

Baker County Library District
Board of Directors
Regular Meeting Agenda
Monday, Jan 11, 2021, 6:00 – 8:00 pm
Virtual Meeting held electronically via GoToMeeting
Kyra Rohner, President

Please join from a computer, tablet or smartphone.

<https://global.gotomeeting.com/join/827344845>

You can also dial in using your phone.

+1 (646) 749-3122 Access Code: 827-344-845

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|--|-------------------------------------|
| I. CALL TO ORDER | Rohner |
| II. Consent agenda (ACTION)
a. Additions/deletions from the agenda
b. Minutes of previous meeting | Rohner |
| III. Conflicts or potential conflicts of interest | Rohner |
| IV. Open forum for general public, comments & communications
In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | Rohner |
| V. OLD BUSINESS
a. Resolution to Allocate Bequest Fund / Leo Adler Grant (ACTION) | Stokes |
| VI. NEW BUSINESS
a. FY19-20 District Financial Audit Report (ACTION)
b. FY20-21 Supplemental Budget 1 Hearing
c. 2021 Holiday closure schedule (ACTION) | Rob Gaslin, CPA
Stokes
Stokes |
| VII. REPORTS
a. Director
b. Finance | Stokes
Hawes |
| VIII. Next meeting: Feb 8 2021 | Rohner |
| IX. ADJOURNMENT | Rohner |

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations
ORS 192.660 (2) (h) Legal Rights

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

Library Board Meeting – Annotated Agenda

Monday, Jan 11, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

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

Attachments:

- II.b.i. Board meeting minutes, Dec 14 2020

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

No communications to share.

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|--|--------|
| V. OLD BUSINESS | |
| a. Resolution to Dedicate Bequest Fund / Adler Grant (ACTION) | Stokes |

Attachments:

- V.a.i. R2020-21.05 Dedication of Barger Estate Bequest

At the December meeting, the board approved acceptance of a \$10,000 grant award offered by Leo Adler Trust Committee that was made contingent upon the library committing to a 1:1 match. The grant project titled “Digitizing Baker County History For Preservation and Greater Access” which would support conversion of the library collection of Polk’s City Directories and bound volumes of the Record Courier newspaper to searchable digital images. At the time it was not determined from which fund the matching amount would be drawn. The board instructed me to consult with Baker Library Foundation President Aletha Bonebrake about possible use of bequest funds that were under discussion for possible transfer to the foundation in support of an endowment.

After discussing the matter with Bonebrake, our joint recommendation is for the library to retain the bulk of the approximately \$65,000 Barger bequest funds and dedicate about \$25,000 of it for matching grant needs on the digitization project over multiple years, reserve \$20,000 for leverage to secure other future grant funded projects, and transfer \$20,000 to the Baker County Library Foundation for an endowment fund or to be reserved for future library support needs.

I recommend the board dedicate the Barger funds as described with a resolution. I have invited President Bonebrake to attend the meeting to share her thoughts and be available for board questions.

Library Board Meeting – Annotated Agenda

Monday, Jan 11, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

VI. NEW BUSINESS

a. FY19-20 District Financial Audit Report (**ACTION**)

Rob Gaslin, CPA

Attachments:

- VI. a.i. FY20-21 BCLD Audit Report with supplemental letters

The FY2019-2020 audit report will be presented at the meeting by Rob Gaslin of Gaslin Accounting, CPA firm of Baker City. A digital copy is now available on the library website at <http://www.bakerlib.org/about/budget.html#section-1>

b. FY20-21 Supplemental Budget 1 Hearing

Stokes

Attachments:

- VI.b.i. Resolution 2020-21 R.006 Adopting Supplemental Budget 1

This revised budget adopts and appropriates approximately \$405,000 of unanticipated surplus revenue to the FY20-21 budget.

RESOURCES*

Current year tax levy	\$43,500
Covid-19 grants	\$235,000
Interest & misc revenue	\$5,000
Beginning cash surplus	\$121,700
TOTAL	\$405,200

REQUIREMENTS*

Collection & Cataloging	\$24,500
Covid-19 expenses	\$237,700
Capital Outlay	\$15,000
Transfer	\$72,500
Operating Reserve	\$70,500
TOTAL	\$405,200

*Approximations. See Resolution for detail sheets.

The additional resources will enable the district to boost the digital and print collection development line; reimburse facilities, IT; and library supplies lines for COVID-19 safety measures; boost the Operations Reserve; and transfer a sizable portion to the Reserve fund for Capital Investment.

c. 2021 Holiday closure schedule (**ACTION**)

Stokes

Attachments:

- VI.c.i. 2021 Holiday closure schedule

Every year, the library closes on holidays recognized by BCLD, which includes most federally-recognized holidays. Eligible staff receives paid vacation on those days (10 per year). Depending on the day of the week a holiday falls, it may be advisable to close in full or partially on other days for safety, security and courtesy to staff, or for scheduling needs. These additional closures are not paid holidays for staff; they adjust their schedules to ensure that they have the correct number of hours. There are also two early closures as is customary on December 24 at 3:00 pm and December 31 at 5:00 pm.

For 2021, due to scheduling reasons, I propose that the library close both July 4 (Sunday) and July 5 (Monday). The Independence Day holiday will be officially observed on Monday with

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Notes prepared by Library Director Perry Stokes

bank and government service closures. If the library remains open on Monday, regular staff would have a “floating holiday” to use some time in the month which is time consuming to accommodate. In addition, I propose to close on Sunday December 26. With the Christmas holiday falling on a Saturday, library usage the day afterward is projected to be very low and Sunday shift staff are expected to be unavailable.

I. REPORTS

a. Director

Stokes

i. General

To be presented at the meeting.

ii. Report on Pandemic Response Activities

Stokes

To be presented at the meeting.

iii. Continuation of Services Plan – Update (**ACTION**)

Stokes

Attachments:

- VI.a.iii. [Continuation of Services Plan](#)

No changes to the CSP.

b. Finance

Hawes

Attachments:

- VII.b.i. Not yet available.

VIII. Next meeting: Feb 8, 2021

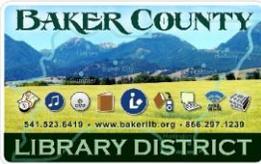
Rohner

Please let me know if you have any agenda items to request.

- Draft Text of Local Option Levy Ballot Measure
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IX. ADJOURNMENT

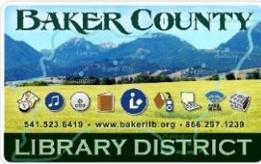
Rohner



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Dec 14, 2020

<p>Call To Order</p>	<p>The meeting took place online, utilizing <i>GoToMeeting</i> web conference platform. This meeting represents the Baker County Library District located at 2400 Resort Street, Baker City, Oregon.</p> <p>Attendees included Directors, Betty Palmer, Gary Dielman, Beth Bigelow, and Kyra Rohner; along with Business Manager, Christine Hawes and Library Director, Perry Stokes who hosted the meeting from his office workstation.</p> <p>After greetings and verification of who was present, Vice-President, Betty Palmer, called the meeting to order at 6:00 pm with 3 directors present which constituted a quorum. President, Kyra Rohner had notified library staff she was delayed but still expected to join online as soon as possible.</p> <p>Stokes shared the board packet on screen in the <i>GoToMeeting</i> display, starting with the agenda.</p>
<p>Consent Agenda</p>	<p>Palmer asked for any additions or deletions to the consent agenda. There were no changes to the agenda or the minutes. Palmer asked for a motion. Gary made a motion to approve the consent agenda; Beth seconded; motion passed unanimous (3 yea, motion passed unanimous by those present).</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Palmer asked for any conflicts of interest with any agenda items. There were none declared.</p>
<p>Open Forum for general public</p>	<p>Palmer said the meeting is open for public comment. There were none. She asked Stokes whether he had received communications to share from the public. Stokes had none.</p>
<p>OLD BUSINESS: Report on Pandemic Response Activities</p>	<p>Palmer moved to Old Business and handed the meeting over to Stokes. Stokes began his report on the current COVID-19 pandemic situation.</p> <p>Stokes noted he had provided a written report in the board packet and will just highlight a few items from that. Case counts are surging locally, regionally, and nationally and are expected to continue at least through January due to holiday gatherings. Vaccines are being rolled out to medical care workers first then to vulnerable populations in long-term care facilities. It will be several months before it is available to the</p>



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general public. The second dose is administered 3 weeks after the first vaccination and takes a couple of more weeks to be effective. Altogether, it takes about 6-8 weeks to go through the immunization process.

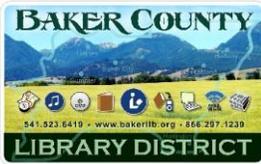
Being sandwiched between Idaho and Washington metro areas with high coronavirus rates is a major factor contributing to high transmission in Baker. Umatilla County, Malheur, and Morrow counties are gateways to the Tri-Cities and Boise areas that have widespread transmission. Idaho still has a very disjointed and permissive public health approach with no statewide mask mandate. The Tri-Cities has had large outbreaks impacting Latino agricultural workers, and local resistance to state health restrictions.

Despite Baker 14-day new case counts now at record highs, on discussion with library staff at a recent meeting, staff are comfortable with current safety procedures and do not feel additional restrictive measures are necessary despite surging case counts. Dielman asked if there are staff working from home. Stokes confirmed staff are encouraged to work from home when possible and some are doing so part-time. Currently, one employee is self-quarantining after traveling and is equipped to work from home.

Progress is being made on the air quality improvement projects. The large shipment of wall-mount air purifiers has been fulfilled and facilities staff Ed Adamson is in the process of installing several units at the Baker branch. Units will also start being installed at branches soon. Adamson has restored the air ventilation system in the Baker branch bathrooms by replacing the fan motors. Part of that system restoration involved installing vents in doors of restrooms and other doors to allow for proper airflow as the system was designed.

With the help of specialist contractors, Adamson has had help identifying airflow areas that can be improved. The team he has put together will be installing "Needlepoint Bipolar Ionization" units in the HVAC system, and UV lamps where possible as well. The upgrade to the master control system is pending availability and shipment of parts now in high demand.

Stokes said a new window for Coronavirus Relief Fund grant requests opened up today. Reimbursement requests can be submitted for



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expenses incurred up to Dec 11 2020. The CRF program will end altogether on December 30. To date, BCLD has spent out about \$180,000 of the \$250,000 allotted for each Oregon special district according to SDAO, so has an opportunity for \$70,000 more, as necessary. Stokes said that due to duplication errors on the prior round, he needs to spend out about \$14,000 for corrections.

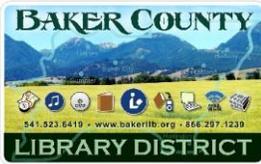
Stokes described purchasing plans that will enable better compliance with physical distancing in the staff workroom. For the curbside service, he is exploring the option of installing video doorbell systems for use when the library must be closed to visitation or when a visitor wants to reduce risk by not entering the building. The public address system here at this branch has quit working. If it cannot be repaired, he would like to use grant funds to acquire a new one to allow for public announcement audio reminders about various safety measures.

Looking at the risk matrix, Stokes said it appears data is at such peak levels it could impact school attendance. He asked Palmer for a report on school service status. Palmer confirmed that under current guidelines, students would not be able to return to in-person instruction after Christmas break. However, school administrators anticipate the state will relax the guidance. Research is finding that the kids are not at high risk for transmission in schools, she said.

Stokes said that is good news. He is confident that with proper hygiene, distancing, ventilation and disinfecting protocols, school and library operations should be manageable. Palmer was hopeful that the schools will continue as they are now.

Rohner joined online at 6:15pm.

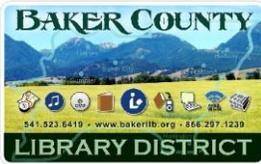
Palmer asked if the CRF grant has to be used to purchase “things” or can we use it for additional staff. Stokes said he had been advised that if staff or contractors have to work extra hours due to COVID, time above what they would normally work, then it would qualify. At this time, we have added procedures that are done within the regular hours. In addition, the janitorial contract does include extra COVID related disinfecting and is being claimed as grant expense. It was updated earlier this spring.



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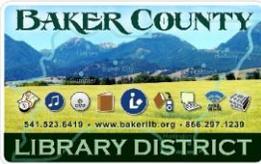
	<p>Palmer asked if the use of the ultraviolet light adds to time staff spends on returns. Stokes responded that while it does add time to the intake process, the tasks are done during regularly budgeted hours.</p> <p>Palmer turned the meeting over to Rohner at 6:17pm.</p>
<p>Continuation of Services Plan</p>	<p>Stokes moved on to the Continuation of Services Plan (CSP).</p> <p>Stokes described Oregon’s new risk framework, under which Baker County is classified as in “Extreme Risk” status. He has used the new level benchmarks to update the Continuation of Service Plan. While we had three levels; the new state guidelines has four levels – Extreme, High, Moderate, Low. He wanted to keep our CSP on three levels so he has grouped the Low and Moderate levels together in our CSP document, outlining service levels in those levels.</p> <p>For the last two weeks, Baker has met the high risk level criteria. The CSP plan allows for digression in services with the ability to retain service levels based on a few factors. That said, the library staff desire to continue to provide services and there have been no cases among staff. With the level of cleaning and precautions, staff are comfortable continuing to provide the current level of service. Stokes added that he is also comfortable with that.</p> <p>The other change proposed is in the Health Screening process. He spoke with a representative from the health department. We have staff self-screening tools available and the assumption is that if they come to work they are well. Staff have crafted forms and guidance documents for employees on what to do if exposed to someone with COVID019 or feeling sick. Stokes reviewed the clean version with the changes incorporated in to the CSP document.</p> <p>Rohner asked if he needed action on the updated plan today. Stokes responded yes, we need this approved by the board. Rohner asked for any discussion on the changes. There were none. She asked for a motion. Palmer moved to approve the document changes made to the Continuation of Service Plan (CSP) document as presented; Dielman seconded; no further discussion; the motion passed (4 yea, motion passed unanimous by those present).</p>



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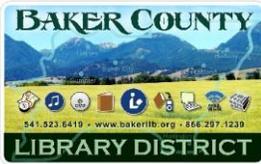
<p>NEW BUSINESS: Historic Photo Archive Activity Report</p>	<p>Rohner moved to the Historic Photo Archive report. Dielman said that he and Stokes are going to work together. Stokes displayed on screen the online archive page and followed along as Dielman spoke. The main changes are related to additions of photos for the Royal Café. It was in the same block as the Geiser Grand. It was owned and operated for many years by five Chinese immigrants. Jack Eng was the face of the Royal Café from about 1940-1978 when he died. The first photo was of Henry & Annie Wong. Annie married into the family and she was the last one to run the café. Dielman gave a history of the family and those in the wedding photo on display. One of the men in the photo was John Bohn of Bohn’s Men’s Store; most of those present recalled that store in Baker City.</p> <p>Dielman said about two years ago, Perry went to an estate sale of the Jack Eng family and happened upon a large collection of professional photos and film negatives. Stokes purchased the box of negatives for the Library for \$20, preserving invaluable local history. One of the family members are still living. She has moved but has helped Dielman with family history.</p> <p>Palmer asked how to get into see the archive photos. Dielman said he can send the link. Stokes demonstrated how to get there on the library website, select the Photos & Archives, it takes you to a separate website. Palmer added that she had talked with Annie Wong, she was quite a fitness buff. Dielman said one of the photos is of Annie Wong setting in his living room. Stokes demonstrated how to move through the collection. Dielman said there were several thousand, mostly of family. He selected the ones he felt added to the collection and of interest to the community. Everyone thanked Gary Dielman for his volunteer service of digitally preserving the material and making it accessible to the community.</p>
<p>FY2020-21 Supplemental Budget</p>	<p>Stokes brought up the supplemental budget proposal documents. The approved budget was based on a 3% growth rate in the revenue projections, but the actual rate is a bit higher which result in additional tax revenues. The fines & fees was budgeted very low due to the pandemic disruption, but since limited services have been offered that number will be slightly increased. A large amount of funds will be incorporated from the CARES Act relief grant.</p>



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	<p>Interest returns will be increased. It has been budgeted at \$15,000, but last year it was almost \$20,000 so the line will be raised proportionately.</p> <p>The line for Insurance Proceeds of \$5,000 is increased to \$240,000; the bulk of which has already been received. Stokes noted that Hawes has posted the reimbursements received on the Other Financing line in the financial report. The two will discuss correcting that discrepancy.</p> <p>Going through the rest of the budget; the COVID grant funds are allocated to various expenditure lines according to purpose. Some is for computer hardware to facilitate working from home. The bulk of it will go facilities for HVAC ventilation improvements and air purification units. Surplus revenue will go to the Capital Improvement Reserve (\$72,000); \$35,000 will go in to the Operations Reserve line to boost the contingency. This boost should enable debt-free operation without having to borrow from Other Funds in the future. Stokes will put this into a resolution to make the budget changes clear. The board will have the supplemental budget proposal on the agenda at the next meeting. Given the significant change, a publishing requirement must be met. Stokes commented that it is a pleasure to be in a position to deal with a revenue surplus.</p> <p>Rohner asked if there will be an action item on the agenda next month. Stokes said yes, this will need to be approved by the board.</p>
<p>Approval of Matching Funds for Leo Adler Grant</p>	<p>Stokes said the Leo Adler Foundation has offered partial funding of \$10,000 for the project proposal to digitize Polk City Directories and Record Courier newspapers. The grant award is contingent upon the library guaranteeing it will provide a one-to-one match. Stokes requested Board consideration of increasing the library’s commitment and guidance on where extra money would come from.</p> <p>Stokes said to his knowledge this is the first time such a requirement has been attached to a library Leo Adler grant, and it came as a surprise. In the proposal, the library had committed about 20% (\$5,000) of funding for the project, which Stokes had intended to come from the Other Fund.</p> <p>Palmer asked what the thought was behind the Leo Adler Foundation requirement for matching funds. Historically, the Foundation has been very supportive of the library without such a condition. Stokes said he</p>



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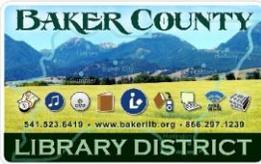
only received an award notice; there was no additional information about the reasoning behind the match requirement. He will try requesting an explanation.

As possible resource to draw from, Stokes reported that in the Other Fund there is an estate bequest amount of about \$60,000 received from the Barger Family about 10 years ago, which is uncommitted. Until this year, the district has needed that full amount to support its Operations Reserve and remain debt free. With the recent boost of that reserve, the Barger money could now be released for expenditure for special projects or turned over to the Foundation. If transferred to the Foundation, it would be requested back for library projects as needed. There was some discussion about the security of the funds in that scenario given the instability of Foundation membership.

Dielman spoke about the importance of the digitization project. He uses the Polk directories regularly for historical research. He is strongly in favor of beginning with preservation of that invaluable information. In regards to copyright concerns, Stokes added he had spoken with a Polk publishing company representative and received approval for scanning the materials.

Dielman said the Record Courier is also a great research tool, but it was lower priority since it has been preserved on microfilm. He asked about what would happen to the Record Courier bound volumes after scanning. Stokes said that the volumes are in excellent shape. Digital images obtained from them would be a great improvement over the microfilm. Some of the microfilm rolls have missing pages and gaps as well as poor quality images; that is an inherent issue with microfilm copies. The preferred option would be to digitize and retain the volumes, but that is costlier than having them unbound. He would like to minimize the physical handling of them to preserve them. However, storage of these oversize volumes is also an issue due to the space required.

Discussion ensued on how to designate the bequest funds. Rohner said that Library Foundation President Aletha Bonebrake has strong opinions about how the funds are used through the Foundation. The Foundation exists to receive large bequests or large gifts to be used for endowments that are drawn upon for used for collections and other things. Several years ago, after the Barger gift was received, the district



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did create criteria of how it would handle subsequent unrestricted cash gifts. It was understood that the library would hold onto the Barger funds for operational reserve needs.

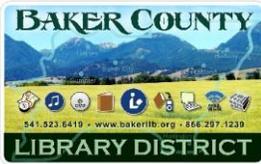
Rohner said that she is hesitant to embark on a multi-year project without having secured full funding for the whole thing. She would support using a portion of the Barger gift and informing the Foundation that we would apply in future years to continue the project.

Stokes suggested that as alternative, \$10,000 could come out of the operations reserve or the amount to be transferred for capital improvement, which would take away the Foundation question. Dielman asked who is in charge of the Leo Adler grant money now. Stokes said a committee makes award decisions, but he did not have a list of current members. Palmer said she understood a new trust management firm under First Republic Bank has taken over from US Bank.

Dielman supported use of memorial funds to meet the match requirement. Rohner asked if any others had concerns with use of the Barger bequest. Such bequests are rare and the Foundation has a goal of establishing an endowment that could grow with investments. There is no obligation attached to the gift, but if we use those funds then the opportunity for growing an endowment may be lost. There was no conclusive decision made.

In summation, Stokes said the question is if we want to use memorial undesignated funds or take it out of general funds. He agreed that Rohner had a good question, whether this is a project most suited for operating funds or a designated special project. Stokes talked about his perspective on using gift funds for a project the donor can be proud of and honoring such gifts with a plaque. High profile projects can lead to other donations. More discussion on how to fund the project.

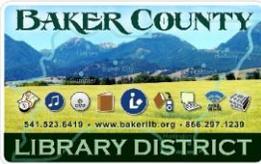
Palmer asked if the board would authorize commitment of \$10,000 now to meet the response deadline, have Stokes consult with Bonebrake, then report back to the board for discussion next month. Stokes said if we don't accept the grant at this time, it could be pursued in a future year. The materials are not going anywhere, but delay of digitization does pose some risk of damage or loss occurring to the primary source material.



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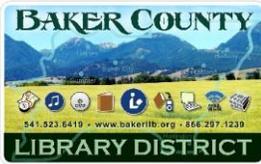
	<p>After additional discussion, Stokes asked for consensus on whether matching funds can be committed. Stokes will consult with Aletha about Foundation perspective. A final decision can be made at the next meeting where to take the funds from. Palmer asked Stokes if action was necessary. Stokes felt that a motion to confirm the board decision would be best for documentation. Rohner said a general motion would take care of the requirements to accept the Adler grant.</p> <p>Dielman moved that the Library district commits \$10,000 to satisfy the matching requirement for the Leo Adler \$10,000 matching grant for the digitization project; there was no further discussion; Palmer seconded; the motion passed unanimously (4 yea).</p>
<p>Resolution for Local Option Levy Renewal</p>	<p>Rohner moved to the Local Option Renewal topic. Stokes presented a resolution he had prepared in order to get the process started.</p> <p>Resolution 2020-21-04 calls for renewal of the Local Option Levy with the rate unchanged at 0.249/\$\$1,000. This resolution simply states that the board wants the ballot measure. Dielman asked how much the district receives from the local option levy. Stokes reported that in the prior year, the district was eligible for up to \$356,000; the actual amount is less according to collection rate and compression losses. There is usually about \$30,000 that is uncollectible. The local option levy makes up about one-third of the General Fund budget. In a sense, he said, revenue from the permanent rate funds personnel and the levy funds materials & operations expenses.</p> <p>Dielman stated that we definitely want to approve this levy. Stokes noted that the board packet included information showing what has been historically projected compared to what is actually received. Without one-third of the library budget, we would have to make severe cuts to staffing, materials, maintenance, and services.</p> <p>Dielman voiced concern that the current pandemic atmosphere could affect the outcome next May. Stokes thinks that by remaining open for service as much as we have, voters will recognize that we continue to support the community. Many other libraries have been closed for longer periods. Thanks to foresight with building design our library has been remarkably well-equipped for safe service measures to mitigate an airborne virus. We've also made progress to restore and optimize</p>



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	<p>ventilation and air quality systems. The fact that this library has stayed open to support the community says a lot for our level of commitment and appreciation for the support the community has shown over the years.</p> <p>Stokes said that the resolution does need board approval to get started on the process although it doesn't have to be done tonight. There is time to get started on the process. Work to craft the ballot measure language is the next step. Stokes said he could do that but invited subcommittee participation from the board.</p> <p>Rohner asked if there was any further discussion, or a reason why we can't move forward with a motion today. There was no opposition to the suggestion. Dielman made a motion to approve Resolution 2020-21.04 titled "Calling an Election to Authorize Local Option Tax of 0.249/\$1,000 TAV for District Operations for five years Beginning July 1, 2022"; there was no further discussion; Beth seconded; the motion passed unanimously (4 yea).</p>
<p>OSHA Temp Rule Compliance Review</p>	<p>Rohner invited the next agenda item. Stokes said the district was notified in November of the OSHA guidance for COVID. He wanted to report that we are in compliance. In reading through the requirements, the library already is in compliance with most of the rules. The one additional piece was an Exposure Risk Assessment that is to be presented to staff. That document will go out to staff this week. Hawes had already created an Infection Control Plan. We have already been working on optimizing ventilation. At every staff meeting, we talk about safety issues. He asks the staff for feedback on how everyone is doing and any suggestions to improve safety related to the pandemic. That has gone well. The staff are actively participating and want to keep the library open.</p>
<p>REPORTS: Director Report</p>	<p>Stokes gave the Director's report doing a short review of the highlights:</p> <p>Admin/budget</p> <ul style="list-style-type: none"> • Materials Recovery Service trial is in progress as of December 1. Accounts are referred to Unique Management if they have a balance of \$40 or more and if it hasn't been resolved within 60 days. An additional \$10 fee is applied in these cases. He



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described the “gentle nudge” process and emphasized that the library’s primary goal is recovery of its public assets. Accounts can be set to be exempt if someone comes in to appeal and work out a payment plan.

Facilities & vehicles

- Installation of a new tankless water heater at the Sumpter branch is in progress. The library has agreed to share the cost with the museum association.
- The water heater at the main branch was failing and has been replaced. A new circulation pump also need to be installed for full functionality.

Personnel

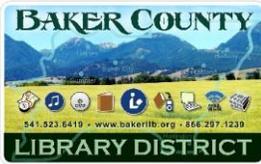
- Two of our longtime volunteers are moving away. They have worked many hours regularly every week, helping with processing and other projects. They will be missed.
- A backlog of book repairs will be assigned to library page staff. Since we haven’t had volunteers coming in to keep up with these, the repairs are accumulating.
- Two of our staff are taking special training courses online related to collection health in their areas.

Programs & Services

- Bookmobile – now that we have the new SUV, we can use that during the winter when the bookmobile would be taking a break. We can still deliver requested materials.
- Storytime – take away activity bags and craft kits have had a good response.
- Printing – we are now offering 5 free prints per day for patrons. As a pandemic safety measure, this decreases the need for many face-to-face interactions and exchanges with staff.
- Quick Print station for people who just need a couple pages (such as a bus pass and address labels)

Technology

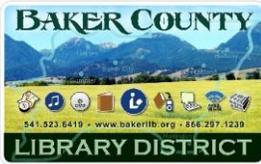
- Jim has been working on a wireless printing service people can use in the library, printing directly from their phones or tablets.



Baker County Library District
Library Board
Regular Meeting Minutes

Dec 14, 2020

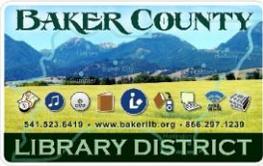
	<ul style="list-style-type: none"> • Stokes is working with a company out of the UK that is producing shows on mining from our area. They will be using several photos from our collection as part of the Gold Rush series. • Using COVID grant funds, the library has acquired 15 laptops to enable more staff to work from home. When not needed for staff use, the library will make them available for public check out. • Also using COVID grant funds, the library has licensed 20 Wi-Fi hot spots for checkout that are focused on educational use. They should be available shortly after the New Year. <p>Safety & Security</p> <ul style="list-style-type: none"> • Stokes reviewed with staff the difference between face shields and face masks requirements from the State. The public may have either mask or face shield, though both together is recommended. • Staff feedback indicated that lights outside the staff door are dim when exiting the building at night. Ed will be installing brighter lights. • On the new SUV vehicle, studded snow tires were purchased and installed. <p>That concluded the Director’s report.</p>
<p>Finance Report</p>	<p>Stokes posted Hawes’ financial report on screen in <i>GoToMeeting</i> and scrolled through for the board to follow as Hawes narrated. The reports were included in the board packets.</p> <p>The General Fund received tax turnovers of \$262,336.94 on December 1. General fund also received a Coronavirus CRF Grant reimbursement of \$143,389.03 for recent pandemic supplies and projects. Materials & Expenses, the Book budget includes 2 checks, one to Ingram \$3,040.31 for a book order and Newsbank \$3,982.00 for the online subscription to the Baker City Herald. The Building Maintenance, Pandemic Expense, line includes several checks in December including Basin Builders \$43,612.95 for HVAC improvements in progress, Wellavita \$7,114.41 for a set of 12 stanchions, SenSource \$7,817.36 for people counters for all of the branches, Clary Business Machines \$20,175.00 for 15 AeroMaxPro wall mount air purifiers and Visa total of \$3,352.11 for Amazon pandemic supplies. The Computer Maintenance, Pandemic</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Dec 14, 2020

	<p>Expense, line includes 2 large checks in December of Kajeet Inc \$6,972.86 for 20 hot spots to assist patrons with educational needs and Visa \$5,709.62 for PC Liquidators to purchase 16 lap top computers to allow staff to work from home. Year-to-date pandemic related expenses total \$150,838.21 plus minor changes. The General Fund Visa bill totaled \$14,192.82 this month. The district hit up against its maximum credit limit for the first time. That issue is in the process of being resolved. The payment was send 2nd day to pay down the amount due and open up purchasing availability. The major issue is recent pandemic supplies for the grant window.</p> <p>Following the usual Fiscal Year-to-Date financial report is a Budget Performance report. The purpose of this report is to look at the first column showing the month of December activity. A few items of interest have been marked. In addition, a Cash Report follows.</p> <p>The Other Funds wrote one check to Visa \$29.32 for Amazon book shipping.</p> <p>The Sage Fund received membership revenues in November totaling \$173,922 and December-to-date \$40,342, totaling \$214,264 in membership dues. There is another \$7,562 of Accounts Receivable to come. This fund wrote checks for courier services totaling \$2,026.47 and Visa of 469.65. The visa transactions include Marcive record maintenance of \$209.70 and GoToMeeting subscription of \$234.00.</p> <p>Cash reports for all three funds are included in the financial reports.</p> <p>The Library District has received the majority of the budgeted operating funds and is affluent within its budget.</p> <p>The 5 large pandemic supply payments were mailed at the post office with tracking using Priority Mail. These went to new vendors, were unusually large dollar amounts, and gave the ability to verify the payments were received by the vendor.</p>
<p>Next Meeting Date</p>	<p>The next regular Board of Director’s meeting will be January 11, 2020. The main topics will be the supplement budget and the audit delivery.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:50 pm.</p>



Baker County Library District
Library Board
Regular Meeting Minutes
Dec 14, 2020

	<p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>
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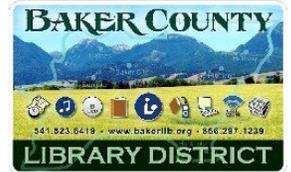
DRAFT

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2020-21.05

Resolution to dedicate Barger estate bequest

Jan 11, 2021



WHEREAS the Baker County Library District is now meeting in regular session for the conduct of business; and

WHEREAS in June 2013 the District received an unrestricted cash gift of \$64,479 from the estate of Eunice M. Barger; and

WHEREAS to date the District has retained this resource as supplement to its Operations Reserve for the purpose of maintaining debt free operation; and

WHEREAS the District has boosted its Operations Reserve in recent years to a level sufficient to allow release or use of the Barger gift; and

WHEREAS the District periodically has opportunities to receive additional grant funds with a commitment of proportionate matching funds; and

WHEREAS the Library Director has consulted with the presiding officer of the Baker County Library Foundation about a proposal for the District to retain the bulk of this resource for current and future grant partnership projects and to transfer a portion to the Foundation, and that officer has approved; and

WHEREAS the Barger funds remain unrestricted in the budget adopted for Fiscal Year 2020-2021,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Baker County Library District hereby

dedicates the Barger estate gift in the following amounts and activities:

- Approximately \$25,000 for the multi-year grant project titled "Digitizing Baker County History For Preservation and Greater Access" currently supported by the Leo Adler Community Foundation
- \$20,000 reserved by the District for future matching grant opportunities
- \$20,000 transferred to the Baker County Library Foundation .

Adopted by the Board of Directors of Baker County Library District this 11th day of Jan, 2021.

FOR THE BOARD:

Signature: Kyra Rohner,
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2020-21.06

Resolution adopting Supplemental Budget 1

Jan 11, 2021

WHEREAS the Baker County Library District is now meeting in regular session for the conduct of business; and

WHEREAS after the budget was adopted for Fiscal Year 2020-2021, various resources are projected to be received in amounts different from originally estimated, and

WHEREAS adjustments to appropriations are needed to accommodate increases and decreases in resources and expenditures; and

WHEREAS transfers between funds are needed to accommodate unplanned expenditures; and

WHEREAS, ORS 294.463(1) permits transfer of funds within and between a given fund; and

WHEREAS, publication requirements have been met when changes in designated categories within at least one of the funds represent more than 10% of the adopted current year budget;

Adopting the budget

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Baker County Library District hereby **adopts Supplemental Budget 1** for the fiscal year 2020-21 in the total of **\$2,880,606** for the following purposes in Exhibit A and as defined in the Legal Budget form attachments (LB-20, LB-30, LB-31 PS, LB-31 M&S, LB-10 Other, LB-10 Sage, LB-11 Reserve – Capital Inv.), now on file in the Baker County Public Library :

and;

Making appropriations

BE IT FURTHER RESOLVED THAT the amounts for the fiscal year 2020-2021 are hereby appropriated for the purposes shown,

and;

Authorizing transfers

BE IT ALSO RESOLVED THAT these funds are recognized as being transferred among their General Fund budget categories in the defined amounts.

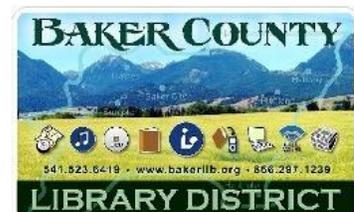
Adopted by the Board of Directors of Baker County Library District this 11th day of Jan, 2021.

FOR THE BOARD:

Signature: Kyra Rohner,
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary



**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2020-21.06

Resolution adopting Supplemental Budget 1

Jan 11, 2021

Attachments:

1. Exhibit A Suppl. Budget 1 Fund Appropriations
2. Exhibit B Suppl. Budget 1 Fund change summary
3. Exhibit C.i-ii. Suppl. Budget 10% Rule Analysis
4. LB-20 General Fund – Resources. Suppl. Budget 1
5. LB-30 General Fund - Summary. Suppl. Budget 1
6. LB-31 General Fund – Personnel Services, Suppl. Budget 1
7. LB-31 General Fund – Materials & Services, Suppl. Budget 1
8. LB-10 Other Uses Fund. Suppl. Budget 1
9. LB-11 Reserve Fund – Capital Investment, Suppl. Budget 1
10. LB-10 Sage Fund. Suppl. Budget 1

Fund	FY20-21 (revised)	FY20-21 (original)
General Fund	2,042,626	1,709,950
Other Fund	197,000	197,000
Reserve Fund – Capital Investment	164,155	91,600
Sage Library System Fund	476,825	476,825
TOTAL:	2,880,606	2,475,375

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2020-21.06

Resolution adopting Supplemental Budget 1

Jan 11, 2021

General Fund	
<u>Organizational Unit or Program:</u>	
Personnel Services.....	833,794
Materials & Services.....	658,355
	0
	0
<u>Not Allocated to Organizational Unit or Program:</u>	
Personnel Services.....	0
Materials & Services.....	0
Capital Outlay.....	25,000
Debt Service	2,000
Special Payments.....	0
Transfers Out.....	118,555
Contingency.....	5,000
Total.....	\$1,642,704

Debt Service Fund	
Debt Service	0
Total.....	\$0

"Other Uses" Fund	
Org. Unit/Program: _____	191,000
Special Payments.....	0
Transfers Out.....	6,000
Contingency.....	0
Total.....	\$197,000

Reserve Fund - Capital Investment	
Org. Unit/Program: _____	164,155
Special Payments.....	0
Transfers Out.....	0
Contingency.....	0
Total.....	\$164,155

Sage Library System Fund	
Org. Unit/Program: _____	285,641
Special Payments.....	0
Transfers Out.....	0
Contingency.....	41,184
Total.....	\$326,825

EXHIBIT A. Fund Appropriations

Total APPROPRIATIONS, All Funds . . . \$2,330,684

Total Unappropriated and Reserve Amounts, All Funds . . . 549,922

TOTAL ADOPTED BUDGET . . . \$2,880,606 *

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2020-21.06

Resolution adopting Supplemental Budget 1

Jan 11, 2021

EXHIBIT B. Fund Change Summary

2020-2021 supplemental 1

<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>	VS PREVIOUS	
General Fund	\$833,794	\$658,355	\$25,000	\$2,000	\$118,555	\$5,000	\$0	\$399,922	\$2,042,626	\$332,676	16.29%
Other Uses Fund	\$1,650	\$189,350	\$0	\$0	\$6,000	\$0	\$0	\$0	\$197,000	\$0	0.00%
Reserve Fund - Capital Investment			\$164,155						\$164,155	\$72,555	44.20%
Sage Library System Fund	\$102,139	\$183,502	\$25,000	\$0	\$0	\$16,184	\$0	\$150,000	\$476,825	\$0	0.00%
TOTALS	\$937,583	\$1,031,207	\$214,155	\$2,000	\$124,555	\$21,184	\$0	\$549,922	\$2,880,606	\$405,231	14.07%
									\$ Change from prev.	\$405,231	
									% Change from prev.	14.07%	

2020-2021 adopted

<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
General Fund	\$835,773	\$411,255	\$10,000	\$2,000	\$46,000	\$5,000	\$0	\$399,922	\$1,709,950
Other Uses Fund	\$1,650	\$189,350	\$0	\$0	\$6,000	\$0	\$0	\$0	\$197,000
Reserve Fund - Capital Investment			\$91,600						\$91,600
Sage Library System Fund	\$102,139	\$183,502	\$25,000	\$0	\$0	\$16,184	\$0	\$150,000	\$476,825
TOTALS	\$939,562	\$784,107	\$126,600	\$2,000	\$52,000	\$21,184	\$0	\$549,922	\$2,475,375

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD
Resolution No. 2020-21.06
Resolution adopting Supplemental Budget 1
Jan 11, 2021**

EXHIBIT C.i. 10% RULE ANALYSIS – General Fund

Original adopted vs Suppl 1

General Fund

	Original Budget	Adjustments to Budget	Adj. % to Original	Supplemental Budget 1
Personnel Services	\$847,501	-13,707	-1.62%	\$833,794
Materials & Services	\$411,255	247,100	60.08%	\$658,355
Capital Outlay	\$10,000	15,000	150.00%	\$25,000
Debt Service	\$2,000	0	0.00%	\$2,000
Total Expenditures	1,270,756	248,393	19.55%	1,519,149
Interfund Transfers	46,000	72,555	157.73%	118,555
Operating Contingency	5,000	0	0.00%	5,000
	1,321,756	320,948	24.28%	1,642,704
UEFB Reserve	388,195	84,205	21.69%	472,400
Total - General Fund	1,709,951	405,154	23.69%	2,115,105

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2020-21.06

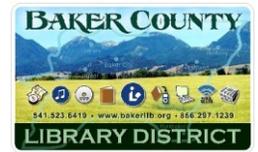
Resolution adopting Supplemental Budget 1

Jan 11, 2021

EXHIBIT C.ii. 10% RULE ANALYSIS – Other Uses Fund

Reserve - Capital Investment

	Original Budget	Adjustments to Budget	Adj. % to Original	Supplemental Budget 1
Personnel Services		0		\$0
Materials & Services		0		\$0
Capital Outlay	\$91,600	72,555	79.21%	\$164,155
Debt Service	\$0	0		\$0
Total Expenditures	91,600	72,555	79.21%	164,155
Interfund Transfers				
Operating Contingency				
	91,600	72,555	79.21%	164,155
UEFB Reserve				
Total - General Fund	91,600	72,555	79.21%	164,155



2021 Holiday Closures

	DATE	DAY	REASON
1	January 1	Friday	New Year's Day
2	January 18	Monday	Birthday of Martin Luther King Jr.
3	February 15	Monday	Presidents' Day
4	May 31	Monday	Memorial Day
5.i	July 4	Sunday	Independence Day
5.ii	July 5	Monday	Independence Day (Observed)
6	September 6	Monday	Labor Day
	October 11	Monday	Staff in-service training
7	November 11	Thursday	Veterans Day
8	November 25	Thursday	Thanksgiving
9	November 26	Friday	Day after Thanksgiving
	December 24	Friday	Early closure, 3:00 PM
10.i	December 25	Saturday	Christmas
10.ii	December 26	Sunday	Day after Christmas
	December 31	Thursday	Early closure, 5:00 PM

	Staff paid holiday	
	Public closure – staff work day (full or partial)	

2021 Calendar

Calendarpedia
Your source for calendars

Federal Holidays 2021

Jan 1	New Year's Day	May 31	Memorial Day	Sep 6	Labor Day	Nov 25	Thanksgiving Day
Jan 18	Martin Luther King Day	Jul 4	Independence Day	Oct 11	Columbus Day	Dec 24	Christmas Day (obs.)
Feb 15	Presidents' Day	Jul 5	Independence Day (obs.)	Nov 11	Veterans Day	Dec 25	Christmas Day
						Dec 31	New Year's Day (obs.)