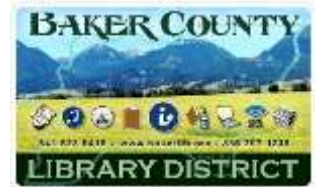


Baker County Library District
Library Board of Directors
Regular Meeting Minutes
June 9, 2026



CALL TO ORDER

The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.

Directors present were Beth **Bigelow**, Ashley **McClay**, Joan **Spriggs**, and Jacque **Cobb**. Kyra Rohner was absent. Also present in person were Perry **Stokes**, Director, and Christine **Hawes**, Business Manager. No one attended online through Zoom.

Diana Adams attended as a guest. Adams stated that she is interested in applying for the board position expected to become vacant in the fall and wanted to attend a meeting to learn more about the position.

Vice-President Beth Bigelow called the meeting to order at 5:03 p.m. A quorum was present.

Roll call: Beth Bigelow, Ashley McClay, Joan Spriggs, Jacque Cobb, Perry Stokes, and Christine Hawes.

CONSENT AGENDA

Bigelow asked whether there were any additions to or deletions from the agenda or the minutes from the previous meetings.

- There were none.

Stokes noted that there were two sets of minutes for review: the May 12 Regular Board Meeting and the May 20 Budget Committee Meeting.

Cobb moved to adopt the agenda as presented and approve the May 12, 2026 Regular Board Meeting minutes and the May 20, 2026 Budget Committee Meeting minutes; Spriggs seconded. The motion passed unanimously (4 yea).

CONFLICTS OF INTEREST

Bigelow asked whether any conflicts or potential conflicts of interest should be declared.

- There were none.

OPEN FORUM / CITIZEN COMMENTS

Bigelow asked whether there were any citizen comments.

- No public comments were offered. Stokes reported no communications to share.

OLD BUSINESS

Bigelow stated for the record that there was no old business.

NEW BUSINESS

Budget Hearing

Bigelow opened the Budget Hearing and turned the item over to Stokes. Stokes stated that the required meeting notice had been published at least five days before the hearing and asked whether anyone wished to comment.

Cobb asked about the Reserve Fund - Capital Investments and the note that the fund should be reviewed in 10 years. Discussion followed regarding the purpose and handling of the reserve fund. With no further questions and no members of the public present to comment, the Budget Hearing was closed.

FY2025-26 Supplemental Budget Adoption

Stokes explained that a supplemental budget is proposed annually to refine appropriation lines and ensure alignment with Oregon Local Budget Law. Resolution FY2025-26.08 would adopt Supplemental Budget 1 for fiscal year 2025-2026, increasing the total budget from \$3,586,088 to \$3,697,573, an overall increase of \$111,485, or 3.02%.

Stokes reviewed the following fund changes:

- General Fund: Increases by \$108,727, from \$2,445,145 to \$2,553,872. Personnel Services decreases by \$30,167, primarily due to fewer IT staff hours worked than budgeted. Materials & Services increases by \$139,970, including increased allocations for collection development, facilities and IT maintenance, corporate costs, and library operations. Capital Outlay and Interfund Transfers remain unchanged. Contingency decreases by \$1,076. Unappropriated Ending Fund Balance remains unchanged at \$655,000.
- Other Uses Fund: Decreases by \$10,000, from \$289,000 to \$279,000, primarily due to a reduction in Materials & Services and slightly lower cash carryover.
- Reserve Fund - Capital Investments: Remains unchanged at \$212,500.
- Sage Library System Fund: Increases by \$12,758, from \$639,443 to \$652,201. Changes include a \$570 increase in Personnel Services, a \$10,235 increase in Materials & Services, and a \$1,953 increase in Unappropriated Ending Fund Balance. The largest Materials & Services change is in technology costs.

Bigelow asked whether there were any questions. There were none.

McClay moved to approve Resolution FY2025-26.08 adopting Supplemental Budget 1 for fiscal year 2025-2026 in the total amount of \$3,697,573 and making appropriations as presented; Cobb seconded. There was no further discussion. The motion **passed unanimously (4 yea)**.

FY2026-27 Budget Adoption

Bigelow moved to fiscal year 2026-2027 budget adoption. Stokes reported that the Budget Committee had recommended one change to the proposed budget, increasing the cost-of-living increase from 3.4% to 4.0%. Sage Library System adopted the same cost-of-living adjustment. The total change of approximately \$4,000 was offset from contingency funds.

After directors reviewed the documents, Bigelow asked whether there were any questions. There were none.

Cobb moved to approve Resolution FY2025-26.09 adopting the fiscal year 2026-2027 budget in the amount of \$3,794,898, making appropriations as presented, imposing the permanent tax rate of \$0.5334 per \$1,000 and the local option tax rate of \$0.249 per \$1,000 of assessed value, and

categorizing the taxes as stated in the resolution; Spriggs seconded. There was no further discussion. **The motion passed unanimously (4 yeas).**

Discussion of FY2026-27 Officers and Regular Meeting Date/Time

Bigelow moved to discussion of FY2026-27 officers and the regular meeting date and time.

Stokes stated that at the July meeting, as part of new fiscal year business, the Board will elect a President and Vice-President and adopt a resolution establishing the regular meeting schedule for fiscal year 2026-2027. The current officers are Kyra Rohner, President, and Beth Bigelow, Vice-President. The current meeting schedule is the second Tuesday of each month at 5:00 p.m.

Bigelow stated that Rohner should continue as Board President and believed Rohner would be willing to continue. Cobb stated that most of her attendance may be virtual due to a new job position. Directors agreed that virtual attendance would be acceptable. Directors discussed possible meeting days and times and agreed to seek Rohner's input before taking action in July.

REPORTS

Director's Report

Stokes provided the Director's Report.

Administrative

- Stokes reported that the 2026 Local Option Levy Renewal passed and stated that the result was good news for the District.
- Stokes reported that the District received notice of a \$25,000 ARSL grant award. The grant will support staff training for community instruction in software and technology use. Vanessa McClarin will begin training and is required to attend two conferences, one in 2026 and one in 2027.
- Stokes reviewed the updated Board Vacancy Application form. Spriggs stated that she intends to step down in the fall, likely in September, and that Diana Adams is interested in applying for the position. Spriggs stated that she will continue volunteering at the Halfway Library. Directors thanked Spriggs for her service and for helping identify a potential replacement.
- Directors discussed wording in the updated application, including questions related to explaining strong agreement or disagreement and how a board member should respond to a complaint about a title. Cobb stated that the application provides good structure for the vacancy process.
- Stokes reported that the Sage User Council held its annual meeting May 29 at BMCC in Pendleton, with most participants attending virtually. The Council approved the 4.0% cost-of-living increase.

Facilities

- Baker Library: Shrubbery along Resort Street has been pruned. The electric mower was sent out for repair. A rooftop HVAC unit had an electrical failure requiring a part, with repair cost of about \$2,000.
- Haines Branch: Exterior painting and roof projects have been completed. Cobb stated that the paint job looked very nice and noted that a volunteer trimmed shrubbery around the building.
- Huntington Branch: The branch is temporarily operating on a Wi-Fi hotspot due to an internet outage caused by a recent wildfire that damaged area cell towers.
- Sumpter Branch: Stokes stated that he would like to try again to have the museum building repainted because old signs from the building's former use as a store and gas station are misleading.

Friends

- The Friends are planning their summer book sale during Miner's Jubilee weekend.
- Jen Albright's memorial service will be June 28 at Crossroads. An invitation was included in the board packets.

Marketing and Outreach

- Stokes reported that he visited the Muddy Creek Social Club in Haines on May 13 to discuss BCLD history, current services, and library trends.
- Stokes reported that he met May 27 with Baker 5J School District Superintendent Mr. Halgarth to discuss possible collaborations, including the possibility of hosting a school-sponsored tutor at the library. The online tutor program will likely be discontinued due to lower-than-expected use.

Personnel and Training

- The District has posted the IT Administrator position. Jim White will retire at the end of July.
- The District will hire replacements for four graduating student interns.
- The District hired a seasonal substitute to help with temporary summer staffing needs.

Programs and Services

- The Cycling Oregon author visit was held June 5 and had about 10 attendees.
- Stokes is coordinating a Sketch & Release presentation with Jason Graham.
- Oregon State Parks sent four day-use parking passes for checkout. The District also has digital day passes available. The physical passes will launch June 15 for patrons who do not use technology.
- The Summer Reading Program has begun and will run for eight weeks. Bigelow suggested sending flyers to schools next year, and McClay suggested also providing schools with a slide for their displays.

Safety and Security

- A security camera at the corner of the building has been upgraded to add a 360-degree view and has been helpful.

Technology

- Stokes reported on restoration of the VR Sandbox. Facilities staff added large casters to improve mobility, and the IT Manager is working on restoring functionality. When complete, the District intends to offer the unit to Baker 5J or another Baker County school.

Financial Report

Hawes gave the financial reports. Copies of the reports were distributed and displayed on the Zoom screen.

- **General Fund:** June tax turnovers had not yet been received. Pool savings interest continued at 4.0%, with \$2,883.68 received in May. Total District Salaries were 97.3% spent with 12 paydays posted, and combined Personnel Services were 94.8% spent, with the final PERS payment and accrual adjustments still to be posted.

- **Materials & Services:** Notable payments included Ingram (\$6,361.71) for the monthly book order; Midwest Tape/Hoopla (\$965.36) for monthly electronic patron usage; Valley Metal (\$1,682.80) for HVAC repair; Grumpy's (\$1,019.53) for brakes and an oil change for the van; CMGEO (\$637.00) for a budget legal ad; Baker City Lions (\$300) for marketing ads; Hells Canyon Journal (\$128.40), including \$78 for a budget legal ad; Shryock Associates LLC (\$200) for the June 5 program speaker; and Gentry's Custom Painting (\$13,350) for painting the Haines Library building. The District Visa statement was available and would be reconciled before online payments were posted.
- The current General Fund combined cash balance was \$739,101.85.
- **Other Funds:** Received pool interest of \$897.44, split by four departments, and \$314.18 in Amazon book sale income in May. No checks or Visa payments were posted at that time.
- **Capital Investment Fund:** Received pool interest of \$645.31. No expenses were paid from this fund. The current reserve cash balance was \$181,111.75.
- **Sage Fund:** Received pool interest of \$1,057.25 and subscription reimbursements from member libraries totaling \$2,910.05. CatExpress and EZ Proxy subscription expenses totaled \$3,493.30, with \$583.25 remaining in Accounts Receivable. Sage Personal Services salaries were 87% spent with 11 pay dates included. Checks included small courier payments totaling \$1,755.33, Crane Schools (\$20.55) for book shipping reimbursement, and Backstage Library (\$288.40) for record maintenance. The Sage Fund current cash balance was \$297,046.04.
- The **District Visa statement** dated June 8 would be reconciled during the week, with online payments posted by the end of the week. The packet will be available for review at the next meeting.
- **Approved Bills Reports** for each fund were included with the check packets for board members to initial while reviewing and signing checks.

There were no questions on the financial reports.

Additional Discussion

Bigelow asked Adams about her interest in serving on the Library Board. Adams spoke about her interest in serving the library and the community, her prior board service, and her experience as a City Council member. Spriggs stated that her part of the county needs representation, which is why she sought a possible replacement. McClay asked Adams about her views on the right to read, and Adams stated that a person should be able to choose what they want to read. Directors discussed constitutional considerations and balancing what is available.

Cobb asked about new-user statistics for Hoopla. Stokes reviewed Hoopla and Kanopy services and related statistics. Stokes explained that Kanopy is a flat annual subscription, while Hoopla allows four borrows per patron and bills the District based on usage.

There were no further questions.

NEXT MEETING

- The next regular board meeting will be July 14, 2026 at 5:00 p.m.

ADJOURNMENT

Bigelow adjourned the meeting at 6:07 p.m.

Respectfully submitted,

Perry Stokes

Secretary to the Board

PS/ch

AI disclosure: These minutes were edited with the assistance of an AI-based language tool to support grammar, clarity, formatting consistency, and professionalism. All substantive content, decisions, and financial figures were reviewed and approved by library staff.