

**Baker County Library District**  
 Board of Directors  
**Budget Hearing / Regular Meeting Agenda**  
 Monday, Mar 12, 2018, 6:00 – 8:00 pm  
 Riverside Meeting Room, Baker County Public Library  
 2400 Resort St, Baker City  
 Gary Dielman, President



- |              |  |         |
|--------------|--|---------|
| <b>I.</b>    | <b>CALL TO ORDER</b>   | Dielman |
| <b>II.</b>   | <b>Consent agenda (ACTION)</b><br>a. Additions/deletions from the agenda<br>b. Minutes of previous meeting   | Dielman |
| <b>III.</b>  | <b>Conflicts or potential conflicts of interest</b>  | Dielman |
| <b>IV.</b>   | <b>Open forum for general public, comments &amp; communications</b><br>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. | Dielman |
| <b>V.</b>    | <b>REPORTS</b>   |         |
|              | a. Director  | Stokes  |
|              | b. Finance   | Hawes   |
| <b>VI.</b>   | <b>OLD BUSINESS</b>  |         |
|              | a. 2018-2019 Budget Committee & calendar (ACTION)  | Stokes  |
| <b>VII.</b>  | <b>NEW BUSINESS</b>  |         |
|              | a. Policy revision – Social Software (ACTION)  | Stokes  |
|              | b. Board Training:   | Stokes  |
|              | i. SDAO - Successful Governance for Local Officials, part 2  |         |
| <b>VIII.</b> | <b>Agenda items for next regular meeting: Apr 9, 2018</b>  | Dielman |
| <b>IX.</b>   | <b>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 (2) (d) Labor Negotiations  
 ORS 192.660 (2) (h) Legal Rights

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

# Library Board Meeting – Annotated Agenda

Monday, Mar 12, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

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

### *Attachments:*

- II.b. Board meeting minutes, Feb 12 2018

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

## V. REPORTS

- a. Director Stokes

### *Friends & Foundation*

At the Friends meeting on Feb 14, the group

- declined to purchase customized book bags to sell at the library circulation desk
- discussed staffing concerns with running future book sale events
- discussed concerns with clutter in the book shop area from library discard materials
- Approved \$500 to pay for OBOB team t-shirts and end-season party refreshments
- Approved \$150 to pay for bookmarks and library posters
- Approved \$500 for the 2018 Free Comic Book Day event in May
- Approved \$250 for a volunteer recognition event, being planned for April

With the withdrawal of the Friends from the Winter Book Sale coordination, the library asked the Baker County Community Literacy Coalition to host the event. The sale was held from 2/23 – 3/4 and generated the traditional amount of revenue which will be split with BCCLC according to a proration of volunteer hours the group provided.

### *Facilities*

- **Baker** – Persian rug.

Repair work to the Persian rug was completed by Atiyeh Brothers. Based on their valuation, we have added the item to the district's asset list and the rug is now back in the Oregon Room.

- **Baker** – Roof/gutter/soffit project.

Repair work to the smoke wall at the south end of the building began 2/20/18 and took about one week. The project was less disruptive than anticipated with only the StoryTime room being inaccessible. The next phase of the project is adding insulation to the soffit spaces,



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Notes prepared by Library Director Perry Stokes

which Ed had planned to do this past weekend. When weather permits, Ed will apply the cosmetic finish products to the soffit exterior panels.

- **Baker** – Vandalism of outdoor electrical outlet

We have periodically experienced unauthorized public access of the outdoor electrical outlet which is used for Bookmobile maintenance and operations. Recently, someone broke the cover to the outlet and stole the extension cord. The Resort Street sidewalk outlet was also broken. The incident was reported to the Baker City Police Department. Ed was able to install a more substantial cover and the extension cord will now be stored indoors.



- **Baker** – Self-service bike repair station



In preparation to install a bike repair station at the south end of the building outside the meeting room, Ed utilized the March PRCF work crew to remove grass and earth. He will next lay down some compact gravel and we are still considering whether to pour concrete.

## Personnel

- **Funeral service for former library staff**

Library staff are deeply saddened by the recent passing of former employee, Bill Albright. A memorial service is scheduled for Crossroads Art Center at 4:00 PM on March 31, 2018.



## b. Finance

Report documents to be distributed at the meeting.

Hawes

## VI. OLD BUSINESS

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

Stokes

### Attachments:

- VI.a.i. FY2018-2019 Budget committee membership
- VI.a.ii. FY2018-2019 Budget calendar

It's time to begin the next fiscal year's budget process. At this meeting the board will review and approve the budget calendar, which delineates when the budget committee will meet, when notices are published in a newspaper, and when the budget is approved. Our budget is

# Library Board Meeting – Annotated Agenda

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Notes prepared by Library Director Perry Stokes

reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.

Budget committee members are appointed to 3-year terms. The terms of two budget committee members expired last year, Joy Leamaster and MaryAlys Urey. Joy is willing to be re-appointed. MaryAlys is no longer available due to having moved out of the area. Per discussions in prior Board meetings, I invited Anne Mehaffy to be MaryAlys' replacement and she accepted. **I recommend approval of the Budget Committee roster as presented with appointment of Joy Leamaster and Anne Mehaffy to new 3-year terms and me as Budget Officer.**

The date for the Budget Committee meeting is proposed as Wed, May 30 at 5pm with a secondary meeting tentatively scheduled for the following day Thu, May 31 at 5pm. The secondary meeting is customarily scheduled as precaution, but has never been necessary. Please let me know if these dates work for you.

## VII. NEW BUSINESS

### a. Policy revision – Social Software (**ACTION**)

Stokes

*Attachments:*

- VII.a.i. Social Software Policy [current]
- VII.a.ii. Social Software Policy [with markup of changes]
- VII.a.ii. Social Software Policy [proposed revision]

This policy was last reviewed in November 2011. Revisions are based on the policy model of [Washington County Cooperative Library Services \(WCCLS\)](#). Primary changes enhance retention policy and guidelines for acceptable behavior in Terms of Use. I've also proposed to adopt the "official position" disclaimer language from the WCCLS policy.

### b. Board Training

#### i. SDAO - Successful Governance for Local Officials, part 2 (Protecting Rights)

SDAO has developed an online training course designed for public officials. Depending on available time, for Board training we will share the second lesson of five for the course. These lessons cover the importance of local government, protecting rights, ethics and ethical behavior, managing multiple roles, and community leadership strategy.

## VIII. Agenda items for next regular meeting: **Apr 9, 2018**

Dielman

- Janitorial Services bids / contract approval
- 2017-2018 budget status & outlook
- 2018-2019 budget proposal draft 1 review
- Policy review/revision
  - Collection Development
  - Video security and records
  - Library card eligibility

# Library Board Meeting – Annotated Agenda

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Monday, Mar 12, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

- Time manner & place
- Fee schedule
- Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object
- Strategic Planning
  - Edge survey
  - [OLA Standards](#)
  - [OR Public Library Needs Assessment](#))

IX. ADJOURNMENT

Dielman



# Baker County Library District

Board of Directors

## Regular Meeting Minutes

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<p><b>Call To Order</b></p>	<p>Betty Palmer, Director called the meeting to order at 6:02. The meeting was held in the Riverside Meeting Room. Present at the beginning of the meeting were Betty <b>Palmer</b>, Della <b>Steele</b>, and Nellie <b>Forrester</b>, Directors; Perry <b>Stokes</b>, Library Director and Christine <b>Hawes</b>, Business Manager. Board President, Gary <b>Dielman</b> arrived at 6:15pm at which time Palmer handed the meeting over to him.</p>
<p><b>Consent Agenda</b></p>	<p>Palmer asked if there were any changes or additions the consent agenda. Stokes wanted to remove an item from the agenda; Board Training under New Business due to technical difficulties. The remote for the TV is missing so he won't be able to broadcast the program. There were no other changes to the agenda. There were no changes made to the minutes. <b>Forrester made a motion to approve the Consent Agenda as presented; Steele seconded; the motion passed unanimously</b> (by three Directors present).</p>
<p><b>Conflicts or Potential Conflicts of Interest</b></p>	<p>Palmer asked for any potential conflicts of interest. There were none.</p>
<p><b>Open Forum for general public</b></p>	<p>Palmer stated there were no visitors present for the open forum. She asked Stokes if he had any comments or correspondence to report. Stokes said that he had a couple items. He received a <b>compliment on the Oregon Library Passport Program</b>. A local library user patron requested BCLD become a participant to enable reciprocal use at other Oregon libraries while traveling. Stokes also conveyed <b>one complaint</b> from a patron about the prohibition of sleeping in the library per the district's Code of Conduct. This patron was recently observed by staff to be sleeping for at least 10 minutes. He was then awakened and told of the policy prohibiting sleeping, or appearing to sleep, in the library. The man said he would contact the Board President to file his complaint, which he did by phone. Stokes explained the reason for this policy element. When a patron is found unconscious on library property, staff needs to check on them for the individual's safety and liability reasons. This is a standard element in library conduct policies. The topic was recently discussed in a library forum online. Stokes said library staff is sympathetic to those needing sleep, but libraries do experience people passing out from drug use or health issues and need medical attention. Even when sleeping for short periods, the heavy breathing and snoring can be disruptive to other library users and the sleeper's seat is not available to person's who may wish to use the library as intended. BCL staff protocol is to check on persons found napping for 5 or more minutes, both in the interest of that person's health and welfare and to maintain an appropriate library environment. The group agreed with the library policy and encouraged Stokes to continue enforcing the policy.</p> <p>When Dielman arrived he added to the complaint report, stating the patron tried to contact him but he was unable to talk with the man. He had been out of</p>





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	town.
<b>REPORTS:</b> <b>Director</b>	<p>Stokes gave highlights from his annotated Director’s Report in the packets.</p> <p><b>Foundation – Dolly Parton Imagination Library</b> - The program is up and going in Baker, Union, Grant and Harney Counties. Funding for at least 3 years has been secured thanks to the Rippey Foundation and OTEC, our local electric utility company. Custom printed brochures and fliers are on order. The program provides one book each month to a child under five years of age. The rate of registrations is reported to have a strong start. The Library Foundation is the host affiliate of the program for Baker County.</p> <p><b>Facilities – Baker Library Roof/Gutter/Soffit Project</b> – To facilitate proper drainage of the gutter, a rain chain has been installed at the southwest corner of the Baker building. It seems to be functioning as intended, though there has been some runoff over the sidewalk during prolonged rain. Another major element of the building project is that a smoke wall is missing under the roof the children’s area. A smoke wall helps to contain fire from spreading quickly through the ceiling. The work will start on Feb 19, the President’s Day holiday, and is anticipated to take two weeks. That area will be cordoned off from the public for safety. Staff will retrieve materials for the public during the construction period.</p> <p><b>Baker Library Teen Room Project</b> – The room conversion is scheduled for the week of March 19, just prior to spring break. With staff vacations and the Battle-of-the-Books, the work was pushed back to March. Shelving and furniture have been delivered and the carpet is on order. Some demolition work has begun; the computer counter was removed and teens are being detoured to use other computer workstations for the time being. The remodel team also plans to have the soda machine removed primarily due to insufficient use. Public notice signage has been posted.</p> <p><b>Haines Library Roof Repair</b> – Facility staff, Ed Adamson made repairs to the Hanes branch roof to fix a small leak. He also secured the gutter in areas where it had pulled away from the building. Ed recommends replacement of the gutter assembly, but for now securing it with support straps will fix the problem and the drainage onto the sidewalks causing ice. Technology staff, Jim White has also installed a couple of new Ubiquiti security cameras inside the Haines building for testing. Cameras are planned to be installed in other branches thanks to a Security &amp; Safety Grant from SDAO.</p> <p><b>Huntington Library New Staff</b> – We have hired a new branch lead in Huntington. Ms. Juanita Klosky brings training and experience in Behavior Intervention for both adults and children. We are sorry to lose Brandy Wilson who resigned at</p>



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	<p>the end of January for personal reasons but she will continue as a branch sub.</p> <p><b>Baker Library Shelving Staff Kudos</b> – The district is on its second year of the Library Page student worker program which employs high school age youth to do shelving work. Stokes presented a photo of the empty re-shelving shelves taken on January 24. He said they are doing a fantastic job. When the re-shelving workload is caught up, they have time to “shelf read” which means they visually inspect shelves to look for anything out of place, straighten materials, and shift to other shelves as needed.</p> <p><b>Public Services</b> – A test batch of <i>archive photo files was migrated to Washington’s Rural Heritage</i> digital platform. Stokes is excited to now have about 200 photos on the WRH site. He is not sure how many files may be transferred under this pilot project. There are over 9,000 files to do. Dielman likes the prospect of moving away from the current photo archive software. One of the primary drawbacks is the difficulty to make edits or upload new additions. Stokes said staff is impressed with the site features. The pilot project is scheduled to complete in August 2018.</p> <p><b>Programs –Battle of the Books</b>– the local Oregon Battle of the Books (OBOB) competition was held Saturday, February 10. Participation was down slightly this year due to practice time having to be scheduled after school which often conflicts with sports practices and other extracurricular activities.</p>
<p><b>Finance</b></p>	<p>Hawes passed out financial reports and check packets for signatures. There are over 60 checks to sign and several highlights tonight.</p> <p>The <b>General Fund</b> received tax turnovers totaling \$11,819.59 on February 5. E-Rate reimbursements were submitted with \$1,995.47 confirmed and an additional \$850.48 in process. In <b>Personnel Services</b>, the monthly PERS liability payment was \$10,498.22 with \$1,410.11 of that reimbursed by Sage Fund. Personnel Services is at 65.3% spent or a little under the anticipated 67% for this time of year. In <b>Materials &amp; Services</b>, starting with notable expenses in the Book Budget. Checks were written to EBSCO \$1,075 for the Novelist subscriptions, Ingram \$1,607.25 for book orders, New York Times \$447.20 for the “Sunday Only” subscription, and Oregon Career Information \$250 subscription. The Building &amp; Grounds Budget includes Arros Electric \$8,655.95 for installing heat tape in gutters, installing exterior lights, and power to the new TV in the Storytime room; and new hand railing out front including Baker Welding \$132 metal pieces and Diversified Fabrication \$93.50 to paint it. The details for line #6310.2 <i>Soffit &amp; Gutter Repair Expense</i> have been attached to the back of this month’s report for your review. The Janitorial Contract budget includes the monthly check to Goertzen Janitorial \$1,495; this check is written on the first of the month with the payroll check run. A check was written to Mike Bork Auto</p>





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	<p>\$497.02 for Bookmobile lube and oil change. A large check was written to SDAO for the annual liability insurance \$17,813 of which \$1,631 was flood insurance. On the SDAO invoice, we received credits totaling \$1,659 for participating in the Best Practices Program offered every year. We also renewed the CNA Surety Bond \$350 bonding for Stokes and Hawes. In travel, a check was written to Nellie Forrester \$66.15 for motel reimbursement to attend last month's meeting. In Association Dues, a check was written to Oregon Government Ethics Commission of \$475.12 for annual dues. The check to Visa of \$3,272.93 includes Summer Reading Program supplies of \$173.44 the theme is "Libraries Rock". In Utilities, a check to Ed Staub &amp; Sons of \$205.02 for Haines Library heating fuel. And finally a check to CenturyLink \$425.00 for the monthly Internet for the Huntington Library. ERate will reimburse the Internet service at 80% costing the District \$85 a month. Funding for the first 4 months of this new service has been approved with reimbursement of \$1,254 coming soon.</p> <p><b>Other Funds</b> received Amazon book sales revenue of \$597.31 and wrote a check to Visa of \$247.85 for shipping costs and a commission check of \$50.27. In addition, checks to Visa included Costco \$899.99 for the pondless fountain kit, another \$2,402.63 to Carpet One for teen room carpeting and \$550 Touch of Modern for special display shelving. Another check to Spacesaver Specialists Inc \$8,937.74 for teen room new shelving and panels. The Teen Room Remodel Project has spent \$13,174.37 of the \$14,176.43 funds available leaving a current grant fund balance of \$1,002.06 to-date. The detail of the Teen Room Remodel Grant line and Memorial Funds cash report are attached for your review.</p> <p><b>Sage Fund</b> has received notification that the LSTA Grant Claim For Payment of \$53,562.13 has been approved. Those funds will be distributed within 30 days. Sage wrote checks to reimburse General Fund for its portion of the monthly PERS liability \$1,410.11 and 7 checks to couriers totaling \$1,603.25. The Sage Visa totaling \$993.20 due included \$451.30 ILL labels, \$275 for OLA conference registration, \$90 OLA membership and postage of \$177.90 for courier expense.</p> <p>The checks were signed and check lists approved for all three funds.</p>
<p><b>Old Business: Budget Committee</b></p>	<p>Stokes reported that he had contacted 3 of the 4 committee members, all of which are willing to serve again. We will need to replace MaryAlys as she has moved closer to family. He asked the board for suggestions for whom to invite. After a short discussion, it was agreed for him to contact Ann Mehaffey. It was also suggested to place an ad in the paper asking for volunteers with no action taken.</p>
<p><b>New Business: Requests for BCLD Resources</b></p>	<p>Stokes said he was contacted by a representative of the US Forest Service working on the 2018 Capitol Christmas Tree Project. Oregon will provide the Christmas tree this year to be displayed at the US Capitol. The USFS is exploring</p>



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<b>US Forest Service Capitol Christmas Tree Project</b>	<p>the idea of a parade event with a wagon train theme also promoting libraries and literacy. They asked if the District would be interested in having the BCLD Bookmobile participate in the parade that would start in Sweet Home, travel north to Portland and east on I-84 as far as Baker City. The event will be in early November. The project would take 12-14 days of staff and bookmobile time estimated to cost \$3,500. Fundraising is planned to cover costs although the committee could not guarantee the reimbursement of the costs at this time. Stokes said in addition, the event coordinators would like to distribute surplus books provided by the Library of Congress to library participants. Stokes said that the district has a sufficient stock of books, so that is not a significant incentive. Discussion ensued.</p> <p>Dielman said his concern was the two weeks that a staff person and the bookmobile would be out of public service for a public relations event. Stokes said public image may also be a concern. Some library users both locally and beyond may object to the appearance of BCLD supporting or endorsing an administration which is antagonistic to supporting public libraries. In its FY2019 budget proposal, the Trump administration has once again proposed the permanent elimination of the Institute of Museum and Library Services and with it virtually all federal library funding. This would significantly impact library services in eastern Oregon by eradicating funding for the statewide databases, half of courier costs for the Sage Library System, and more.</p> <p>Based on the information provided, the group advised Stokes to decline to participate in the 2018 National Christmas Tree event.</p>
<b>Memorial Exhibit Space Request</b>	<p>Stokes said the Baker County Community Literacy Coalition recently received a significant amount of memorial donations in remembrance of a local woman who was active in the literacy program. They have inquired about using space in the library to display a plaque in memoriam of their volunteer. Based on past discussions, the board has declined to establish permanent memorial exhibit rights in the library, but have kept it open to discussion. Stokes is reluctant to dedicate space for memorial plaques since it establishes restrictions and emotional complications to future remodeling. It increases the chance that changing the space use will offend someone. He is not opposed to having a display space for the Literacy Coalition to use for promoting the group. The best space would be to relocate the Ron Walrod painting. Discussion ensued. Forrester asked that if one memorial is set up, then how many more will come and what is the criteria for allowing them. The library does not have space to host them all. Dielman asked if there was interest in creating a dedicated memorial space; there were no motions made. Palmer commented that one appropriate place for the one memorial plaque they have asked to place would either be in the Children's area or perhaps at the Haines branch where the volunteer lived. She also suggested working with the Literacy Coalition</p>



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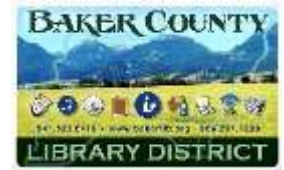
	<p>coordinator, Jim Tomlinson, to come up with a month to honor volunteers like this. The group agreed to leave it up to Stokes discretion.</p>
<p><b>Meeting Room Policy Revision</b></p>	<p>Stokes presented the proposed revision of the Meeting Room policy. It was last reviewed in April 2014. He is proposing to add new elements to manage the Study Rooms which enlarge the policy. He has weeded some of the rules that will be moved to procedures rather than be included in policy. He has added a disclaimer that use of Library facilities does not constitute endorsement. A new section titled Special Use is added on page 2. This class requires special permission from Stokes. For example, there is a concealed weapons course coming up. This is one of the circumstances in which the instructor will need to provide a certificate of liability insurance. New section titled Study Rooms. These rooms have been getting quite a bit more use. Often it is kids who cannot be quiet in other areas. The rooms are at the north end of the building and are not checked often. Policy has been added for safety; the policy stipulates the patron cannot cover up the windows or barricade the door.</p> <p>Discussion started with Palmer stating she is concerned that the district even allows under age individuals to use these rooms unobserved. She recommended adding security cameras to the rooms. Dielman asked why the district needs to accommodate kids in an isolated room at all. Stokes said some kids want a space that is quiet, or just to get away from the peer group due to bullying. There are some the library should accommodate youth use but needs to manage it for safety and security. Palmer agreed that the district can try it but would like to revisit how the policy is working after about six months. Steele stated she agreed with Palmer. Palmer asked about a record of who is responsible for the room. Stokes replied the rooms have to be checked out by an individual that takes responsibility. In the event of a violation of the Code of Conduct, that individual will lose room use privileges for a minimum of 90 days. Dielman voiced a concern that it will require more involvement of staff. Stokes said the only real change from current practice is that ages 12 and under are not allowed to check out a study room on their own; they must have a parent make the reservation. Kids 13 and up may have a parents authorize room use, which is noted on their library account. Forrester asked if there was a maximum number allowed in the rooms; Stokes replied 4 to 6 people are allowed at one time. Stokes added that if we have problems we can go back and lock the rooms. With no further discussion, <b>Palmer made a motion to approve the updated Meeting Room &amp; Study Room Policy as proposed; Steele seconded; motion passed unanimously.</b></p>
<p><b>Board Training: District Annexation</b></p>	<p>Stokes said that there was a change a few years ago in the annexation process set in <i>ORS 198.857 Annexation without election by petition of landowner</i> which allows individuals to petition to be annexed into a district. Previously, elections were the only option to annex those outside a district and those already within</p>



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	<p>the district boundaries. The new option is an easier and less expensive process for individual property owners. He wanted to bring this option to the board attention since the idea of expanding the district to annex North Powder and other areas resurface from time to time.</p>
<b>Next Meeting Date</b>	<p>The next Board meeting will be March 12, 2018 at 6:00pm.</p>
<b>Adjourn</b>	<p>The meeting was adjourned at 7:16 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

DRAFT

**Budget Committee Membership FY2018-2019**

## Appointive Members

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2016	6/2018
2	Linda Collier	Halfway	5/2016	6/2018
3	Bob Savage	Baker City	5/2017	6/2019
4	Joy Leamaster	Baker City	5/2018	6/2020
5	Anne Mehaffy	Baker City	5/2018	6/2020
Alt	Nancy Johnson	Baker City		

## Governing Body (Library Board) Members

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

## Budget Officer

	Perry Stokes	Baker City	N/A	N/A
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**ORS 294.414 Budget committee.**

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

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

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

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

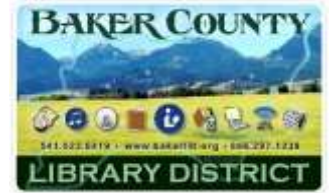
(5) Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

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

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

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

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



## 2018-2019 Budget Calendar

Apr-18						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### A. Wednesday, May 2, 2018

Publish 1st Notice of First Budget Committee Meeting  
(5 - 30 days before hearing, at least 5 days apart)  
*\*2<sup>nd</sup> notice not necessary due to online publishing*

### B. Monday, May 14, 2018, 6.00 – 8.00pm

**at Baker County Public Library**

Second draft proposal review at Regular Board Meeting

May-18						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### C. Wednesday, May 30, 2018, 5.00 - 7.00pm

**at Baker County Public Library**

First Budget Committee Meeting

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

Jun-18						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### D. Thursday, May 31, 2018, 5.00 - 7.00pm

**at Baker County Public Library**

Second Budget Committee Meeting (*if necessary*)

- Budget Committee deliberations and questions

### E. Monday, June 4, 2018

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

### F. Monday, June 11, 2018, 6.00p

**at Baker County Public Library**

Public Hearing and Annual Fiscal Meeting

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

### G. Before July 15, 2018

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





## **BCLD Policies:**

# Social Software Policy for Baker County Library District Users

Adopted November 14 2011

## **Policy**

Baker County Library District utilizes social software tools for educational, cultural, civic and recreational purposes. Library social software tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. Library social software is intended to create a welcoming and inviting online space where library users will find useful and entertaining information and can interact with library staff and other library users. Comments are moderated by library staff and the library reserves the right to remove comments that are unlawful or off topic.

## **Definition of Social software**

Social software is defined as any web application, site or account offered by the library that facilitates the sharing of opinions and information about library related subjects and issues.

Social software includes such formats as blogs, listservs, websites, social network pages or posts to community reviews and patron ratings of library materials.

## **Rules for commenting**

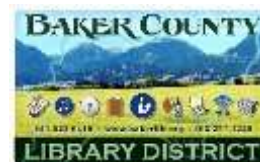
Protect your privacy. Do not post personally identifying information. Young people under age 18, especially, should not post information such as last name, school, age, phone number, address.

Posts containing the following are against library rules and will be deleted before posting or removed by library staff:

1. Copyright violations
2. Off topic comments
3. Commercial material/Spam
4. Duplicated posts from the same individual
5. Posts including profanity
6. Specific and imminent threats
7. Libelous comments
8. Inappropriate images that violate criteria 1-7 above.

Deleted and removed comments will be archived. Anyone who violates the Rules for Commenting three times may be permanently blocked from commenting in the future.

**By choosing to comment you agree to these rules.**



## SOCIAL SOFTWARE POLICY

Adopted: 3/14/2011.

Last revised: 3/12/18

### Policy

Baker County Library District ~~utilizes~~ may offer blogs, community reviews, patron comments and other social software tools for educational, cultural, civic and recreational purposes. Library social software tools provide a limited (or designated) public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues. Library social software is intended to create a welcoming and inviting online space where library users will find useful and entertaining information and can interact with library staff and other library users. Comments are moderated by library staff and the library reserves the right to remove comments ~~that are unlawful or off topic~~ reviews. Comments and reviews may be removed after a period of time; social software sites are not archived.

### Definition of Social software

Social software is defined as any web application, site or account offered by the library that facilitates the sharing of opinions and information about library related subjects and issues.

Social software includes such formats as blogs, listservs, websites, social network pages or posts to community reviews and patron ratings of library materials.

### ~~Rules for commenting~~ Terms of Use

~~Protect your privacy. Do not post personally identifying information. Young people under age 18, especially, should not post information such as last name, school, age, phone number, address.~~

By choosing to comment, users agree to these terms:

~~Posts containing the following are against library rules and will be deleted before posting or removed by library staff:~~

Comments are moderated by staff of BCLD and/or its member libraries, and BCLD reserves the right to not post or to remove comments that are unlawful or off topic as determined in its sole discretion, including but not limited to:

1. Copyright violations
2. Off-topic comments
3. Commercial material/spam
4. Duplicated posts from the same individual
5. ~~Posts including profanity~~ Obscene, hate or racist comments
6. Specific and imminent threats
7. Personal comments about individuals, including attacks, insults or threatening language
8. Libelous comments
- ~~7.~~



## SOCIAL SOFTWARE POLICY

Adopted: 3/14/2011.

Last revised: 3/12/18

~~8. Inappropriate~~ Images that violate ~~rules~~Terms of Use.

~~Deleted and removed comments will be archived. Anyone who violates the Rules for Commenting three times may be permanently blocked from commenting in the future.~~

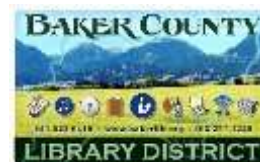
~~9. By choosing to comment you agree to these rules.~~

Persons who violate these terms may be barred from further postings.

Postings by BCLD or member library employees do not necessarily reflect the official position of BCLD or its member libraries and are not binding, unless clearly identified as having been approved by the BCLD Director. BCLD has no affiliation with any advertisements or other material posted by the site owner.

All comments are public records. Commenters are urged to protect their privacy.

Commenters should not post personally identifying information, including but not limited to: last name, school, age, phone number, address, library card number. BCLD recommends use of a generic username that is not personally identifying.



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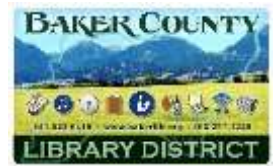
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7. Personal comments about individuals, including attacks, insults or threatening language
8. Libelous comments
9. Images that violate Terms of Use.

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