

Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, Sep 8, 2014, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

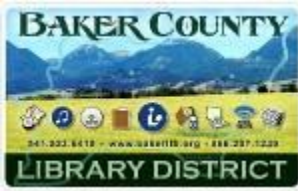
Gary Dielman, President

6:00	I. CALL TO ORDER	Dielman
	II. Additions/deletions from the agenda (ACTION)	Dielman
	III. Conflicts or potential conflicts of interest	Dielman
	IV. Approval of minutes from previous Board Meeting (ACTION) <i>Related documents: Board Meeting Minutes 8/11/14</i>	Dielman
6:05	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. Guest presentation: Scott Ungerecht – library event photographs	
	VI. PREVIOUS BUSINESS	
	i. None	
6:20	VII. ANNUAL / RECURRING BUSINESS	
	i. Policy Review / Revision: Fee Schedule (ACTION) *new ILL fee \$5.00 for multimedia (DVD / Audiobook) <i>Related documents (1)</i>	Stokes
6:30	VIII. NEW BUSINESS	
	i. Intellectual Property Policy (ACTION) <i>Related documents (1)</i>	Stokes
	ii. Proclamation: Library Card Signup Month (ACTION) <i>Related documents (1)</i>	Stokes
7:00	IX. ADMINISTRATIVE REPORTS	
	i. Director's Report <i>Related documents: To be distributed at meeting.</i>	Stokes
	ii. Business and Financial Report <i>Related documents: To be distributed at meeting.</i>	Stokes
	X. Agenda items for next regular meeting: Oct 13, 2014 6:00pm	Dielman
7:30	XI. 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.

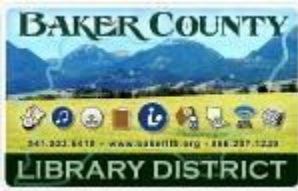
ORS 192.660 (1) (d) Labor Negotiations
ORS 192.660 (1) (h) Legal Rights

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



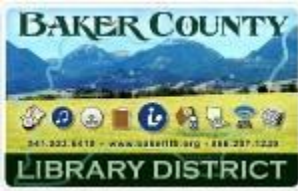
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Call To Order	<p>Gary Dielman, President called the meeting to order at 6:00pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Directors present were Gary Dielman, Nellie Forrester, and Della Steele, with Betty Palmer arriving at 6:07pm, and Kyra Rohner-Ingram arriving at 6:10pm. Also present were Perry Stokes, Library Director; and Christine Hawes, Business Manager.</p>
Agenda Approved	<p>Dielman asked for additions or changes to the agenda. No changes were suggested.</p>
Conflict or potential conflict of interest	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
Minutes Approved	<p>Dielman asked for corrections to minutes. There were none. Forrester made a motion to approve both the Agenda and the July 14, 2014 Regular Meeting Minutes as presented; Steele seconded; motion passed unanimously by three Directors present.</p>
Public Comment	<p>Dielman asked Stokes for any correspondence since there were no members of the public present for the open forum period. Stokes said he received a note from a patron in the comment box requesting more juvenile audiobooks. He placed an order for several new items for that collection.</p>
Cash Flow Projection Report	<p>Hawes referred to the report included in the board packets. The cash flow report starts with a cash balance of \$87,473.86 which includes having paid the August 1 payroll. The current cash balance of \$74,885.20 reflects bills being signed tonight. The income and expenses are projected for September and October plus the November 2 payroll. She anticipates having to borrow \$102,000 from Other Funds leaving \$28,000 as a buffer in Other Funds to operate until tax turnovers begin to come early November. The Library District historically receives its first tax turnover by November 5th. It is good news is that the Library District will once again operate on its own funds from July 1 through the first of November; there is no need for a Tax Anticipation Note.</p>
Organizational Chart Revision	<p>Stokes reviewed the current organizational chart and proposed revision included in the Board packets and projected other supplemental organizational charts onto a large screen for group viewing. After reviewing the departmental chart, Stokes said that the one position the Library does not have an Assistant Director; it is common for a library this size to have an assistant. There are three people doing Administrative work; one full-time at \$39,199, one three-quarter time at \$27,999, and one half-time at \$18,921. In the future he recommends consolidation of two of the positions into one Assistant Director position. With the current division of duties, there is some inefficiency and dysfunction. Combining the two less-than-full-time positions at</p>



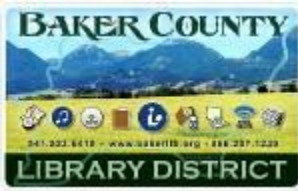
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	<p>\$47,000 would be sufficient funds to pay for the position on the low end of the salary range. Stokes said that the salary range for the position at the Hood River Library is \$46,489-\$52,354. On the Rank Chart, current staff positions were reviewed. The job titles are standards in the library profession. It was noted that Diana Pearson, currently the Reference Librarian and Public Services lead, does have a professional certification. On the Supervisory Organizational chart, supervisory roles and positions were reviewed. Branch staff report directly to Pearson as branch manager. At the main branch, two branch managers are the direct supervisors of most of the staff. The board discussed current positions and part-time staff.</p> <p>Stokes made an action request to have the board approve the main departmental organizational chart. The primary change is addition of the Sage Library System. Rohner-Ingram made a motion to approve the BCLD Organization Chart, Agenda Attachment VIII.i.a; Palmer seconded; motion passed unanimous by five Directors present.</p>
<p>Administrative Reports: Director's Report</p>	<p>In administrative reports, Stokes reported that the Friends Miner's Jubilee book sale made about \$3,000. Under buildings, the Baker Library air conditioning unit needed repair & maintenance work at a cost of \$1,612.85. The thermometer is typically set at 71-72 degrees, but the system was not cooling below 76 degrees. Stokes remarked that 71 degrees is the temperature at which the fewest complaints come in. There was also a repair to one of the building entry doors of \$325. The repairman told Stokes that the door handle mechanisms are obsolete. Replacement doors will cost approximately \$6,400 for both entrances. This will be added to the long range facility maintenance. The Bookmobile had major repairs of \$1,909.40 for the clutch. The Richland Branch adjusted its hours on Monday from 1:00-5:00pm to the morning due to the unbearable heat. The Huntington Branch had a graffiti incident. Two individuals were identified; they were ordered to pay \$300 in restitution as part of their sentencing. In Personnel, this was the last day for applications for the Facility Maintenance Specialist. So far 9 applications have been submitted for the position. Stokes applauded the efforts of a new volunteer working on the rose garden who has greatly improved the area. The prison crew has been tasked with weeding during their monthly visits. Sprinklers have been set to water the area more often which has helped the roses' condition.</p> <p>In Programs and Services, there were 2 Oregon Humanities Conversation Programs scheduled. For the "Beyond Human" technology program on July 18, unfortunately no one attended. The poor attendance was attributed to the event being held during Miner's Jubilee. This was experimental scheduling, Stokes explained. He had hopes that many passersby would drop in to the program. A program about natural resource use, called "Your Land, My Land" (August 8), had 8 people attend. It was held last</p>



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	<p>Friday night. Stokes heard it was a very lively topic, but he was surprised there were not more people.</p> <p>Stokes said that he has purchased outdoor lawn games that are available for people to check out to use in the park or at family events. He described the games purchased. He intends to contact the City for collaboration to advertise the materials in the park with signage. It will be stated that the games must be returned during open hours (not to be returned in the book drop).</p> <p>Work has begun on the annual Statistical Report. The checkout of physical items totaled 167,276, which is an increase of 8,397 items (5.3%). The checkout of digital items totaled 7,022, an increase of 1,519 (27.6%). The Sage Inter-Library Loan (ILL) items have significantly increased; lending grew by 2,021 items (41.1%) to 6,942 whereas borrowing increased by 2,509 items (47.8%) to 7,756. Given the size of the district’s collection, it is interesting that more is borrowed than loaned out. Stokes suspects this is due to our 3 week checkout standard; other libraries have shorter periods for high demand items.</p> <p>In Technology, our Technology Manager has been working on a updating the Library wireless access equipment. The Library has had three broadcast points that are being combined to a single point. The new system installed has revealed that an average high of 20 people are connected to WiFi in the afternoons. The wireless access was having connection issues. The fax machine in Baker recently had a sensor fail. Staff found it would cost as much to repair as obtaining a new machine. Two fax machines were acquired; one for the main library and a second for a branch.</p>
<p>Business and Financial Report</p>	<p>Hawes passed out check packets and financial reports. The General Fund received tax turnovers of \$4,904.29 in August. E-Rate refunds are coming in for the FY2013-14 fourth quarter with \$630.73 received and \$752.02 to come. The General Fund beginning cash shows \$189,572.80. Hawes explained that the beginning cash is less than the budget of \$205,000 due to payroll. In the past, the Library District has budgeted on a cash basis making the use of direct deposit not feasible for the June payroll paid on July first. Last year, the Board approved budgeting on the accrual basis as recommended by the District Auditor. This budget change made it possible to use the direct deposit year-round including July 1. However, QuickBooks pulls the cash out the day before the pay date and deposits the funds on the first. Adding the amount for direct deposit of \$22,539.46 to the ending cash totals \$212,112.26 which slightly exceeds the budget. A note will be added to the financial statement.</p> <p>Under Materials and Services, the Ingram bill was low this month at \$915.82 for books. A check to LEO renewing 2 databases totaled \$1,700 (EBSCO Auto and Heritage Quest). The Visa was \$7,170.83; highlights include computer equipment of \$3,501.72,</p>



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	<p>Summer Reading Program & carnival supplies \$604.30, Bi-Mart \$245.76 for park games and Bridge Street Inn of \$48.60 for presenter motel. Other notable checks include Scotts Heating & Air Conditioning \$1,612.85 for AC repair, Marv’s Glass \$325 for a door repair, Mike Bork Auto \$1909.40 for the bookmobile clutch, and Movie Licensing \$385 annual license renewal.</p> <p>The Other Funds wrote a check to LEO for \$6,000 for 5 early learning stations. The Friends group has pledged to pay for one-half of the cost.</p> <p>The Sage Fund paid July bills totaling \$2,027.44 most of which was for courier services. At this time, the two check signers on the account are Stokes and Dielman. Checks were included for Dielman’s signature. Hawes explained that the Sage Fund payroll will require some special treatment. QuickBooks direct deposit feature only supports the use of one bank account meaning that payroll can be processed in the Sage Fund, but will need to reimburse the General Fund for the withdrawal each month. The same goes for the payroll taxes, the online payment programs allow for one bank account for each I.D. number. This means that the expenses are processed in the Sage Fund and then reimburses the General Fund for the amount due for Federal and State payroll taxes.</p> <p>Checks were signed and approved by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular meeting will be September 8, 2014 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:02pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

BAKER COUNTY LIBRARY DISTRICT

Attachment VII.i

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

Interlibrary Loan - audiovisual

\$5.00/item for audiovisual materials (movies, audiobooks)

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.

Intellectual Property Policy

As a publicly-funded entity devoted to providing access to the power of information and imagination, Baker County Library District strives to be open, innovative, and collaborative. In working for the public good, the District wants people to reuse, build upon, and distribute freely the materials that it creates. These materials include technology walkthroughs, reading lists, presentations, class handouts, and more.

To facilitate reusing this content, the District eschews the “all rights reserved” model of copyright. Instead, the District supports using more permissive copyright models that encourage creativity while allowing copyright holders to reserve some rights.

For these reasons, all content created by District personnel or its Board of Directors in the course of their work for the District shall be licensed under the current version of the Creative Commons Attribution license (CC BY). Details of this license are available at <http://creativecommons.org>. This license allows people to do the following with District works:

- Copy, distribute and transmit the works;
- Adapt the works;
- Make commercial use of the works.

These permissions are provided under the condition that the District is attributed, but not in a way that suggests that it endorses the user or use of the work.

Exceptions

Some District intellectual property is not made available under the terms of the Creative Commons Attribution license. These are:

- The District's logo;
- Third-party material that is being used under fair use or with permission (such as material from third-party electronic resources);
- Any photographs where patrons, staff, or Board members are easily identifiable.

Waivers of this policy may be approved by the Library Director. In no way does this policy affect the status of works, their status as public records, or any of their elements that are in the public domain, nor does the policy affect people's fair use rights or other applicable copyright exceptions and limitations.

Approved by the Board of Directors: [9/8/14 (proposed)]

Revised:

Resolution No. 2014-15.004

Establishing Library Card Sign-up Month 2014

September 8 2014

Whereas, the library card is the most important school supply of all;

Whereas, libraries are an essential service for the nation's children;

Whereas, libraries bridge the digital divide by providing a full range of information and services to children and adult learners;

Whereas, Baker County Library District offers free access to important educational resources for all ages and types of learners, including premium electronic resources such as free online tutors 2-10 pm each day;

Whereas, libraries continue to evolve and expand their services in ways that bring value to their communities; and

Whereas, a free library card is the "smartest card" you can own;

Therefore be it resolved that Baker County Library District proclaims September Library Card Sign-up Month in Baker County, Oregon and encourages everyone to sign up for the "smartest card" @ your library.

ADOPTED by the Board of Directors of Baker County Library District this 8th day of September 2014

FOR THE BOARD:

Signature
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary