



# Baker County Library District

Board of Directors

## Budget Hearing & Regular Meeting Agenda

Monday, July 8, 2013, 7:00 – 8:30 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

<b>7:00</b>	<b>I. CALL TO ORDER</b>	Dielman
	<b>II. Additions/deletions from the agenda (ACTION)</b> <i>Related documents (1):</i> Agenda.	Dielman
	<b>III. Conflicts or potential conflicts of interest</b>	Dielman
	<b>IV. Approval of minutes</b> • <b>from previous Board Meeting (ACTION)</b> <i>Related documents (1):</i> Board Meeting Minutes 06/17/13.	Dielman
	<b>VI. Open forum for general public, comments &amp; communications</b> In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.	
	<b>VI. PREVIOUS BUSINESS</b>	
	<b>i. Sage Cataloging Position Grant - Overview</b>	Stokes
	<b>VI. ANNUAL / RECURRING BUSINESS</b>	
	<b>i. Resolution 2013-2014 R.001 Regular meeting times (ACTION)</b>	Stokes
	<b>ii. Officer elections (ACTION)</b>	
<b>7:30</b>	<b>VIII. NEW BUSINESS</b>	
	<b>i. Resolution 2013-2014 R.002 Supplemental Budget (ACTION)</b> • General Fund - Revised PERS (Options: Restore some staff hours; extend COLI to all?) • Other Funds – Increase Unanticipated Carryover / Reduce Grant (for Bequest)	Stokes
	<b>ii. Resolution 2013-2014 R.003 Adopting misc. fees (ACTION)</b>	
	<b>iii. Election Costs Projection Report &amp; Reserve Fund</b>	
<b>8:10</b>	<b>IX. ADMINISTRATIVE REPORTS</b>	
	<b>i. Director’s Report</b> Hours of operation – Peak time reports	Stokes
	<b>ii. Business and Financial Report</b> <i>Related documents:</i> To be distributed at meeting.	Hawes
	<b>X. Agenda items for next regular meeting:</b> Aug 12, 2013 6:00pm?	Dielman
<b>8:30</b>	<b>XI. ADJOURNMENT</b>	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

The Board of Directors meets on the 2nd Monday each month from 7.00 to 9.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon.



# Baker County Library District

Board of Directors

## Budget Hearing & Regular Meeting Minutes

Monday, June 17, 2013, 7:00 – 8:30 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

*Present:* Gary Dielman, Betty Palmer, Della Steele, Perry Stokes (staff).

- |              |  |         |
|--------------|--|---------|
| <b>7:06p</b> | <b>I. CALL TO ORDER</b>  | Palmer  |
|              | Palmer called the meeting to order at 7:06 pm. Gary Dielman was not yet present, but when reached by phone responded that he would be arriving in a few minutes. Stokes stated that Christine Hawes was unable to attend.  |         |
|              | <b>II. Additions/deletions from the agenda</b>   | Dielman |
|              | Palmer asked for additions or deletions to the agenda. Stokes noted the revised agenda in the board packet includes a deletion of the action item in New Business of a resolution to transfer funds, not necessary. A new item added was to discuss options of insurance coverage for domestic partners. |         |
|              | <b>III. Conflicts or potential conflicts of interest</b>   | Dielman |
|              | None stated.   |         |
|              | <b>IV. Approval of minutes</b>   | Dielman |
|              | Directors had no changes to the May 13 regular meeting or to the May 15 Budget Committee minutes, but no quorum was yet present, so Palmer called for a meeting recess until the arrival of Gary Dielman.  |         |
|              | Dielman arrived at 7:11pm. Palmer transferred chairing the meeting to Dielman.   |         |
|              | <b>IV. BUDGET HEARING</b>  | Dielman |
|              | There was no public present who wished to comment on the 2013-2014 proposed budget as approved by the Budget Committee. Stokes had no written communications to share.   |         |
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- |  |  |  |
|--|--|--|
|  | <b>VI. Open forum for general public, comments &amp; communications</b>  |  |
|  | There was no public present who wished to comment on items not already on the agenda. Stokes had no written communications to share. |  |
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- |  |   |         |
|--|---|---------|
|  | <b>VI. PREVIOUS BUSINESS</b>  |         |
|  | <b>i. 2013-14 Budget approval. Resolution 2012-13.007</b>   | Dielman |
|  | Stokes introduced Resolution 2012-13.007. It is from a template provided by the Oregon Department of Revenue. Approval of the 2013-14 Budget requires its passage, after any desired revisions by the Board are made.   |         |
|  | Stokes proposed the board make one change to the budget approved by the Budget Committee: to revise the Other Uses fund (LB-10) by separating out \$41,000 from the grants appropriation line of LSTA grant funding for a Sage Cataloging Specialist into a new line for Personnel Services. He explained that this better follows the format used in the sample resolution form provided by Oregon Dept. of Revenue and clarifies the nature of the grant. |         |
|  | Dielman and Palmer confirmed with Stokes that BCLD would only be acting as fiscal agent and that salary and expenses are wholly paid by   |         |

the grant. Dielman asked about supervision of the cataloging specialist. Stokes' said his understanding is that the Sage Cataloging Committee or Sage Council itself would be the hiring and supervising authority.

Palmer asked if the grant allows for any additional percentage for the district for bookkeeping work. Stokes said some in-kind expenses were included in the grant application but that they were minor. The funds will be received in full in early spring of 2014 when the grant is awarded. Stokes said he would provide more details about the grant at the next board meeting.

Stokes noted that the proposed budget change simply separates out funds that were already approved by the Budget Committee. All totals remain the same.

With discussion concluded, **Palmer moved to approve the 2013-2014 budget by adopting Resolution 2012-13.007; Steele seconded.** The motion passed unanimously.

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#### **VI. ANNUAL / RECURRING BUSINESS**

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- i. 2013-14 Regular meeting times** Stokes
- For several years, the Board's regular meeting time has been the second Monday of each month at 7.00pm. Each year, the board has an opportunity at the start of the fiscal year to make changes to the regular meeting schedule. Palmer and Steele said they could meet earlier in the evening, at 6:00pm, and considered that such a change would be a great benefit to Nellie, especially in winter. Dielman supported the possible change. Stokes will notify Kyra and Nellie and prepare a resolution for the July meeting.

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#### **VII. NEW BUSINESS**

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**Resolution 2012-13.008 Other Fund Suppl. Budget** Stokes

Stokes noted that the agenda item to transfer Book Sale Revenue from Other Funds to the General Fund was deleted due to being unnecessary. He had confirmed that with Oregon Dept. of Revenue that authority already exists in the adopted budget.

- i. Resolution 2012-13.008 General Fund Suppl. Budget** Stokes
- Stokes presented a resolution to neaten budget lines for the end of the year. He calculated the budget will meet the projected carryover by a surplus margin of about a \$3,000, bringing the carryover from just under \$18,000 to \$21,000, in addition to the \$200,000 operating carryover. He reviewed the status of significant allocations and adjustments to be made by the resolution, including:
- **Current Year Tax Revenues** are on target and unchanged.
  - **Prior Tax Revenues** is to be increased by \$2,000.
  - **Interest** income is projected at \$6,000.
  - Federal **E-rate** reimbursements are reduced by \$500.
  - **Fines & Fees** is increased by \$500.
  - The amount **transferred In** from Other Uses funds is corrected to the full \$2,500 budgeted as transfer in that fund, an increase of \$440.
  - **Total Income** is **increased by \$2,440.**

Baker County Library District. Board of Directors  
**Budget Hearing & Regular Meeting Minutes**  
Monday, June 17, 2013, 7:00 – 8:30 pm

- **Personnel Services** is being **increased by \$2,262**. Stokes explained that **Salaries** are under budget by \$3,152 but that amount is offset by a \$5,414 overage in health insurance **benefits** due to more medical deductible payouts than anticipated.
- In Materials & Services, **Collection Development** is on target and unchanged.
- **Library Consortium** is reduced slightly, by \$235.
- **Facilities** is underspent by about \$4,000 currently but is projected to be spent in full due to various building needs. A large bill of around \$2,000 is expected for sprinkler line work caused by the Resort Street Improvement Project. Buried irrigation lines were in the City right-of-way and needed re-routing for sidewalk construction. Stokes confirmed with Public Works Director Michelle Owens that such repairs are fully the responsibility of the property owner. The replacement DVR unit for building security will also be billed to this line at around \$1,000.
- **Computer Maintenance** is being reduced slightly, by \$1,000.
- In **Corporate Costs**, the cost of this year's **special election** is \$2,800 more than originally expected at \$6,000. Savings in other lines bring that overage down to a needed increase of \$1,400. Dielman wondered why election costs would be so high, since there were several other measures on the ballot. Stokes said the County Clerk had explained that the increased cost was due to fewer measures from the school district than previously.
- **Utilities and Telecommunications** are on mostly target, needing only a slight adjustment.
- Overall, various adjustments to **Materials & Services** allocations result in a total **increase of \$178**.

The total increase of \$2,262 Personnel Services and \$178 Materials & Services equates to \$2,440 which matches the increased income amount.

Stokes directed the board to review revised Legal Budget documents representing details of all of the final changes. Dielman noted changes were minimal except for the staff benefits and election items.

**Steele moved to approve Resolution 2012-13.008; Palmer seconded.** The motion passed unanimously.

**ii. Eunice Barger estate bequest**

Stokes

Stokes stated the District had received a check in the amount of \$64,479 from the estate of Eunice Barger of Pine Eagle valley. The final amount is about \$10,000 more than originally anticipated. Usage of the funds is entirely unrestricted. Little is known about Barger. Stokes noted she lived to be 100 years old by a few months, born 1/11/1912, died 4/20/2012. None of the staff at the Richland or Halfway libraries are familiar with her.

Stokes presented options on how to process the funds. One option was to adopt the bequest into the district's Other Uses fund. The other idea was to pass the funds over to the Library Foundation to hold until needed by the district for projects. The primary benefit of the Foundation option was

that publicity about the bequest could attract additional contributions to the Foundation. Another benefit was that grant applications are considered more appealing to funders and have a greater likelihood of success when additional local contributors such as a Library Foundation are involved. In addition, since this income has come quite late in the fiscal year, having the funds processed by the Foundation would avoid any legal budget appropriation errors. Therefore, Stokes recommended the funds be turned over to the Foundation.

The Board discussed the two options. Dielman stated a strong preference to deposit the funds into the district account. Palmer and Steele had no strong preference so deferred to Dielman. All agreed that it was important to have the full board present to make a decision and take action prior to the end of the fiscal year to ensure compliance with legal budget requirements. Stokes was asked to arrange for a Special Meeting the following week for the purpose of adopting the unanticipated income into the current year budget.

- iii. Pacific Source Group Renewal – Domestic Partnership options** Stokes
- Stokes said that the district's insurance representative, Kevin Bell, had requested the district designate the type of Domestic Partnership coverage it would like to extend with the group insurance renewal. The options included: (a) registered only, (b) registered or same gender affidavit, or (c) registered or any gender affidavit. The difference between "same gender" and "any gender" coverage was not at all clear. Stokes said that Bell had indicated that "any gender" seemed to be the most fair and inclusive.

After discussing the options, the board agreed to select "any gender".

## **IX. ADMINISTRATIVE REPORTS**

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- i. Director's Report** Stokes
- a. Friends update:**  
Stokes noted that the Friends recently purchased two digital photo frames for display of historic photos and other marketing visuals at the Haines and Richland branch. Library staff will be selecting photos for display. The group is now making arrangements for the Miner's Jubilee Book sale upcoming in mid-July.
- b. Foundation update:** The foundation aims to meet in the next month. Stokes is creating a page on the library website for information about the Foundation.
- c. Financial report – June 2013**  
Stokes noted that Christine had provided an annotated Profit & Loss report. Budget items needing adjustment were corrected with Resolution R.008 passed earlier in the meeting. Significant expenses included repairs to water main and boiler compressor, and Sumpter branch utilities for the year which were very close to the amount expected.
- d. Miscellaneous**
- a. Facilities**
- i. Resort St Project**  
Several repairs to the lawn and garden bed sprinkler lines were necessary due to Public Works installation of underground utilities conduits and lamppost bases. The irrigation system has been inoperable for a couple of weeks so the grounds are getting quite dry but recent large rainstorms

have helped. Stokes consulted with City Public Works and confirmed that the property owner is liable for any repairs on equipment in the public right-of-way.

**ii. Boardwalk mess**

An unsightly mess was made of the boardwalk and cement sidewalk approaches. Facilities staff had applied a new coat of texturizing agent on the repaired boardwalk while the library was closed for Memorial Day. Unfortunately, caution tape alone was an insufficient barrier to detour the public from walking through the area before that agent dried. Footprints and bicycle tracks were subsequently painted onto the sidewalk. PRCF work crews will attempt to remove the tracks with wire brushes on their next visit. In the future, more substantial barriers will be used along with No Trespassing signs.

**iii. Parking lot bid**

Hampton Paving submitted bids for work on the parking lots. Doing both lots at once will cost \$7,639.12. Done separately, they will cost \$8,339.12 (\$2,801.50 for the south lot; \$5,537.62 for the north lot). Dielman supported addressing the hazardous south parking lot first. The north parking lot has one pot hole needing repair but mostly needs preventative maintenance.

**iv. DVR replacement**

A new unit is on order and is expected to be installed within the next week.

**b. Personnel**

**i. Sunday shift staff resignation**

The part-time staff covering Sunday shifts has resigned. Stokes said it is difficult to find staff willing to regularly, or even temporarily, commit to Sunday shifts. He is considering bundling a Sunday shift into the Bookmobile position that will need to be filled soon.

**ii. Professional development**

Stokes attended the combined Oregon/Washington Library Association Conference in Vancouver, WA from April 24-26. He said it was very worthwhile. The most beneficial sessions included those on cataloging, collection development, library technology, digital archives, serving patrons with mental illnesses, and writing effective library policies.

**c. Technology**

**i.** Printing issues with the SAM computer management system have persisted at the Baker branch, despite months of troubleshooting by the IT Manager. One troubling issue involving mismatched print jobs may now be resolved. It was recently identified as a problem with the rollback software that protects against changes made by patrons to the workstation.

**ii.** On June 16 2013, the IT Manager separated the staff network from the public network. This will provide dedicated bandwidth for library operations and protect staff resources from any interference from public Internet use. For example, in recent weeks a patron's laptop computer has caused a networked receipt printer in the staff workroom to begin printing out yards and yards of paper. The issue remains a complete mystery to the IT Manager even after examining the patron's computer, but the divided network will prevent it from recurring.

**iii.** On August 1, the District will begin a new database subscription to Ancestry, a powerful resource for genealogy research. The

subscription comes through the district's involvement in Libraries of Eastern Oregon. Also, on August 1 LEO is ending its consortial subscription to the World Book Encyclopedia Online due to low usage.

**iv.** The Evergreen library software used by Sage has an upgrade scheduled for June 20. The upgrade will have few public improvements but will include performance improvements on the staff side.

**d. Programs**

**i.** Summer reading programs are underway. The first event drew about 45 kids to a movie showing of Night at the Museum. A special Dr. Seuss event is scheduled for June 27<sup>th</sup> at 11am, courtesy of Libraries of Eastern Oregon.

**X. Agenda items for next regular meeting:**

Stokes

- Officer elections
- Resolution setting regular meetings
- Resolution adopting miscellaneous fees
- Elections fund projection report
- Custodial Contract

**8:29 XI. ADJOURNMENT**

Dielman

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The meeting adjourned at 8.29 pm.

**Brief Grant Proposal for New Projects  
Library Services and Technology Act FFY2014**

This form is available for download in Microsoft Word on our web site via: [www.oregon.gov/osl/LD/Pages/grantmainalt.aspx](http://www.oregon.gov/osl/LD/Pages/grantmainalt.aspx). Proposals not meeting the following conditions will be returned. The form must not exceed this cover page and two single-sided pages of proposal content. Use 12 point Times New Roman with one inch margins. Do not change the words on this form. The deadline for receipt of this proposal is **5:00 pm on Friday April 12, 2013**. Use form Appendix D if applying for a second or third year of funding.

**General Information**

Project Title: **A clean slate: Increasing cataloging capacity in the Sage Library System**

Applicant: **Sage Library System**

Mailing Address: **One University Blvd, La Grande, OR 97850**

Contact Person: **Beth Longwell**

Phone: **541-962-3867**

Email: **blongwel@eou.edu**

Fiscal Agent (if different than Applicant): **Baker County Library District**

Authorized by: **Buzzy Nielsen**

Title: **Sage User Council Chair**

Signature:

Date:

PLEASE INDICATE THE ANTICIPATED LENGTH OF YOUR GRANT PROJECT:

(Check applicable boxes)

THIS IS THE  1<sup>st</sup> YEAR OF A

ONE YEAR GRANT PROJECT.

TWO YEAR

THREE YEAR

For projects that are anticipated to be multi-year projects be sure to include an estimate of the funds anticipated to be needed for future years in the Section 4 budget discussion and Section 5 grid.

THIS IS PRIORITY 1 OF THIS ORGANIZATION'S PROPOSALS.

A Word or PDF version of your proposal, and one original of this form with signature must be received at the State Library no later than **5:00 pm on Friday, April 12, 2013**. Faxed copies will not be accepted. The electronic copy does not substitute for the signed, mailed copy. Send the electronic copy to [ann.reed@state.or.us](mailto:ann.reed@state.or.us).

Library Development Services  
Oregon State Library  
250 Winter St. NE  
Salem, OR 97301-3950



**Project Proposal (insert your text after each section)**

*Section 1. Provide the exact text of the single most relevant goal of Oregon's Library Services and Technology Act (LSTA) Five-Year Plan 2013-2017 that will be addressed by the grant project. See Appendix A.*

GOAL # 2 – Use technology to increase capacity to provide library services and expand access

*Section 2. Describe the problem(s) that will be addressed by the proposed grant project.*

Sage Library System is a unique multi-type consortium - including public, academic, K-12, and special libraries - that serves over 70 institutions across 15 counties in Eastern Oregon. The consortium includes everything from Eastern Oregon University to the tiny Crane Union High School, stretching from Hood River County in north central Oregon to Malheur County in the southeast. These libraries share a catalog and database, courier service, circulation and cataloging policies, and technical support staff.

With such a diverse membership comes inconsistency: members have varying levels of technical competency, especially related to cataloging. Sage's disparate geography makes coordinating effective in-person training difficult and costly. To compound these problems, Sage has grown quickly recently, especially with the 2010 merger with the GorgeLINK library consortium, which added the libraries from Sherman, Wasco, and Hood River counties.

These myriad issues have resulted in an unkempt bibliographic database; it includes several duplicate records, records entered to varying metadata standards, and flat-out errors. Such errors frustrate not only staff, but patrons. They may not be able to find items they want, they may place a hold on a duplicate record of another library when they could have gotten the item faster from their home library, or a record for a particular item may not contain enough information for a patron to determine if they want it. Furthering the need to address these issues soon, Sage likely will change fiscal agents away from Eastern Oregon University within the next two years.

Sage is making efforts to correct these problem. Thanks to a recent LSTA grant, we are contracting with an outside company to de-duplicate our database. In addition, the Sage Cataloging Committee - composed of library staff from around the consortium - has rewritten the cataloging procedures and standards, including implementing a tiered system of permissions and access for catalogers. Despite these efforts, though, we need further assistance.

*Section 3. Briefly describe the proposed solution that the project will implement. Indicate the project goal, and the quantified objectives that will be used to measure whether the goal is accomplished. Describe briefly the activities that will be undertaken to meet each objective. Briefly indicate how you will evaluate the outcome(s) of this project. See instructions.*

Sage has only two staff devoted to the consortium itself: a Systems Administrator and a Technical Support Specialist. Both are focused on Sage's technical infrastructure (servers, software maintenance, permissions, problem tickets, etc.) rather than cataloging. All other consortium responsibilities are carried out by volunteers from member libraries. Some of those volunteers on the Cataloging Committee have done a great job of formalizing procedures and creating new

tiered cataloging structures. However, these volunteers have jobs at their home libraries and don't have the time to spearhead a project of this magnitude.

Sage therefore seeks funds to hire a full-time cataloging specialist for two years. The position would have several objectives: 1) work with the Cataloging Committee and member libraries to write and formalize cataloging policies and procedures; 2) write detailed procedural cataloging documentation; 3) coordinate several regional trainings throughout the system, for varying skills levels; 4) create basic cataloging tutorials for ongoing training needs, focusing on new cataloging standards such as RDA; and 5) perform database cleanup projects.

In the first year of the grant, the cataloging specialist will identify problems in the database, Work on fixing some of those problems, write policies and documentation identified as critical by the Cataloging Committee, and design basic regional cataloging trainings and tutorials. Year two will focus on further cleanup, intermediate and advanced regional trainings and tutorials, and finalizing procedures and policies. By the end of this project, we expect Sage to have a “clean slate”, or at least a consistent database, as well as up-to-date standards and procedures. These standards and procedures will be maintained actively by Sage's Cataloging Committee.

We intend to make the policies, procedures, and tutorials we develop publicly available through Sage's website, <http://sage/plinkit.org>, and other portals such as Northwest Central. We anticipate this will be of interest to other Oregon libraries as well as other multi-type consortia like Sage.

*Section 4. Provide specifics about the project budget.*

LSTA monies would be used to hire a full-time cataloging specialist to be employed through Baker County Library District. The grant additionally would provide funds to hire substitutes to enable staff from smaller libraries to attend trainings as well as travel money to reimburse the cataloging specialist. Sage will contribute cash of its own to this project for database authority work, developing further cataloging functionality in our software, and cataloging training. In-kind contributions include an estimated 600 hours of time annually given by member libraries and the fiscal agent for the project, travel to trainings, supplies for printing and cataloging projects, and libraries' contributions toward hiring substitutes

*Section 5. Proposed project budget summary (Use this format – do not alter it):  
(Double click on the table to enter data. Before closing the table, be sure to scroll to the top of it)*

<b>Item</b>	<b>Local Cash</b>	<b>Local In-kind</b>	<b>LSTA</b>	<b>Total</b>
Personnel		\$14,850	\$27,900	\$42,750
Benefits		\$4,901	\$11,140	\$16,041
Travel		\$1,700	\$1,000	\$2,700
Equipment		\$800		\$800
Supplies		\$1,000		\$1,000
Contractual	\$12,500	\$1,500	\$3,000	\$17,000
Library Materials				\$0
<b>Total Direct Charges</b>	<b>\$12,500</b>	<b>\$24,751</b>	<b>\$43,040</b>	<b>\$80,291</b>
<i>Indirect Charges</i>	\$0	\$2,300	\$0	\$0
<b>Total Budget</b>	<b>\$12,500</b>	<b>\$27,051</b>	<b>\$43,040</b>	<b>\$80,291</b>

Proposed second year LSTA amount: **\$44,310** Proposed third year LSTA amount: **\$0**

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2013-14.001**

**Establishing a regular meeting  
day, time, and location for 2013-14**

July 8 2013

RESOLVED, that the Board of Directors of the Baker County Library District shall meet **monthly on the second Monday of the month from 6.00 to 8.00pm** in the Riverside Community Meeting Room of the Baker County Public Library located at 2400 Resort Street in Baker City during the 2013-14 fiscal year, with the following exception(s) :

June 2014 meeting: moved from June 9 to June 16, 2014.

ADOPTED THIS 8th day of July 2013

**FOR THE BOARD:**

\_\_\_\_\_  
**Signature: Gary Dielman,**  
BCLD Board President

**ATTEST:**

\_\_\_\_\_  
**Signature: Perry Stokes**  
District Secretary

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2013-14.002**

**Resolution to adopt Other Uses Fund  
supplemental budget**

July 8, 2013

WHEREAS bequest funds from the estate of Eunice Barger in the amount of **\$64,479** were made available sooner than anticipated, in the 2012-2013 fiscal year rather than in the 2013-2014 fiscal year; and

WHEREAS, the approved 2013-2014 Other Uses fund budget anticipated the Barger funds to be received as income in the Grants & Loans resources allocation; and

WHEREAS, receipt of the Barger funds during the 2012-2013 fiscal year has changed the cash carryover allocation as represented by the Cash on hand line of the Other Uses fund 2013-2014 budget; and

WHEREAS, ORS 294.471 permits any council of government to adopt a supplemental budget during a regular meeting of 10% or less of expenditures in a given fund; and

WHEREAS, **\$64,479** represents less than 10% of expenditures in the Other Uses fund, and Supplemental Budget changes resources not expenditures; and

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

NOW, THEREFORE, BE IT RESOLVED, that the Supplemental Budget for the Other Uses fund be adopted to increase the Cash on Hand of the Other Uses fund by \$64,479 for a total of \$145,860, and to decrease the Grants & Loans line by the same amount for an amended total of \$56,521, with total resources and expenditures remaining the same as further defined in the Legal Budget form attachment LB-10.

ADOPTED THIS 8th day of July 2013

**FOR THE BOARD:**

\_\_\_\_\_  
**Signature: Gary Dielman,**  
BCLD Board President

**ATTEST:**

\_\_\_\_\_  
**Signature: Perry Stokes**  
District Secretary

**Attachments:**

1. LB-10 Other Uses Fund. Suppl. Budget 1, 7/8/13

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

"Other Uses" Funds by Department

Baker County Library District

(Fund)

(Name of Municipal Corporation)

	Adopted Budget This Year 12-13	Revised Budget R.008 This Year 12-13	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2013-2014				Suppl Budget 1 R.002 2013-07-08	
				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body 2013-06-17			
RESOURCES									
1	60,000	60,000	1. Cash on hand * (cash basis), or	81,381	81,381	81,381	145,860	1	
2			2. Working Capital* (accrual basis)					2	
3			3. Previously levied taxes estimated to be received					3	
4	300	300	4. Interest	350	350	350	350	4	
5	11,000	11,000	5. Transferred IN, from other funds	11,000	12,500	12,500	12,500	5	
6	15,000	15,000	6. Grants and Loans	121,000	121,000	121,000	56,521	6	
7	2,000	400	7. Donations	1,000	1,000	1,000	1,000	7	
8	2,500	2,500	8. Book Sales & other	3,000	3,000	3,000	3,000	8	
9	90,800	89,200	9. Total Resources, except taxes to be levied	217,731	219,231	219,231	219,231	9	
10			10. Taxes estimated to be received					10	
11			11. Taxes collected in year levied					11	
12	<b>90,800</b>	<b>89,200</b>	<b>12. TOTAL RESOURCES</b>	<b>217,731</b>	<b>219,231</b>	<b>219,231</b>	<b>219,231</b>	12	
REQUIREMENTS									
1	29,300	34,400	1 Memorial & Grants Dept.	136,931	138,431	97,431	97,431	1	
2	1,000	800	2 Literacy Dept.	1,000	1,000	1,000	1,000	2	
3	12,000	7,500	3 Technology Dept.	12,000	12,000	12,000	12,000	3	
4	5,000	5,000	4 Capital Projects Dept.	6,000	6,000	6,000	6,000	4	
5	41,000	39,000	5 Severance Liability Dept.	58,000	58,000	58,000	58,000	5	
6	2,500	2,500	6 Operating Transfer	3,000	3,000	3,000	3,000	6	
7			7 Corporate Costs (Bank & sales fees)	800	800	800	800	7	
8			8 Personnel Services			41,000	41,000	8	
9			9					9	
10			10					10	
11			11					11	
12			12					12	
13			13					13	
14			14					14	
15			15. Ending balance (prior years)					15	
16			16. UNAPPROPRIATED ENDING FUND BALANCE					16	
17	<b>90,800</b>	<b>89,200</b>	<b>17. TOTAL REQUIREMENTS</b>	<b>217,731</b>	<b>219,231</b>	<b>219,231</b>	<b>219,231</b>	17	

\*Includes ending balance from prior year

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2013-14.002**

**Adopting miscellaneous fees**

July 8 2013

WHEREAS, agencies imposing fees are recommended by Special Districts Association of Oregon to approve a standard fee schedule by resolution; and

WHEREAS, the Baker County Library District Board of Directors aims to establish reasonable and transparent policies that facilitate the library's mission and operations;

Now, therefore be it RESOLVED, that the Board establishes a Fee Schedule as presented in the attached document

ADOPTED THIS 8th day of July 2013

**FOR THE BOARD:**

\_\_\_\_\_  
**Signature: Gary Dielman,**  
BCLD Board President

**ATTEST:**

\_\_\_\_\_  
**Signature: Perry Stokes**  
District Secretary

**Attachment(s):**

1. Fee Schedule 7/8/13

**BAKER COUNTY LIBRARY DISTRICT****FEE SCHEDULE**

The District makes every effort to provide services at minimal cost to the user. However, some services may require consumable supplies or significant amounts of staff time. In order to recover its costs for such services, the District may charge fees associated with the service requested. The Library Director may adjust or waive these fees at his/her discretion.

**Overdue Materials****Media Items**

Adult accounts \$0.20/day  
 Youth accounts (ages 6-17) \$0.10/day  
 Ready-to-Learn accounts (ages 0-5): \$0.05/day  
 Maximum overdue fees (all accounts) \$5.00/item\*

(Accounts unresolved more than 90 days will be assessed additional charges such as non-refundable Replacement & Re-processing costs and Collections Action fees)

**Equipment**

First 2 days past due \$10.00/day  
 Third + days past due \$25.00/day

(Replacement and Collections Action fees may apply for equipment overdue more than 7 days)

**Lost/Damaged Materials [Media only]****Repair/Cleaning**

\$3.00/item plus materials costs

**Re-processing fee** (Applied in addition to Repair or Replacement cost)

\$5.00/item

**Replacement**

- Media item: retail market rate for new item plus Processing fee
- Library Card: \$2.00/card

**Special Services****Collections Action**

\$15.00 per delinquent account

Unresolved accounts over \$25 may be submitted to a collection agency for recovery of non-returned library materials and unpaid fines. Unresolved accounts over \$50 may be submitted to local law enforcement for legal actions per ORS 357.975. A service fee of \$15.00 will be added to the account balance of each unresolved account needing collections action.

**Computer Guess Pass**

\$2.00/session

(Fee is waived for visitors able to provide acceptable identification)

**Fax**

Send \$1.00/page [U.S. only]; \$2.00/page [international rate]  
 Receive \$0.50/page

**BAKER COUNTY LIBRARY DISTRICT**

**FEE SCHEDULE**

**Non-resident Library Card**

\$10/one month\*; \$20/three mo.\*; \$40/six mo.\*; \$60/year

(Fee is waived for permanent residents and owners of property in Baker County, Oregon)

\*Usage restrictions apply

**Printing** [standard 8.5x11" size]

Black and white      \$0.10 per side

Color                      \$1.00 per side

**Research & Public Records Request fees**

- Paper copies or printouts [see: Printing]
- Copies of nonstandard materials (e.g. maps, videos, sounds recordings): Fees shall be the actual costs incurred by the District.
- Research fees: \$25.00 per hour

If a request requires District personnel to spend more than fifteen minutes searching or reviewing records prior to their review or release for copying, the fee shall be \$25.00 per hour, charged in fifteen minute increments, for any time spent over fifteen minutes. Fees shall be limited to no more than \$25.00 unless the requester is provided with written notification of the estimated amount of the fee and the requester confirms that s/he wants the District to proceed.

The District shall estimate the total amount of time required to respond to the records request and must be paid in advance before the search will proceed. If the actual time and costs are less than estimated, the excess money shall be refunded to the requester. If the actual time and costs are in excess of the estimated time, the difference shall be paid by the requester when the records are produced.

- Additional charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse for its actual costs of producing the records.



	5/16/13	5/20/13	5/27/13	TOTAL	% TTL
<b>12:00 AM Total</b>	0	0	0	<b>0</b>	0.00%
<b>1:00 AM Total</b>	0	0	0	<b>0</b>	0.00%
<b>2:00 AM Total</b>	0	0	0	<b>0</b>	0.00%
<b>3:00 AM Total</b>	0	0	0	<b>0</b>	0.00%
<b>4:00 AM Total</b>	0	3	4	<b>7</b>	0.12%
<b>5:00 AM Total</b>	1	7	15	<b>23</b>	0.40%
<b>6:00 AM Total</b>	4	15	4	<b>23</b>	0.40%
<b>7:00 AM Total</b>	1	0	3	<b>4</b>	0.07%
<b>8:00 AM Total</b>	0	1	0	<b>1</b>	0.02%
<b>9:00 AM Total</b>	36	124	107	<b>267</b>	4.59%
<b>10:00 AM Total</b>	131	256	226	<b>613</b>	10.53%
<b>11:00 AM Total</b>	117	216	188	<b>521</b>	8.95%
<b>12:00 PM Total</b>	214	228	271	<b>713</b>	12.25%
<b>1:00 PM Total</b>	200	214	269	<b>683</b>	11.73%
<b>2:00 PM Total</b>	202	260	284	<b>746</b>	12.81%
<b>3:00 PM Total</b>	212	256	277	<b>745</b>	12.80%
<b>4:00 PM Total</b>	109	287	231	<b>627</b>	10.77%
<b>5:00 PM Total</b>	74	230	148	<b>452</b>	7.76%
<b>6:00 PM Total</b>	33	136	91	<b>260</b>	4.47%
<b>7:00 PM Total</b>	17	53	40	<b>110</b>	1.89%
<b>8:00 PM Total</b>	3	13	11	<b>27</b>	0.46%
<b>9:00 PM Total</b>	0	0	0	<b>0</b>	0.00%
<b>10:00 PM Total</b>	0	0	0	<b>0</b>	0.00%
<b>11:00 PM Total</b>	0	0	0	<b>0</b>	0.00%
	<b>1,354</b>	<b>2,299</b>	<b>2,169</b>	<b>5,822</b>	100.00%

	6/2/2013	6/9/2013	6/16/2013	6/23/2013	TOTAL	% TTL
<b>12:00 AM Total</b>	0	0	0	0	<b>0</b>	0.00%
<b>1:00 AM Total</b>	0	0	0	0	<b>0</b>	0.00%
<b>2:00 AM Total</b>	0	0	0	0	<b>0</b>	0.00%
<b>3:00 AM Total</b>	1	0	0	0	<b>1</b>	0.00%
<b>4:00 AM Total</b>	4	11	2	1	<b>18</b>	0.08%
<b>5:00 AM Total</b>	9	15	8	3	<b>35</b>	0.16%
<b>6:00 AM Total</b>	7	11	8	6	<b>32</b>	0.14%
<b>7:00 AM Total</b>	0	0	0	0	<b>0</b>	0.00%
<b>8:00 AM Total</b>	5	1	2	1	<b>9</b>	0.04%
<b>9:00 AM Total</b>	115	155	185	164	<b>619</b>	2.76%
<b>10:00 AM Total</b>	233	320	397	455	<b>1,405</b>	6.26%
<b>11:00 AM Total</b>	259	303	249	339	<b>1,150</b>	5.12%
<b>12:00 PM Total</b>	307	358	357	260	<b>1,282</b>	5.71%
<b>1:00 PM Total</b>	297	385	335	331	<b>1,348</b>	6.00%
<b>2:00 PM Total</b>	324	368	384	275	<b>1,351</b>	6.01%
<b>3:00 PM Total</b>	345	367	330	282	<b>1,324</b>	5.89%
<b>4:00 PM Total</b>	284	250	230	249	<b>1,013</b>	4.51%
<b>5:00 PM Total</b>	204	176	205	179	<b>764</b>	3.40%
<b>6:00 PM Total</b>	144	87	142	133	<b>506</b>	2.25%
<b>7:00 PM Total</b>	81	67	72	70	<b>290</b>	1.29%
<b>8:00 PM Total</b>	22	12	23	27	<b>84</b>	0.37%
<b>9:00 PM Total</b>	0	0	0	0	<b>0</b>	0.00%
<b>10:00 PM Total</b>	0	0	0	0	<b>0</b>	0.00%
<b>11:00 PM Total</b>	0	0	0	0	<b>0</b>	0.00%
	<b>2,641</b>	<b>2,886</b>	<b>2,929</b>	<b>2,775</b>	<b>22,462</b>	100.00%