

# Baker County Library District

Board of Directors

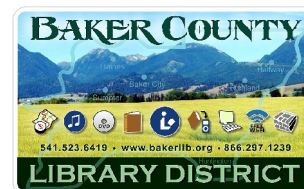
## Budget Hearing & Meeting Agenda

Tuesday, Jun 11, 2024, 12:00 – 1:00 pm

Meeting simulcast [via Zoom](#)

Phone: +1 669 900 9128 Meeting ID: 860 7254 8647 Passcode: 119399

Kyra Rohner, President



- |  |                                      |
|--|--------------------------------------|
| <b>I. CALL TO ORDER</b>  | Rohner                               |
| <b>II. Consent agenda (ACTION)</b><br>a. Additions/deletions from the agenda<br>b. Minutes of previous regular and Budget Committee meetings   | Rohner                               |
| <b>III. Conflicts or potential conflicts of interest</b>   | Rohner                               |
| <b>IV. Open forum for general public, comments &amp; communications</b><br>In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | Rohner                               |
| <b>V. NEW BUSINESS</b><br>a. <b>Budget Hearing (Public Comment)</b><br>b. <b>2023-24 Supplemental Budget adoption (ACTION)</b><br>c. <b>2024-25 Budget adoption (ACTION)</b><br>d. <b>Discussion of 2024-25 officers &amp; regular meeting day/time</b>  | Rohner<br>Rohner<br>Rohner<br>Stokes |
| <b>VI. OLD BUSINESS</b><br>a. None   |                                      |
| <b>VII. REPORTS</b><br>a. Director<br>b. Finance   | Stokes<br>Hawes                      |
| <b>VIII. Agenda items for next regular meeting: Jul 9, 2024</b>  | Rohner                               |
| <b>IX. ADJOURNMENT</b>   | Rohner                               |

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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

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Monday, Jun 11, 2024, 12:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

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|--|--------|
| I. CALL TO ORDER   | Rohner |
| II. Consent agenda ( <b>ACTION</b> )                         | Rohner |
| a. Additions/deletions from the agenda                       |        |
| b. Minutes of previous meeting(s)                            |        |
| <i>Attachments:</i>  |        |
| • II.b.i. Board meeting minutes, May 14 2024                 |        |
| • II.b.ii. Budget Committee meeting minutes, May 22 2024     |        |
| III. Conflicts or potential conflicts of interest            | Rohner |
| IV. Open forum for general public, comments & communications | Rohner |
| V. NEW BUSINESS  |        |
| a. Budget Hearing (Public Comment)                           | Rohner |

The Board invites public testimony about the proposed Supplemental Budget for the current fiscal year and/or on the next fiscal year budget recently approved by the Budget Committee.

- |   |        |
|---|--------|
| b. 2023-24 Supplemental Budget adoption ( <b>ACTION</b> ) | Rohner |
|---|--------|

### *Attachments:*

- V.b.1. Resolution No. 2023-24.07
- V.b.2. Budget summary table
- V.b.3. Ten percent rule analysis
- V.b.4-10. Legal budget documents

As usual, in this final month of the fiscal year, I am proposing a supplementary budget to fine tune category lines and ensure district funds are following local budget law. The resolution authorizes appropriation of unanticipated surplus revenue and adjustment of various line items that are under or overspent.

Circumstances which warrant a Supplemental Budget include:

- Condition(s) unknown at the time the budget was prepared:
  - Cash carryover from prior year greater than anticipated in General Fund, Other Fund, and Sage Fund
  - Interest revenues higher than projected due to series of rate increases
  - Decrease in Personnel costs due to hiring freeze of seasonal staff
- A significant shortfall in amount of ad valorem taxes than estimated
  - County Assessor millage report received in October 2023 calculated property growth at much lower rate than projected.

# Library Board Meeting – Annotated Agenda

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Monday, Jun 11, 2024, 12:00 pm

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Grand total changes amount to an increase of \$28,557. This is a balance from a total General Fund decrease of -\$5,943, Other Fund increase of \$4,000, Reserve Fund increase of \$1,000, and Sage Fund increase of +\$29,500.

The Ten Percent Analysis report shows that, excluding transfers, contingency, and ending fund balance, no fund is changed by more than 10 percent. Under Oregon local budget law, therefore, these changes can be adopted at a regular meeting and don't require a public hearing.

In the General Fund, primary changes include a downward correction of Personnel Services by -\$40,885, decrease to Materials & Services by -\$3,475, increase of Capital Outlay by +\$3,000, decrease of Debt Service by -\$1,685 with closeout of the loan, and an increase of Unexpended Fund Balance (UEFB) Reserve by \$37,102.

In the Other Fund, primary changes include increased revenues from interest and donations which is allocated to an increase of Unappropriated Ending Fund Balance (UEFB) by \$4,000.

In the Sage Fund, primary changes include increases of Operating Contingency by \$10,000 and UEFB by \$18,000.

## c. 2024-25 budget adoption (**ACTION**)

Rohner

### *Attachments:*

- V.c.1. Resolution No. 2023-24.08
- Legal Budget documents, see V.b. 4-10
- V.c.2. LB-1 Notice of Budget Hearing
- V.c.3. LB-50 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

The purpose of the Budget Hearing is to receive citizens' testimony on the budget approved by the budget committee. Additional hearings may be held. All hearings are open to the public.

Annually, the Board must take action for final adoption of the budget for the coming fiscal year. The proposed 2024-25 budget, as approved by the Budget Committee at its May 22 meeting, is included in this meeting packet.

According to the Local Budgeting in Oregon guide, the Board must "enact a resolution or ordinance to 1) formally adopt the budget, 2) make appropriations, and if needed, 3) levy, and 4) categorize any tax. The budget is the basis for making appropriations and certifying the tax levy. The resolution or ordinance must be adopted no later than June 30."

Since the Budget Committee meeting, I have no changes to propose for final adoption.

Final 2024-25 budget adoption requires passage of Resolution 2023-24.08. Following approval, I submit the proper paperwork to the County.

# Library Board Meeting – Annotated Agenda

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Notes prepared by Library Director Perry Stokes

**d. Discussion of 2024-25 officers & regular meeting day/time** **Stokes**

At the July meeting, the Board will elect a new President and Vice President for the term of the fiscal year. For this agenda item, the Board will discuss who is willing to serve in those positions.

Also, the Board must annually adopt a resolution setting its regular meeting time. The Board's current regular meeting time is the second Tuesday of the month at 12.00p. The Board will discuss whether to continue or adjust the meeting schedule so that a resolution can be passed during the July meeting.

**VI. OLD BUSINESS**

**a. None**

**VII. REPORTS**

**a. Director**

**Stokes**

**i. General**

- *Facilities and vehicles*
  - Hanging planters expanded
    - With much positive public feedback on hanging baskets on the Resort St side of the building, I approved Ed's recommendation to acquire two additional planters and install them on posts along the boardwalk. They can be seen from the meeting room and look great.
  - Resort St pine tree trimmed
    - The library was notified by Baker City Public Works dept that limbs needed pruning on the pine tree at the northwest corner of the building along Resort St. Ed arranged for a contractor to remove the lowest limbs to allow for clearance of city utility vehicles.
  - Plumbing concerns
    - Upon troubleshooting slow sink drainage, Ed suspects old galvanized pipes supplying water to restrooms may be showing signs of failure. There is more discoloration to the water supply and flakes of metal piping causing clogs in faucets and drainpipes. With the old pipes inaccessible due to being embedded in the concrete slab of the building foundation, he is exploring options.
  - HVAC system maintenance
    - Air handler pulley – a new pulley on the air handler motor was installed
    - Chiller refrigerant – Ed has secured a source for recharging the chiller with refrigerant and that is expected this week.
    - Condensation management – a small pool of water in the front desk area was traced to condensation running down from HVAC equipment in the

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above attic space. Ed will be installing new piping to re-route the water into a drainage system.

- Baker Parking Lot
  - Bumper replacement – cement parking space bumpers were replaced with recycled material bumpers. Ed sourced these from a surplus supply that Community Connections had and expects they will be easier to manage.
  - Resurfacing and Striping – I have approved a contractor bid for resurfacing and restriping the north and south parking lots. Work is anticipated to take approximately 3 days, beginning 6/12.
- Operations & Services
  - Technology
    - LibCal Online Room Reservation System soft launch – Booking of study rooms and the meeting room is again being managed electronically. Many thanks to work by Bryan and Heather to get this functioning. We now have a booking workstation at the front desk. After staff are all trained on it, we will publicly announce the new availability.
    - Baker branch new public printers - The two public workstation printers on the island near the adult computer lab were upgraded with new units. Previous models had served for many years and were becoming unreliable.
  - Baker City Herald and several other EO newspapers ceasing print
    - On 6/3, the parent company of the Baker City Herald announced that print editions of the Herald and many of its other local publications will cease print editions as of July 1. Subscriptions will be replaced with a consolidated edition of the East Oregonian. It is unclear at this time how this will impact the library's expenditures for regional papers.
  - Cost analysis of adding free feminine hygiene products
    - Last year the library received an anonymous donation of a supply of period products to provide freely in public restrooms. Patrons and staff have suggested the library continue to provide tampons and other materials at low or no cost. I am exploring costs of dispensary machines and supplies and hope we can add this as a standard service in the next fiscal year. Details to be provided at a future board meeting when ready.
  - New Sage Fee Formula approved
    - At its May meeting, the Sage User Council approved moving to a new fee formula that aims for billings to be more fairly and consistently tied to a member's service population. The changes will take 4 years to fully implement.

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- *Programming & Outreach*
  - Oregon Trail Days
    - The library had a table for signup and information about Summer Reading Program activities. Applause to Youth Services staff Missy Grammon for making time to participate.
  - Youth Services
    - 2024 Summer Reading Program is underway and will run from Jun 1 – July 31. The theme this year is “Read, Renew, Repeat.” Missy has a busy schedule of events planned, which is available on the [library website](#).
- *Staff & Volunteers*
  - Halfway branch staff change – After serving for just over 2 years, Genine Hanson-Fillmore is departing to manage family matters. She will be succeeded by Rachel Cairns who has been volunteering in recent months to do “Reading with Rachel” storytimes on Saturdays.
  - Volunteer Appreciation Event - Beautifully coordinated and presented by district staff Sylvia Bowers on Friday, 6/7. About 15 volunteers attended.  
For the current fiscal year-to-date, 11 months at 5/31/2024:
    - District-wide, total number of volunteers: 87
    - Volunteers have donated a total of 2982.5 hours
    - The dollar value at minimum wage is \$40,404.73
    - We have one more month to go, of course, but this is what I have so far.
  - Last fiscal year, at June 30, 2023:
    - District-wide, total number of volunteers: 79
    - Volunteers have donated a total of 3480.25 hours
    - The dollar value at minimum wage is \$43,861.50
- *Safety & Security*
  - Trip hazard carpet strip ordered after patron accident
    - A visibility strip will be added to the raised step at the front desk children’s checkout station after an adult library user recently tripped on it and fell. Staff often need to verbally warn adults of the step-up because they tend to approach that station with eyes focused on staff rather than their footing.
  - Roof trespassing mitigation
    - After consulting with structural engineer Tom Hanley and receiving approval, two steel trusses that extend from the building to the boardwalk viewpoint gantry will be removed. This will help deter unauthorized access onto the roof which Ed believes has contributed to persistent roof leaks. In addition, new security cameras are also being placed on the rooftop that will immediately alert administrative staff when motion is detected in designated zones.

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- Vandalism incident
  - Ford Windstar Minivan – Ed is having repairs to the minivan made after discovery of possible tampering with the undercarriage consistent with attempted theft of the catalytic converter.

**b. Finance**

**Hawes**

*Attachments:*

- VII.b.i. Not yet available.

Reports to be delivered at the meeting.

**VIII. Agenda items for next regular meeting: Jul 9, 2024**

**Rohner**

- Board officers & meeting times
- Internal Displays Policy (NEW)
- 2024-2025 strategic planning

**IX. ADJOURNMENT**

**Rohner**