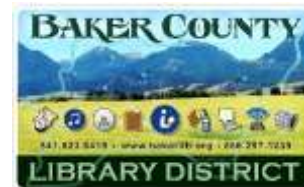


Baker County Library District
 Board of Directors + Contract Review Board
Regular Meeting Agenda
 Monday, Nov 18, 2019, 6:00 – 8:00 pm
 Riverside Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|--|---------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION) | Dielman |
| | <ul style="list-style-type: none"> a. Additions/deletions from the agenda b. Minutes of previous meeting | |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications | Dielman |
| | <p>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.</p> | |
| V. | OLD BUSINESS | |
| | a. None | |
| VI. | NEW BUSINESS | |
| | a. Oregon PERS Employer Incentive Fund (ACTION) | Stokes |
| | b. Policy revision – Materials Selection & Withdrawal (ACTION) | Stokes |
| | c. Personnel Policy revision (ACTION) | Stokes |
| | d. Staff memorial discussion | Stokes |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Next meeting: Dec 9, 2019 | Dielman |
| IX. | 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 (2) (d) Labor Negotiations | ORS 192.660 (2) (e, j) Property |
| ORS 192.660 (2) (h) Legal Rights | ORS 192.660 (2) (a, b, i) Personnel |

Library Board Meeting – Annotated Agenda

Monday, Nov 18, 2019, 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.i. Board meeting minutes, Oct 21 2019

- | | |
|--|---------|
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| V. OLD BUSINESS | |
| a. None | |
| VI. NEW BUSINESS | |
| a. Oregon PERS Employer Incentive Fund (ACTION) | Stokes |

Attachments:

- VI.a.i. OR PERS EIF newsletter
- VI.a.ii. 2017 UAL valuation summary – Baker employers
- VI.a.iii. Oregonian – Oregon PERS opens EIF

In October, PERS-participating employers were informed [see attachment] about an opportunity to contribute funds toward a side account with the Employer Incentive Fund (EIF). The benefit of contributing to the EIF is to offset future increases in the district’s PERS contribution rates. With future PERS rates expected to continue to climb, Oregon legislators and state PERS administrators are “inviting its most deficit-challenged members to apply for matching funds from the state if they can come up with some extra dough to pay down their unfunded liability [Oregonlive, 9/10/19].”

Employers may receive a 25% matching contribution to a deposit of at least \$25,000 into a side account. The matching state money is available on a first-come, first-served basis and the first round of applications is only open to employers whose individual unfunded liabilities exceed 200 percent of their payroll. Employers with over 200% UAL have priority for the available state funds until December 2.

Currently, BCLD UAL is 190% of payroll (\$1,013,482) based on 2017 actuarial valuation (see attached). After Dec 2, BCLD would be eligible to make a minimum deposit of \$25,000 into a side BCLD PERS UAL account, for which the state would contribute an additional \$6,250. The maximum amount BCLD could contribute is \$1,200,000, for which the state would contribute \$300,000.

Unfortunately, BCLD does not have surplus financial reserves available to make any extra lump sum payments toward the PERS UAL. Priorities continue to be building reserves sufficient to

Library Board Meeting – Annotated Agenda

Monday, Nov 18, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

maintain debt-free operations and fund major building maintenance projects with the new Capital Improvement Fund created last year. By law, funds in the Capital Improvement Fund may not be used for any other purpose. *The board could, however, redirect a portion of the operations reserve to the EIF.* I am not making a recommendation to do so, but am bringing the issue to board awareness.

Senate Bill 1049, which provides a means to increase state funds into the PERS system and stretches out the timeline for paying off the state's pension debt, was passed this year and is expected to impact employer rates for the 2021-23 biennium. The 2019 Actuarial Valuation is scheduled to be presented in fall 2020 and will be used to set 2021-2023 rates.

b. Policy revision – Materials Selection & Withdrawal (ACTION) Stokes

This policy needs to be reviewed at least every five years and was last reviewed and revised in November 2016. The primary changes I propose for this review are to

- specify the scope and circumstances when items may be placed in a “restricted access” collection in the Access section, and
- add full-year residency to the qualification for individuals seeking to challenge items in the Collection Review section.

In addition to reference and archival materials which are kept in “closed stacks” in the Reference and Oregon Rooms, BCLD has traditionally maintained a small number of items in a Front Desk Collection behind the staff desk which are made available to the public on request for check out only. The criteria for restricting access to these items has primarily been theft and mutilation risk, but that criteria has been informal rather than explicitly defined in written policy. The ALA document ["Restricted Access to Library Materials: An Interpretation of the Library Bill of Rights"](#) states that “Library policies that restrict access to resources for any reason must be carefully formulated and administered to ensure they do not violate established principles of intellectual freedom.”

I propose to add the following sentence in the Access section:

“Restricted access” collections may be maintained for materials that are rare, fragile, cost-prohibitive to replace, at high-risk of theft or mutilation, or pending repair, addition, processing, or withdrawal.

c. Personnel Policy revision (ACTION) Stokes

Attachments:

- VI.c.i. Personnel Policy,
- VI.c.ii. Personnel Policy, proposed revision

This proposal updates the section on district procedure for posting open positions. With a website, social media, and targeted email networks the district has moved away from needing to use publication in the local newspaper and employment office for recruitment.

Library Board Meeting – Annotated Agenda

Monday, Nov 18, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

d. Staff memorial discussion (ACTION)

Stokes

As shared in an email to the staff and board, former library staff member of 30 years Carmen Wickam passed away on November 6 due to complications from ALS. Some current employees have inquired about the potential of establishing some kind of memorial item in the library for Carmen. In previous discussions on this topic, the board has been disinclined to add new memorials for individuals. I have included this as an item for the board to discuss and confirm, or revise that direction.

A donation collected from staff and board members was made to the OHSU Children’s Hospital in Carmen’s honor as requested by the family. The library has also received a memorial donation in Carmen’s honor. With that, the library may add her name to the Donor Board in the front lobby. It does include several memorial acknowledgments.

VII. REPORTS

a. Director

Stokes

Facilities & vehicles

After written appeal with additional details highlighting potential building damage and maintenance costs, the Baker City Tree Board approved removal of the large elm tree at the Northwest corner of the Baker branch. Cost is estimated at around \$2,000.

New shelving was installed in the Children’s area for Picture Books / Easy Readers and Juvenile Fiction.

Door traffic counters installed at branches -

Personnel

The part-time position of Technical Services Specialist (32 hours/week) is currently open to staff and recently interviewed candidates.

Commendation to staff for successful coordination and installation of new children’s shelving – Ed, Missy, Heather.

Programs & services

Digital Archive website revision
Elder/Memory Care kits
Traveling StoryTimes
Temporary food ban in effect

Safety & Security

None.

Technology

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours’ notice is given.

Library Board Meeting – Annotated Agenda

Monday, Nov 18, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

WiFi hotspot testing – coverage inadequate

Other

State & National news/trends:

Publishers Weekly – The Week in Libraries

[Nov 1 2019](#)

Macmillan CEO John Sargent writes to librarians; more libraries announce boycotts of Macmillan e-books as the publisher's embargo begins; and why being a whistleblower doesn't pay.

[Nov 8 2019](#)

The pressure keeps mounting on Macmillan following its library e-book embargo; a backlash follows after a group of Florida elected officials politicizes the library's New York Times subscription; and an update on the Library of Congress modernization efforts.

[Nov 15 2019](#)

ALA applauds Trump's choice to lead IMLS; the simple reason why some librarians believe Macmillan's e-book embargo is destined to flop; and administrators finally come clean about why a YA author's library visit was canceled.

b. Finance

Hawes

Report documents to be distributed at the meeting.

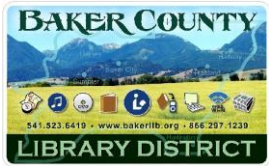
VIII. **Next meeting: Dec 9, 2019**

Dielman

- Future agenda items
 - Policy review/revision
 - Discussion of pro-rated benefits for part-time employees
 - Fee schedule
 - Library Card Eligibility
 - Social Software
 - Staff Use of Collection Materials
 - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object
 - Board Training: Discussion of ALA State of America's Libraries 2018 report

IX. **ADJOURNMENT**

Dielman



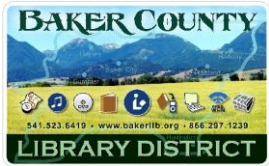
Baker County Library District

Board of Directors

Regular Meeting Minutes

Oct 21, 2019

<p>Call To Order</p>	<p>The meeting was held in the Riverside Meeting Room. Gary Dielman, President called the meeting to order at 6:05pm. Present at the meeting were Directors Gary Dielman, Beth Bigelow, Kyra Rohner and Frances Vaughan. Also present at the beginning of the meeting was Perry Stokes, Library Director and Christine Hawes, Business Manager.</p>
<p>Consent Agenda</p>	<p>Dielman asked for any changes to the consent agenda. There were no changes made to either the agenda or the minutes. Rohner made a motion to approve the consent agenda; Bigelow seconded; motion passed unanimous (4 yea).</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any potential conflicts of interest. There were none.</p>
<p>Open Forum for general public</p>	<p>Dielman noted there were no members of the public present. Stokes had one comment received through the website. The patron praised library staff after a recent visit saying that staff was very helpful and went above expectations to help them with family research. No other correspondence.</p>
<p>OLD BUSINESS: Rivistas Subscription Services</p>	<p>Stokes said there have been a few more revisions to the subscription that will increase the cost by about \$200. Rivistas will do 98% of the subscriptions. Sylvia will manage those that they don't offer. Dielman asked about the current system. Stokes described a check is sent to each vendor individually for each subscription. With the new Service, Sylvia will have a convenient management tool for missing issues, cancelations, and ordering new subscriptions. The District will cut one check a year to pay for the subscriptions. It will be more efficient and save on resources for the District. Dielman voiced support for the contract. In one year, we can review how it is working out.</p>
<p>Professional Audit Services</p>	<p>Stokes said that we received the Engagement Letter (contract) from the new auditing firm. Hawes reviewed the letter and made changes. Stokes highlighted significant elements and changes. The price remains the same. The contract has been signed and returned. Hawes is working on writing the financial statements and preparing for the audit.</p>
<p>NEW BUSINESS: FY18-19 Statistics Report</p>	<p>Stokes prepares a library statistics report that is submitted to the Oregon State Library annually. The report is included in the board packets. He will review highlights for essentially the state of the library report. He projected a variety of graphs to a screen, describing each one. Library circulation is down slightly. Purchasing of new items has increased. He talked about strategies to meet patron needs. He intends to increase marketing to let people know what is available and trending. Improving patron self-sufficiency is a focus for this next year. Additional signage has been added around the library. A new self-checkout station is now out for patrons to check out print materials only. We are developing a "Library of Things" which will need marketing to</p>



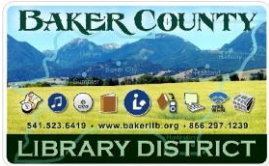
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	<p>be effective. Loan of tools and gadgets is a big trend in libraries. Stokes also wants to expand the digital collection and access to emerging technology such as VR (Virtual Reality) experiences.</p> <p>There were no questions. The board commended Stokes for his hard work on the statistics and appreciated the presentation.</p>
<p>FY2019-20 Revenue Projection</p>	<p>Stokes said he received the revenue projection from the assessor. The valuation growth rate is at 3.8% which is slightly more than the 3.5% rate used for the current budget. In addition, the compression rate for the Local Option Levy decreased from 20% to 16%. Stokes estimates this will result in an additional \$18,000 for General Fund revenue.</p>
<p>Visitor & Non-Resident Card Fees</p>	<p>Stokes presented two options for revising Visitor & Non-Resident Card Fees. These fees were last reviewed in 2013. The first option would be basing fees on what the average household pays. Applying the tax revenue increase to the annual visitor card of \$60 would increase the fee to \$88. The second option would be based on median property values, applying this calculation would increase the fee to \$113. Stokes felt that would be too large a jump at one time. There was discussion on rates and standard library practice, public perception and possible impact on the upcoming levy, and other county factors. Stokes recommended the option of increasing the fee to \$90, which he feels improves fairness to Baker County taxpayers and is logically justified. Dielman agreed with the \$90 increase and asked for a motion. With no further discussion, Vaughan made a motion to approve option 1 increasing the annual visitor card fee to \$90; Bigelow seconded; motion passed unanimous (4 yeas).</p>
<p>REPORTS: Director Report</p>	<p>Stokes gave the Director's report:</p> <p>Facilities – the Baker branch carpets were professionally cleaned recently. Traditionally, this is done once a year.</p> <p>The Baker City Tree Board declined the request to remove the large elm tree at the Northwest corner of the Baker branch library. Ed presented the project to them in a written proposal. Dielman wanted to know the reasons for removing it. Stokes said it clogs the roof drains regularly and the seedlings spread like weeds. Stokes said the roots have caused the sidewalk to heave. There has been one tripping incident reported due to the compromised sidewalk. Ed ground down the sidewalk at the time and feels it is still a safety concern. Dielman stated he agrees with removing the tree. He feels it is not good to have a tree that big too close to the building. Bigelow felt it was a safety concern for other things as well as the sidewalk being compromised. Dielman asked why the district would even seek approval of the tree board. As an</p>



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autonomous agency, approval of the City tree board is not required. Stokes said that maintaining coordination with the City is good for public relations and future interagency project collaboration. Dielman confirmed with others present to authorize Stokes to make an independent decision on the tree in the best interest of the library. Everyone present agreed.

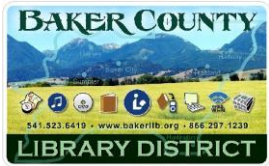
The ADA parking spot has been re-striped. Unfortunately, some drivers are still parking between the ADA space and the flowerbed which obstructs the pathway. He has instructed Ed to paint the no parking zone along that side to keep the handicap spot clear.

The Janitorial Services Contract has been revised and includes some expansion of services. Ed handled the bid process, seeking informal quotes. The district cost will increase slightly.

Grants & Gifts – Concordia University recently offered free shelving to the Oregon library community via an email to the library group listserv. Stokes was able to respond first to accept the offer and plans to use it to update Children’s area shelving. The shelving is free but the District has to pay for breakdown and packing, transportation, and reconstruction of the shelving. Ed is obtaining a quote from a professional office equipment company near Concordia with library shelving experience. The district cost is expected at between \$5,000 - \$10,000. Stokes estimates the total value of the shelving at nearly \$30,000. Stokes passed around a photo of the shelving. There are five 21 foot units and two 18 foot ones. Currently the Children’s area floor has five units which are in two segments that total to 21 feet each. Adding a sixth 18 foot length will increase collection capacity. The other 18 foot unit is planned go to the Richland branch. These units come with panels for the ends and top which will improve our display ability. The Children’s Services Specialist is excited about it. All agreed the shelving is really nice.

Personnel – The position of Circulation & Operations Supervisor has been awarded to an existing staff person, Heather Spry. She has had significant cataloging training and experience. She was an understudy with Carmen Wickam (office manager of 30 years who retired in 2018) and is very knowledgeable. Stokes has encouraged her to get a library certification or finish her bachelor degree.

The annual All-Staff Training event was held October 14, 2019. The feedback was all positive. We had a good training and it was well attended. Highlights included covering policies for service animals in the library and firearms in the library (open carry vs concealed). Sheriff Ash presented training on Active Shooter topic and gave basic procedures. Stokes answered questions. The training was well received. The Fire Department sent two firemen to lead training on fire extinguisher use in the



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parking lot.

Programs & Services – As mentioned earlier, the new Self-Checkout Station is now operational. Patrons are trying it out. The checkout is currently limited to printed materials. All other materials, audio and video, still go through the front desk staff. The experience seems to be positive so far. One of the biggest challenges for patrons is scanning the library barcode on the front cover or inside page instead of the UPC code on the back like a store.

The Huntington Branch Library service hours have been adjusted on Tuesday from afternoon to morning hours. This allows patrons an opportunity to use the library while most youth are in school. The library space is small and there is not a designated youth area, this allows people an opportunity for some quiet time in the library.

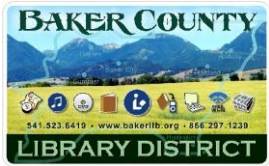
The Yearbook collection has been returned from Oklahoma Correctional Industries (OCI) to which we had loaned it out for digitization. We have 140 volumes primarily of the Baker High School Nugget, but also includes Burnt River High School and St. Frances Academy. We received DVD with the digitized copies on them. We intend to share this content with the Baker Heritage Museum. The museum has issues that we do not. The museum will share that content with us when their digitization order is completed. Dielman talked about the project. Stokes said that we are missing about 4 years in the collection.

In youth programs, the Battle-of-the-Books registration is under way. The staff go to the schools weekly to work with the teams.

Technology – Jim is again trying to find a vendor that provides WiFi hotspots that will work in our region. Library loan of this tech is a hot library trend. He hopes to get about 10 to have available for checkout to help decrease the digital divide in our service area for those who may not be able to afford it. We continue to find the cellular service in our County is spotty and that vendor maps do not present an accurate representation of service range. Sufficient service area coverage is the biggest hurdle to our being able to offer this equipment to patrons.

We have signed up to be a partner with Google in their “Grow with Google” program. They offer free tools and training for computer skills. Stokes has wanted to offer computer classes to patrons. Dielman added that Google Earth is a free “gift to the world” that is an amazing tool. He uses Google Translate, also a free tool, to translate languages.

Lastly, Stokes updated the group on an old e-book issue. A big publisher has put an



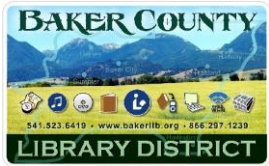
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	<p>embargo on e-books. They will allow library organizations to purchase one copy only initially and then more only after 2 months at an exorbitant cost. They see libraries as a competitor rather than a collaborator, unfortunately. There is a growing movement among libraries to boycott purchasing eBooks from MacMillan.</p>
<p>Finance Report</p>	<p>Hawes handed out check packets for signatures. The financial report had been added to the board report packets at the beginning of the meeting.</p> <p>The General Fund received tax turnovers of \$5,703.82 all prior years taxes. Personnel Services, looking at page 3, is on target with the budget at 31% spent. A check to Special Districts for \$7,606.28 was written on 10/01/2019 for group medical insurance; of this amount, \$985.32 was withheld for family portions and \$713.07 is the monthly COBRA coverage. The COBRA coverage expense is reimbursed monthly and posted to the same budget line. In Materials & Services, starting with the Book budget, checks include Ingram \$4,457.65 book orders, EBSCO \$2,037 Novelist electronic subscription, Cengage \$2,361 for 3 electronic subscriptions (Gale Legal Forms \$787, Chilton auto repair \$787, Miss Humblebee’s pre-K educational games \$787), and A-To-Z Database \$985 electronic annual subscription. In Building Maintenance, a check to Heavens Best \$2,597 to clean the Baker Library carpets. In the Janitorial Cleaning Contract budget, a check to Goertzen Janitorial \$1,350 for monthly cleaning the Baker Library. The Computer budget includes checks to Comprise Technology \$3,169 for the annual SAM subscription renewal and Davis Computers \$142.50 to install and configure a piece of equipment. The Bookmobile budget includes a check to Mike Bork Auto \$421.43 for bookmobile cooling system repair. Travel & Training includes checks to Nola Huey \$64.99 for mileage from Weiser to attend/host the library staff event and Melissa (Missy) Grammon \$404.84 for mileage to attend a youth Library Summit Workshop in Salem. We were already reimbursed by OLA for this mileage for Missy to attend the workshop; this check transfers that money to her. All other workshop related travel expenses were paid directly by the OLA. In Utilities, OTEC \$1,690 for the Baker Library electric, Idaho Power \$64.57 paid online to pay the balance due (they created a billing issue by posting 2 payments to one account), and University of Oregon NERO Network \$477 for the quarterly Baker Library Internet service invoice.</p> <p>General Fund borrowed \$60,000 from Other Funds – Memorial Department for operating to get through October and November 1st payroll. It appears this is all we need to borrow from Other Funds as Interfund loans based on the Cash Flow estimate attached to the General Fund financial report.</p> <p>The Other Funds wrote one check to the US Visa of \$100.79 for Amazon postage (\$39.61) and staff event refreshments (\$61.18). Other Funds transferred an Interfund loan to General Fund for operating on 10/08/2019 of \$60,000. The current cash</p>



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	<p>balance totals \$100,531 after the loan transfer.</p> <p>The Sage Fund has begun receiving membership dues. They send out bills the first of October. Deposits have totaled \$138,093 to-date. Sage has applied for half of the Courier Grant of \$27,500 in October. Eight checks were written to small couriers totaling \$2,071.16. The detail is on the Checking Activity List. Checks were written to Beth Ross on October 1 \$336.30 and October 9 \$125.16 for recent travel for member library site visits. The current cash balance is \$235,414. As a point of interest, the lowest checking account balance of \$101,432 happened on October 4th, 2019 just before membership dues began arriving. Comparatively, in the prior two years, the low cash balance in 2018 was \$102,556 on October 12th. Comparatively, the low cash in 2017 was of \$99,231 on 11/01/2017 (membership dues sent out later in October). The Sage Library System is stable.</p> <p>In other news, the third quarter payroll reports have been completed and submitted on October 3. October PERS reporting was posted October 3; the invoice posted October 11 and is included in these financial reports. Hawes reported that she has been recently focused on writing the annual District Financial Reports, getting ready for the upcoming audit. She hopes to have it drafted by the end of next week.</p> <p>There were no questions on the reports. The Directors signed the checks and initialed the Checking Activity List approving the bills paid since the last meeting.</p>
Next Meeting Date	<p>Stokes said that the next regular Board meeting is scheduled for November 11. He didn't realize this was Veteran's holiday. He asked the board about moving the date back one week to November 18. After a short discussion, Rohner made a motion to move the November regular meeting date to November 18; Bigelow seconded; motion passed unanimous (4 yea).</p> <p>The next regular Board of Director's meeting will be November 18, 2019 at 6:00pm. The meeting is one week later than usual due to a holiday.</p>
Adjourn	<p>The meeting was adjourned at 7:28 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>



PERS Employer Incentive Fund: Still Time to Apply, Next Steps

Oregon Public Employees Retirement System sent this bulletin at 10/25/2019 10:00 AM PDT

Having trouble viewing this email? [View it as a Web page.](#)



October 2019

You received this email because you signed up to be notified about PERS Employer Rate Relief Programs or you are listed as a key PERS employer contact. Review your GovDelivery subscriptions [here](#).

Employer Incentive Fund (EIF) Updates

Attention PERS-participating employers! We are more than halfway through the first 90-day period for [Employer Incentive Fund \(EIF\)](#) matching funds.

*As a reminder, the EIF provides a **25% match** on qualifying employer lump-sum payments made after June 2, 2018. This is a key opportunity for PERS-participating employers to proactively manage their employer rates over time and increase their actuarial assets.*

What does this mean for you?

If you are an employer with a [UAL that exceeds 200%](#) of your payroll:

- **You still have time to apply** for funds before the Employer Incentive Fund is open to all employers.
- Remember, just because you apply today **does not mean** you have to make your lump-sum payment today; you can align your payment to your budget schedule.

If you are an employer with a [UAL that is less than 200%](#) of your payroll:

- If you plan to make a payment by the end of this calendar year and you want a rate offset date of December 1, 2019, **you need to request an actuarial calculation before the end of October 2019**. Contact Actuarial.Services@pers.state.or.us for next steps.
 - Please note, since you would be establishing your side account prior to the EIF application window opening on **December 2**, if you are approved, the additional EIF match will be deposited as a separate, additional payment. Those *matching funds* will **not provide additional rate relief until July 1, 2021**.
- If you plan to make a payment by the end of this calendar year **without** requesting an actuarial calculation, you can simply apply on or after **December 2** and make your payment. Both your side account and the matching funds will provide **rate relief beginning July 1, 2021**.
- Employer lump-sum deposits, and associated matching fund payments, made before **December 31, 2019**, will have the greatest impact on the annual actuarial system valuation used to set 2021-2023 employer contribution rates.
- Did you **establish or make an additional payment into a side account in 2018 or 2019**? If it was established with funds that were not borrowed, these payments are eligible for EIF matching funds through the application process.
- Do you have a transition liability? Transition liabilities must be paid before a side account can be established. Check your [December 31, 2017](#) valuation for details.

EIF Resources

- [Review the application questions](#) to gather what you will need before applying.
- Read an [FAQ](#) with further information about the EIF.
- Apply for the EIF through this SurveyMonkey link:
https://www.surveymonkey.com/r/PERS{EIF_2019
(Note that this application link will temporarily close after **Wednesday, November 27**, during Thanksgiving weekend, before reopening at 10 a.m. Pacific Time on **Monday, December 2**, for the full application period.)

Need help? Want more information?

If you have any comments, questions, or concerns, please email Side.Account.Legislation@pers.state.or.us.

Visit the main [Employer Incentive Fund](#) webpage.

[Share this link](#) with your colleagues to stay informed about Employer Rate Relief Programs.

Note: Data as of 12/31/2017 Actuarial Valuation Results.

Pooling Coverage Agreements and Lump Sum Payments received after 12/31/2017 are not accounted for in this list.

Employer Number	Employer Name	UAL (reflecting Side Accounts)	Combined Valuation Payroll	UAL as a % of Payroll	Minimum EIF Payment			Maximum EIF Payment		
					Minimum lump sum payment (w/ TL)	EIF match	Total side account amount	Maximum lump sum payment (w/ TL)	EIF match	Total side account amount
4441	Baker Web Academy	\$ 10,822,312.00	\$ 4,346,488.03	249%	\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 2,164,462.40	\$ 541,115.60	\$ 2,705,578.00
2728	Baker County Library District	\$ 1,013,482.00	\$ 533,992.46	190%	\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00
2021	Baker County	\$ 8,829,332.00	\$ 5,299,124.99	167%	\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,765,866.40	\$ 441,466.60	\$ 2,207,333.00
3003	Baker School District #5J	\$ 14,091,124.00	\$ 9,435,247.81	149%	\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 2,818,224.80	\$ 704,556.20	\$ 3,522,781.00
2601	Baker Valley Irrigation District	\$ (63,673.00)	\$ 71,435.00	-89%	\$ 25,000.00	\$ 6,250.00	\$ 31,250.00	\$ 1,200,000.00	\$ 300,000.00	\$ 1,500,000.00

Oregon PERS opens employer incentive fund to provide matching funds on extra pension contributions

Updated Sep 11, 2019;

Posted Sep 10, 2019



LC- Mark Graves

Oregon's Public Employees Retirement System headquarters located at 11410 SW 68th Pkwy, Tigard, Ore., 97223, Tuesday, March 27, 2018 Mark Graves/Staff LC- Mark Graves

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19
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By [Ted Sickinger](#) | [The Oregonian/OregonLive](#)

Oregon's public pension fund has opened the door to its employer incentive fund, inviting its most deficit-challenged members to apply for matching funds from the state if they can come up with some extra dough to pay down their unfunded liability.

Twenty six employers stepped up immediately, promising lump sum pension payments ranging from \$25,000 from the Molalla Rural Fire Protection District to \$22 million from the Eugene Water Board. In exchange, each will receive a 25 percent match from the fund established by the Legislature in 2018 to encourage employers to prepay their future pension obligations.

The fund is not expected to have a significant impact on the pension system's \$27 billion unfunded liability, as the Legislature only appropriated \$100 million this year to provide the matching

funds. The fund is also slated to receive money from the Oregon Lottery's sports betting revenues, as well as a portion of taxes corporations must now pay on repatriated profits from overseas. But it's unclear how much that will amount to or how many employers have adequate financial reserves to make extra lump sum contributions.

The money is available on a first-come, first-served basis and the first round of applications was only open to employers whose individual unfunded liabilities exceed 200 percent of their payroll. That's nearly 300 individual employers, including a handful of counties and cities and hundreds of school districts. So far, the 26 employers who applied have laid claim to \$13.4 million in matching funds. PERS will accept matching fund applications from all employers as of Dec. 2.

Employers lump sum payments are deposited in side accounts at PERS and invested alongside regular pension assets. If the payments are made before Dec. 31, they will provide an offset to

regular pension contributions in the 2021-23 biennium.



Materials Selection and Withdrawal Policy

GENERAL STATEMENT OF PURPOSE

Baker County Library District strives to inform, enlighten, and empower all patrons in our community. The Library and its Board of Directors uphold the right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to privately read, listen, and view the full range of published thought and ideas.

In support of these ideals, Baker County Library District offers a collection of materials that is diverse, inclusive and protected by the First Amendment of the United States Constitution and Article I of the Oregon State Constitution. The Library Board endorses the American Library Association's Library Bill of Rights as pertinent to the selection and use of Library materials.

OBJECTIVES OF THE COLLECTION

The Library is responsible for providing materials to residents and taxpayers of all ages, backgrounds, and opinions. The Library collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth within existing financial resources to meet anticipated and expressed individual and community needs.

The collection is presented to provide individual access to information and materials in various formats to serve a wide variety of needs:

- To provide opportunity for the pursuit of happiness, education, entertainment, and enjoyment of life according to the full exercise of free choice.
- To assist in developing the skills and abilities needed for economic success.
- To develop the social awareness and knowledge needed for self-government and successful participation in a diverse community.
- To encourage and enhance personal, artistic, and intellectual growth.

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

The Board recognizes that Library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries, and electronic and other methods of information access, are valid and necessary ways of meeting patron needs.



Materials Selection and Withdrawal Policy

SELECTION

The responsibility for the collection rests with the Library Director under the authority of the Library Board of Directors. Direct selection of Library materials is delegated to staff members qualified for this duty by education, training, interest and job classification.

Factors considered when adding specific material to the Library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Timeliness
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Effective expression

The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats. Internet sites linked from the Library's homepage are subject to the same selection criteria as other materials.

The Board of Directors recognizes that full information on issues of public concern may require access to information sources which exemplify those concerns. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means.

Gift items are subject to the same selection criteria used for purchased materials.

ACCESS

The Library Board considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information



Materials Selection and Withdrawal Policy

is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The Library does not stand in the place of parents (*in loco parentis*).

The Library collection will be organized, marked, and maintained to help people find the materials they want. Staff may not label, sequester, or alter materials because of controversy surrounding the author or the subject matter except when conducted in an educational context. “Restricted access” collections may be maintained for materials that are rare, fragile, cost-prohibitive to replace, at high-risk of theft or mutilation, or pending repair, addition, processing, or withdrawal.

CONSTITUTIONAL PROTECTION

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Oregon State Constitution.

If a court having jurisdiction over Baker County Library decides that any material in the collection is not constitutionally protected, such material will be removed. Material under court consideration will remain available to patrons unless otherwise ordered by the court.

COLLECTION REVIEW

The Library Board recognizes the right of individuals to question the inclusion of materials in the Library collection. The Library will give serious consideration to the opinion of individuals who reside are full-year residents of, or own property in, Baker County.

Individuals questioning material in the Library collection may ask Library staff about such material. The staff Person In Charge of the Library at the time will hear and record these concerns, give the patron a copy of this policy, and refer the patron to the Library Director for further discussion or written response.

Individuals still questioning Library materials may submit their opinion in writing on a form provided by the Library. The form will be sent to the Library Director who will consult with staff to review the patron's concern and material in question and make a determination, or refer the matter to a Library staff member committee. If referred, a Library staff member committee will provide a recommendation to the Director as to whether the material was appropriately selected and made accessible under this policy.



Materials Selection and Withdrawal Policy

The Director will review the recommendation, make the final decision, and reply to the individual in writing. The Director will keep the Library Board of Directors informed of all requests for reconsideration of library materials and their disposition. The Director will also report the challenge incident and outcome to the ALA Office of Intellectual Freedom.

Persons still wishing to express concerns to the Library Board about materials in the collection will be heard during a regular meeting under the agenda item "Public Comment" or at another time designated by the Library Board for public expression. The Library Board, after receiving testimony from the public and from the Library Director, may decide whether the Library's actions are in accordance with Library policies or may refer the matter to a Materials Review Committee.

The Materials Review Committee will consist of three or five persons appointed ad hoc by the Library Board and will include the Library Director or professional library staff member for the subject area of the item in question.

The review committee takes the following steps:

- a. checks general acceptance of the material by reading reviews and consulting recommended lists;
- b. reads, views, or listens to the material;
- c. determines the extent to which the material fits the selection policy;
- d. discusses materials confidentially.
- e. submits a written recommendation report to the Library Board.

If the Library's actions are determined to be in conflict with Library policies, the Library Board will direct the Library Director on another course of action.

WITHDRAWAL OF MATERIALS

The Board of Directors recognizes that withdrawing materials from the collection is an important part of maintaining the Library collection. Withdrawal of Library materials is vested in the Library Director who may authorize qualified staff to assist. The withdrawal policy of the Library shall include the same factors as the selection policy and is not intended to sanction removal of Library materials based upon any controversy.

POLICY REVIEW

This Policy for the Selection and Withdrawal of Materials will be reviewed at least every five years and revised or reaffirmed by the Library Board.

Date of Origin: 8/07

Date(s) of Revision: 3/09; 11/16; 11/19