

Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, Mar 10, 2014, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

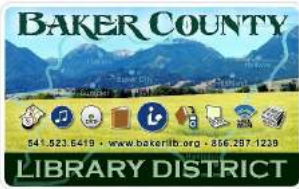
Gary Dielman, President

6:00	I. CALL TO ORDER	Dielman
	II. Additions/deletions from the agenda (ACTION) <i>Related documents (2):</i> Agenda; Annotated Agenda	Dielman
	III. Conflicts or potential conflicts of interest	Dielman
	IV. Approval of minutes from previous Board Meeting (ACTION) <i>Related documents (1):</i> Board Meeting Minutes 2/10/14.	Dielman
	V. 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. <i>Related documents (3):</i> BCH Tobacco ban article; BCH site comments; Facebook post	
6:10	VI. Presentation: Sage Fiscal Agency <i>Related documents (3):</i> Letter of Inquiry; Sage: Past, present, future presentation slides; Jeffrey Baker legal opinion for Hood River Library.	Nielsen & Longwell
	VII. PREVIOUS BUSINESS	
	i.	
7:00	VIII. ANNUAL / RECURRING BUSINESS	
	i. Budget calendar and committee appointment (ACTION) <i>Related documents (2):</i> Budget calendar; Budget Committee roster	Stokes
7:10	IX. NEW BUSINESS	
	i. Volunteer Policy Revision (ACTION) <i>Related documents (2):</i> Volunteer Application form; Revised policy draft with markup of changes.	Stokes
7:20	X. ADMINISTRATIVE REPORTS	
	i. Director's Report <i>Related documents:</i> To be distributed at meeting.	Stokes
	ii. Business and Financial Report <i>Related documents:</i> To be distributed at meeting.	Hawes
	XI. Agenda items for next regular meeting: Apr 14, 2014 6:00pm	Dielman
8:00	XII. 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 (1) (d) Labor Negotiations
ORS 192.660 (1) (h) Legal Rights

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



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|------------|---|----------------|
| I. | CALL TO ORDER | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes from previous Board Meeting (ACTION) | Dielman |
- Related documents (1): Board Meeting Minutes 2/10/14 attached as IV.a.

V. Open forum for general public, comments & communications

Feedback on Smoking Policy change has mostly supportive. Several people verbally thanked and commended me at the library. **Attached as V.a** is the article posted on Baker City Herald website with comments including a reply from me (**Attachment V.b**) and screenshot of the library Facebook post (**Attachment V.c**).

VI. Presentation: Sage Fiscal Agency

Nielsen & Longwell

Buzzy Nielsen, current Chair of the Sage Library System / Library Director at Hood River County Library District, and Beth Longwell, Sage Systems Manager, will be on hand to present about what would be entailed if the District were to act as Sage's fiscal agent. As discussed at the February meeting we received a formal letter, again **attached as VI.a**, seeing if we'd be interested in a further conversation.

This presentation is not an action item. There is still much more research to be done before making a decision. However, Nielsen and Longwell will be on hand to answer your questions.

Here's a summary of the issue.

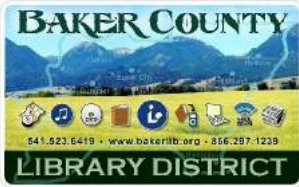
The Sage Library System, to which we belong, currently is administered through Eastern Oregon University in La Grande. Unfortunately, due to their involvement in another library consortium, EOU likely will have to migrate away from Sage Library System's technical infrastructure and thus may not be able to continue as fiscal agent starting in January 2015.

Sage is exploring possibilities for how to proceed apart from EOU. Three have arisen:

1. Create an independent nonprofit organization to run Sage.
2. Merge with Libraries of Eastern Oregon, an already-existing nonprofit that is roughly co-extensive with Sage.
3. Go under the auspices of one of the district libraries within Sage. Based on size and capacity, this would likely be one of three districts: Hood River County, Umatilla County, or us. At a planning retreat in November, the Sage membership preferred the third option because it is more stable, requires less time, and does not require as much duplication of pre-existing systems.

Some factors to consider from the District's standpoint are as follows

- The Sage budget would need to be a separate fund. It has its own revenue source through membership fees and grants.
- The Sage budget has had surpluses the last three fiscal years in a row. However, overruns of that budget may affect the District if not planned correctly.



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Board of Directors
Regular Meeting Agenda - Annotated
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- Sage has two employees: Systems Manager Beth Longwell at EOU and Sage Technical Support Specialist Brent Mills at Hood River County Library District. Both would need to officially become BCLD staff but may be distance employees.
- We have already committed to act as fiscal agent on the Sage Cataloging grant and in that capacity will be adding a third temporary Sage employee (Cataloging Specialist), whose time the District will contract out to Sage.
- Sage would set its own policies regarding matters of library business: circulation, cataloging, etc. However, Sage would need to abide by District policies regarding personnel and finances.
- Sage's technical infrastructure would likely stay at EOU, contributed in-kind by them. This includes their server and the bandwidth to run it. Systems Manager Longwell would also likely remain there, meaning she would telecommute.
- All Sage staff would be overseen generally by the Sage User Council. However, the staff would also have "on-paper" supervisors from the District, likely the Library Director.
- The District could charge an administrative fee or negotiate lower membership dues for serving as fiscal agent.

A general overview of Sage, including some information about what it's seeking in a fiscal agent is **attached as VI.b**.

For legal considerations, Hood River County Library District's legal counsel Jeff Baker has offered an opinion, **attached as VI.c**. Also, the Oregon State Library is seeking an opinion from the Attorney General's office on whether library districts' governing statute, ORS 357, allows them to act as fiscal agents for library consortia. This opinion is relevant to Sage no matter what district expresses interest in serving as fiscal agent

VII. PREVIOUS BUSINESS

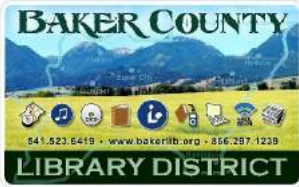
- i. None

VIII. ANNUAL / RECURRING BUSINESS

i. Budget calendar and committee appointment (ACTION) Stokes

It's that time of year to start on the next fiscal year's budget process . **Attached as VIII.i.a** is a draft budget calendar that requires Board approval. The Budget Committee membership roster is **attached as VIII.i.b**. We have one Budget Committee member whose terms ended in 2013: Tom Hudson. He has agreed to serve another three-year term. Three of five Budget Committee members to date have agreed to continue serving. If approved, the Budget Committee would consist of the following:

- | | |
|--|-----------------------------|
| • Aletha Bonebrake (term ends: June 2015) | confirmed |
| • Linda Collier (term ends: June 2015) | <i>confirmation pending</i> |
| • Tom Hudson (term ends: June 2013*renewed to June 2016) | confirmed |
| • Joy Leamaster (term ends: June 2014) | <i>confirmation pending</i> |
| • Maryalys Urey (term ends: June 2014) | confirmed |



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IX. NEW BUSINESS

i. Volunteer Policy Revision (ACTION)

Stokes

Library staff and I have revised the Volunteer Application form, included in the packet as **Attachment IX.i.a**. It is modeled after the form used by the Tigard Public Library (Oregon). Major improvements include a simplified presentation, listing of preferred assignments, consent forms, and orientation checklist. Page 2 of the form contains the consent releases to be signed by persons 18+ or by parents of volunteers age 12-17. Using the consent forms allows the district to lower its minimum age for volunteers from 14 to 12. The minimum age for employees will remain at age 14.

The Volunteer Application has been reviewed and approved by counsel at SDAO. Minor volunteers are not permitted to run most anything with a motor (exception is a vacuum) or perform tasks that involve hazards such as blades or heights. If the board agrees to change the volunteers' minimum age to 12, it needs to be updated in the Volunteer Policy last adopted by the board in April 8 2013. **Attachment IX.i.b** is a policy draft with markup of the proposed changes.

X. ADMINISTRATIVE REPORTS

i. Director's Report

Stokes

Budget, Purchasing & Financial Matters –

- Sage user fees are expected to increase by approximately 3% for the 2014-15 fiscal year. This increase is in part to help make Sage more attractive to a potential fiscal agent and to give it a larger cash contingency. This would increase the District's fee from \$10,200 to \$10,500.
- Cost of Non-Sage ILL's to possibly increase from \$3 to \$10(!). If so, that fee or \$7 of it will need to be pre-paid by requestor. I will announce date that takes effect when it is finalized and all requestors will be fully informed of the cost involved to borrow a non-Sage ILL item.

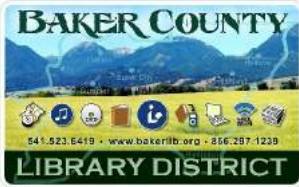
Collections –

- Wall shelves have been installed on the east wall of the Teen Room, greatly expanding our capacity for YA materials. Staff are working on finding other usable pieces amongst the shelving pieces in our storage container.
- More space is also needed to accommodate display of New Books. Staff have crafted a plan for New Books to move from the current location by the Director's office to nearby the computer lab. This project will involve moving the Spanish language children's books currently there into the Children's room, moving the adult Spanish collection to where New Books are now, and assembling new shelving in the former Spanish collection spot.

Facilities –

Grants –

- Children's staff Melissa Shafer and I have been participating in building a grant of up to \$50,000 for the Early Learning Hub in Baker County. There are several partnering agencies working on the grant. The 5J school district has committed to act as fiscal agent and the Baker County Literacy Coalition will serve as coordinator. The library proposes to expand outreach capacity for children age 0-6 by building a collection of Story Time



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Kits, training volunteers and parents to use them effectively, and helping coordinate Story Time visits to day cares by volunteers.

Operations –

- In the Children’s Story Time Room, the puppet theater was removed on 2/20/14 in order to mitigate distractions and disruptions during programs and increase line of sight in the room. A portable puppet theater is available for programs and supervised use.
- In response to disruptions from vocal infants in the adult computer lab, signage has been posted in that area promoting the use of our “Family-friendly” computer spaces. Parents with vocal infants are asked to re-locate to the Discovery Zone computer lab in the Children’s area or Tutor Rooms so as not to disturb the workspace of others. There have been a couple of instances of disciplinary actions applied to parents neglecting to comply with multiple staff requests to re-locate.
- A partnership agreement has been reached with La Grande Library to issue LGPL cards in special cases such as when it a out-of-county patron from the North Powder area declares it a hardship to travel to La Grande for a library card. We expect to have 2-4 of these cases per year. Only I, as authorized administrator, have permission to create those cards in the shared database.
- Approximately 2,700 patron accounts expired for more than 1 year have been purged from the Evergreen database. This cleanup helps keep our statistical reporting to the State Library accurate.

Programs –

- The Baby Shower (2/13/14) and Volunteer Brunch (2/14/14) events were greatly successful. About 8 families attended the Baby Shower. Both events are held bi-annually on successive days so as to maximize use of the room decorations.

Outreach –

Staff –

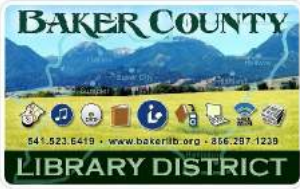
- There is currently an open position for one of the two Bookmobile positions. Staff Beth Parker will be moving on to full time work. Her last day is 3/20/14. We will also be recruiting a second person to work the Sunday shift since staff Richard Chung has moved on resume teaching in South Korea.

Statistics –

Technology –

- The lens was discovered missing & is presumed stolen from the Canon 400 Microfilm Reader unit. A replacement lens is expected to be somewhere between \$100-\$400. Users are still able to view microfilm on our digital ScanPro 2000 unit.
- BCLD was selected as one of the handful of Oregon libraries to participate in the pilot Edge Initiative technology assessment project. I am working on the 20+ page Assessment Workbook with IT & Network Administrator Jim White. Once we have completed our assessment, the Edge Toolkit will enable us to get look into local data and obtain peer comparison reports from operations to partnerships and programming to assessing how our community is benefiting from public technology services.

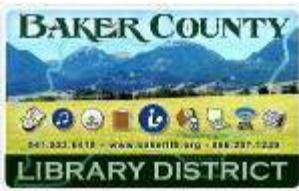
The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon.



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Board of Directors
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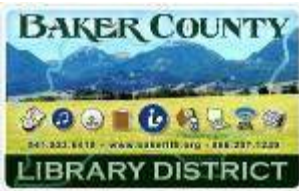
Other –

- ii. Business and Financial Report Hawes
- Related documents: To be distributed at meeting.
- XI. Agenda items for next regular meeting: Apr 14, 2014, 6pm Dielman
- XII. ADJOURNMENT Dielman



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, Feb 10, 2014, 6:00 – 8:00 pm

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:06 pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary Dielman, Nellie Forrester, Kyra Rohner-Ingram, and Betty Palmer (arrival at 6:36 pm), Directors. Also present was Perry Stokes, Library Director; Christine Hawes, Business Manager, was absent.</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or changes to the agenda. None were suggested.</p>
<p>Conflicts of Interest</p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. None were stated.</p>
<p>Minutes Approved</p>	<p>Dielman asked for corrections to minutes. No changes were noted. Rohner-Ingram made a motion to approve the Agenda as presented and the January 13, 2014 Regular Meeting Minutes; Forrester seconded; motion passed unanimously.</p>
<p>Public Comment</p>	<p>Dielman stated for the record that there were no other members of the public present for comment. Stokes had one item of correspondence to share which was included in the Board packet. The letter of appreciation was from a Bookmobile user expressing gratitude for the services to Durkee and complimenting the Bookmobile staff.</p>
<p>New Business : Code of Conduct Review – Smoking Revision</p>	<p>Dielman turned the floor over to Stokes who directed the board’s attention to two Code of Conduct policy drafts in the board packet materials. One draft included markup with suggested changes, the other presented the policy as it would appear in final form if approved with revisions highlighted in yellow.</p> <p>Stokes stated that while the smoking element was the impetus for revising the policy, after discussing matters with Dielman, he found a need for several other additions and revisions.</p> <ul style="list-style-type: none"> • In the introductory line, the word “clean” is added to make the phrase, “make sure that our libraries are safe, clean and welcoming environments...” This helps emphasize the expectation that library users will leave the library as clean as they find it. <p>In the Please Do section:</p> <ul style="list-style-type: none"> • A new line is added to encourage reporting and feedback about problems, “Report immediately any behavior or situation that is disruptive, hazardous, threatening, abusive, bothersome, or questionable in any way.” • On the dress standards line, the phrase “appropriate clothing” is changed to “sufficient clothing.” Also, the “shoes and shirts” requirement is changed to “tops, bottoms and footwear.” Swimwear will be considered “insufficient” clothing. • On the conversational volume line, the phrase “with people” is removed since some visitors do converse with themselves, inanimate objects or



Baker County Library District

Board of Directors

Regular Meeting Minutes

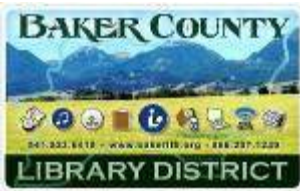
Monday, Feb 10, 2014, 6:00 – 8:00 pm

entities unseen by others. The area of volume control is expanded from just “in the library” to “in *and around* the library” to control disruptive noise near the entrances and in proximity to quiet areas of the meeting and reading rooms.

- A new line is added to “Check out your library materials before leaving.” While this is generally assumed, it is helpful to explicitly state in policy, especially as progress is made toward implementation of self-checkout stations.

In the “You may not” section,

- The term “harass” is changed to “[be] disrespectful to” in the second element. Harassment is unlawful and already prohibited in the general prohibition against illegal conduct.
- A new line states “[may not] Use or exhibit hostile, aggressive or obscene language or gestures.” This will aid to address “play fighting” and belligerent exhibition of offensive text or imagery by hand, on screens, print signs or by other means such as gang colors and signs.
- In the litter line, “mess” is changed to “nuisance or hazard from” food, beverage or debris.
- The smoking prohibition is expanded from a range nearby entrances to include all library grounds. It is changed from “[May not] Smoke or use tobacco in buildings or within 25 feet of any entrance” to “Use tobacco products or smoke in any form, including e-cigarettes.” The intro to the list of prohibitions stipulates “*While on library property, you may not*” so this element applies to interior and exterior spaces of libraries. It will be enforced on library properties *owned or occupied* by the district.
- The sleeping prohibition is expanded to include “appear to be sleeping, lie down” or loiter. This will help address situations where persons have their eyes closed and are in repose but claim they are not in fact sleeping.
- To address unattended belongings, the element about unattended animals is moved to its own line and reads “[May not] leave animals or personal belongings unattended.” There was a suspicious backpack incident recently where police were called to investigate a military-style pack that was abandoned at the riverside entrance for nearly 24 hours.
- The obstacle element line is changed to “[May not] Create an obstacle or take up seating with personal belongings.” The preface is dropped (“bring into the library anything which...”).
- On the “sexual conduct” line, the element was proposed to be changed from “[May not] Engage in sexual conduct as defined in ORS 167.060” to “[May not] Engage in excessively intimate public displays of affection such as prolonged or French kissing.” The phrase “public display of affection” is more vague but consistent with terminology used in school systems. Also, Public and Private Indecency and other sexual offenses are already prohibited under the general exclusion of unlawful acts and the board wishes to avoid referring patrons to the step of looking up an ORS statute. Dielman recommended dropping enumeration of the examples, “such



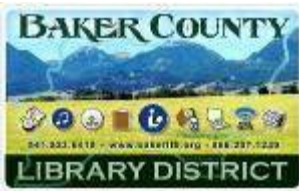
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Feb 10, 2014, 6:00 – 8:00 pm

	<p>as...French kissing”. Other board members supported the suggestion. If it does prove to be too generic for staff to enforce, they invited Stokes to bring it back for revision in the future.</p> <ul style="list-style-type: none"> • A new line states “[May not] Engage in, or simulate, sexually explicit conduct or visible display sexually explicit materials.” This will help to address activity that may not rise to the legal definition of public indecency such as lewd gestures, clothed sexual simulations and public exhibition of sexually explicit imagery on screens or in print. Patrons will be referred to ORS statutes for definitions of “sexually explicit”. • The element “[May not] Disturb other library patrons or staff through extremely poor personal hygiene” is changed to “[May not] Create a disruptive scent in the library from strong body odor, personal care product or personal belongings.” The most common problem that needs to be addressed is from individuals who need their clothing, body, or belongings cleaned. But the revised wording is also intended to deal with persons applying perfume or deodorant spray in the library, or wearing so much of a personal care product as to disturb others – which is a serious concern for some library users with health conditions such as asthma, allergies, or Multiple Chemical Sensitivity. • “Shaving” is added to the prohibited conduct in library restrooms. This has occurred at the Baker County Public Library as indicated by remnants in the lavatory sink. • A new line states “[May not] Neglect a reasonable staff request to cease behavior that interferes with library operations.” • A new line establishing an appeals procedure is added to the concluding paragraph. It reads “Appeals of disciplinary actions imposed may be made to the Library Director.” <p>Forrester moved to approved the Code of Conduct revisions as amended; Rohner-Ingram seconded. Motion passed unanimously.</p>
<p>New Business : Consideration of Sage fiscal agent proposal</p>	<p>The board packet included a letter of inquiry from Sage Library System Chair Buzzy Nielsen regarding the feasibility of BCLD becoming the fiscal agent for the Sage Library System. Stokes recommended that the board invite a Sage delegation to present their proposal with additional details at a future meeting. Stokes said clarification is needed on the amount of additional labor required for Sage invoicing and billing. The additional labor will need to be manageable by Ms. Hawes and the District will need to be reasonably compensated in some fashion for all extra responsibilities.</p> <p>Dielman suggested that the set-up of fiscal agency may be demanding but it should level out in subsequent years. He would also like clarification about the supervisory responsibilities for BCLD staff over Sage employees which are 1.5 FTE. Kyra asked about the financial stability of Sage; Stokes replied that recent reports showed it has operated with a carryover of approximately \$30,000 for the past three years.</p>



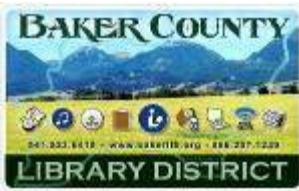
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Feb 10, 2014, 6:00 – 8:00 pm

	<p>Forrester wants reassurance that the District will suffer no real liability. Kyra asked if financial statements would be made available for review. Stokes said he has the impression that actual financial reports are difficult to cleanly extract from the EOU business office since Sage is not a separate agency or department in EOU or within the Pierce Library. Kyra recommended an opinion from Christine and Kent Bailey.</p> <p>Betty Palmer joined the meeting at approximately 6:36 pm. Dielman informed her of the meeting topic under discussion and the general view of the board.</p> <p>Palmer also supported receiving the Sage delegation. She asked if Hood River County Library was still under consideration as fiscal agent, as well. Stokes confirmed that it is.</p> <p>Hood River and Baker County Libraries are in very similar positions in regards to Sage, he said, with Hood River already acting as fiscal agent to a 0.5 FTE Sage Technical Support staff and Baker soon to be managing the Cataloging Specialist for a 2-year cataloging cleanup/training project.</p> <p>Umatilla County Special Library District (UCSLD) was also a finalist for consideration but Stokes believes it has declined.</p> <p>Dielman stated that the board consensus was to invite the Sage presentation and directed Stokes to make the invitation; Stokes agreed.</p>
<p>New Business : Board membership published list & contact review</p>	<p>Stokes asked all board members to confirm the current address and contact information the library has on file for them. It was recently discovered that at least one address on file was outdated. Rohner-Ingram updated her contact information; Palmer confirmed that her updated address is now correct.</p> <p>Stokes showed the board how their contact information is made available on the library website and offered the option of having bakerlib.org work emails listed instead of addresses and phone numbers. The consensus was for display of work email only. Stokes will make those changes.</p>
<p>Administrative Reports:</p> <p>Director's Report</p>	<p>Stokes began administrative reports with an update on the High School Yearbook Digitization Project done by Oklahoma Correctional Industries. All yearbooks (about 70) were received back in good condition. The digitized files are on CD-R discs in pdf format and appear to be of excellent quality. Stokes will now be processing them through OCR (Optical Character Recognition) software to make them searchable. The files are extremely large so will be made available to the public on designated library computers.</p> <p>There have been several large Buildings & Grounds expenditures recently. The perpetual problem of water seepage into the eaves damaged one of the security cameras and may have caused or contributed to a burnout of the</p>



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	<p>power supply unit on the system. That repair cost \$500. Replacement of the leaking radiator on the Bookmobile cost \$1,200 and a condenser motor on the compressor unit for the HVAC system cost \$2,381 to repair. Funds will need to be moved to the B&G line to meet needs for the rest of the fiscal year.</p> <p>Consultations with OTEC are underway on financial support available to implement LED lighting upgrades to the building. The first priority is lights along the Leo Adler pathway and boardwalk alongside the meeting room.</p> <p>Internet service at the Huntington Library has been vastly improved with high speed (10MB) and at a much lower rate (\$60/mo) than the satellite provider by the availability of service from CenturyTel. Service has already been transferred from the dual satellite/school feed and is reportedly working very well.</p> <p>Dielman asked about Internet Service bids at the Richland Library. Stokes said that the bid window has been opened and posted per the annual E-rate requirements. The matter is addressed in Christine’s business report.</p>
<p>Business Report</p>	<p>Since Hawes was unable to attend the meeting, Stokes distributed her prepared financial report. Board members read through it and had no comments or questions.</p> <p>Checks were signed and approved by those present.</p> <p>Dielman asked if there were any other items to address. Palmer relayed a suggestion given to her from a couple of different people that a portrait of Aletha Bonebrake be commissioned to honor her significant contributions to the library. The suggestion was supported by all. There was some discussion of possible artists that could be used and placement of Aletha’s portrait.</p>
<p>Next Meeting Date</p>	<p>The next regular Board meeting will be March 10, 2014 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:00 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS</p>

Library to ban tobacco use starting Saturday

Written by Chris Collins February 25, 2014 01:27 pm

By Chris Collins

ccollins@bakercityherald.com

Smokers not only will have to leave the park and the Leo Adler Parkway to light up starting Thursday, but beginning Saturday they'll also have to leave the library grounds.

Library Director Perry Stokes said members of the library district board of directors agreed at their Feb. 10 meeting to ban smoking, including e-cigarettes, and other tobacco use on library property, extending to the block surrounding the library's exterior. The library's property ends at the city sidewalk, Stokes said.

The city ordinance, which bans only the use of smoking products, will take effect Thursday.

The library district board worded its ban to include the use of all tobacco products, including smokeless types.

"We were concerned that people who smoked in the park might just cross the river and use the library as their smoking haven," Stokes said.

Smokers congregate in the alcove area on the east side of the library that adjoins the park, at picnic tables in the north and south parking lots, and in the seating areas along the river, he said.

In addition to the smoke that floats through the air, cigarette butts cover the ground in those areas.

"Unfortunately many people who smoke don't have a problem with just throwing that litter on the ground," Stokes said.

For the past year and a half, the library has employed a facilities and grounds maintenance worker to care for the library property.

Picking up discarded cigarette butts is one of the less glamorous and more laborious aspects of the job.

"It's butt by butt," Stokes said. "It is not a quick process."

The smoking ban on library grounds, which follows the city ordinance, includes a ban on e-cigarettes. The library board actually based its policy change on an earlier version of the city ordinance that prohibited the use of tobacco in city parks.

Enforcement will begin with the library staff "kindly informing people of the policy and asking them to go elsewhere or to discontinue smoking (or using other tobacco products) on the library grounds," Stokes said.

Failure to comply will result in the person being trespassed from the library and losing his or her library privileges for a period of time.

"This is part of our standard code of conduct compliance procedure," Stokes said.

Use of e-cigarettes also is banned inside the library to ensure that the indoor air quality is not contaminated.

"They are disruptive to others' use and enjoyment of the library," Stokes said.

There also is concern that the devices could be used to ingest illegal drugs, he added.

The library's indoor ban includes all tobacco products as well.

"We do have people using smokeless tobacco (indoors), Stokes said. "When they are spitting it creates hygiene and cleanliness issues."

Banning the use of all tobacco products also eliminates the issue of underage use on library property.

"It is helpful to have it banned altogether because we have so many minors around," Stokes said.

Gary Dielman, library district board president, said directors unanimously agreed to adopt the policy as recommended by

Stokes.

"I'm against tobacco," Dielman said. "It's better for everybody and certainly our youth — we don't want them taking up cigarette smoking or tobacco use on our premises and I agree with what the city did."

Stokes said that unlike the City Council's adoption of the ban as an ordinance, the library board simply changed its policy to include the smoking ban and as such did not take public comment on the issue before voting for the change.

Those who object to the ban may express their opinions to Stokes during library hours or to library board members. In addition to Dielman, the board includes Betty Palmer, vice president, and directors Nellie Forrester, Kyra Rohner-Ingram and Della Steele.

"My office is generally open and library board meetings are public meeting," Stokes said. "Policy changes are based on staff and public comments made throughout the year."

The board meets at 6 p.m. on the second Monday of each month in the library's Riverside Meeting Room, 2400 Resort St.

Close Window

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Join the discussion...

**HR1111654** · 8 days ago

What does water vapor have to do with tobacco smoking ??????????? When banned they take away ash trays, which contribute to butts on ground !! Most likely current reason butts on ground, DU. Current city counsel, bunch of real winners, overstepping boundaries LEFT & RIGHT. Just like Forrest services, CLOSERE of FOREST ACSESS to all, eventually, Already very inaccessible, to all handicapped. Remember, They was supposed to keep all roads over 100 years open, all currently closed.

^ | v · Reply · Share ›

**Carl D** · 5 days ago

Why should e-cigs be included here?? Its just harmless water vapor, and there no cigarette butts thrown on the ground either. I quit 30 years of smoking, and switched to using the e-cig. What about the people who use e-cigs containing 0% of nicotine? I understand the FDA can't even find bad issues with second hand vaping. As far as the park goes, when I did smoke analog cigs I was always clean about it, and would dispose the butts properly. Now that we have found a better, and healthier way of enjoyment they start wanting to take that right away also??

1 ^ | v · Reply · Share ›

**Baker Librarian** · 2 days ago

Good questions about e-cigs. As Library Director, I'm happy to have the opportunity to relay how inclusion of e-cigarettes in the library policy came about.

As with any new technology, e-cigarettes bring both benefits and challenges. The library board did discuss the e-cigarette issue specifically and ultimately found 3 reasons for including them in the prohibited conduct: (1) primarily, e-cigarette use is disruptive to others' use & enjoyment of the library, (2) they are problematic for staff to regulate, and (3) they create a strong risk of illegal drug use on library premises.

The devices are essentially water pipes in which various substances can be used, including nicotine, marijuana-infused oil, and possibly other unregulated substances such as illicit drugs. The exhaled vapor can create varying degrees of aroma. With a strong visual resemblance to traditional smoking, the vapor does cause a disturbance for our non-smoking patrons--some of whom have health conditions that make them highly sensitive to chemical exposure. If e-cigarettes were not included, library staff would be placed in the difficult position of needing to investigate smoking activity in/around the library and trying to confirm if the activity is legal (Which we are too busy for and aren't qualified to do).

The American Cancer Society (ACA) said it supports an e-cigarette ban in places where smoking tobacco is also banned. They say without any federal regulation, the public has no guarantees about how the products are made or what toxins they might contain.

More science is definitely needed but it is certain that the vapor from e-cigarettes is not purely water vapor. Studies are mounting that suggest e-cigarettes do expose others to second-hand nicotine and chemicals. The ACA reports that "In initial lab tests, FDA found detectable levels of carcinogens (nitrosamines) and toxic chemicals, including an ingredient used in anti-freeze, in two brands of e-cigarettes and numerous cartridges."

So, to (1) maintain a "safe, clean & welcoming" atmosphere including control of air quality in and around our buildings, (2) avoid staff having to monitor and supervise smoking activity or e-cigarette (pipe) contents, and (3) partner with Baker City to provide a cohesive No Smoking/Tobacco zone in the library & park area, the BCLD board acted to include e-cigarettes under BCLD's smoking ban.

Many thanks to you, Carl D., and all those who choose to act with respect for others. We regret that this ban may create a hardship but hope you have a better understanding of the reasons the library needed to take this action.

Kind regards,

Perry Stokes, Library Director
Baker County Library District

SOURCES:

E-cigarettes packed with marijuana oil set to boom in Colorado. New York Daily News, JANUARY 6, 2014.

More Young Students Using Electronic Cigarettes, Marijuana Oil To Get High During Class. CBS Los Angeles, January 14, 2014.

Police Warn Of New Way To Use Drugs In Plain Sight. October 1, 2013, WBNS 10TV, Columbus, OH.

Long Island Schools Crack Down On Electronic Cigarettes : Officials Feared They Could Be Manipulated For Pot Use On Campus. CBS New York, January 27, 2014.

Schripp T et al., Does e-cigarette consumption cause passive vaping? Indoor Air.2013 Feb;23(1):25-31.

Czogala J et al., Secondhand exposure to vapors from electronic cigarettes. Nicotine Tob Res (2013) .

Electronic cigarettes: an evaluation of exposure to chemicals and fine particulate matter (PM). PubMed, 2012 Jul-Aug; 24(4):279-88.

Williams M et al., Metal and Silicate Particles Including Nanoparticles Are Present in Electronic Cigarette Cartomizer Fluid and Aerosol, 2013 PLoS ONE 8(3):e57987.

2 ^ | v • Edit • Reply • Share ›



cvg1 → Baker Librarian • 12 hours ago

I would like to quickly say, "Thank You" for providing much more insight into the library board's determination regarding e-cigarettes. Although I'm not a supporter of the tobacco ban, I do support transparency in government. Your unsolicited willingness to take the time to detail the library's position is a refreshing gesture in Baker City.

2 ^ | v • Reply • Share ›

ALSO ON BAKER CITY HERALD

WHAT'S THIS?

[Schyler's Last Act | Baker City Herald | Baker County Oregon's ...](#)

2 comments • 16 days ago



cvg1 — I would like to extend my family's sincere compassion for your family's loss.

[Resort St. problems persist | Baker City Herald | Baker County ...](#)

1 comment • 2 days ago



cvg1 — If I were the king of this kingdom, and the Lord's of the property along Resort St. weren't ...

[Council backs medical pot store restriction | Baker City Herald | ...](#)

8 comments • 23 days ago



poorbaker — I don't particularly care about a pot ban. But a new business license ordinance? Just more ...

[Property owners say city is overcharging them for the 2013 ...](#)

1 comment • 7 days ago



Gottawonderinbakercity — I'm sure Randy and Rustin (both budget board members) will be recusing ...

 [Subscribe](#)

 [Add Disqus to your site](#)

Posted: 2014-02-12

AS OF MARCH 1 2014

All facilities and grounds owned or occupied by Baker County Library District will be



Tobacco/Smoke Free Property

This is an expansion of current library policy to include outdoor spaces. It helps create a cohesive

smoke-free public zone from the City Park through the Library grounds and along the Leo Adler Pathway

as established by Baker City Ordinance No. 3322 on January 28 2014.

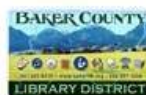
Per the library's Code of Conduct policy:

While on library property (interior or exterior), you may not:

- Use tobacco products or smoke in any form, including e-cigarettes.

Approved by Library Board, 2/10/14.

Disregard of this policy may result in loss of library privileges and/or being trespassed from the library for up to one year.



Thank you for your cooperation.

SmokeFreeOregon www.quitnow.net/Oregon
Oregon Tobacco Quit Line (1.800.QUIT.NOW [English] or 1.877.2NO.FUME [Spanish])



Baker County Public Library - Baker County Library District (Oregon)

February 13

Call us cold turkeys but we're joining the City to make the park-library-Leo Adler Pathway area tobacco/smokeless as of March 1 2014. Looking to quit? Check out this book <http://bit.ly/1dJpISI> or information from Smoke Free Oregon <http://smokefreeoregon.com/>

Tag Photo Add Location Edit

Like · Comment · Share · Edit

Nellie Forrester, Deanna Bowman-Pennock, Lisa Britton Jacoby and 4 others like this.



Scott Ungerecht Yeaah! Awesome news and a cause for celebration for the library!
February 13 at 11:18am · Like



Write a comment...



February 7, 2014

Re: Sage Library System fiscal agency

Hood River County Library District
502 State St
Hood River, OR 97031

Library Director and Board of Directors:

I write to you on behalf of Sage Library System. As you likely already know, Sage includes over seventy public, academic, school, and special libraries in fifteen counties across eastern and central Oregon. The consortium has allowed member libraries to deliver services to our patrons that would otherwise prove cost-prohibitive.

Sage is able to serve its over seventy members with an annual budget of approximately \$250,000 to \$300,000. About 75% of the budget is paid through membership fees and the other 25% through external grants. Sage is expected to end its fiscal year in June with an over \$75,000 carryover, which carries it amply through September when membership fees again start arriving. Sage's collaboration and fiscal prudence have been made possible thanks in large part to Eastern Oregon University (EOU), which serves as Sage's fiscal agent.

Unfortunately, EOU will no longer be able to act as Sage's fiscal agent starting January 2015. EOU belongs to a larger academic library network called the Orbis Cascade Alliance. For the first time, Orbis is requiring all of its members to all use the same library software. That software is not compatible with Sage's consortium-wide system. These added costs and responsibilities mean that EOU can no longer act as our fiscal agent.

Sage has been planning for this eventuality for the last year. That planning culminated in a Sage-wide strategy session held in November 2013. Sage members were presented with three options for the future administration of Sage: create an independent nonprofit to run Sage, absorb Sage under an already-existing nonprofit with a compatible mission, or fold Sage under one of its member special district libraries.

In voting, the third option came out far ahead of the other two. Members preferred going under a district library for various reasons: districts are more stable than small nonprofits, have pre-existing administrative structures, and have more stringent requirements for public accessibility and fiscal prudence. Acting as fiscal agent of Sage would require a few things.


1. Handling Sage's \$300,000 annual budget, including writing checks and invoicing members for fees.
2. Taking over two employees, the Systems Manager and Technical Support Specialist. These individuals would become employees of the fiscal agent but work to benefit all of Sage.
3. Possibly housing the Sage servers.

All direct costs for Sage are covered by Sage's own revenues, which also provide ample carryover. In fact, to further promote financial stability, Sage is proposing a 3% fee increase. Administrative fees by a future fiscal agent are a possibility.

This is where your district (might) come in. On behalf of Sage, I am asking if your district would be interested in further conversations about the possibility of acting as Sage's fiscal agent. We are not asking right now if you will be our fiscal agent; we are only asking if it could be a possibility. If so, we will come to your district to make a more formal presentation to your Board and staff and answer any questions you might have.

We appreciate you for considering our request for a conversation about our proposal. We would appreciate if you would let us know your decision soon. You can reach me by email at buzzy@hoodriverlibrary.org or by phone at 971-270-0527. Again, thank you for considering this.

Sincerely,



Matthew "Buzzy" Nielsen
Sage User Council Chair
Library Director, Hood River County Library District



Sage Library System

Past, present, future

Presented by:
Buzzy Nielsen
Library Director & Sage User Council Chair

February 11, 2014

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Sage Library System:

A consortium of over 75 libraries and other institutions in Oregon that seeks to share resources among their members.



Types of libraries

- 1 university library
 - 4 community college libraries
 - 44 public libraries
 - 20 K-12 school libraries
 - 3 special libraries (museums, medical)
- 

Shared services



Integrated Library System



Policies



Courier service



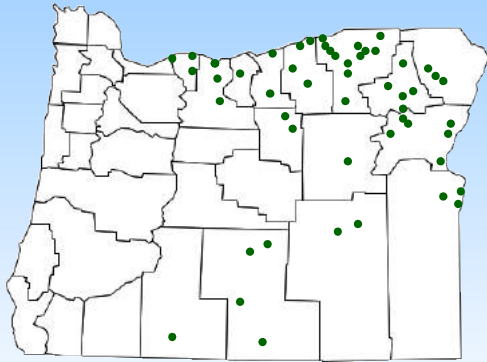
Technical staff and infrastructure



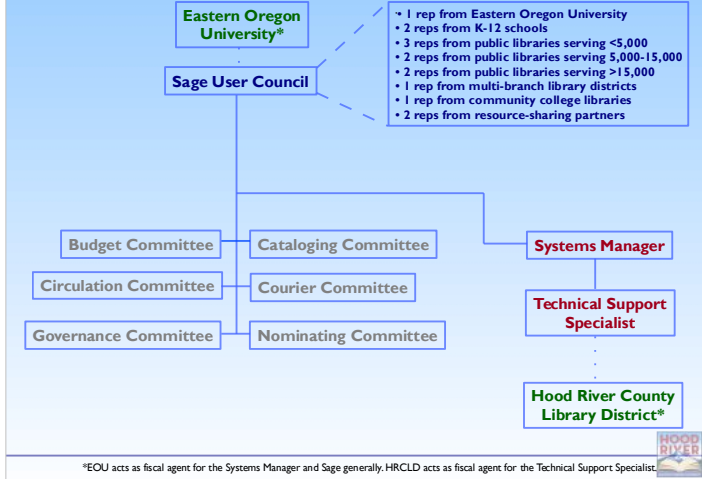
Catalog



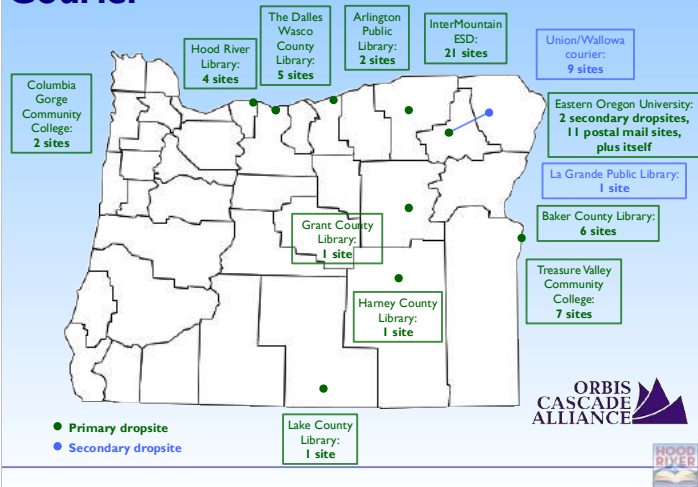
Geography



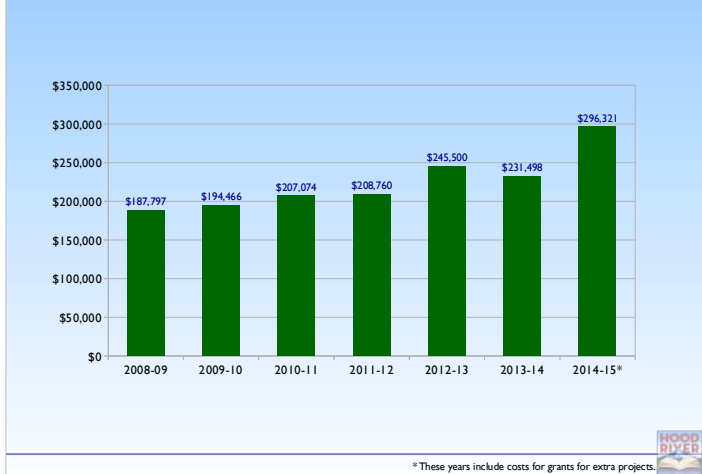
Governance



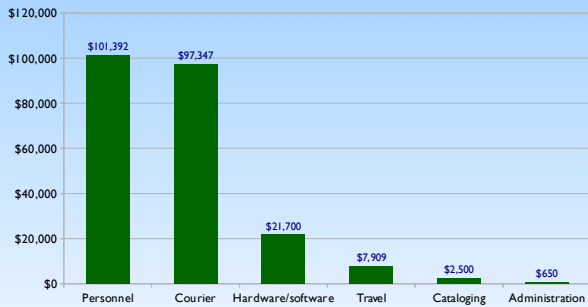
Courier



Sage budgets



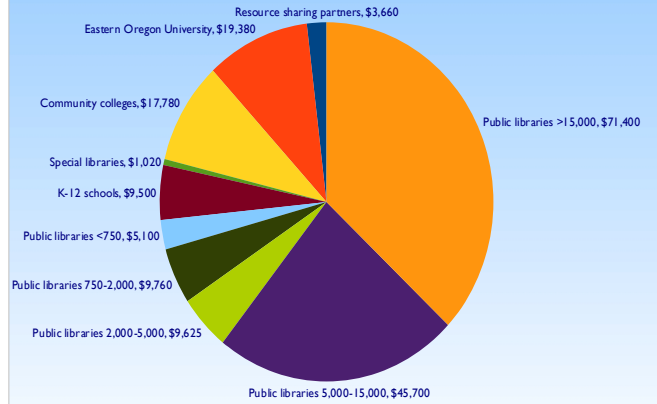
Budget expenditures, 2013-14



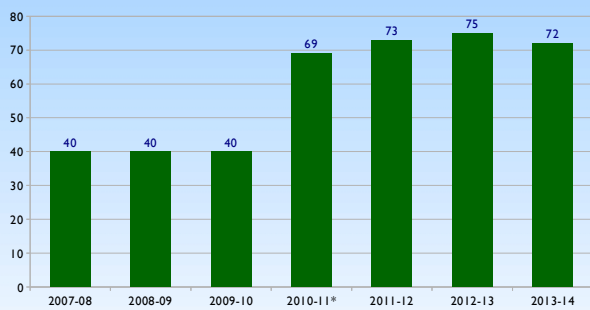
Total budget: \$231,498



Member fees, 2013-14



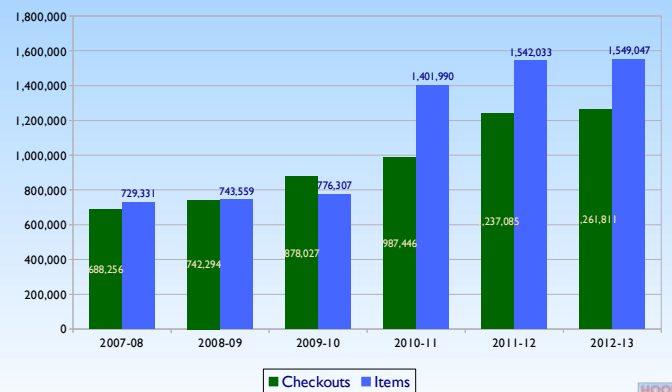
Sage members



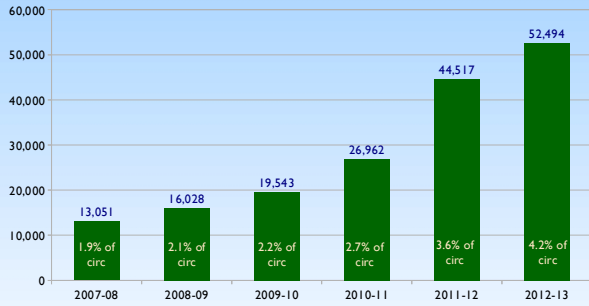
* In 2010-11, GorgeLINK merged with Sage. GorgeLINK included libraries in Hood River, Wasco, and Sherman Counties.



Circulation and materials



Items loaned within Sage



Fiscal agent



EASTERN OREGON
UNIVERSITY

Accounting

Contracting

Courier support

Human resources

Information technology

Office space



Decentralization



EASTERN OREGON
UNIVERSITY

Accounting

Contracting

Courier support

Human resources

Information technology

Office space



Changing fiscal agents



EASTERN OREGON
UNIVERSITY

EVERGREEN



ExLibris Alma



Changing fiscal agents



Changing fiscal agents



Accounting

Contracting

Courier support

Human resources

Information technology

Office space



Fiscal agent options

Independent 501(c)(3) nonprofit

Pros: independent, flexible, fewer restrictions

Cons: time-consuming, duplicative, unstable, private

Go under existing nonprofit (e.g. LEO)

Pros: simpler, non-repetitive

Cons: mission fit, private, unstable

Go under special district library

Pros: stabler, non-repetitive, accountable

Cons: more restrictive, less independent



Fiscal agent options

Independent 501(c)(3) nonprofit

Go under existing nonprofit (e.g. LEO)

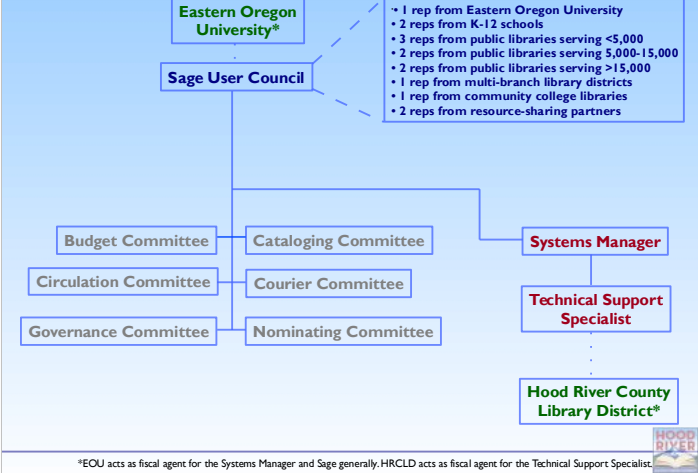
Go under special district library

Pros: stabler, non-repetitive, accountable

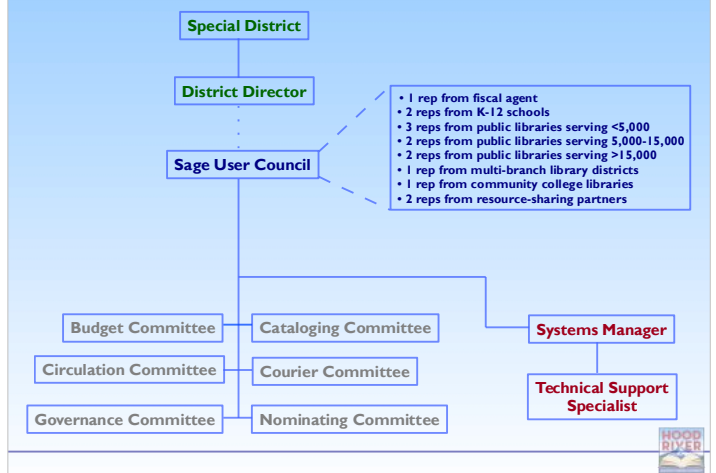
Cons: more restrictive, less independent



Current governance



Future governance



Potential fiscal agents

Lake County Libraries
Enriching every person

Ione Public Library

UMATILLA COUNTY SPECIAL LIBRARY DISTRICT
Strengthening our community libraries

BAKER COUNTY LIBRARY DISTRICT

HOOD RIVER COUNTY LIBRARY DISTRICT

ONTARIO COMMUNITY LIBRARY

Potential changes

- Relocating employees
- Relocating servers
- New agreement and bylaws
- Possible fee increases to cover ...
 - Administrative costs (accounting, HR)
 - Office space
 - Payroll taxes
 - Technology costs (bandwidth, hosting, equipment)

Potential benefits

Flexibility

Stability

Accountability

Scrutiny



Thank you



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Linux Mint
Operating system



**LibreOffice
Impress**
Presentation program



Firefox
Web browser



GIMP
Image editor



Shutter
Screenshot utility



Evergreen
Integrated
library system

Subject: Re: Serving as fiscal agent for library consortium
From: jbaker@gorge.net
Date: 02/09/2014 10:12 PM
To: "Buzzy Nielsen" <buzzy@hoodriverlibrary.org>
CC: jbaker@gorge.net

Buzzy,

In working through the issues on the lease addendum, I realized that I had not sent on to you my thoughts on the fiscal agent question. I apologize for the oversight. I did review the materials you sent and made notes, but then neglected to put together the email.

Naturally, I think that the best option may be for Sage to be run through one of our other library district partners (Baker or Umatilla). I only say that because I was not seeing in this proposal what the benefit to the District would be with this arrangement. On the other hand, I trust that we would not be spending time on this issue if there were not some benefit to the District.

My overriding concern is that, as the fiscal agent, we could be responsible in the event that unfounded liabilities arose during our stewardship. I think that there is a strong likelihood that a vendor or contracting party could look to us for payment of a debt that the Consortium did not pay. Obviously, that poses a practical problem if our board is not directly responsible for the financial dealings of the entity due to the involvement of the Council. So, it seems conceivable that the Council could make poor financial decisions that could "bite" the District. The same holds true for liability flowing from the actions of Sage employees. These employees could create potential liability to the District even though we are not the direct employer. Although the nature of the relationship could allow us to avoid ultimate responsibility for the actions of these employees should a dispute result in litigation, the nature of our relationship may not be sufficient to avoid becoming involved in a dispute in the first instance. In other words, we could win a lawsuit because we are only the fiscal agent, but we would "lose" by being drawn into a dispute in the first place. Naturally, we should confer with our insurance carrier about the ramifications of this new relationship and to ensure that our coverage would be sufficient for this role.

Another matter to consider is whether we have sufficient authority by statute and our charter documents to engage in this activity. Certainly, the scope of our empowering documents was intentionally broad to cover the scope of our expected library activities, I am just not sure that it was broad enough to extend to this activity. Should this proposal go further, that is something that I would want us to look at more closely.

I hope this gives you some sense of my concerns about the project. Naturally, I would be glad to discuss this with you in greater detail if you think that would be productive.

Regards,

Jeffrey Baker
Annala, Carey, Baker, Thompson & VanKoten, P.C.
Box 325, 305 Cascade
Hood River, OR 97031
jbaker@gorge.net
(541) 386-5709

----- OriginalMessage -----

From: "Buzzy Nielsen" <buzzy@hoodriverlibrary.org>
To: "Jeff Baker" <jbaker@gorge.net>
Sent: Thu, Dec 19, 2013, 12:34 PM
Subject: Serving as fiscal agent for library consortium

Hi Jeff,

Our library district belongs to a large consortium called Sage. Sage includes 70+ libraries and other institutions across 15 counties in central and eastern Oregon. Currently, Sage's fiscal agent is Eastern Oregon University. However, due to their membership in another consortium, EOU is going to have to withdraw from Sage. Sage is thus seeking another fiscal agent. Their options are:

1. Create an independent nonprofit as a fiscal agent.
2. Go under the auspices of an existing nonprofit called Libraries of Eastern Oregon
3. Go under the auspices of a district library (chosen due to their flexibility over county or city governments)

Sage seems to be leaning toward the third option for various reasons. If Sage's fiscal agent were to be a district library, there are really only three in the consortium that have the capacity to do so: Baker County, Umatilla County, and us. Thus, we might be approached to act as Sage's fiscal agent.

I'd love to talk through with you as to what the legal pitfalls of doing this might be. Administratively, I think it would be relatively easy; Sage could become a separate fund of our budget, as they have their own revenue source and bills. They only have two staff (one of which, just as a reminder, already works for us through an arrangement with EOU). Their bills are also relatively light.

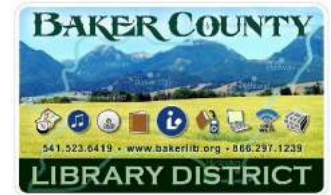
Our worries more fall into the financial realm. If Sage's budget operates in the red, HRCLD would be financially responsible. On Sage's side, its ultimate governance and policies would also be subject to the capricious whims of our Board of Directors, as it is currently beholden to EOU (admittedly a much more bureaucratic entity than us). Sage is working on getting a contingency fund, which it will need regardless of which governance option it chooses.

Currently, Sage is structured such that while EOU is the fiscal agent, the consortium is actually run by a User Council composed of members of the consortium. That Council sets consortium policy, the budget, and strategic planning.

Basically, I'm wondering what potential issues there may be if we pursue and arrangement like this. I'm happy to send you any other information you need. Thanks for your thoughts.

Cheers!
Buzzy

Library Director
Hood River County Library District
502 State St
Hood River, OR 97031
541-387-7062
<http://hoodriverlibrary.org>



2014-2015 Budget Calendar

Thursday, May 1, 2014

Publish 1st Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

Thursday, May 8, 2014

Publish 2nd Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

Monday, May 12, 2014, 6.00 – 8.00p, at Baker County Public Library

Final draft proposal review at Regular Board Meeting

Wednesday, May 21, 2014, 5.00 - 7.00p, at Baker County Public Library

First Budget Committee Meeting

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

Wednesday, May 28, 2014, 5.00 - 7.00p, at Baker County Public Library

Second Budget Committee Meeting (if necessary)

- Budget Committee deliberations and questions

Thursday, June 5, 2014

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

Monday, June 16, 2014, 6.00p, at Baker County Public Library

Public Hearing and Annual Fiscal Meeting

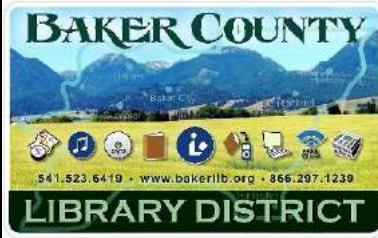
- Meeting to adopt budget, appropriate funds, and levy property taxes

Tuesday, July 1, 2014

Deliver notice of property tax form LB-50 to County Tax Assessor
(by July 15)

[ORS 294.414](#) 2014-15 Budget Committee contact information

Fname	Lname	City	State	Phone	Email	Term Start	Term Exp
Tom	Hudson	Baker City	OR	541-403-0892	tr-h@hotmail.com	7/1/2013	6/30/2016
Linda	Collier	Halfway	OR	541-742-2790	licol_99@yahoo.com	7/1/2012	6/30/2015
MaryAlys	Urey	Baker City	OR	541-523-5770	maryalys@thegeo.net	7/1/2011	6/30/2014
Joy	Leamaster	Baker City	OR	541-524-9224	jleamast@baker.k12.or.us	7/1/2011	6/30/2014
Aletha	Bonebrake	Baker City	OR	541-523-6025	alethaboneb@msn.com	7/1/2012	6/30/2015
<i>Budget Officer</i>							
Stokes	Perry			541-523-6419	director@bakerlib.org		



Baker County Library District
2400 Resort St
Baker City, OR 97814
541-523-6419

Volunteer Application

NAME:		AGE: 12-17 <input type="checkbox"/> 18+ <input type="checkbox"/>	
MAILING ADDRESS:		ZIP:	
PHONE #1: <input type="checkbox"/> mobile	EMAIL:		
PHONE #2: <input type="checkbox"/> mobile	EMERGENCY CONTACT & PHONE:		
OCCUPATION:		EMPLOYER / REFERENCE:	
(Volunteers between 12 & 17 years of age and their parents must also read and sign page 2 of this form.)			
Please mark the positions you are interested in:			
<input type="checkbox"/> Shelving	<input type="checkbox"/> Book searching (Filling requests)	<input type="checkbox"/> Cleaning	
<input type="checkbox"/> Shelf reading	<input type="checkbox"/> Friends' bookshop & sales asst.	<input type="checkbox"/> Grounds keeping	
<input type="checkbox"/> Checkin books & videos	<input type="checkbox"/> Checking inventory	<input type="checkbox"/> Children's program assistant	
<input type="checkbox"/> New material processing	<input type="checkbox"/> Weeding inventory	<input type="checkbox"/> Teen/Adult program assistant	
<input type="checkbox"/> Donations processing	<input type="checkbox"/> Computer help desk	<input type="checkbox"/> Other	
All Library Volunteers are automatically members of the Friends of the Baker County Library after serving 10+ hours.			
Would you like to be contacted about Friends of the Library committee activities? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you willing to submit to a criminal background check if required? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What special skills (including language ability), interests, or training do you have that might be useful?			
What days are you available to volunteer? Please check all that apply: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
What time of day do you prefer? <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening <input type="checkbox"/> Any			
Number of hours per week you are available to volunteer:			
To best meet your needs, please describe any particular goals or expectations that you have regarding volunteering for Baker County Library District:			

Please read and sign the back of this form.

Volunteers 18 years of age and older:

In consideration of the opportunity to volunteer with Baker County Library District, I fully and completely release Baker County Library District, its officials, and employees from any and all claims, demands, and liability of every nature and description whatsoever and howsoever arising by reason of my being allowed to volunteer with the District. I understand that I will be covered by the District's worker's compensation insurance for any physical injuries that may occur during my volunteer activities. I acknowledge that all works created in the course of volunteer activities become the sole property of Baker County Library District except as otherwise agreed upon. I acknowledge that any photograph or videotape taken of me participating in this volunteer activity may be used for outreach, education, or documentation purposes by Baker County Library District.

By my signature below, I verify that I understand the rights, responsibilities, and privileges of participation in the volunteer program and agree to hold harmless, release, and indemnify Baker County Library District, its officials, and employees from liability for property damage and/or personal injury resulting from my participation in this program.

I understand that my volunteer work is a commitment. When I cannot work at the assigned time, I will notify the Library as soon as possible. If I decide to stop volunteering, I will notify the volunteer coordinator.

Volunteer Signature: _____ Date: _____

Volunteers 12 through 17 years of age:

By my signature below, I verify that I am a parent or guardian of the participant and I hereby consent to his/her participation in Baker County Library District volunteer program. I also agree to indemnify, hold harmless, and release Baker County Library District, its officials, and employees from any liability for property damage and/or personal injury to me or my child/ward resulting from his/her participation in the volunteer program. I acknowledge that any photograph or videotape taken of my child/ward participating in this volunteer activity may be used for outreach, education, or documentation purposes by Baker County Library District.

Parent Signature: _____ Date _____

I understand that my volunteer work is a commitment. When I cannot work at the assigned time, I will notify the Library as soon as possible. If I decide to stop volunteering, I will notify the volunteer coordinator.

Youth Volunteer Signature: _____ Date _____

(For Library use only)

Interview Date _____ Interviewer _____ Orientation _____ Training _____

Supervisor/Division _____

Assigned Task _____

Assigned day and time _____

Start date _____

Volunteer policy name badge roster tour time sheet log photo

training _____ Notes: _____

BAKER COUNTY LIBRARY DISTRICT

Volunteer Policy

The Baker County Library District recognizes that volunteers are a valuable resource for the District. Their energy and talents help the District meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the District in making the best use of its fiscal resources and help connect the District to other community groups and organizations.

Volunteers can also be valuable advocates for the Library in the community. The District and its volunteers must work together to ensure a successful relationship. District staff will continually work to recognize the contributions of volunteers and seek to expand the volunteer group as needed.

Baker County Library District volunteers are coordinated by the Library Director, or designee, and must be at least ~~14~~12 years of age. Each volunteer must complete the “Volunteer ~~Interest Application~~” ~~Form,~~ which will be kept on file. Forms are available at the public service desks at all locations and from the library website. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments.

Baker County Library District volunteers are bound by the rules contained in all District policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees. In addition, provisions of the District's Personnel Policies related to Non-Discrimination, Harassment, Safety and Health, and general behavior also apply to volunteers.

Volunteers work with the status of “at will” employees and the Baker County Library District has the right to terminate the volunteer’s working association with the District at any time, for any reason. Volunteers working in the library are covered by Baker County Library District’s Property, Liability, and Workers' Compensation Insurance policies.

Volunteers are asked to record their hours of service using a designated form. The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director, or designee, prior to being accepted for service.

Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteers must sign a consent form for their children to perform volunteer service hours for the District. Members of the Board of Directors serving as volunteers for the District in other capacities are subject to the same rules and expectations of other volunteers.

Approved by the Board of Directors: April 8 2013

Revised: March 10 2014