | 1986,112 | 1,207,272 | 1,160,347 | 1,139,748 | 1,268,756 | 1,517,149 | 248,393 | 36 |

### Table Columns
- **Name of Municipal Corporation**
- **Budget Officer**
- **Proposed By**
- **General Fund**
- **Budget Committee**
- **Adopted By**
- **Change**

### Additional Notes
- **Remarks**: General remarks or notes related to the budget figures.
- **Budget for Next Year 2021-2022**: Proposed budget figures for the next fiscal year.
- **$ Change vs orig.**: Difference between the proposed budget and the original budget.
- **% Change vs orig.**: Percentage change from the original budget.
- **% Change vs revised**: Percentage change from the revised budget.
- **Approved By**: Body or person approving the budget.
- **Adopted By**: Body or person adopting the budget.
- **Change**: Difference between the revised budget and the original budget.

### Footnotes
- **Revision Note**: Notes on revisions made to the budget, with page numbers indicating changes.
## BCLD Budget, 2021-22

### BAKER COUNTY LIBRARY DISTRICT

<table>
<thead>
<tr>
<th>Year</th>
<th>Proposed By</th>
<th>Approved By</th>
<th>Adopted By</th>
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<tbody>
<tr>
<td>2021-22</td>
<td>Budget Officer</td>
<td>Budget Committee</td>
<td>Governing Body</td>
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### General Fund

#### Requirements Summary

- **Not Allocated to an Organizational Unit or Program**

#### Requirements Description

- **Personnel Services Not Allocated**
- **Materials and Services Not Allocated**
- **Capital Outlay Not Allocated**
- **Debt Service**
- **Transfer - Capital Improvement Fund**
- **Transfer - Severance Liability**
- **Transfer - Technology & Election**
- **Interfund Transfers**
- **Total Interfund Transfers**
- **Operating Contingency**
- **Reserved for Future Expenditure**
- **Unappropriated Ending Balance**

#### Historical Data

<table>
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<th>Year</th>
<th>Actual</th>
<th>Proposed Budget</th>
<th>Revised Budget</th>
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<td>1,319,809</td>
<td>1,215,963</td>
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### FY 2021-22

#### General Fund – Requirements

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<tr>
<th>Requirement Description</th>
<th>Proposed By</th>
<th>Approved By</th>
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<tr>
<td>Total Requirements</td>
<td>1,887,935</td>
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Page 1 of 2
### GENERAL FUND

#### Historical Data

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</thead>
<tbody>
<tr>
<td>Ending balance (prior years)</td>
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<td>$36,202</td>
<td>$34,200</td>
<td>$41,570</td>
<td>$27,539</td>
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<td>7,190</td>
<td>7,665</td>
<td>8,102</td>
<td>862</td>
<td>860</td>
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<td>UNAPPROPRIATED ENDING FUND BALANCE</td>
<td></td>
<td>36,202</td>
<td>41,570</td>
<td>48,123</td>
<td>860</td>
<td>860</td>
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#### REQUIREMENTS FOR:

##### Personnel Services

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<tbody>
<tr>
<td>Group Health Insurance</td>
<td>$134,476</td>
<td>$110,576</td>
<td>$44,860</td>
<td>$33,097</td>
<td>$77,324</td>
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<td>Staff training</td>
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<td>$26,478</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
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<tr>
<td>Temp staff / Special Project Pool</td>
<td>$26,478</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
<td>$15,369</td>
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<tr>
<td>Facilities Maintenance</td>
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<td>$15,369</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
</tr>
<tr>
<td>Library Asst III - Public Services / Outreach (Branch Leads)</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
</tr>
<tr>
<td>Library Asst I - Public Services / Outreach (Bookmobile)</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
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<tr>
<td>Librarian II - Community Services + Coll Mgmt</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
</tr>
<tr>
<td>Library Tech I - Coll Mgmt / Processing &amp; Media Specialist</td>
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<td>$15,369</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
</tr>
<tr>
<td>Library Tech II - Public Services / Youth Svcs Specialist</td>
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<td>$15,369</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
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<tr>
<td>Admin Assistant - Library Mgr</td>
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<td>$15,369</td>
<td>$11,591</td>
<td>$15,369</td>
<td>$11,591</td>
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#### Total Full Time Equivalent (FTE)*

- **598** FTE
- **14.9%** Change vs orig.
- **5.9%** Change vs revised
- **3.8%** Change vs orig. (Budget For Next Year 2021-22)
- **2.6%** Change vs revised (Budget For Next Year 2021-22)
- **2.0%** Change vs orig. (Opportunities for Budget Reduction)
- **1.0%** Change vs revised (Opportunities for Budget Reduction)
- **2.0%** Change vs orig. (Inefficiencies in Governing Body)
- **1.0%** Change vs revised (Inefficiencies in Governing Body)

#### 310-504-003 (rev 10-10)

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

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**BAKER COUNTY LIBRARY DISTRICT**

**FY 2021-2022**

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**BCLD budget, 2021-22**

**General Fund - Personnel**
## General Fund

### Historical Data

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<tbody>
<tr>
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<td>413,255</td>
<td>420,960</td>
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<td>353,773</td>
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### Adopted Budget

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<td>418,430</td>
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<tr>
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<td>0</td>
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<tr>
<td>5,428</td>
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### Requirements

#### Object Classification

1. **General Fund - Materials Services**
   - Library Fixed Assets
   - Library Services (Site Services, E-Resources, etc)
   - Library Operations
   - Information Technology
   - Educational Programming/Buildings

2. **Materials & Services**
   - Collection Development (Books, audiovisual, digital, etc)
   - Library Cataloging
   - Library Systems

3. **Equipment**
   - Equipment Maintenance Service/Lease

4. **Debt Service**
   - Library Services Supplies
   - Library Services Supplies

5. **Savings**

### Notes

- **UNAPPROPRIATED ENDING FUND BALANCE**
  - Total Full Time Equivalent (FTE)
  - Ending balance (prior years)

- **TOTAL REQUIREMENTS**
  - 418,430

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

---

**General Fund - Materials Services**

**Page 1 of 1**