



Baker County Library District Library Board Regular Meeting Minutes

March 7, 2023

<p>Call to Order</p>	<p>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.</p> <p>Directors attending the meeting in person include Beth Bigelow, Joan Spriggs and Ashley McClay at the beginning of the meeting; Betty Palmer arrived at 12:10pm. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager. One person is attending via zoom, Kyra Rohner.</p> <p>With a quorum confirmed present, the meeting was called to order at 12:05pm.</p>
<p>Consent Agenda</p>	<p>Rohner asked for any additions or deletions to the consent agenda or minutes from the previous meeting. Stokes had one addition, the Library of Things will be added under New Business. He will discuss new items under consideration for launch. There were no changes given to the minutes. Spriggs made a motion to approve the Consent Agenda; Bigelow seconded; motion passed unanimously (3 yea, Bigelow, Spriggs, McClay) by those present.</p>
<p>Conflicts of Interest</p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p>Public Comment</p>	<p>Rohner moved to public comments.</p>
<p>OLD BUSINESS: None</p>	<p>None</p>
<p>NEW BUSINESS: Budget Committee Update</p>	<p>Stokes reported on attendance status of the appointed Budget Committee members. Three of the five budget committee members have reported new scheduling conflicts and will be unavailable. With the remainder of appointed members and at least 4 board members participating, he doesn't feel replacement appointments are required. Rohner asked if any motion was needed. Stokes verified that no motion was needed since the committee roster was already approved at the last meeting.</p>
<p>FY23-24 Budget Proposed Draft</p>	<p>Rohner asked Stokes to present the budget proposal.</p> <p>Stokes shared print copies of the legal budget sheets in the board packets. These tell the story of the current year budget. He has modified the standard</p>



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	<p>budget forms to include the proposed supplemental budget (in purple), more years of historical actual data and the projected budget. Color coded data in green indicates a number increase, and red indicates a decrease.</p> <p>Palmer arrived at 12:10pm.</p> <p>Stokes started with General Fund Form LB20 depicting district Resources (Income). He went over highlights of the Supplemental budget compared to the current budget changes and noted items of interest on the proposed budget. For the current year, according to the County Assessor the district will receive about \$24,000 more than budgeted, plus another \$58,000 of unanticipated tax revenue income.</p> <p>Form LB30 is a Summary of Requirements (Expenses). For this year, Stokes is projecting significant savings in salary expenditures primarily due to the delayed replacement of the retiring IT Systems Manager. Major increases on the new proposed budget are due to restoring that position back up to full-time, a 5% Cost-of-Living-Increase (COLI) for all staff, and boosting some administrative staff salaries which are below a competitive level relative to peer libraries. With inflation rates continuing to be high, he said, many Oregon local governments he surveyed report implementing a 5% COLI if not already bound by a union contract. Other major Personnel Services category increases are under employee benefits due to growth of PERS and health insurance rates.</p> <p>Stokes proposes using surplus income from the current year to boost the Collection Development in the Supplemental budget. The goal is for collection investment to be at least 10% of the operating budget. Other allocation increases are in Facilities, Technology, and Library Operations categories. He described primary cost drivers in each. In Capital Outlay, he has increased this line from \$25k to \$35k to provide capacity for the staff workroom remodel.</p> <p>Page 2 of Form LB30 lists Non Allocated funds. The amount listed in Debt Service is from the Resort Street project when the City buried electrical lines. Stokes proposes to pay the remainder of that debt off, which is just under \$13,000, in the next fiscal year due to rising interest rates. Transfers will include regular strategic savings amounts for Technology and Severance Reserves. Capital Improvements will increase by \$65,000 bringing that from \$80k to \$135k. The carryover will be maintained at around \$550,000 for Operating Reserve.</p> <p>Form LB-31 depicts detailed allocations in Personnel Services. The category increases include a 5% COLI, several staff step increases, and two administrative staff being reclassified in order to keep pay for those positions at a competitive rate. The Business Manager is increasing her hours by 3 hours a week. Palmer</p>
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	<p>asked about the group health increase of 1.8%. Stokes explained that changes in staff impacted that total amount; the insurance premium rate increase is anticipated at 6%.</p> <p>Form LB-31 depicts detailed allocations for Materials & Services. Collection Development will be increased by \$32,000. Part of this increase is to start a new digital content delivery service called Hoopla. The Sage Library System increased its membership fees by a base rate of 8%, which is a \$1,300 increase for BCLD. The Facility Maintenance category is kept well-funded to support ongoing projects and roof issues. Identified strategic plan maintenance projects amount to over \$600,000. Computer maintenance is increasing due to increased costs for the new website, Wi-Fi hotspot funding, and workstation updates. With the Bookmobile aging, maintenance is more costly and gas prices are volatile, so that budget line is rising. The Debt Service increase was previously discussed. Library Service Supplies is based on historical average Youth Program allocation is kept strong as we work to expand programs, particularly at branches. Utilities will increase based on cost history.</p> <p>Stokes asked the board to provide guidance on two questions. First, he asked, is there support for paying off the LID note? With some discussion, everyone agreed that it should be paid off in the coming fiscal year. The second question was about the proposed 5% staff Cost of Living Increase. Other rates could be implemented, higher or lower, if they wished. He asked for direction from the board on these items and any others they may see.</p> <p>Bigelow asked what other libraries are doing with this. Stokes said that those that responded were at 5% COLI. Discussion ensued on the County and other factors in the financial sector. Palmer felt that 5% was a healthy increase, a good middle of the road. School Districts across the region are being conservative in their budget projections. Stokes said we will keep it at 5%. He didn't have the other fund worksheets ready for today. He will have those ready at the Budget Committee meeting. Palmer said that she appreciates the historical data on the worksheets.</p> <p>Rohner asked if he needed action on this agenda item. Stokes said that he just needed a consensus on these two topics.</p>
<p>Library of Things</p>	<p>Stokes wanted to go over an idea for an addition to the Library of Things. He asked about the MantisX. He is apprehensive about launching this with recent shootings. He described the program and App which is firearms training using laser devices. People in this area supplement their diet with hunting activities. This allows people to practice their marksmanship without spending a lot on ammo in order to practice hunting. He feels that it may attract users that</p>



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	<p>would be surprised that we offer this. It is similar to laser tag gaming systems; he talks about the program. Hood River has a few sets of laser tag, they are one of the most popular check out items. He thinks these would be good additions. People can use them in the park. There may be some complaints but he doesn't anticipate much negative feedback. Biglow agreed, this is a hunting community. McClay talked about what the Sheriff's department uses for practice. Others liked the idea of offering the laser tag. Discussion ensued on how many would be offered and capacity of use. Rohner spoke up that she is reluctant because of the connection to firearms and that they look like a firearm. She is concerned about the liability. If a child was using one of these, it could be mistaken for holding the real thing. Discussion ensued on the drawbacks and waiver forms. Stokes suggested that we could have adults only checking these out, signing the waiver forms and taking responsibility for the materials. Rohner is concerned, adding that she is on the fence about offering these. Palmer said she appreciates Rohner's concern. We do like to respond to patron requests. She would like to see us check with the Sheriff's department to get their take on this idea. And also suggested that we check with the school district. She wants us to talk with our community partners and ask questions. Stokes will talk to Hood River and a couple other districts who are offering these to see what that goes. The MantisX materials do not look like the real thing, they are smaller, but don't look real. McClay asked how people use the program. It is done through a television. Bigelow asked for a video on the product. Stokes brought up a video on the products to play for the group.</p> <p>Stokes will report further on this topic at the next meeting.</p>
<p>REPORTS: Director</p>	<p>Stokes passed around his report and highlighted the following:</p> <p>Facilities - Roof update. We still have persistent leaking in a particular area. The recent rain storm showed that it is still an issue. He talked about the new idea for installing flashing to allow water to drain off. This feels like an ongoing thing. He is hopeful that Ed has found a solution with the help of the specialty equipment that detects the source of the water.</p> <p>Telephones - Ed is working with Bryan on this project. They are looking into changing from the phone land lines to Voice over IP.</p> <p>Personnel - staff participated in a walking program titled Walk-To-Mordor. Stokes thought he came in fourth. Thanks to Missy, our Youth Programs Specialist, for organizing that. It also familiaried staff with the software.</p> <p>Hoopla Digital Platform - he wants to launch this program which is a streaming service. It has a huge catalog of ebooks, movies and assorted digital materials.</p>



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	<p>It is a pay per use. Every time a person borrows something, the library pays a fee. An average of \$2 per incident. This is the latest way that people are accessing this content. The program offers almost instant access whereas other options have a large wait time. He keeps hearing that patrons are moving to other services. The Library2Go program has a long wait time for newer products. He is setting up the program working with a representative.</p> <p>Battle of the Books - Heather and Courtney took two teen teams to Salem for the State Competition. Neither team advanced from the preliminary round but they had a good time and a safe trip. Bigelow heard from one of the moms that they thought it was a good experience.</p> <p>Summer Reading Program - this summer's program theme is Find Your Voice. Missy is gearing up for the summer.</p> <p>Free Comic Book Day - We had a good showing of about 250 participants. All of the comics were gone by the end of the day. Last year was 280.</p> <p>People Counters data - graphs and statics were brought up on the screen to show the patron counts coming into the library.</p> <p>Volunteer appreciation event - coming Wednesday, May 17.</p> <p>New Website - the library's new website will be launched soon. All of the content has been transferred over. It is a much cleaner presentation and is ADA accessible.</p>
<p>Finance Report</p>	<p>Hawes has handed out Financial Reports and electronic copies are available for those attending via Zoom. Hawes gave an overview of the financial reports:</p> <p>The General Fund has received tax turnovers of \$5,824.99 for May. We also received grant funds of \$7,000 from the Roundhouse Foundation and another \$900 from ECF Funds for 2 months of hotspot services. The Interest rate for the Oregon Local Government Investment Pool (pool) is now at 3.75%. The general fund received interest income of \$2,740.53 in April, with a year-to-date total of \$19,008.30. In comparison, last fiscal year 2021-2022 the general fund received a total of \$3,601.56 of interest income for the entire year.</p> <p>Personal Services is on target with the budget in total so new news there.</p> <p>The General Fund wrote several checks plus had online payments for a few utilities. Each packet includes some checks to sign and online payment receipts to review. Materials & Services has several checks of interest including checks</p>



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	<p>to Ingram of \$5,301.27 for the monthly book order, and Grey House Publishing \$1,028.10 for reference books for two different Guides to Stocks. In Facilities, checks to Eastern Oregon Rental of \$658.95 to rent a lift for the roof leak analysis done last month, and Stan’s Heating of \$276.25 for Huntington branch HVAC quarter maintenance. In the Computer budget, checks to Springhouse \$1,099 for room booking software, and Streamline \$200 for monthly website hosting fee. A check to Special Districts for \$9.00 was the additional auto insurance to cover the vehicle rented for the recent OBOB event for 3 days. In the Youth Program budget, a check to Traveling Lantern of \$395 for a kids program on June 7 which is part of the SRP. Highlights in the Utility budget, Cascade Natural Gas of \$1,856.30 was paid online for the Baker library heating. Checks were written to the City of Sumpter \$837.46 for quarter utility reimbursement and Northeast Oregon Housing, aka Richland Apartments, of \$436.33 for the Richland library utility reimbursement for March.</p> <p>The Other Funds received Amazon revenues of \$188.33 in April. Other Funds received pool interest totaling \$535.83 with the majority of that going to the Memorial Dept of \$222.83 and the Severance Dept of \$289.78 (rate 3.75%). Other Funds had no checks this month.</p> <p>The Capital Investment Fund had no activity other than pool interest of \$248.29 for April.</p> <p>The Sage Fund is still waiting on the LSTA grant funds that were filed April 5. It did receive pool interest of \$610.51 in April for funds that are now on deposit with the Oregon State Investment Pool. Checks were written for 6 small couriers totaling \$2,842.56 plus a check to Interactive Sciences of \$1,999.45 for the Wowbrary annual subscription.</p> <p>The Approved Bills Lists (ABL) printouts were passed around with the check packets. The checks were signed by board members present at the meeting who also initial the lists.</p> <p>Rohner left the meeting at 1:12pm for an appointment.</p>
<p>Next Meeting</p>	<p>The next meeting is May 24, for the budget committee meeting at 5:00pm The next regular board meeting will be June 13, 2023 (Noon).</p> <p>Palmer asked for any other comments. There was none.</p>
<p>Adjourn</p>	<p>Palmer adjourned the meeting at 1:15 pm.</p> <p>Respectfully submitted,</p>



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	<p>Perry Stokes Secretary to the Board PS/ch</p>
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