

Baker County Library District

Board of Directors

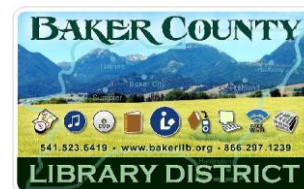
Regular Meeting Agenda

Monday, Apr 8, 2019, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President



- | | |
|---|-------------------|
| I. CALL TO ORDER | Dielman |
| II. Consent agenda (ACTION) | Dielman |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meetings | |
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| 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. NEW BUSINESS | |
| a. Health insurance coverage review | Guest: Kevin Bell |
| b. FY19-20 Budget Committee & calendar (ACTION) | Stokes |
| c. FY18-19 Budget Projection and FY19-20 First Look | Stokes |
| VI. OLD BUSINESS | |
| a. Policy review/revision - Library Card Eligibility (ACTION) | Stokes |
| VII. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| VIII. Agenda items for next regular meeting: May 13, 2019 | Dielman |
| IX. ADJOURNMENT | Dielman |

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) (h) Legal Rights

ORS 192.660 (2) (e, j) Property
ORS 192.660 (2) (a, b, i) Personnel

Library Board Meeting – Annotated Agenda

Monday, Apr 8, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- I. **CALL TO ORDER** Dielman
- II. **Consent agenda (ACTION)** Dielman
- a. Additions/deletions from the agenda
 - b. Minutes of previous meetings

Attachments:

- II.b.i. Board meeting minutes, Jan 14 2019 & Mar 11

No quorum was present at the March meeting to approve the prior meeting minutes of January 2019. The February meeting was canceled due to severe weather, so the January and March meeting minutes are presented for approval.

- III. **Conflicts or potential conflicts of interest** Dielman
- IV. **Open forum for general public, comments & communications** Dielman
- 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. **NEW BUSINESS**

- a. **Health insurance coverage review** Guest: Kevin Bell

Mr. Kevin Bell, agent from Clarke & Clarke Insurance, will review the district's health insurance plan, coverage options, and rate change of 7% for FY19-20. He last presented to the Board in March 2016. With the appointment of a new Board Member and above average rate increase, we have requested this review.

- b. **2018-2019 Budget Committee & calendar (ACTION)** Stokes

Attachments:

- V.b.i. FY2019-2020 Budget committee membership
- V.b.ii. FY2019-2020 Budget calendar

The finals of March Madness mark the season to begin the next fiscal year's budget process. At this meeting the board will review and approve the budget calendar, which specifies when the budget committee will meet, when notices are published in a newspaper, and when the budget is approved. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.

Budget committee members are appointed to 3-year terms. The terms of two budget committee members expired last year, Aletha Bonebrake and Linda Collier. Aletha is willing to be re-appointed. **I recommend approval of the Budget Committee roster as presented with appointment of Aletha Bonebrake and Linda Collier to new 3-year terms and me as Budget Officer.**

The date for the Budget Committee meeting is proposed as Wed, May 22 at 5:30 pm with a secondary meeting tentatively scheduled for the following day Thu, May 23 at 5:30 pm. The

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Monday, Apr 8, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

secondary meeting is customarily scheduled as precaution, but has never been necessary. Please let me know if these dates work for you.

c. FY18-19 Budget Projection and FY19-20 First Look

Stokes

Attachments:

- Materials are a work in progress. To be presented at the meeting.

Thanks to an unanticipated large revenue surplus projected this year, the budget outlook is favorable despite our facing another significant PERS rate increase.

I will review current year budget expenses and projections and provide a first look at the next year's budget outlook. Budget documents are work in progress, but I will post regular updates to the district's Google Drive. See links on the Budget page of the library website at <https://www.bakerlib.org/about/budget.html#section-0>

VI. OLD BUSINESS

a. Policy review/revision - Library Card Eligibility (**ACTION**)

Stokes

Attachments:

- VI.a.i. Library Card Eligibility policy – current
- VI.a.ii. Library Card Eligibility policy – draft proposal with markup of changes
- VI.a.iii. Library Card Eligibility policy – clean, no markup

This policy was last updated in November 2012. I am proposing some labeling changes to card types, and clarifying some elements.

I have also been contemplating how to address the challenge of the current policy requirement of parental authorization/notification to issue a library card to minors. We have experienced that in some cases, minors are living independently from their parent.

One Oregon statute does establish that minors age 16-17 can engage in contracts for lodging [[109.697](#) Right to contract for dwelling unit and utilities without parental consent.] With that in mind, I propose that parental notification for minors age 16-17 may not be required.

One options I have seen offered by other libraries that the Board may consider is permitting issue of cards to “Non-resident individuals who work in or attend school in Baker County”.

VII. REPORTS

a. Director

Stokes

Friends & Foundation

At the Friends meeting on Mar 19, the group approved funding for several projects including

- \$2,238 to replace a damaged window blind in the meeting room and install two others.

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Notes prepared by Library Director Perry Stokes

- \$1,500 to replace worn lounge chairs in the Reading Room
- \$1,300 to upgrade the primary drinking fountain at Baker with a new bottle filling unit
- \$900 to replenish stock of historic photo books (fundraising supply)
- \$300 to replenish stock historic photo postcards (fundraising supply)
- \$300 to replace vinyl banners to advertise the book sale
- \$300 to fund the annual staff team building event



We are very grateful for their support, both with funding and time and labor. A Volunteer Appreciation event will be held this month in honor of all of our generous helpers.

Facilities & vehicles

Light switches in the restrooms have been updated to motion-activated units. This may result in a small decrease in electricity costs.

Pesticide to combat carpenter ants has been applied behind baseboards and potential access points into the meeting room.

Ed is developing a grant project proposal for installing solar panels on the Baker branch. He has significant experience with solar systems.



Grants & gifts

A memorial gift of \$1,500 was received to commemorate a frequent library user. The gift will be matched by our Friends group and district Memorial funds to purchase new chairs for the Reading Room, replacing the sun damaged purple wingback chairs.



Scorpio Fish International donated a variety of fish for our lobby aquarium. This continues to be a popular attraction for all ages.

Marketing

Around three dozen brief public service announcements for various library services will be featured on Elkhorn Media radio stations. The local Lion's Club coordinates these advertisements annually for a fee.

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Notes prepared by Library Director Perry Stokes

Programs & services

Staff Courtney Snyder organized the Oregon Battle of the Books regional tournament, with assistance from various library staff. The event was held at Baker High School and featured by the Baker City Herald in a front page article and [online](#).



We have purchased a variety of magnetic and acrylic sign holders to help improve collection identification and signage for our independent patrons’ “wayfinding”.

The Xerox copier unit was recently upgraded to a newer model with renewal of a services contract. The monthly cost of the contract has decreased. We will be exploring use of the wireless printing feature to offer patrons and gauge demand for this service.



The Board Book collection in Baker has been upgraded with bright orange new spine labels thanks to a volunteer. This collection is not regularly kept in order due to frequent use, so these labels will be a great help when searching for specific titles.

We are partnering with US Census 2020 representatives by providing space for staff recruitment and information collection.



Personnel

Managing Librarian Nola Huey has returned to work as of April 1.

Managing Librarian John Brockman traveled to Salem in early March to serve on the Oregon State Library’s LSTA Grants Council. John reports enjoying this experience. John is also currently serving as Chair of the Sage Cataloging Committee.

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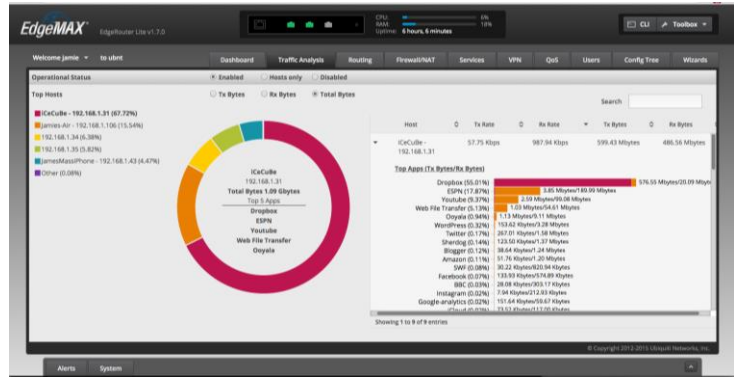
Three staff including myself will be attending the OLA/WLA conference in Vancouver, WA in mid-April.

Safety & Security

Sticky fingers strike again... theft of one of the electrical outlet timers which control the LED open signs was recently discovered at the Baker branch. The unit has been replaced and cameras will be adjusted to keep an eye on the area.

Technology

Jim has added a packet inspection component on the Baker server that will assist with analyzing bandwidth usage and trends, and troubleshooting when a problem arises. Since operation does slightly decrease network speed, it will be utilized only periodically to sample activity trends at various times. It does not have the capacity to reveal content accessed by individual network users.



b. Finance

Hawes

Financial reports to be distributed at the meeting.

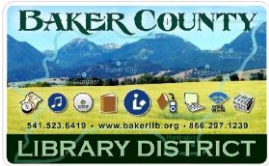
VIII. Agenda items for next regular meeting: Apr 8, 2019

Dielman

- Janitorial Services bids / contract approval
- 2018-2019 budget status & outlook
- 2019-2020 budget proposal draft review
- Wage scale revision
- Discuss prorated staff benefits
- Fee schedule – revise Non-resident card fee
- Review of weeding procedure
- Review of donations process

IX. ADJOURNMENT

Dielman



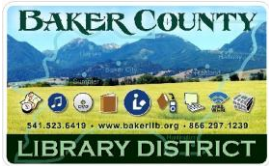
Baker County Library District

Board of Directors

Regular Meeting Minutes

March 11, 2019

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| Call To Order | <p>The meeting was held in the Riverside Meeting Room. Gary Dielman, President called the meeting to order at 6:04pm. Present at the meeting were Gary Dielman and Frances Vaughan, Directors; also present were Perry Stokes, Library Director and Christine Hawes, Business Manager. It was noted that a quorum is not present.</p> |
| Consent Agenda | <p>Dielman asked for any changes to the consent agenda. There were no changes. Vaughan made a motion to approve the Consent Agenda; Dielman seconded the motion; motion passed.</p> |
| Conflicts or Potential Conflicts of Interest | <p>Dielman asked for any potential conflicts of interest. There were none.</p> |
| Open Forum for general public | <p>Dielman noted there were no members of the public present. Stokes had no correspondence to share.</p> |
| NEW BUSINESS: May 2019 Special Election | <p>Stokes said that two board member seats were up for re-election, Gary Dielman and Frances Vaughan. Candidacy packets were previously forwarded by email. Dielman said that he went in to pay his filing fees today. Vaughan went to the courthouse to file, as well.</p> |
| Revision of authorized bank signers | <p>Dielman moved on to the bank signature updates. Hawes had Frances Vaughan sign the US Bank Authorized Account Signer forms. She will contact Kyra Rohner-Ingram to make an appointment to get her signature. The last time we updated the signatures, US Bank made a master authorized signer form. Tonight we only need signatures for the ones that are changing.</p> |
| Facilities repair project estimates | <p>Stokes wanted to review the upcoming facility projects. At the Halfway Library, the ADA railing project is estimated to cost \$5,000. There is a need for handrails at the front entrance, which has a small cement ramp. A low bar on the ramp may be a potential tripping hazard, so handrails should help prevent injury. The back door needs a concrete extension and handrail to improve safety, as well. Half of the cost of this project is the metal railings. Adamson will oversee the contract work for the project.</p> <p>The Baker Library needs repair to areas of the wood siding, primarily on the south side estimated to cost \$5,925. The siding has cracked in places. Ed Adamson, Facility Maintenance proposed a brand name, Hardy Plank. Adamson will do the demolition, preparing the area and the installation of the siding, a great savings the District. Eventually he plans to do the entire exterior of the building in phases.</p> <p>Stokes included the proposals and description of the work needed in the board packets.</p> <p>Another project we need to address is repairs to the board walk. We have tried to re-surface it but that didn't work. He asked Adamson to put together an estimate</p> |



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for a synthetic, longer life product such as Trek decking. Adamson thought it would take about two weeks to do; we would put up warning signs and substantial barriers. That section of walkway is heavily used.

Stokes said that of the three projects, the Halfway railing is the highest priority for safety issues. Second is the boardwalk and then wood siding repairs. The facility budget has \$4,000 left through the end of this fiscal year. He will be looking for opportunities to redirect budgeted funds to these projects.

In addition, the Baker staff wants to reorganize the back workroom for efficiency. A committee is working on a plan. The plan will be submitted to staff for feedback, revised and re-submitted until a plan is agreed upon. It will require some new furniture. The original estimated cost was \$5,000, but Stokes feels it would be double that. He would like to have all desks be convertible sit-stand workstations which are more ergonomic.

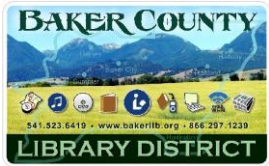
Stokes reported very good news about the current year income, which looks like it will exceed expectations by a potential \$50,000. He is going to tell Ed to go ahead with the Halfway railing project and then the boardwalk project.

As he begins work on the budget, the target is to add funding for a new layer on the roof estimated at \$50,000. The Leo Adler Foundation did contribute \$10,000 toward this project, leaving the remainder \$40,000 for the district to find or provide.

Dielman stated that he had a complaint about the buildup in the workroom. He suggested hiring a dumpster and clean up the mess. He feels a fire marshal would fine the district if they saw the stacks of boxes. Stokes said this is a legacy problem of inadequate storage space that predates his 2007 arrival. He has devoted more staff resources toward the issue, but the volume continues to outpace the combined work of staff and Friends' group volunteers' ability to handle it. With the takeoff of the "decluttering trend", he said, the volume of book donations has increased. Some books go directly to the Friends bookshop and some held for the two book sales. We had been shipping books to resellers, although we have been cut off for a while now as the used bookseller market is flooded. The online sales does make money and adds to the book budget. He views our accepting books as more of a community service than a money maker. Dielman appreciated the explanation and suggested we stop taking donations for awhile.

Vaughan agreed with the decluttering impact. She said the second hand store in Halfway is also flooded with books.

Stokes added that additional factors include the closure of the local "Turn the Page" used book store, the fact that the Salvation Army no longer accepts books, and a decline in Friends group active members which help process these items. The library is currently the only place in town which accepts book donations. He



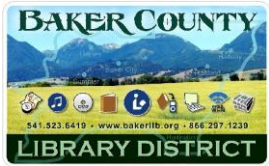
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| | <p>said that the workroom remodel will include more shelving on a wall to get rid of table top clutter.</p> |
| <p>Policy review and revision on Library Card Eligibility</p> | <p>Stokes said that a quorum is required for action to be taken on the policy revision. For discussion tonight, he explained that he is proposing changes to card type labeling and clarify some elements. He wants to re-brand the regular card as a "Premium Card". It currently allows for check out of 50 items; it requires an Oregon Driver License and proof as a Baker County resident. The limited privileges cards would change to be called a "Regular Card" with a 6 item limit and maybe a "Basic" limited to 2 items. Dielman asked where the checkout limits are in the policy. Stokes said he removed them from the policy because they can change in Sage. And the juvenile card would be renamed a "Youth Access Card". We have emancipated minors that apply for cards. He described the idea for a solution for teens. This card would expire in one year.</p> <p>Another element he would like the board to discuss is to allow the libraries to issue cards to someone who is in school here but doesn't live here.</p> <p>He will resubmit this policy next month.</p> |
| <p>OLD BUSINESS: None</p> | <p>No old business.</p> |
| <p>REPORTS: Director Report</p> | <p>Stokes gave the Director's report.</p> <p>Friends & Foundation – The library hosted a winter book sale Jan 25- Feb 3. The Friends group was not able to coordinate the event due to lack of available members. Library staff operated the sale with help from a high school club and literacy group. They made \$1,690 which is above average. The proceeds will be shared with the partner groups.</p> <p>Facilities & Vehicles – The Baker roof held up during recent heavy rain and snow. One small leak over the magazine area was discovered and quickly patched.</p> <p>The Bookmobile generator has failed and need replacement. This unit runs the lights and heat while it is parked. The cost is estimated at \$5,000. Ed has determined that electrical repairs are needed for an interior outlet to operate on extension cord from the building. For the interim, we have purchased 2 LED lanterns which can also be used for emergencies. The current bookmobile maintenance budget line has \$3,000 left. Dielman reviewed the bookmobile history.</p> <p>Stokes was happy to report that the long-time annoyance of the piercing whistle from the heat vent in the Meeting Room has been resolved. Ed isolated the source with the help of HVAC tech. Stokes said its absence is a great relief.</p> |



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Dielman commented on the work that Ed does for the library. Stokes said the prison crew comes about once a month to work around the library but are not dependable. When he first got here, the prison crew worked every Friday. We didn't have a custodian then. Now we need a custodian and a facility person. The position started at 15 hours a week and has increased to 36 hours a week with work demand.

A new staff door lock has been ordered and will be installed soon. The new lock will be a combination key entry and access code. This will enable us to provide a code for immediate building entry for emergency personnel. Staff will have the option to have a key or use the access code exclusively.

Grants & Gifts – The library received an unsolicited estate gift of over \$14,000 from the Tylka Family Trust. The funds are unrestricted. A portion of it will be used to pay for the new ScanPro.

Marketing – In response to a patron suggestion, Stokes contacted the Baker City Herald about publishing a weekly list of select new items added to the collection. The lists are published in the Friday paper on page three. Staff report many appreciative comments from library users seeking the listed items.

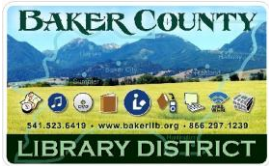
Programs & Services – A digital database has been created for the Obituary / Local History index card file. The database was created by staff person, Bryan Ames. The address is localhistory.bakerlib.org. Data entry has been started with the help of volunteers. Once a significant amount of records have been added, we will announce the resource is available to the public.

The Sage Evergreen Catalog has been having performance issues recently. Sage administrators are working on troubleshooting the problem. Evergreen is still hosted at EOU.

Personnel – Office Manager, Nola Huey, continues to be on extended leave. We anticipate her return to work April 1.

Dielman asked about IT Manager Jim White. Stokes reported he is currently working at half time. He also updated the board on IT Staff projects with Jim and Bryan. There was discussion on tech staff succession planning.

Safety & Security – A computer tower was found missing recently from the adult room computer lab. Security cameras revealed it was stolen. The units are small but not entirely concealable. The theft was reported to the Baker City Police Department. Most often, thefts reported in this popular area involve personal belongings left unattended. Additional system cameras were added to improve crime fighting capacity.



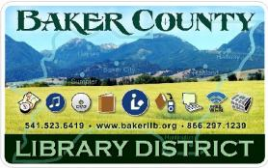
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| | <p>Technology – The ScanPro 3000 microfilm viewer was installed in February. This acquisition was made possible by a gift from the Tylka Family Trust. The family has agreed to have a plate recognizing the donation affixed to the unit. The new ScanPro has the ability to digitize whole microfilm rolls in a couple of hours.</p> |
| <p>Finance Report</p> | <p>Hawes handed out check packets for signatures. The financial reports had already been distributed.</p> <p>The General Fund received tax turnovers totaling \$36,401.33. The current tax receipts are a little over 102% of budget. E-Rate refunds totaling \$3,202.34 was received at the end of January for the six months of Internet services. Personnel Services are on target with the budget in total at 73% spent. Materials & Services, starting with the book budget includes a check to Ingram for \$7,341.70, EBSCO Novelist subscription \$1,174, and periodicals expenses totaling \$1,349.56. The LSTA book line has \$2,822.70 and will have a budget of \$3,000. The youth program manager has spent the grant funds. It is my understanding that there are a few books still on back order. The Building & Grounds budget included checks to Dan Sword \$580 for snow removal, Arros Electric \$791.77 for Baker outside outlet repair, and visa purchases including Arch Building Supply \$753.12 for 2 special door locks, Amazon \$128.08 for 2 LED lanterns, Costco \$169.96 LED Open Sign and Costco \$116.97 for a folding hand truck for moving branch book totes. In Computer Maintenance, visa purchases include PC Liquidations \$1184.91 for 10 Dell computers/ station upgrades, B&H Photo \$260 for 2 cameras for the adult room, PC Liquidations \$191.13 for a Dell laptop. In Bookmobile operations, Black Distributing \$92.15 for bookmobile fuel for the month. Travel & Training includes visa charges for WLA/OLA conference registrations \$1,015 for 3 people attending, and room reservations \$234.81. Other visa charges included Costco \$60 subscription renewal for the District’s membership card, The Library Store \$299.85 for DVD hub labels and Amazon.com \$358.50 for hanging disc storage files (library processing supplies). And finally, on page 6 under utilities, the Baker City water budget line is overspent. A report is attached showing usage and cost by month with a three year history. With the usage coming back down to historical levels in January, it is unlikely a leak. It appears to be a true increase in water usage.</p> <p>Other Funds has received the Tylka Trust bequest of \$14,085.16. It also received Amazon book sales of \$292.96 and \$423.17 for the past two months. The winter book sale income shows \$1,387.85 plus sales paid through PayPal that will be transferred over. The winter book sale total is \$1,690.10. In Expenses, the new ScanPro was moved over to Other Funds and reimbursed \$7,615 to General Fund for the purchase.</p> <p>Sage Fund received \$11,021 in memberships last month. Accounts receivable is \$2,106 currently with 3 member libraries with outstanding balances. In expenses, there were 7 courier checks totaling \$1,409.12 for the month. Checks also included Evergreen Conference \$1,250 in support of the conference, and Visa</p> |



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| | <p>purchases to Evergreen \$300 conference registration, Amazon \$187.70 courier labels, and WLA/OLA \$405 library conference registration.</p> <p>With no further questions. Signed checks were collected. The Directors had signed and approved the bills paid.</p> |
| Next Meeting Date | The next regular Board meeting will be April 8, 2019. |
| Adjourn | <p>The meeting was adjourned at 7:40 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p> |

DRAFT



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Board of Directors

Regular Meeting Minutes

January 14, 2019

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| Call To Order | <p>The meeting was held in the Riverside Meeting Room. Gary Dielman, President called the meeting to order at 6:03pm. Present at the meeting were Gary Dielman, Della Steele, Kyra Rohner (previously Rohner-Ingram, name change updated), Betty Palmer, Directors as well as new Director, Frances Vaughan; also present were Perry Stokes, Library Director and Christine Hawes, Business Manager. A guest arrived with Della Steele.</p> |
| Consent Agenda | <p>Dielman asked for any changes to the consent agenda. There were no changes. Rohner made a motion to approve both the Agenda and Minutes from December 10, 2018 as presented; Steele seconded the motion; motion passed (4 yea -Dielman, Rohner, Steele, and Vaughan; 1 abstain – Palmer was not at the meeting).</p> |
| Conflicts or Potential Conflicts of Interest | <p>Dielman asked for any potential conflicts of interest. There were none.</p> |
| Open Forum for general public | <p>Dielman noted there was one member of the public who was present to observe. He asked if there were any communications. Stokes had a written note concerning the Huntington Library. The patron alleged that the library lobby was filled with noisy teens and trash littered the steps at front entrance. Stokes has directed staff to patrol and pick up trash around the library as part of the shift opening duties. He explained that this library has limited space. In order to have services available for teens dedicated space is being cultivated in entrance alcove, distanced from the main library space to mitigate noise. There is little other entertainment option available for teens in town so the library is pleased to be able to provide at least one safe, moderated space.</p> |
| NEW BUSINESS: Policy Update of Public Demonstration: Time, Place, Manner Policy | <p>Stokes stated this policy has been discussed in a prior meeting. The sole change is to increase the permissible activity distance from the doorway from 15 feet to 20 feet. This measurement is more conducive to the layout of the main branch and will make it easier both to communicate and enforce. There were no other changes to the policy. Palmer said this makes sense since we have had people using that area for promotion. Stokes described past uses by people including collecting signatures for political issues and persons handing out religious information.</p> <p>Palmer made a motion to approve the “Time, Place, Manner Policy” as revised; Rohner seconded; motion passed unanimous.</p> |
| SDAO Conference Possible Attendance | <p>Dielman asked about the SDAO conference. Stokes described the conference to the board and the 2019 location in Sunriver, Oregon this year which is close compared to prior year spots. A brochure was included in the packets for further information. He asked if any of the Directors were interested in going. Special Districts is offering us one free registration. None voiced an interest. Stokes asked that he be contacted by the end of the week if anyone was interested. He went on to say that attendance</p> |



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| | <p>counts as training and helps achieve the insurance discount. He had thought about going but doesn't think it will be workable with his schedule this year. Hawes said the same thing. It is a good idea, some good HR topics are on the program, but the timing is problematic this year and travel in early February is always a hazard due to weather.</p> |
| <p>OLD BUSINESS: Film & Photography Policy Proposal</p> | <p>Stokes said he has made revisions to the original proposed policy. In documents presented to the board, the changes are evident in red. One of the big edits was changing the verbiage to "may be" permitted to "with approval from the Director." This allows discretion on a case by case basis. He also included language as recommended by SDAO legal counsel. The purpose of the policy is to protect the library brand and legal exposure. Dielman asked if Stokes had created a Release Form to which the policy refers. Stokes said he has not done that yet. With no further discussion, Rohner made a motion to approve the revised Film & Photography Policy as presented tonight; Steele seconded; Dielman asked for further discussion.</p> <p>Palmer asked Stokes how often this issue has come up. Stokes said very rarely, estimating 3 times in the 11 years he has been here. Rohner recalled that what inspired this policy was concerns from other libraries being used for political issues. Stokes said one Oregon library was being used as backdrop of a political campaign commercial. Libraries have the concern that such association and use of identifying library logos or features gives the appearance of partisanship. It is vital that the library maintain a neutral political position in the community. We serve all.</p> <p>With no further discussion, Dielman called for a vote. The motion passed unanimously.</p> |
| <p>REPORTS: Director Report</p> | <p>Stokes gave the Director's report.</p> <p>Friends & Foundation – an active former Friends group member unexpectedly passed away last week. Stokes attended the memorial service. Palmer asked about where to make memorial contributions.</p> <p>Facilities & Vehicles – at the Baker branch:</p> <ul style="list-style-type: none"> • The bookmobile is in the shop for repairs to the generator. • DVD storage drawers have been added at the front desk to allow for needed expansion for the collection. Facility maintenance staff, Ed, built 2 drawers. • The fish tank in the lobby has been cleaned. It was past due for a new filtration system. Stokes thanked Ed and Nola for their extra duty work of cleaning the tank after the filtration system failed, and for working extra hours to get a new system in place. The Plecostomus fish will be moved to a new home as it grew too big for the tank size. Another which was ill prior to the |



Baker County Library District

Board of Directors

Regular Meeting Minutes

January 14, 2019

cleaning, did not survive. New ones will be acquired.

- Director's office now has a backup doorbell, which is a duplicate to the one at the circulation desk. Stokes now can ring for backup staff assistance when he observes it is needed.
- A staff committee is working on a plan to remodel the staff workroom to improve workflow and optimize utilization of space. The district has the opportunity to acquire office furniture from an old bank building that is being cleaned out in preparation for resale.

At the branches, the Halfway staff reported a hazardous condition existing at the steps leading into the back entrance. Presently, there are three concrete steps with no handrail. Ed is authorized to build and install handrails and bring the entry into ADA compliance.

Programs & Services –The IT staff team is working on building a digital database for conversion of our obituary archives. It will be a modern version of the current obituary/local history index card file in the Oregon Room.

Personnel – Family and health emergencies have impacted a few of our staff. One of the managing librarians will be on medical leave through February. We have been able to cover shifts with substitute staff so far. The work schedule of our technology manager is up to half time after being out completely on medical leave in December. Stokes stated that he away on vacation next week.

Safety & Security – We continue to have problems with exterior electrical outlets. Recently, the lock on the electrical outlet at the southwest corner of the building was broken off by apparent blunt force trauma. Surprisingly, there appeared to be no damage to the housing itself. The lock will be replaced with a more substantial one.

Stokes has ordered two new book carts and 6 stepstools to be placed in the stacks for safety. About 6-7 years ago, Stokes purchased book carts that were on special sale. The units were apparently made of lesser grade steel and have rapidly worn out. Welds and braces have not completely alleviated the safety issues they present. The new stepstools will assist patrons that need help reaching the topmost shelves.

Technology – the digital microfilm reader the library has become obsolete. In December, Stokes capitalized on a half-off sale and approved the upgrade to the ScanPro 3000 unit for \$7,600. The purchase will be funded out of the tech budget for the time being. Stokes anticipates increasing the IT budget since the district recently received notice of a forthcoming estate bequest that Stokes anticipate will cover the cost.



Baker County Library District

Board of Directors

Regular Meeting Minutes

January 14, 2019

| | |
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| | <p>Steele left the meeting due to feeling unwell. She had already signed checks.</p> <p>Stokes said that for the next Leo Adler Grant request, he wants to ask for funds to digitize the Baker City Herald and other periodicals. The University of Oregon had stopped microfilming services in 2015. Stokes is concerned about long-term public accessibility of these records. They need to be digitized or microfilmed. Dielman gave some history and current information on the local paper ownership.</p> |
| <p>Finance Report</p> | <p>Hawes prepared to give the finance report. Checks and reports had already been handed out. Dielman asked when Frances would be added on as a bank signature. Hawes said she intended to ask for that to be included in the minutes. She said we need to add Frances and remove Nellie plus give a full list of authorized signers.</p> <p>Rohner made a motion to remove Nellie Forrester as a check signer and to add Frances Vaughan on the two library accounts at US Bank including 153602675362 (general fund account) and 153602672211 (fund account). The other check signers remain the same including Betty Palmer, Gary Dielman, Amanda Steele, and herself, Kyra Rohner. Palmer seconded the motion. With no further discussion, Dielman called for a vote. The motion was passed by a majority with 3 yea votes (Dielman, Palmer, and Rohner approved the motion) and 1 abstain (Vaughan abstained). It was noted that Amanda (Della) Steele had already left the meeting.</p> <p>Hawes proceeded with the finance report.</p> <p>The General Fund received tax turnovers of \$10,962.79 on January 3rd. The District is at 97% of budget in the current tax revenues. Fines and Fees in December totaled \$1,436.03 averaging \$1,512.43 over the past 6 months. Palmer asked about fines and fee history and if it has increased. Stokes said it runs about the same each year budgeted at \$16,000-\$18,000. (<i>See added note below</i>). E-Rate refund requests for the past six months will be submitted by the end of January. Revenues will show up on this line next month.</p> <p>Moving to expenses on page 2. Under Personnel Services, Hawes highlighted two lines at 100% that will be accrued into the prior year. These lines are related to an employee that retired at June 30. On page 3, total District Salaries percent spent is a little high as noted on the previous page. A check for a medical reimbursement for 2018 was issued. The SUTA line is overspent due to the increase in the State rate. The State increased the rate from .001 to .006. The actual amounts are noted in the margin showing the significant increase in this expense. Overall, Personnel Services is at 61% spent compared to the expected 58% for this point in the fiscal year. Hawes added she anticipates having W-2's out by the end of next week.</p> <p>Moving to Materials & Services, notable checks written this month include Ingram</p> |



Baker County Library District

Board of Directors

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January 14, 2019

\$4,104.69 for books, US Bank Visa \$4,349.91, Alpine Alarm \$600 for annual monitoring contract, Integra \$7,615.00 for the new ScanPro 3000, Payne West \$1,257 for boiler room insurance, Guyer & Associates \$8,900 for auditing services, Cascade Natural Gas \$715 to heat the Baker library, and Ed Staub & Sons \$255.15 for propane to heat the Haines Library. The Visa bill included \$249.99 for a mobile Beacon hot spot for test unit and \$265.89 for a laptop to add to the Tech department robotics club program. It also included Storytime supplies for programs of \$254.31 and a magazine floor stand of \$119.92 to move the kids' magazines to a more visible location. Hawes highlighted on page 6, the Baker City water budget line was overspent. The line includes \$303.59 for parking lot crack fill that the City did for us that will be moved to building and grounds maintenance. The line will still be high, the usage is being investigated and she will report findings to Stokes.

Stokes said the idea of the Mobile Beacon Internet hotspots was to offer them for checkout to patrons. The Dalles Library has 100 hot spots available for patrons to take home. Stokes directed IT staff to acquire one for testing. They determined that data coverage is poor currently for Baker County so the service would be problematic for users. The Dalles has much better coverage in their area. Staff also checked with Verizon, but the provider is not able to offer an affordable option for the library. Therefore, the project is currently not feasible due to poor wireless coverage in our area.

[Addition to the minutes: Fines & Fees history was requested. FY2017-18 total \$19,735, monthly average \$1,645; FY2016-17 total \$15,923, monthly average \$1,327; FY2015-16 total \$16,550, monthly average \$1,379. Three year average annual income \$17,402; monthly average over three years \$1,450.]

Other Funds received an Adler Community Foundation Grant award of \$10,000 to be added to the roof fund. Income from Amazon book sales for last month was \$371.49. Other Funds wrote a check of \$68.19 to Visa to cover shipping costs on the books sold.

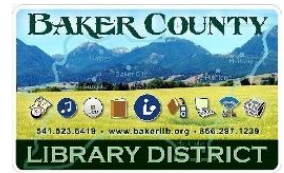
Sage Fund received LSTA Grant funds of \$27,500 for courier services. Beth requested half of the total grant of \$55,000 awarded. You will note the Courier Grant expense line is 100% spent with only half of the reimbursement at this time. The majority of the annual expense is paid out in the first two months of the fiscal year as the main vendor, Orbis Cascade, bills for the year up front. The other small couriers are paid monthly, averaging about \$2,000 a month. The granting agency prefers not to give the entire grant that early in the fiscal year which is why Beth applied for half of the funding now with the other half to be requested on the next reporting period. Other notable checks are \$5,100 to Jon Georg for the monthly IT Service Contract and \$3,750 to Equinox for the annual Evergreen service agreement. A check was written



Baker County Library District
Board of Directors
Regular Meeting Minutes
January 14, 2019

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| | <p>earlier in the month to the Ontario School District for library supplies of \$2,000 which was part of the member credit on the books for them (\$2,632.92 remaining balance). The Accounts Receivable balance is \$13,127 consisting of 5 libraries. A report has been emailed to Beth in response to her request on January 9.</p> <p>With no further questions. Signed checks were collected. The Directors had signed and approved the bills paid.</p> |
| Next Meeting Date | The next regular Board meeting will be February 11, 2019. |
| Adjourn | <p>The meeting was adjourned at 7:13 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p> |

DRAFT



Baker County Library District

Budget Committee Membership FY2019-2020

Appointive Members

| | Name | City | Term start (3 years) | Term expiration |
|-----|------------------|------------|----------------------|-----------------|
| 1 | Aletha Bonebrake | Baker City | 5/2019 | 6/2021 |
| 2 | Linda Collier | Halfway | 5/2019 | 6/2021 |
| 3 | Bob Savage | Baker City | 5/2017 | 6/2019 |
| 4 | Joy Leamaster | Baker City | 5/2018 | 6/2020 |
| 5 | Anne Mehaffy | Baker City | 5/2018 | 6/2020 |
| Alt | Nancy Johnson | Baker City | | |

Governing Body (Library Board) Members

| | Name | City | Term start (4 years) | Term expiration |
|----|--------------------|--------------|----------------------|-----------------|
| 6 | Gary Dielman | Baker City | 7/1/2015 | 6/30/2019 |
| 7 | Nellie Forrester | Baker City | 7/1/2015 | 6/30/2019 |
| 8 | Kyra Rohner-Ingram | Baker City | 7/1/2017 | 6/30/2021 |
| 9 | Betty Palmer | Baker City | 7/1/2017 | 6/30/2021 |
| 10 | Della Steele | North Powder | 7/1/2017 | 6/30/2021 |

Budget Officer

| | | | | |
|--|--------------|------------|-----|-----|
| | Perry Stokes | Baker City | N/A | N/A |
|--|--------------|------------|-----|-----|

ORS 294.414 Budget committee.

(1) Except as provided in ORS 294.423, the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.

(2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.

(3) The members of the budget committee shall receive no compensation for their services as members of such committee.

(4) Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation.

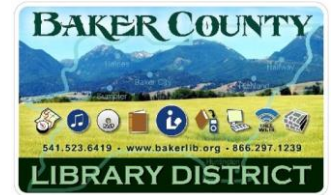
(5) Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

(6) Appointive members of a budget committee that prepares a biennial budget shall be appointed for terms of four years. The terms shall be staggered so that, as near as practicable, one-fourth of the terms of the appointive members end each year.

(7) If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.

(8) If the number of members of the governing body is reduced or increased by law or charter amendment, the governing body of the municipal corporation shall reduce or increase the number of appointive members of the budget committee so that the number thereof shall be equal to but not greater than the number of members of the governing body. To effect a reduction, the governing body of the municipal corporation may remove such number of appointive members as may be necessary. The removals shall be made so that the number remaining will be divided into three, if the terms of the appointive members are governed by subsection (5) of this section, or four, if the terms of the appointive members are governed by subsection (6) of this section, equal or approximately equal groups as to terms. In case of an increase, additional appointive members shall be appointed for such terms so that they, together with the members previously appointed, will be divided into three or four, as appropriate under this section, equal or approximately equal groups as to terms.

(9) The budget committee shall at its first meeting after its appointment elect a presiding officer from among its members. [Formerly 294.336]



2019-2020 Budget Calendar

| Apr-19 | | | | | | |
|--------|----|----|----|----|----|----|
| s | m | t | w | t | f | s |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

A. Wednesday, May 1, 2019

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

| May-19 | | | | | | |
|--------|----|----|----|----|----|----|
| s | m | t | w | t | f | s |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

B. Monday, May 13, 2019, 6.00 – 8.00pm

at Baker County Public Library
 Second draft proposal review at Regular Board Meeting

C. Wednesday, May 22, 2019, 5.30 - 7.30pm

at Baker County Public Library
 First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

D. Thursday, May 23, 2019, 5.00 - 7.00pm

at Baker County Public Library
 Second Budget Committee Meeting (*if necessary*)

- Budget Committee deliberations and questions

| Jun-19 | | | | | | |
|--------|----|----|----|----|----|----|
| s | m | t | w | t | f | s |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

E. Monday, June 3, 2019

Publish financial summaries and Notice of Budget Hearing (*one publication, 5 – 30 days before hearing*)

F. Monday, June 10, 2019, 6.00p

at Baker County Public Library
 Public Hearing and Annual Fiscal Meeting

- Meeting to adopt budget, appropriate funds, and levy property taxes

G. Before July 15, 2019

Deliver notice of property tax form LB-50 to County Tax Assessor



BCLD Policies:

Library Card Eligibility

Date of Origin: Dec 13, 2010

Last revision: Nov 13, 2012

Summary

This document sets policy regarding borrower's card eligibility for loan and usage of library materials from the Baker County Library District. Circulation procedures detail how these policies are implemented.

BORROWERS

Baker County Library District (BCLD) was established to serve the residents of Baker County, Oregon. BCLD cardholders are able to borrow a variety of materials from the Baker County Library collections, one of the largest in eastern Oregon, as well as from other libraries participating in the Sage Library System.

BCLD issues the following library card account types:

FULL PRIVILEGES

Provided free of charge to persons 18 years of age and older who are residents of or domiciled in Baker County, Oregon and do not already have a library account from another public library in the Sage Library System. To obtain a Full Privileges library card, an applicant must:

- Completely fill out and sign a BCLD Library Card registration form;
- Present a valid State of Oregon driver license or ID card listing the current residence address in Baker County, Oregon; and
- Surrender any prior Public Library account in the Sage Library System.

LIMITED PRIVILEGES

Issued free of charge to persons able to provide:

- A completed and signed BCLD Library Card registration form; and
- Acceptable photo identification other than an Oregon driver license or ID card; and
- Proof of a current residence address in Baker County, Oregon; or proof of property ownership in Baker County, Oregon; or proof of current employment in Baker County, Oregon.

JUVENILE CARDS

Parents and guardians may obtain a Juvenile Library Card with either Full or Limited Privileges for each of their children or wards provided the parent account is in good standing. The child may be of any age up to 18 years old but must be present upon application. The child's Library Card application must include a custodial parent/guardians' printed name and signature. A minor's account will expire when the borrower becomes 18 years old. After that date, any outstanding charges will be assessed to the parent and the account deleted or upgraded to a regular account following standard procedures.

JUVENILE CARDS (cont.)

BCLD Policies:

Library Card Eligibility

A child may be issued a provisional Limited Privileges juvenile card without a parent/guardian present if able to provide:

- A completed BCLD Library Card registration form; and
- An acceptable identification document such as an ID or report card from a Baker County school.

BCLD will notify parents by mail of the library card issue. Minors' Limited Privileges cards will be set to expire every 365 days.

SPECIAL USE

Educators

Instructors, including homeschooling parents, may be issued an Educator Library Card upon presentation of acceptable documentation of employment or ESD registration. Standard loan rules apply, with the exception of late fee immunity for items less than 30 days overdue.

Educator cards will expire after one year. Employment or ESD documentation must be re-submitted annually for account renewal.

Institutional Borrower

Institutions in Baker County and agencies of Baker County government are eligible to apply for an institutional card. The purpose of the card is to supplement the materials needed by institutions/agencies to fulfill their missions. (The card is not intended for individual employee use; individuals must apply for a library card and pay the out-of-county fee, if applicable.)

Institution examples include: day care center, kindergarten, preschool, school, prison, rest home or hospital. Institutional Borrower Applications must be submitted by the current director of the institution. An applicant's proof of identification and signature are required.

VISITORS AND NON-RESIDENTS

People not residing in Baker County may buy a Non-Resident Library Card at rates listed in the Visitor and Non-Resident Card Fees policy. A Non-Resident card expires at the end of the period for which it was purchased, for periods of up to one (1) year. Limited Card terms will vary according to the type purchased.

VISITORS to any library branch of the Baker County Library District, who do not have a Library card, may use, inside the building, any items from the regular circulating or reference collections. Identification may be required to use public access equipment or restricted materials.

EXPIRATION & REPLACEMENT

Full Privileges accounts will be reviewed every three (3) years. Expiration of Limited Privileges accounts will vary according to type with none more than one (1) year from the creation date. Accounts with no circulation activity will expire and be deleted one (1) year from the review date. Lost cards may be reissued upon presentation of photo identification and payment of a replacement fee.



BCLD Policies:

Library Card Eligibility

Date of Origin: Dec 13, 2010

———— Last ~~revision~~ revised: Nov 13, 2012; Apr 8 2019

Summary

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BCLD issues the following library card account types to persons who are residents of or domiciled in Baker County, Oregon and do not already have a library account from another public library in the Sage Library System. Existing accounts in an applicant's name or sponsorship must be clear of billing issues prior to issue of a BCLD card.

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PREMIUM FULL PRIVILEGES (PREMIUM)

Provided free of charge to persons 18 years of age and older who are residents of or domiciled in Baker County, Oregon and do not already have a library account from another public library in the Sage Library System. To obtain a Full Privileges this card type library card, an applicant must:

- Be at least 18 years old; and
- Provide a completed and signed BCLD Library Card registration form; and
- ~~Completely fill out and sign a BCLD Library Card registration form;~~
- Provide a ~~Present a~~ valid State of Oregon driver license or ID card listing name and birthdate; and
- Provide ~~Provide proof of the~~ current residence-residential address in Baker County, Oregon (A PO Box alone is not sufficient), or proof of property ownership in Baker County, Oregon.

Terms/conditions:

- Check out up to 50 items
 - Place up to 9 holds in Sage Library System
 - Place up to 2 non-Sage interlibrary loans at a time; 10 max per year
 - Includes access to e-books and online resources
 - Three year renewal
- ; and
- ~~Resolve billing issues and~~ Surrender any prior Public Library account in the Sage Library System.

REGULAR / ADVANCED LIMITED PRIVILEGES (ADVANCED, REGULAR, BASIC)

To obtain this card type, an applicant must:

- Be at least 16 years old; and

BCLD Policies:

Library Card Eligibility

- ~~Provide Issued free of charge to persons able to provide:~~
- ~~Aa~~ completed and signed BCLD Library Card registration form; and
- ~~Provide a~~ acceptable photo identification other than an Oregon driver license or ID card; and
- ~~Provide proof~~ ~~Proof~~ of a current residence address, ~~property ownership, or current employment in Baker County, Oregon;~~ ~~in Baker County, Oregon;~~ or proof of property ownership in Baker County, Oregon; or proof of current employment in Baker County, Oregon.

Terms/conditions:

- Check out up to 6 items (Regular)
- Regular accounts in good standing after 1 year may be upgraded to checkout of 12 items (Advanced).
- Place up to 6 holds in Sage Library System
- No non-Sage Interlibrary Loans
- Includes access to e-books and online resources
- Annual renewal

BASIC

To obtain this card type, an applicant must:

- Be at least 16 years old; and
- Provide a completed and signed BCLD Library Card registration form; and
- Provide acceptable photo identification other than an Oregon driver license or ID card; and
- Attest to have a temporary residence address in Baker County, Oregon (proof not required).

Terms/conditions:

- Check out up to 2 items
- No holds
- No Interlibrary Loans
- For use in Baker County only
- May not have access to some premium databases
- 3 month renewal

JUVENILE-YOUTH ACCESS CARDSS

Dependents

Parents and guardians may obtain a ~~Juvenile-Youth Access~~ Library Card with either Full or Limited Privileges for each of their dependent children or wards up to 18 years of age provided the parent account is in good standing.

To obtain this card type:~~The child may be of any age up to 18 years old but~~

- The child must be present upon application.
- The child's Library Card application must include a custodial parent/guardians' printed name and signature.

Terms/conditions:

BCLD Policies:

Library Card Eligibility

- ~~A minor's~~The child's account will expire when the borrower becomes 18 years old. ~~After that date,~~
- Upon expiration, any outstanding charges will be ~~assessed~~merged to the parent and the account deleted or upgraded to a regular account following standard procedures.

~~JUVENILE YOUTH ACCESS CARDS-Independents(cont.)~~

A ~~child~~minor age 16-17 may be issued ~~a~~ provisional ~~Limited Privileges~~ juvenile Youth Access card without a parent/guardian ~~present authorization~~ if able to ~~provide:~~

- ~~A completed BCLD Library Card registration form; and~~
~~An acceptable identification document such as a~~ an ~~Driver License or Baker County school ID or current report card from a Baker County school.~~ meet requirements for a Basic or Regular card.

Terms/conditions:

- ~~For minors age 15 and under, BCLD will attempt to notify parents by mail of the library card issue.~~ Independent Youth Access Minors' Limited Privileges cards will be set to expire ~~every no more~~ later than 1 year 365 days ~~from date of issue, or upon the card owner's 18th birthdate,~~ whichever is sooner.

SPECIAL USE

Educators

Instructors, including homeschooling parents, may be issued an Educator Library Card upon presentation of acceptable documentation of employment or ESD registration. Standard loan rules apply, with the exception of late fee immunity for items less than 30 days overdue. Educator cards will expire after one year. Employment or ESD documentation must be re-submitted annually for account renewal.

Institutional Borrower

Institutions in Baker County and agencies of Baker County government are eligible to apply for an institutional card. The purpose of the card is to supplement the materials needed by institutions/agencies to fulfill their missions. (The card is not intended for individual employee use; individuals must apply for a library card and pay the out-of-county fee, if applicable.) Institution examples include: day care center, kindergarten, preschool, school, prison, rest home or hospital. Institutional Borrower Applications must be submitted by the current director of the institution. An applicant's proof of identification and signature are required.

VISITORS AND NON-RESIDENTS

BCLD Policies:

Library Card Eligibility

~~People~~ Persons not residing in Baker County may buy a Non-Resident Library Card at rates listed in the Visitor and Non-Resident Card Fees policy. A Non-Resident card expires at the end of the period for which it was purchased, for periods of up to one (1) year. Limited Card terms will vary according to the type purchased.

VISITORS to any library branch of the Baker County Library District, who do not have a Library card, may use, inside the building, any items from the regular circulating or reference collections. Identification may be required to use public access equipment or restricted materials.

EXPIRATION, TERMINATION, & REPLACEMENT

~~Full Privileges accounts will be reviewed every three (3) years. Expiration of of Limited Privileges~~ accounts will vary according to type with none more than ~~one~~ three (3) years from the creation date or last account renewal. Validation of current account information is required for renewal. Inactive accounts ~~may with no circulation activity will expire and be deleted after being expired for one (1) year from the review date. Lost cards may be reissued upon presentation of photo identification and payment of a replacement fee.~~

The library reserves the right to downgrade, de-activate, or terminate accounts at any time for unresolved billing, disciplinary, or residency issues.

Lost cards may be reissued to the account owner upon presentation of photo identification and payment of a replacement fee.



BCLD Policies: Library Card Eligibility

Date of Origin: Dec 13, 2010

Last revised: Nov 13, 2012; **Apr 8 2019**

Summary

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BCLD issues the following library card account types to persons who are residents of or domiciled in Baker County, Oregon and do not already have a library account from another public library in the Sage Library System. Existing accounts in an applicant's name or sponsorship must be clear of billing issues prior to issue of a BCLD card.

PREMIUM

To obtain this card type, an applicant must:

- Be at least 18 years old; and
- Provide a completed and signed BCLD Library Card registration form; and
- Provide a valid State of Oregon driver license or ID card listing name and birthdate; and
- Provide proof of current residential address in Baker County, Oregon (A PO Box alone is not sufficient), or proof of property ownership in Baker County, Oregon.

Terms/conditions:

- Check out up to 50 items
- Place up to 9 holds in Sage Library System
- Place up to 2 non-Sage interlibrary loans at a time; 10 max per year
- Includes access to e-books and online resources
- Three year renewal

REGULAR / ADVANCED

To obtain this card type, an applicant must:

- Be at least 16 years old; and
- Provide a completed and signed BCLD Library Card registration form; and
- Provide acceptable photo identification other than an Oregon driver license or ID card; and
- Provide proof of a current residence address, property ownership, or current employment in Baker County, Oregon.

Terms/conditions:

- Check out up to 6 items (Regular)

BCLD Policies:

Library Card Eligibility

- Regular accounts in good standing after 1 year may be upgraded to checkout of 12 items (Advanced).
- Place up to 6 holds in Sage Library System
- No non-Sage Interlibrary Loans
- Includes access to e-books and online resources
- Annual renewal

BASIC

To obtain this card type, an applicant must:

- Be at least 16 years old; and
- Provide a completed and signed BCLD Library Card registration form; and
- Provide acceptable photo identification other than an Oregon driver license or ID card; and
- Attest to have a temporary residence address in Baker County, Oregon (proof not required).

Terms/conditions:

- Check out up to 2 items
- No holds
- No Interlibrary Loans
- For use in Baker County only
- May not have access to some premium databases
- 3 month renewal

YOUTH ACCESS CARDS

Dependents

Parents and guardians may obtain a Youth Access Library Card with either Full or Limited Privileges for each of their dependent children or wards up to 18 years of age provided the parent account is in good standing.

To obtain this card type:

- The child must be present upon application.
- The child's Library Card application must include a custodial parent/guardians' printed name and signature.

Terms/conditions:

- The child's account will expire when the borrower becomes 18 years old.
- Upon expiration, any outstanding charges will be merged to the parent and the account deleted or upgraded to a regular account following standard procedures.

Independents

A minor age 16-17 may be issued a Youth Access card without a parent/guardian authorization if able to meet requirements for a Basic or Regular card.

Terms/conditions:

- Independent Youth Access cards will be set to expire no later than 1 year from date of issue, or upon the card owner's 18th birthdate, whichever is sooner.

BCLD Policies:

Library Card Eligibility

SPECIAL USE

Educators

Instructors, including homeschooling parents, may be issued an Educator Library Card upon presentation of acceptable documentation of employment or ESD registration. Standard loan rules apply, with the exception of late fee immunity for items less than 30 days overdue. Educator cards will expire after one year. Employment or ESD documentation must be re-submitted annually for account renewal.

Institutional Borrower

Institutions in Baker County and agencies of Baker County government are eligible to apply for an institutional card. The purpose of the card is to supplement the materials needed by institutions/agencies to fulfill their missions. (The card is not intended for individual employee use; individuals must apply for a library card and pay the out-of-county fee, if applicable.) Institution examples include: day care center, kindergarten, preschool, school, prison, rest home or hospital. Institutional Borrower Applications must be submitted by the current director of the institution. An applicant's proof of identification and signature are required.

VISITORS AND NON-RESIDENTS

Persons not residing in Baker County may buy a Non-Resident Library Card at rates listed in the Visitor and Non-Resident Card Fees policy. A Non-Resident card expires at the end of the period for which it was purchased, for periods of up to one (1) year. Limited Card terms will vary according to the type purchased.

VISITORS to any library branch of the Baker County Library District, who do not have a Library card, may use, inside the building, any items from the regular circulating or reference collections. Identification may be required to use public access equipment or restricted materials.

EXPIRATION, TERMINATION, & REPLACEMENT

Expiration of accounts will vary according to type with none more than three (3) years from the creation date or last account renewal. Validation of current account information is required for renewal. Inactive accounts may be deleted after being expired for one (1) year.

The library reserves the right to downgrade, de-activate, or terminate accounts at any time for unresolved billing, disciplinary, or residency issues.

Lost cards may be reissued to the account owner upon presentation of photo identification and payment of a replacement fee.