

Baker County Library District

Board of Directors

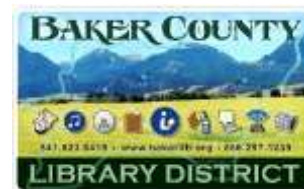
Regular Meeting Agenda

Monday, Aug 13, 2018, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President



- | | |
|---|-----------------|
| I. CALL TO ORDER | Dielman |
| II. Consent agenda (ACTION) | Dielman |
| 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 |
| 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. | |
| V. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| VI. OLD BUSINESS | |
| a. None | |
| VII. NEW BUSINESS | |
| a. Report – LED lighting project savings | Hawes |
| b. Contract Review Board – Baker roof maintenance (ACTION) | Adamson |
| c. Policy revision – Fee Schedule (ACTION) | Stokes |
| VIII. Agenda items for next regular meeting: Sep 10, 2018 | President-elect |
| IX. ADJOURNMENT | President-elect |

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, Aug 13, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

I. CALL TO ORDER

Dielman

Nellie not able to attend Aug board meeting.

Francis Vaughn will attend to meet Board as potential successor for Nellie.

II. Consent agenda (**ACTION**)

Dielman

a. Additions/deletions from the agenda

b. Minutes of previous meeting

Attachments:

- II.b.i. Board meeting minutes, Jul 9 2018

III. Conflicts or potential conflicts of interest

Dielman

IV. Open forum for general public, comments & communications

Dielman

8/2/18 patron email

Juanita is doing an excellent job as librarian. I counted 11 kids yesterday. She has become Huntington activity director for a lot of local kids on summer vacation.

V. REPORTS

a. Director

Stokes

Friends & Foundation

Proceeds from the Friends Summer Book Sale held during Miner's Jubilee were a bit below average.

Foundation will be sharing marketing materials for promotion of the Dolly Parton Imagination Library.

Facilities & vehicles

Two worn tires on the Bookmobile were found to need replacement after one blew out on a run. Ed will be reviewing maintenance tasks and schedule with Bookmobile staff to ensure tires are getting properly rotated and checked. Ed also repaired worn out parts on the Bookmobile door latch.

Grants

Regional bicycling enthusiast groups Bike Riders Northwest (BRNW) and Baker Loves Bikes (BLB) raised money to help purchase bike repair station equipment & signage for the library. A matching request to our Friends of the Library will be voted on at their next meeting, 8/14.

Programs & services

A leg on the piano in the meeting room broke for the second time in a matter of months. Ed just repaired the leg about two months ago. The breaks happen when the piano is attempting to be moved, which is difficult on the carpet since the casters are

Library Board Meeting – Annotated Agenda

Monday, Aug 13, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

intended for use on hardwood floors. We have ordered a different type of caster that should make moving the piano easier and safer.

Room reservations are now being submitted and logged with an online system. A link to the tool (www.bookaroomatbakerlib.org) is on the library website homepage.

A meeting about continuation of the pilot project for a new digital archive in partnership with the State Libraries of Oregon and Washington is scheduled for August 20 & 21.

Personnel

After just a couple of weeks, the newly selected Haines Library Assistant resigned due to a full-time teaching job offer. Another excellent applicant, Ms. Susan Parrish, has agreed to take the position. She is a freelance journalist, who has written material for the Baker City Herald and Ruralite. She also has experience managing a retail book store and with events planning.

This past week I completed an online training course on RDA Cataloging for DVDs from Midwest Collaborative Library Services (MCLS). RDA is a new cataloging standard that is the current best practice method.

Safety & Security

Ed ground down a tripping hazard from a raised portion of the walkway outside the riverside entrance.

Technology

Jim worked with a local contractor to complete installation of the fiber optic “backbone” at the Baker branch. He reports that this has significantly improved network speed and functionality, with download speed consistently at over 250 Mbps and record upload speeds clocked at over 500 Mbps.

The “ghost chime” issue with the PA system is resolved. The vendor replaced the faulty unit at no cost to the library.

Jim reports that all staff and public workstations have been upgraded with

This past week a battery backup unit for Christine’s workstation failed and required replacement. Jim is concerned that the failure could have been a fire hazard and is investigating the cause for future preventative measures.

IT staff plan to launch their VR Experience programs around the end of the August.

b. Finance

Hawes

Report documents to be distributed at the meeting.

VI. OLD BUSINESS

a. None

Library Board Meeting – Annotated Agenda

Monday, Aug 13, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

VII. NEW BUSINESS

a. Report – LED lighting project savings

Hawes

Attachments:

- VII.a.i. Analysis of electric bill history

Christine crafted a report on savings from the LED lighting project (completed in November 2016). It is based on a full calendar year for comparison plus 6 months of 2018. Calendar year 2016 is the base year for comparison as to the savings.

Attached is a report that shows both the savings in kilowatt usage and the cost. Christine projects cost recovery for this investment in 5-6 years. The first year savings was \$3,357 plus current year-to-date savings of \$985; total \$4,342. The rate increased in November 2017 so that obviously has decreased the rate of return some even though the increase was relatively small (0.00219/kw). Christine plans to update this report again as the year progresses to track the savings for this calendar year and going forward.

The LED lighting project net cost to the Library District was \$27,228 (total cost \$49,272 less the OTEC grant \$22,044).

KW Usage - The kilowatt usage has decreased 21.5% (2017) and 22% (year-to-date 2018) whereas the cost decreased by 17% the first year (2017) and only 10% (year-to-date 2018). The usage decrease is certainly significant.

In Christine's assessment, "this was certainly a worthwhile project for the Library."

b. Contract Review Board – Baker roof maintenance (**ACTION**)

Adamson

Attachments:

- VII.b.i. Roof Maintenance Contract bid review and recommendation

Ed attained multiple bids from area roof contractors for annual preventative maintenance work on the Baker branch roof. He has prepared a written report and will attend the board meeting to present the bid information and his recommendation on which agent to award the contract.

The district views this contract as a "small procurement" which is defined in ORS 279B.065 as "any procurement of goods or services not exceeding \$10,000." Such contracts may be awarded in any manner provided for in the contracting agency's rules as being "practical or convenient" by the contracting agency, including direct selection.

After the presentation, the board will award the contract in its role as Local Contract Review Board (LCRB).

Library Board Meeting – Annotated Agenda

Monday, Aug 13, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

c. Policy revision – Fee Schedule (ACTION)

Stokes

I am considering adding an “Odor Repair Fee” to the Fee Schedule policy to accommodate special handling of materials that are returned with intense odors (smoke, pet, perfume, chemical, etc.).

This addition is necessary to recover some of the staff labor involved with reducing odors so significant as to constitute a health hazard by triggering allergic sensitivities in staff and other borrowers. At the meeting, I will discuss a particular example the library has struggled with for at least 18 months and been unable to mitigate with patron discussion and other means.

As with the offensive odor element in our Code of Conduct policy, this is a sensitive issue to broach with patrons and may be awkward to address. For consistency of enforcement, staff will be required to get a second opinion on the severity from another staff member before applying this fee.

The current policy allows a “Cleaning/Repair Fee” of \$3.00/per item. If applied to the current challenging situation, that amount would be excessive in my view.

My proposal is to add a token “Odor Repair Fee” amount of \$0.25 per item. At this rate, a penalty on 10 DVDs would pay for 10 minutes of staff time at a salary average of \$15/hr. Another approach could be \$3.00 for up to 5 items.

For due notice, fees will be waived on a patron’s first offense and staff will notify the patron by letter that future “odor damage” instances will result in a fee.

VIII. **Agenda items for next regular meeting: Sep 10, 2018**

Dielman

- Policy review/revision
 - Review of donations process
 - Policy revision - Library Card Eligibility (ACTION)
 - Discussion of pro-rated employee benefits system

IX. **ADJOURNMENT**

Dielman



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Monday, Jul 9, 2018

Call To Order	Gary Dielman, President called the meeting to order at 6:02. The meeting was held in the Riverside Meeting Room. Also present at the meeting were Kyra Rohner-Ingram , Nellie Forrester and Della Steele , Directors; Perry Stokes , Library Director and Christine Hawes , Business Manager. Guests and members of the public present included Mark Witty, School District Director, Aletha Bonebrake, John Brockman and one other person.
Consent Agenda	Dielman asked if there were any changes or additions the consent agenda. Stokes proposed to move the Reports section on the Agenda down below New Business – Guest Presentation. There were no changes to the minutes. Steele made a motion to approve the Consent Agenda with changes; Rohner-Ingram seconded; the motion passed unanimous.
Conflicts or Potential Conflicts of Interest	Dielman asked for any potential conflicts of interest. There were none stated.
Open Forum for general public	Dielman acknowledged the guests present and confirmed they had no statements for the open forum. Stokes said he had nothing to report.
OLD BUSINESS - None	None
NEW BUSINESS: Election of FY2018-2019 Officers	Dielman said that the fiscal year begins in July which marks the annual election of the board officers. He has been the Board President for quite awhile and would be happy for someone else to step in. He invited nominations. With little discussion, Rohner-Ingram nominated Gary Dielman as President. Steele nominated Rohner-Ingram as Vice-President. There were no further nominations. Rohner-Ingram made a motion to approve the officers as slated; Steele seconded; with no further discussion, the motion passed unanimous.
Establish Regular Meeting Time	Stokes said that annually we adopt a resolution to establish the regular meeting schedule. The monthly meeting is set as the second Monday of the month at 6:00 pm to be held in the Riverside Meeting Room. There was no discussion. Stokes noted the standard resolution for meeting times in the Board packet materials, as well as one other “housekeeping” resolution approved annually. He suggested reviewing the second and bundling approval of the two.
Appoint Insurance Agent of Record	Stokes said that we also annually appoint our insurance agent. We have one agent of record, Clarke & Clarke Insurance. Rohner-Ingram made a motion to approve both Resolution No 2018-19.01 Establishing a regular meeting date, time, and location for 2018-19 and Resolution No 2018-19.02 Appointing Insurance Agent of Record. Steele seconded. With no further discussion, the motion passed unanimous.



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<p>Guest Presentation: Baker School Facilities Plan</p>	<p>Dielman invited Mark Witty to give his presentation. Witty started by thanking the Library for working with the school district on the Summer Academy. They are always glad to work with community partners. He thanked the group for the opportunity to present the long range plan. Aletha Bonebrake is on the long-range planning committee. Bonebrake added that she may speak some but is there to support Mark. Witty said the goal is to go around the community to as many places they can to give this presentation. The 24 person committee is made up of 18 community members and 6 school district staff. They have had 14 meetings and just made their report in May. They have toured all of the school district facilities, primarily during school days so the committee could get a better feel for the situation. They also looked at other school facilities in the region, particularly updated and new facilities. They met with staff for input. Witty said “We have had many discussions on capacity, needs, facility problems and priorities.” Witty gave the history on each district building and the year it was built. The committee identified the priorities and problems. Capacity is one of the primary issues – there is overcrowding at the grade schools and middle school while the high school is under-utilized. Witty highlighted Safety and Security issues at each school, including traffic hazards from pick up and drop off issues. Other facility issues include operational costs, deferred maintenance and repair costs, and technology. In sum, the committee identified the critical problems as overcrowding, building age and capacity. The high school was built for 830 and had enrollment of 435 (at the time of the study).</p> <p>Witty projected the two possible solutions with dollar figures for comparison. The solution that included updating existing buildings would cost considerably more than new construction and he said that the surveys don’t support this solution. One solution was to renovate the Central Building (old high school on the Middle School campus) for grades 4-6, build a new building for grades 1-3 (at the present location of the Helen M Stack building), and moving grades 7-8 to the high school.</p> <p>The second and committee recommended solution is to construct a new elementary school for grades 1-6 on the property owned by the district north of the high school. Grades 7-8 would move to the high school but be kept separated from high school students. This would also give them access to vocational programs and accelerated classes. To address safety and security issues at all schools, a primary point-of-entry, modern key card door lock system, and safe pickup and drop-off areas are needed at all schools. After some discussion, Witty continued with recommended solutions to other district sites. Haines and Keating facilities need improvements for safety and efficiency; Brooklyn is planned to be repurposed as an early learning center. The goal of the center would be to make a centralized hub of social and health services to young children and families.</p>
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	<p>There was discussion on points of interest and community impact of each solution. Witty said the community needs to retain the District tournaments and other State events it currently hosts and sited the amount of revenues they generate. He showed slides of the costs and broke that down per thousand and average household.</p> <p>Bonebrake said that Mark Witty has made over 140 presentations. He has gone to every community and to any group that is interested. Their advisors said they have never seen anything like it.</p> <p>Dielman thanked Witty for coming. He said that he appreciated having district employee, Betty Palmer, on the library board. She adds a great deal to the library. With no further questions, Witty and Bonebrake left the meeting.</p>
<p>REPORTS: Director</p>	<p>Stokes gave the Director's Report:</p> <p>Budget – he will be filing the fiscal year 2018-2019 budget documents with the assessor this week.</p> <p>Friends Book Sale – the volunteer sign-up sheets are out front. Staff and volunteers are busy preparing for the book sale for Miner's Jubilee.</p> <p>Programs – the June children's programs were well attended. Stokes acquired 10 new titles for the Gale Virtual Reference Library database. He plans to promote them for back to school.</p> <p>Personnel – Carmen Wickam retired June 30. Staff gave her a party and the Friends sponsored the purchase of two deck chairs as a gift. There was a lengthy article in the Baker City Herald. Nola Huey was selected to replace Carmen. She has a MLIS library degree and over a decade of professional experience. Nola has been working as Haines branch lead Library Assistant so that position will be filled next.</p> <p>Facilities – Stokes is looking at solutions for issues with the drive-up book drop. In June, some water leaked through the drop slot after a strong wind and rain storm, causing damage to materials in the book bin. The slot is somewhat difficult to reach without getting out of one's car. Stokes and Ed are looking at ready-made and custom options.</p> <p>One of Carmen's final tasks was to determine the cost of having the Baker library re-keyed. Adamson's assessment is that a full re-keying is not necessary at this time. He does plan to refurbish or replace select worn out locks.</p> <p>After a June rainstorm, a small leak from the roof into the meeting room was</p>



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	<p>discovered. Upon investigation, Adamson found that there has been unauthorized persons accessing the roof and some duct work was crushed. Evidence from the security camera system was shared with the police. Suspects will be charged with trespassing. Adamson is looking at possible removal of the scaffolding by which the suspects climbed to the roof. He talked to the insurance about installing a deterrent but they recommended against it on the basis that liability would be too great.</p> <p>The “ghost chimes” from the WiFi PA system are still happening. IT Manager is seeking to have the vendor replace one suspected faulty unit.</p> <p>The District has changed its cellular phone provider to Verizon. The change was initiated by a need for an Internet wireless hotspot for the bookmobile.</p>
<p>Finance</p>	<p>Hawes passed out financial reports and check packets for signatures.</p> <p>The General Fund received two tax turnovers in June on June 4 of \$27,735.86 and June 27 of \$7,778.48 totaling \$35,514.34. E-Rate Refunds of \$2,747.16 have been received with another \$843.37 pending. A check was written to the Friends of \$95.45 to send them bookstore sales through the end of June. Looking at Personnel Services, the Severance Payout line is currently at zero, this expense will be posted with the Payroll accrual. In Materials & Services, a check to Ingram of \$3,578.24 for June book purchases. Other noteworthy checks, Scott’s Heating \$1,371.43 for building maintenance filters, Visa \$8,145.79 covering several departments, City of Sumpter \$1,341.18 for half of the Sumpter branch annual utilities, and University of Oregon NERO Network \$477 quarter 4 payment for the Baker Library Internet services. Behind the Profit & Loss Report you will find the General Fund cash on hand and accounts receivable at June 30.</p> <p>Other Funds received Amazon book sales revenue of \$283.2 in June. In July, it wrote a check to visa of \$35.51 for postage to mail books sold. The Balance Sheet report shows the cash balances by department, followed by a report on the Memorial Funds. Restricted funds have been used including Sumpter grant funds of \$375 spent on a new counter for the branch, and the Adler teen grant funds were spent to update the teen room with a balance of \$1,901.40; a new chair has been ordered for that room. Amazon funds has a balance of \$2,416.06 after transferring the budgeted \$4,000 to General Fund to support the book budget; Amazon made a total of \$5,195.53 on book sales less the related costs of \$1,410.42, netting \$3,785.11 this fiscal year just ended.</p> <p>Sage Fund – looking at the Profit & Loss ending June 2018, Sage wrote checks for courier services totaling \$1,778.59, to Visa \$460.10 for labels and courier postage. Sage also paid out \$686.7 to clear the member credit for Nyssa Public</p>



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	<p>Library after it used \$500 toward last year's membership, and TVCC \$5,705 member credit funds were dispersed to them for a project. On the Profit & Loss for July, Sage wrote a \$38,949 check to Orbis Cascade for the annual membership paid to this vendor; there is another invoice to come. This vendor is the backbone of the courier system and is historically paid in July. Behind the financial report is the Balance Sheet which shows the cash balance for the Sage Fund and also shows accounts receivable due of \$1,548; this is for two member libraries with outstanding invoices. An Accounts Receivable Report has been sent to Beth a couple times for her to work with them. A few other overdue libraries did send in their memberships with these two left.</p> <p>With no further questions, the checks were signed and check lists approved for all three funds.</p>
Next Meeting Date	The next regular Board meeting will be August 13, 2018 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 8:02 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

BAKER COUNTY LIBRARY DISTRICT

REVIEW ENERGY SAVINGS AFTER OTEC LED LIGHTING PROJECT COMPLETED NOVEMBER 2016

Prepared 7/11/18 CH

LED Project completed November 2016

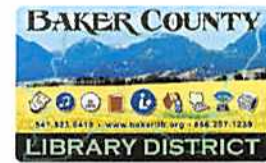
Month	KW USAGE REVIEW: (2018vs2016)		(2017vs2016)		BASE YEAR	(2016-2015)	Comparison
	YEAR	Difference	Year	Difference	Year	Difference	Year
	2018	over BASE	2017	over BASE	2016	over PY	2015
Jan	15680	(4,880)	15600	(4,960)	20560	400	20160
Feb	16240	(4,240)	16000	(4,480)	20480	800	19680
Mar	16560	(4,480)	15840	(5,200)	21040	1,920	19120
Apr	19200	(3,040)	19120	(3,120)	22240	880	21360
May	20800	(6,960)	16720	(11,040)	27760	5,120	22640
June	22080	(7,600)	20400	(9,280)	29680	4,160	25520
July	0		27600	(1,920)	29520	(2,400)	31920
Aug	0		27680	(6,560)	34240	3,280	30960
Sept	0		23360	(7,440)	30800	2,320	28480
Oct	0		20960	(4,160)	25120	2,000	23120
Nov	0		17680	(2,960)	20640	(1,680)	22320
Dec	0		13680	(3,200)	16880	(2,720)	19600
TOTALS	110,560	(31,200) -22%	234,640	(64,320) -22%	298,960	14,080	284,880

Month	COST REVIEW: (2018vs2016)		(2017vs2016)		BASE YEAR	(2016-2015)	Comparison
	YEAR	Difference	Year	Difference	Year	Difference	Year
	2018	over BASE	2017	over BASE	2016	over PY	2015
Jan	\$ 1,124.27	\$ (249.08)	\$ 1,033.26	\$ (340.09)	\$ 1,373.35	\$ 147.72	\$ 1,225.63
Feb	\$ 1,310.09	\$ (19.36)	\$ 1,049.30	\$ (280.15)	\$ 1,329.45	\$ 15.76	\$ 1,313.69
Mar	\$ 1,309.99	\$ (115.32)	\$ 1,049.27	\$ (376.04)	\$ 1,425.31	\$ 127.31	\$ 1,298.00
Apr	\$ 1,460.19	\$ (45.15)	\$ 1,285.29	\$ (220.05)	\$ 1,505.34	\$ 155.33	\$ 1,350.01
May	\$ 1,563.93	\$ (249.67)	\$ 1,181.10	\$ (632.50)	\$ 1,813.60	\$ 392.55	\$ 1,421.05
June	\$ 1,638.93	\$ (306.72)	\$ 1,405.24	\$ (540.41)	\$ 1,945.65	\$ 360.34	\$ 1,585.31
July	\$ -		\$ 1,801.61	\$ (124.05)	\$ 1,925.66	\$ 6.62	\$ 1,919.04
Aug	\$ -		\$ 1,885.42	\$ (296.50)	\$ 2,181.92	\$ 315.26	\$ 1,866.66
Sept	\$ -		\$ 1,633.22	\$ (372.48)	\$ 2,005.70	\$ 270.18	\$ 1,735.52
Oct	\$ -		\$ 1,497.11	\$ (160.39)	\$ 1,657.50	\$ 81.61	\$ 1,575.89
Nov	\$ -		\$ 1,372.63	\$ (0.74)	\$ 1,373.37	\$ (151.92)	\$ 1,525.29
Dec	\$ -		\$ 1,163.18	\$ (13.96)	\$ 1,177.14	\$ (177.51)	\$ 1,354.65
TOTALS	\$ 8,407.40	\$ (985.30) -10%	\$ 16,356.63	\$ (3,357.36) -17%	\$ 19,713.99	\$ 1,543.25	\$ 18,170.74

Rate change (rate increased to 0.05242 11/2018 from .05023 10/2015)

LED PROJECT completed Nov 2016 / and BASE YEAR

SAVINGS



Facilities Dept
Ed Adamson
Baker County Library

July 25, 2018

Perry Stokes
Director, Baker County Library

Perry:

This document is the Facilities recommendation for a contractor to do our initial “hit” of required maintenance, and then follow up remediation on a bi-annual basis. This is per my specification of May 24th. This specification follows our mandate to control costs as much as possible.

It is important to note that the main caveat of the specification is that the roof not leak. The spec purposely avoids mandating particular methods or products for these maintenance visits.

Narrative:

Four vendors responded to the May 24th specification. I followed up this specification with a letter on July 2 making sure that all had received the revised specification. Copies of these are attached.

This process was frustrating for all of the vendors contacted. This is because the Library was forced to change the specification from a complete recover and seal of the membrane and gutter system to repair and ongoing maintenance. The result was that two simply dropped out of the running by not responding to the May 24th specification, or indicating that they would do the whole thing or not at all. The zero-sum response attached is from Danforth Construction as an example. Palmer Brothers roofing chose not to respond at all.

The four respondents to the May 24 specification are Landmark Contracting (Sam and Jake Brown), Upson / Elite Roofing (Richard Perkins), Eagle Cap Construction (Matt Johnson), and Ty Bennett Roofing. Copies of the responses from these folks are attached.

Landmark Contracting (Sam and Jake Brown):

Landmark is a local company, based in Baker City. They have done the Carnegie Library Building, in addition to other residential and commercial buildings in the area. They have insurance, bonding, and a strong local reputation. The folks at the Carnegie speak very well of Sam and Landmark. I inspected his work at the Carnegie, and it is of first quality. Ken, Baker City Building Inspector, says he has not received any negative comments about their work.

The Landmark response calls for the first maintenance visit to include a power washing of the roof, complete gutter cleanout, and general roof cleaning. This first visit will then combine sealing all penetrations and problem areas of the membrane, and the same with the gutters. This first year will cost the Library \$2,500.00. This will include a follow up visit

in November 2018. Future maintenance visits will be \$500.00 each, in March and November of every year. Emergency repairs of leaks will have a not to exceed cost of \$500.00 per service call. It is significant that the response for each of these service visits is flat price; there are no additional cost provisions for the sealing product or any other materials supplied at the visit.

Upson / Elite Roofing (Richard Perkins):

Upson is based in Caldwell, Idaho, so they are not really local, per se. However, they have worked on the roof here in the past, and have shown a good focus on quality and follow up of the repairs they have done for the Library. Their response times have been within what I stated was required for each service visit.

Upson has a cost of \$900.00 for the initial visit. Their proposal calls for extended inspections on this first visit. The required work to alleviate any problems detected will be included in the first visit cost. The follow up maintenance visits are priced \$900.00 per visit, twice per year, Spring and Fall. These visits will include inspections, maintenance as required, and repairs as required.

Upson specifies that their first visit will include the cost of sealing product and other materials; this would also be the case with their bi-annual maintenance visits. Upson proposes to calculate Emergency leak pricing on an hourly basis of \$75.00 / hr, if the repair can be done in normal business hours. After hours, week end, and/ holiday repairs, if required, would be billed at \$150.00 / hr. Note that drive time from Caldwell is billed at the repair service hourly rate; Google gives a mileage of 102 miles, with drive time at 1 ½ hrs..

Eagle Cap Construction (Matt Johnson)

Eagle Cap is based in Island City. Eagle Cap has worked extensively in Baker City, and has done roof and related carpentry work for a number of contractors in this area. Jim Kanth (Sid Johnson Construction) uses Eagle Cap for roof work and carpentry. Ken at the Building Department also indicated that Eagle Cap does good, consistent work.

Their pricing structure is \$500.00 for an initial inspection. The cost of any required sealing products is extra. This is a cost of \$8.00 per square foot for the polyurethane product in the gutters, and \$5.00 per square foot for the Expando-thane product for the roof membrane area. Follow up regular maintenance inspections as needed (Spring and Fall) is \$250.00 per visit, with the same square foot rates for the polyurethane gutter and Expando-thane roof product. Emergency leak response is priced at a \$250.00 base, with personnel expenses of \$75.00 per hour for crew lead, with \$35.00 per hour for crew members, with the same square foot costs for sealing product. These hour rates include snow removal, set up, tenting (if required), prep cleaning, post application clean up and all other miscellaneous labor.

Ty Bennett Roofing (Ty Bennett)

Ty Bennett is based in Baker City and has done work all over Baker City and the surrounding area. He has worked with Sid Johnson. Ken at the Building Department has no negative comments regarding Ty Bennett.

Bennett proposes a cost for the initial review and repair of \$1500.00, which includes \$250.00 in material. Any additional labor and material will be at an additional charge, not stated. I assume this

would be the same as the emergency leak response rate, below. Bi-annual evaluation and maintenance of condition will be \$1250.00 per each visit, with the same inclusion of up to \$250.00 in material, again without stating the costs for any required additional labor or materials, but assumed to be the same as the leak response costing. Leak response is priced at \$85.00 per man hour, with a material mark up of 20%.

The Ty Bennett proposal is unique in that it does not use any of the Polyurethane or Urethane complex coatings for gutters or roof area. Bennett proposes that all repairs will be heat welded for the roof, and that gutters where necessary will be relined with anodized TPO coated metal when they leak. These two strategies are much more costly than seal coat applications, so the potential for increased costs are substantial.

Analysis:

It is of absolute importance that the vendor selected provide us with firm costing. Our budget process requires that the Library have a firm commitment to a fixed cost from each vendor to the greatest extent possible.

Eagle Cap's proposal leaves open a possibility of costs for labor and materials to be determined by their personnel after the contract is in place. These costs can be freely expanded as they determine the extent of work required. The Library could be stuck in the situation of funding these additional unbudgeted costs, as the flexible determination by Eagle Cap of these additional costs would be a contractual obligation for the Library under the Eagle Cap proposal.

This situation would be worse with the Ty Bennett proposal. New metal in the gutters would require removal of the membrane layers, demolition of existing metal base and gutter interfaces, in addition to all the minutiae of demolition. It would be very difficult to determine just where to end the demolition process for the gutters if and when they leak. This work done in the midst of winter storms or snow fall would be practically untenable. Work in the membrane field using heat welding of leaks in the wet times of fall or spring could require tenting and heat for the necessary desiccation for the welding process to work. This would also be required if the weather was too cold. This tenting and heat would be a cost that is outside the proposal, and would result in a potential for substantial cost over runs.

Upson and Landmark have firm specifications in their proposals. This is because they use similar techniques and materials that are complementary to what is currently in place. The Urethane based sealing products proposed by Landmark and Upson have a relatively large window of temperature ranges, and are manufactured to drive moisture out of joints. *These sealing products are currently in place on the Library roof at this time. These products have performed well, with no leaks since Uspon did this work in Fall of 2017.* These products are both manufactured by Carlisle Chemical, the original manufacturer of the existing roof membrane system.

Conclusion:

Direct comparison of responses by Eagle Cap and Ty Bennett is obviously a problem because of the different techniques and materials presented in these vendor responses. My position is that we must focus on what works for the least cost. The excessive amount of variables in the costs posited in the responses from Eagle Cap Construction and Ty Bennett Roofing make both of these vendors untenable. Any position either of these vendors would have regarding the quality of just sealing problem areas is negated by the fact that the products proposed by both Upson and Landmark are currently in use here

and performing well. Therefore, it is safe to conclude that it is a choice between Upson / Elite or Landmark.

Please note that Eagle Cap and Ty Bennett are not in this spread as they are not to be considered tenable, per the above. Please review the attached spreadsheet for the cost comparison between Landmark Construction and Upson / Elite Roofing.

It is my recommendation that the Library work with Landmark Construction for this contract. A summation of deciding factors:

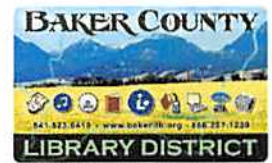
- Over a two year duration, Landmark is less expensive. If more than one leak problem develops, then Landmark would be even more cost effective, as their cost of a dispatch for leaks is about \$700.00 less per incident, based on the statement in the Upson response that leaks average around \$600.00 to \$1800.00; I drew the average of \$1200.00. This average is weighted with the mileage cost and drive time stated in the Upson Response
- Landmark is a local company, based in Baker City. Response times will be less, and there is no mileage charge for leak response.
- It is in the best interest of the Library to use a local vendor from Baker County. This can only enhance our standing in the business community.
- Landmark has a great reputation with the Art Center in the former Library building, the Carnegie Library Building.

Respectfully,

Ed Adamson
Facilities Manager

Upson / Elite Vs. Landmark
Two Year Projected Cost

Vendor	First Year Cost	Second Year	Leak Cost	Two Year Cost w/ one Leak Call		
Upson / Elite	\$ 1,800.00	\$ 1,800.00	\$ 1,200.00	\$ 4,800.00		
Landmark	\$ 2,500.00	\$ 1,000.00	\$ 500.00	\$ 4,000.00		



Facilities Dept
Ed Adamson
Baker County Library
2400 Resort St.
Baker City, Oregon 97814
facilities@bakerlib.org
(541) 523 6419, Ext 37

July 2, 2018

Upson Roofing
Att: Richard Perkins

Eagle Cap Construction
Att: Matt Johnson

Ty Bennet Roofing
Att: Ty Bennet

Landmark Contracting
Att: Sam Brown

Palmer Brothers Roofing
Att: Mike Boedt

Gentlemen:

The Library originally sent the attached letter revising our specifications for our roof and gutter problems on our building located at 2400 Resort Street, Baker City. This was done in the first part of May.

The purpose of this letter is to make sure that you have the May 24th specification. I have sent this letter, and a copy of the specification, to your address of record.

All of you have responded to the May 24 email containing this specification. However, in the interest of consistency, I am taking this redundant step to make sure all of you have the May 24 specification. The reason for this is that I will be making the recommendation for a vendor the second week of July. Should you wish to revise what you have already sent to the Library, please inform me immediately, and have your copy to me by Tuesday, July 10th.

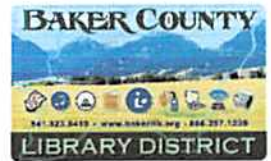
Thank all of your for time on this matter. Each one of you has provided insight and education about how the flat roof process works. Thanks to all of you for helping the Library through this difficult process.

Sincerely

Ed Adamson

2400 Resort St • Baker City, OR 97814 • 541-523-6419 • www.bakerlib.org

Community Libraries: Baker City | Haines | Halfway | Huntington | Richland | Sumpter | Bookmobile



Facilities Dept
Ed Adamson
Baker County Library
2400 Resort St.
Baker City, Oregon 97814
facilities@bakerlib.org
(541) 523 6419, Ext 37

May 24, 2018

To:

Upson Roofing
Att: Richard Perkins

Eagle Cap Construction
Att: Matt Johnson

Ty Bennet Roofing
Att: Ty Bennet

Landmark Contracting
Att: Sam Brown

Palmer Brothers Roofing
Att: Mike Boodt

Gentlemen:

You have all graciously provided cost quotations on our roof repairs and recoat. Your input has been a great education for me. All of your solutions were reasonable, effective resolutions for the problems caused by both the age of our roofing system and the horrible winter of 2016-2017.

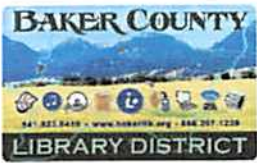
The problems with our funding have become substantial. These issues have necessitated that the Library fund obligations beyond our direct control. We are forced into a structure for our roof work that will conform to greatly reduced funds we have and will have available.

Our approach is take a maintenance program perspective on our roof and gutters. This is not our first choice. We hope to have a more permanent funding base in the next few years, but we must conform to our current and projected available funds.

We are soliciting a cost quotation based on an initial visit to resolve minor defects, and to point out more substantial defects that will require immediate service. We will then have you visit our site twice a year for routine minor repairs, cleaning, and service. Any

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emergency leaks or service requests are to be calculated based on your costing for the twice a year visits, plus costs for labor and materials upon determination of the cause of the problem, and the proposed resolution.

Please structure your response according to this schematic:

- 1. Price for initial visitation and resolution of minor service issues. ***
- 2. Price of two annual maintenance and evaluation visits, per visit.**
- 3. Price of emergency leak response.**
- 4. Labor rate and markup rate on materials.**

***We will pay for this first visit as a part of the vendor selection contract.**

I am available for any clarification or questions you may have. We will be as flexible as we can be in this situation. Since our financial outlays will obviously be limited, we will hereby eliminate any bonding requirement. The annual maintenance visits will be paid as these are performed.

We appreciate all of the time and work that has gone into to your various responses. However, as a public entity, we are restricted to funding by State and County Agencies, and the generosity of our community. Your kind patience and response is appreciated.

Sincerely,

**Ed Adamson
Baker County Public Library
Baker City, Oregon**

Eagle Cap Construction LLC

10509 Tilos Court
 Island City, OR 97850
 OR CCB# 166960
 WA registration # EAGLECC906M6

Estimate

Date	Estimate #
5/29/18	1414

Name / Address
Baker City Library 2400 Resort Street Baker City, OR 97814

*called 7/6
 no message
 mail box full*

*Estimate on
 → POLY on
 gutters
 → COATING OF
 ROOF*

FOR 1ST VISIT

Project

Description	Qty	Cost	Total
Service and Maintenance rates for Library roof Price for initial visitation and resolution of minor service issues to be approved and directed by the facilities manager: 1. This includes Matt Johnson owner of company, two crew, and polyurea spray rig to come onto site. 2. Polyurea spray coating of gutters will be billed as applied at a rate of \$8.00 per square foot. 3. ExpandoThane coating of roof will be billed as applied at a rate of \$5 per square foot.	1	500.00	500.00
Price for Matt Johnson to perform a maintenance and evaluation visit	1	250.00	250.00
Price of emergency leak response 1. Billed an hourly rate of \$75 per hour for Matt Johnson 2. Billed an hourly rate of \$35 per crew man hour 3. These rates will apply for set up, cleaning, patching, snow removal, taping, and tenting. 4. Minimum charge of \$250 per visit 5. If coatings are needed for the repairs, we will use the above rates of \$8 for polyurea gutter coatings, and \$5 for ExpandoThane roof coatings	1	250.00	250.00
Total			\$1,000.00

Customer Signature _____

Ed Adamson

From: Ed Adamson <facilities@bakerlib.org>
Sent: Wednesday, June 27, 2018 10:27 AM
To: johnsomb10four@yahoo.com
Subject: The quote of our roof

Matt:


I am in final review of the cost proposals for the roof maintenance contract.

Is it possible for your to provide a not to exceed cost on the coating of the roof and gutters required for your initial visit ? Your quote specifies cost for these items per square foot, but to keep all equal we would like to have a firmer estimate of the cost of the initial visit.

Let me know how you want to proceed.

Ed Adamson
Facilities
Baker County Library District

*sent to Matt Johnson
6/27/18
NO RESPONSE*



TY BENNETT ROOFING

2810 Broadway Ave.
 Baker City OR 97814-3308
 523-7699 – 963-3604
 CCB#101989

Estimate

Date	Estimate #
6/19/2018	2683

Name / Address
Baker County Public Library c/o Ed Adamson 2400 Resort Street Baker City, OR 97814

Project	Roof Type
Maintenance	

Description	Squares	Rate	Total
Visitation, inspection and resolution of minor service issues. Includes two man hours and \$250 in material.	1	1,500.00	1,500.00
Annual maintenance and evaluation. Includes thorough inspection of all drains, seams and protrusions.	2	1,250.00	2,500.00
Emergency Leak response. Does not include material. Includes one man hour of initial labor and \$85 per hour per man thereafter. Labor Rate is \$85 per hour per man. Material markup is 20%.	1	750.00	750.00
Gutter: Install dark bronze TPO coated metal. Includes material, labor for bending and installation. \$750 per 10 Feet. This will be a permanent fix.			
NOTE* : Any and all repairs to roof will be done with like material and installed as per manufacture (heat welded)			
		Total	\$4,750.00

Ed Adamson

From: Danforth Construction Inc. <maildelivery@freshbooks.com>
Sent: Tuesday, April 3, 2018 8:42 AM
To: facilities@bakerlib.org
Subject: New estimate 0000782 from Danforth Construction Inc., sent using FreshBooks

Danforth Construction Inc.



To access your estimate from Danforth Construction Inc. for \$166,865.00, go to:

<https://danforthconstructioninc.freshbooks.com/view/JNYmkK8yUZCjDGF>

Best regards,
Danforth Construction Inc. (d4supply@yahoo.com)

Sent using FreshBooks.
#1 Cloud Accounting Solution Designed for Small Business Owners.
[Try it for free](#)



Landmark Contracting LLC
 Sam Brown - 541-519-9344
 Jake Brown - 541-540-2002
 ccb 200972
 Bonded and Insured

PROPOSAL

PROPOSAL SUBMITTED TO Baker City Library		TODAY'S DATE 06/21/2018	DATE OF PLANS/PAGE #'S 06/21/2018
PHONE NUMBER	FAX NUMBER	JOB NAME	
ADDRESS, CITY, STATE, ZIP 2400 Resort St. Baker City Oregon		JOB LOCATION Sam	

We propose hereby to furnish material and labor necessary for the completion of: **Roof repairs and maintenance**
 Proposed roof maintenance schedule and pricing:

1. Initial repairs, roof cleaning, power-washing and sealing around all penetrations, seams and gutters
 - \$2500 1st year
2. A scheduled inspection and roof cleaning every 1st week of march and 1st week of november with any necessary repairs, seam inspection, gutter work or other maintenance that may be required.

Proposed cost for each inspection and repair service call \$500 (twice per year)

Additional proposal for roof coating:

Portions of the roof could be sectioned for roof coating and done sequentially as budget would allow. A 500 ft sq section (3, 5 gallon buckets) would price out at \$1000 and could be applied as an entire section or spaced along seams or wall areas etc, depending on specific areas in need of greatest attention.

THIS PRODUCT IS ON CARWEGEE LIBRARY -
 Inspected looks good !! 2 1/2 yrs old
 LADY THERE WAS VERY Complimentary
 of SAM

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum of: _____ dollars (\$ _____)

Payment as follows: _____

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized Signature Sam Brown

Note: this proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____
 Signature _____
 Date of Acceptance _____

Ed Adamson

From: Richard Perkins <RPerkins@UpsonCompany.com>
Sent: Monday, July 9, 2018 11:41 AM
To: Ed Adamson
Subject: Leak Rates

Ed,

Our price for Emergency after hours leak calls is \$150 per hour, this will be for anything called in after 5pm and needing a tech after our normal work hours. For regular service calls it will be \$75 per hour, you can call in a leak after hours but request that we come during normal business hours to prevent additional cost. We also try and group our leaks together when we go to the Baker/ Pendleton area to help distribute the travel cost, also we charge the same rate for drive time as we do for our service work. A typically leak call to that area of town is anywhere from \$600- \$1800 depending on how many leaks, or if the leak is really hard to identify.

Please feel free to reach out if you have any questions or concerns.

Best Regards,

Richard Perkins

Maintenance & Repair Division

Salesman

4512 East Ustick Road, Caldwell, ID 83605

Direct 208.455.6953 Direct 7am-4pm

Phone 208.459.6978 after hour emergencies

Fax 208.459.3997

rperkins@upsoncompany.com

www.upsoncompany.com



This message may contain information that is private or confidential. If you have received this message in error, do not use, copy, disclose, or take action pertaining to the information contained within this message. If you are not the intended recipient of this message, please notify the sender by reply e-mail and remove this message from your system.



Customer:
Baker County Library District
2400 Resort Street
Baker, OR 97814

Property:
Baker County Library
2400 Resort Street
Baker, OR 97814



Elite Roof Maintenance Program
Attn: Ed Adamson

Our Maintenance Programs are set up to help prolong the life of your roof past the manufacturer's warranty expiration. Stop leaks! Extend roof life! Reduce annual life cycle costs!

Following the repairs on this building, I recommend starting a biannual maintenance program to extend the useable life of your roof and thereby maximize the return on your investment. Regular maintenance can help reduce the possibility of interior damage or down-time caused by roof leaks, and can prevent premature deterioration of your roof system caused by water damage or other common problems. Your roof is an investment, and maintenance is an essential part of its care. Remember: you should only allow a licensed applicator to work on your roof system!

Upson Company's **Roof Maintenance Program** consists of a biannual roof inspection and repair agreement. The inspections are conducted once in the spring and again in the fall of each year. The program includes:

- Inspection of all HVAC duct work, pipe penetrations, and skylights and resealing as needed.
- Inspection of all flashing metals, gutters and downspouts, coping cap etc., and resealing as needed.
- Removal and disposal of all debris and discarded materials left on roof.
- Inspection of all field laps, T-seams, etc.
- A complete Roof Report detailing the condition of the roof, work completed, recommended follow-up required, and photographs of roof conditions as needed.

Any minor defects found during the inspection will receive proper and permanent repairs

Any additional work or repairs required during the contract period will receive priority scheduling. We have technicians available 24/7 to provide timely service to our valued Roof Maintenance Program customers.

Please review the Roof Maintenance Program duration and cost options below. These costs are specific to your property's size, roof type, and condition. Maintenance services are billed bi-annually after the work is completed, and invoices will be accompanied by a customer copy of the detailed roof report with photos.

Option 1: Bi-Annual (2/yr)
\$900/visit

Option 2: Quarterly (4/yr)
\$900/visit

At the end of your maintenance contract, your roof will be re-evaluated and our skilled estimators will provide you with recommendations and estimates as needed to help you budget for future projects and continued roof maintenance.

AUTHORIZATION: I have chosen Option ___. I authorize Upson Company to proceed with roof maintenance for the program length and costs identified above. Terms: Net 20. All past due accounts are subject to a 1.5% (18% annually) per month finance charge.

Name: _____ Signature: _____ Date: _____

Richard Perkins
2084556953
rperkins@upsoncompany.com

Upson Company - 4512 East Ustick Road , Caldwell , ID 83605-6801
www.upsoncompany.com
p: 208-459-6978 f: 208-459-3997
License No: REC-1405



Raising the roof on quality

Dedicated Service Agreement

Client:



Upson Company agrees to provide the following:

REACTIVE 24/7 Emergency Leak Response

- 15 Minute Response Time
- 2 Hr. Targeted Arrival Time
- Electronic Billing Options
- Fanatical Customer Service

Properties:

Labor Rate:

PROACTIVE RoofTop Maintenance Program

- Free Initial Inspection
- Annual Electronic Budgeting Reports
- Periodic Inspection and Roof Maintenance
- RoofReport Online Roof Management Platform

Properties:

Frequency:

Cost Per Visit:

Annual Cost:



The Next Generation of Customer Service

Patching leaks is the easy part. When roofs leak, the occupants of the building usually are not too happy about it. We use Upson's state of the art service division to professionally represent you and resolve the occupant's concerns, get things cleaned up and back on track.

100% Satisfaction Guaranteed

(208)-459-6978

I authorize Upson Company to perform the services indicated above.

Please perform ProActive maintenance during first inspection.

/ / *Perform ProActive maintenance within 2 weeks of this date.

Authorization

Date

*Clients authorizing a ProActive Maintenance Program receive their initial roof inspection free of charge. Proactive clients may elect to have their ProActive Maintenance performed during their first free inspection or at a later date. (No later than 6 months after initial inspection). Your ProActive Maintenance will be billed and due upon completion.



Roofing
Sheet Metal
Upson Company

Raising the roof on quality

LIFECYCLE

Proactive Roof Management

Roof replacements are often times the most expensive Repair item for your building. Centennial can help you Put together a logical roof management report That serves as a blueprint to get the most out of your roof.

Upson's Proactive Maintenance Benefits

- Extend the service life of existing roof**
 Proactive maintenance has been proven to extend the life of your roof by 5 – 10 years.
- Avoid large capital expenditures**
 Capital avoidance on your roof allows for capital spending on "mission critical" objectives.
 Provide planned and predictable replacement schedules
- Avoid emergency leaks**
 One emergency leak can cost three times the cost of proactive maintenance.
 Proactive maintenance is proven to eliminate some roof leaks.
- Greatly reduce overall Life-Cycle costs**
 Proactive maintenance cuts your roof's lifecycle costs in half.
- Avoid hidden costs of roof leaks**
 Avoid downtime and lost revenue.
 Avoid tenant complaints, loss of use, lawsuits.
 Avoid slip and fall accidents and legal claims.
 Employee moral and productivity issues.
- Predictability**
 Budget predictability for roof maintenance and repairs
 Predictable daily routine for maintenance staff focused on mission critical objectives, NOT responding to roof leaks.



Periodic Preventive Maintenance

- Perform routine "housekeeping" including removing minor debris from roof area and ensuring open water flow to your drainage points.
- Inspect and maintain entire roof area paying close attention to flashings, perimeter, penetrations, membrane, walls, seams and expansion joints.
- Perform minor repairs on areas of potential seam and flashing failure until long-term solution is approved
- Identify and alert owner of any mechanical deficiencies that could affect roof performance
- Alert owner of any safety concerns
- Update owners online Roof Management Portal to ensure real time data of current roof conditions
- Review with owner completed Proactive maintenance inspection, covering all current emergency and remedial needs.

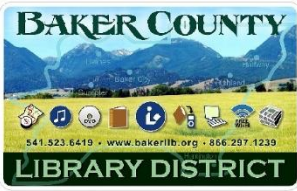
1 – 7,500 Sq/Ft: \$225 per visit
 7,501 – 15,000 Sq/Ft: \$450 per visit
 15,001 Sq/Ft and up: \$600 per visit

24/7 Emergency Leak Response



(208)459-6978

*custom pricing to be provided for larger multi-level facilities



BAKER COUNTY LIBRARY DISTRICT

FINES & FEES SCHEDULE

The District makes every effort to provide services at minimal cost to the user. However, some services may require consumable supplies or significant amounts of staff time. In order to recover its costs for such services, the District may charge fees associated with the service requested. The Library Director may adjust or waive these fees at his/her discretion.

Overdue Materials

Media Items

- Adult accounts \$0.20/day
 - Youth accounts (ages 6-17) \$0.10/day
 - Ready-to-Learn accounts (ages 0-5): \$0.05/day
 - Maximum overdue fees (all accounts) \$5.00/item*
- *Accounts unresolved more than 90 days will be assessed additional charges such as non-refundable Replacement & Re-processing costs and Collections Action fees

Equipment

- First 2 days past due \$10.00/day
- Third + days past due \$25.00/day

Replacement and Collections Action fees may apply for equipment overdue more than 7 days

Lost/Damaged Materials

Media

Repair/Cleaning

- \$3.00/item plus materials costs

Re-processing fee (Applied in addition to Repair or Replacement cost)

- \$5.00/item

Replacement

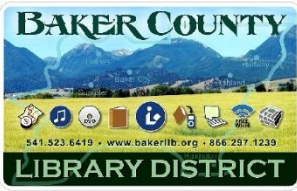
- Media item: retail cost of new item + Reprocessing fee.
*If less than 6 months past due, patrons may bring in a like new *identical* copy of an item to have the retail cost waived. They will still be charged the re-processing fee.
- Media case (including cover art):
 - audiobooks, \$10.00
 - movies, \$5.00, or the item replacement cost, whichever is higher.
- Media cover art only: \$5.00 or the replacement cost, whichever is higher.
- Damaged barcode or spine label: \$1.00.

Equipment

Launchpad tablets

Replacement

- Launchpad tablet: retail cost of new item + \$5.00 reprocessing fee
- USB adapter and/or cable: \$10.00
- Tablet bumper: \$9.00
- Portfolio package: \$8.00
- Portfolio handle: \$1.00



BAKER COUNTY LIBRARY DISTRICT

ATTACHMENT VII.c.i.

FINES & FEES SCHEDULE

Special Services

Collections Action

\$15.00 per delinquent account

Unresolved accounts over \$25 may be submitted to a collection agency for recovery of non-returned library materials and unpaid fines. Unresolved accounts over \$50 may be submitted to local law enforcement for legal actions per ORS 357.975. A service fee of \$15.00 will be added to the account balance of each unresolved account needing collections action.

Returned checks

- \$35.00/check

Computer Use Guest Pass

- \$2.00/session
(Fee is waived for visitors able to provide acceptable identification)

Fax

- Send \$1.00/page [U.S. only]; \$2.00/page [international rate]
- Receive \$0.50/page

Library Cards

- Replacement card: \$2.00/card
- Temporary/non-resident card: \$10/one month*; \$20/three mo.*; \$40/six mo.*; \$60/year
(Fee is waived for permanent residents and owners of property in Baker County, Oregon)
*Usage restrictions apply

Non-Sage Interlibrary Loan – audiovisual materials

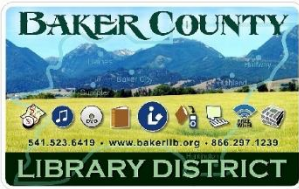
- \$5.00/item for AV materials (audiobooks, movies, and television programs) borrowed from outside of the Sage Library System.
*Payment required prior to item order.

Printing & copying

- Black and white \$0.10/side (8.5x11")
 \$0.15/side (8.5x14")
 \$0.25/side (11x17")
- Color \$0.50/side (8.5x11")
 \$0.75/side (8.5x14")
 \$1.00/side (11x17")

Research & Public Records Request fees

- Paper copies or printouts [see: Printing]
- Copies of nonstandard materials (e.g. maps, videos, sounds recordings): Fees shall be the actual costs incurred by the District.
- Research fees for out-of-county residents: First 15 minutes free, \$50.00/hour thereafter, charged in 15-minute increments.



BAKER COUNTY LIBRARY DISTRICT

FINES & FEES SCHEDULE

If a request requires District personnel to spend more than fifteen minutes searching or reviewing records prior to their review or release for copying, the fee shall be charged in fifteen minute increments, for any time spent over fifteen minutes. Fees shall be limited to no more than \$50.00 unless the requester is provided with written notification of the estimated amount of the fee and the requester confirms that s/he wants the District to proceed.

The District shall estimate the total amount of time required to respond to the records request and must be paid in advance before the search will proceed. If the actual time and costs are less than estimated, the excess money shall be refunded to the requester. If the actual time and costs are in excess of the estimated time, the difference shall be paid by the requester when the records are produced.

- Additional charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse for its actual costs of producing the records.