

Baker County Library District
Board of Directors
Regular Meeting Agenda
Monday, Apr 12 2021, 6:00 – 8:00 pm
Virtual Meeting held electronically via GoToMeeting
Kyra Rohner, President

Join meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/951624877>

You can also dial in using a phone.

United States: +1 (224) 501-3412

Access Code: 951-624-877

- | | |
|--|---------------------------------|
| 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. None | |
| VI. NEW BUSINESS
a. SDAO Health & Life Insurance Renewal (ACTION)
b. Resolution Adopting Plan of Action for Audit Division (ACTION)
c. FY21-22 Budget Cycle (ACTION)
i. Committee membership & calendar
ii. Budget Preview | Stokes/Hawes
Hawes
Stokes |
| VII. GUEST PRESENTATION – BAKER 5J School Bond Measure (6:30 pm) | Mark Witty |
| VIII. REPORTS
a. Director
b. Finance | Stokes
Hawes |
| IX. Next meeting: May 10 2021 | Rohner |
| X. 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) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (a, b, i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p via online web conference software. The meetings are open to the public. Sign language interpretation for the hearing impaired is available if at least 48 hours' notice is given.

Library Board Meeting – Annotated Agenda

Monday, Apr 12, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- I. **CALL TO ORDER** Rohner
- II. **Consent agenda (ACTION)** Rohner
- a. Additions/deletions from the agenda
 - b. Minutes of previous meeting
- III. **Conflicts or potential conflicts of interest** Rohner
- IV. **Open forum for general public, comments & communications** Rohner
- a. None
- V. **OLD BUSINESS**
- a. None
- VI. **NEW BUSINESS**
- a. **SDAO Health & Life Insurance Renewal (ACTION)** Stokes/Hawes

Attachments:

- II.b.i. Board meeting minutes, Mar 8 2021

Kevin Bell of Clarke & Clarke, the district's insurance agent, recently met with Christine and I for a briefing about upcoming medical insurance rate changes. Bell reported a 6% increase for the district's medical plan with SDIS. As you may recall, the increase last year was 15%. Bell said that the insurance industry experienced a heavy loss ratio this past year, particularly from property losses from natural disasters. Compared to most of his other clients, our group rate of increase is quite low.

Christine and I recommend renewing the SDIS insurance policy with no changes to the plan coverage.

- b. **Resolution Adopting Plan of Action for Audit Division (ACTION)** Hawes

Attachments:

- VI.b.i. Resolution R.07 – Plan of Action for Internal Control Deficiency

The State Audits Division sent BCLD a notice that action is required due to a reported deficiency of internal controls in our recent audited financial report FYE 06/30/2020. The state requests a Plan of Action be adopted by the board and filed with them immediately.

Christine consulted with auditor Rob Gaslin and crafted a Plan of Action based on a template Gaslin recommended. Since our agency's size precludes the cost benefit of making expenditures sufficient to resolve the deficiency, the statement of this fact in a written response is expected to meet the state requirement.

Christine will present the draft response to the board. It requires Board approval before being submitted.

Library Board Meeting – Annotated Agenda

Monday, Apr 12, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

c. **FY21-22 Budget Cycle (ACTION)**

Stokes

i. **Committee membership & calendar**

Attachments:

- VI.c.i.1. Budget Committee membership roster
- VI.c.i.2. Budget calendar of events

Board Packet includes a schedule of legal publication window dates and meetings. I propose that the Budget Committee meet on Wednesday, May 26.

I have reached out to Anne Mehaffy and Joy Leamaster, the two members whose terms expired last cycle, about renewing their service terms and am awaiting a reply. I expect both will renew.

Appointive Members

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2016	6/2021
2	Linda Collier	Halfway	5/2016	6/2021
3	Bob Savage	Baker City	5/2020	6/2022
4	Joy Leamaster	Baker City	5/2021	6/2023
5	Ann Mehaffy	Baker City	5/2021	6/2023

I recommend approval of the Budget Committee roster as presented with appointment of Leamaster and Mehaffy to a new 3-year term and me as Budget Officer. Changes to this roster can be made at the May board meeting if necessary. **I also recommend that the Budget Committee meeting be set as Wed, May 26 at 5:00 pm** with a secondary meeting tentatively scheduled for the following day Thu, May 27 at 5:00 pm. The secondary meeting is customarily scheduled as precaution, but is traditionally not needed.

ii. **Budget Preview**

Attachments:

- VI.c.ii. FY21-22 Budget Proposal draft

Personnel costs will be the major expense increase for FY21-22. Besides the health insurance increase, a new PERS biennium begins with an accompanying rate increase. Since Oregon PERS asset returns suffered losses in 2018 and 2019, contribution rate increases are assessed but were reduced by legislative action that re-amortized the liability.

- For BCLD Tier 1 employees, the rate rises only about a half percent from 26.00% to 26.44%.
- For OPSRP employees, the rate increase is nearly 2% from 18.28% to 20.14%.
- Rate changes amount to a total dollar increase of about \$9,000 for BCLD.

My budget draft includes a 2% cost-of-living increase for employees, based on the West Region CPI trend, which was 1.74% for 2020. The total cost of this COLI rate is about \$13,550. A 1% COLI would be about \$6,800.

A significant portion of the Personnel category increase this year will be taken up by adding an additional employee to the district’s health insurance rolls this year. This will boost that expense

Library Board Meeting – Annotated Agenda

Monday, Apr 12, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

category by around \$10,000. The addition is technically not new, but a resumption of benefits since the employee had previously opted out due to having coverage elsewhere for many years, which saved the district a substantial amount over that period.

With those cost drivers consuming revenue growth, I will unfortunately not be able to restructure wage scales for managerial-level staff as I had hoped. The general 2% cost-of-living award will keep the district on track to stay ahead of the state minimum wage increase schedule which will increase to \$12.00 for nonurban counties as of July 1. With a 2% increase, our lowest wage on the FY21-22 schedule will be \$12.47.

2022 is the final year of the state schedule with the last wage adjustment to \$12.50. So, a COLI of at least 1.5% will be necessary next year also.

In Materials & Services, I am proposing to start with a slight reduction to the Collections budget, and boost the Marketing and Branch Travel categories.

Thanks to the recent boost in reserve funds, I project that we will be able to maintain a sufficient Operating Reserve, and also enhance both the Capital Project line and transfer about \$20,000 to the Reserve Fund for Capital Improvement.

Library Board Meeting – Annotated Agenda

Monday, Apr 12, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

I. REPORTS

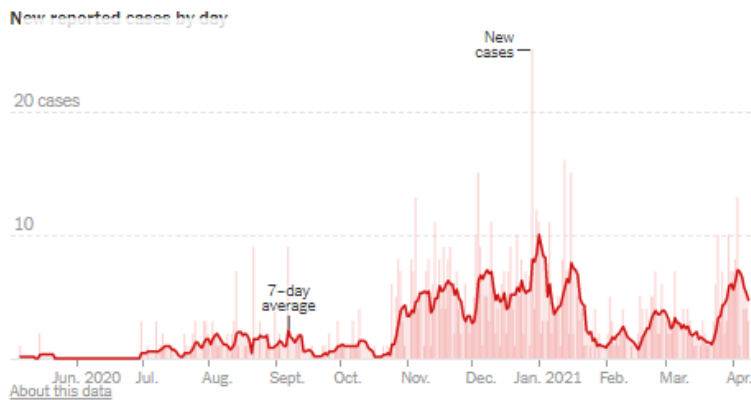
a. Director

Stokes

i. Pandemic Situation & Response Report

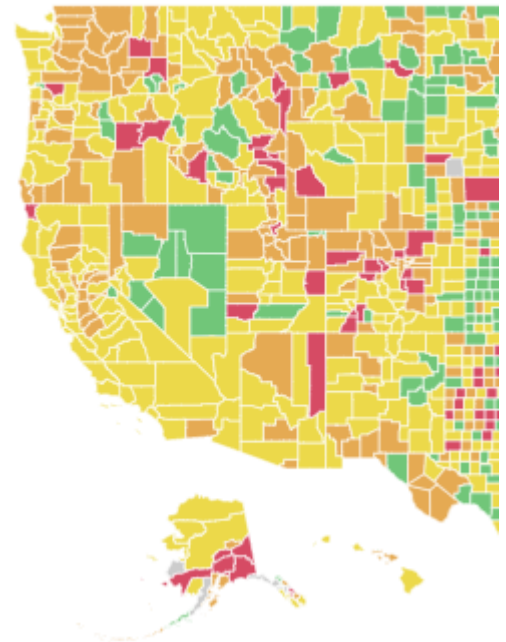
Currently, Grant and Baker counties are not just the top hotspots in Oregon, but are experiencing some of the strongest surges among all western states.

Cases have increased over the past week and are very high.



An average of 5 cases per day were reported in Baker County, a 43 percent increase from the average two weeks ago. Since the beginning of the pandemic, at least 1 in 20 residents have been infected, a total of 790 reported cases.

Risk Levels by County



According to a press release from Baker County Health Department:

“The Governor’s office announced Baker County is entering a two week ‘caution period’ beginning April 9 and continuing through April 22. Based on total COVID-19 case numbers and the percent of positive COVID-19 tests, Baker County qualified to move from ‘lower risk’ all the way to ‘extreme risk’. The Governor’s office press release explains, “Counties that reduced their COVID-19 spread enough to move down in risk level in the previous two week period, but see their numbers go back up in the next two-week period, are given a two-week caution period to re-focus efforts to drive back down creeping case numbers and give local businesses additional certainty in their plans for operating.”

Baker County moved from ‘moderate’ to ‘lower risk’ in the last two-week evaluation. During the ‘caution period’, Baker County will continue to operate under the ‘lower risk’ guidelines. If case numbers and percent of test positivity remain high over the next two weeks, Baker County will move to a higher risk level that will take effect on April 23.

As of Friday, 4/9/21 the Baker County COVID-19 case count is at 794, a 17.5% increase from the prior month. The 14-day case count is 64, a 64% increase over the prior two week count of 39. Thankfully, case growth rates have slowed in recent days.

Library Board Meeting – Annotated Agenda

Monday, Apr 12, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

From the [BC Herald](#):

“Baker County’s recent surge in new COVID-19 cases has slowed over the past five days, with 14 reported from April 4-8. There were 36 new cases during the previous five-day period, and 79 from March 21-April 3.”

NYT regional report [here](#).

BCLD service limits relaxed slightly

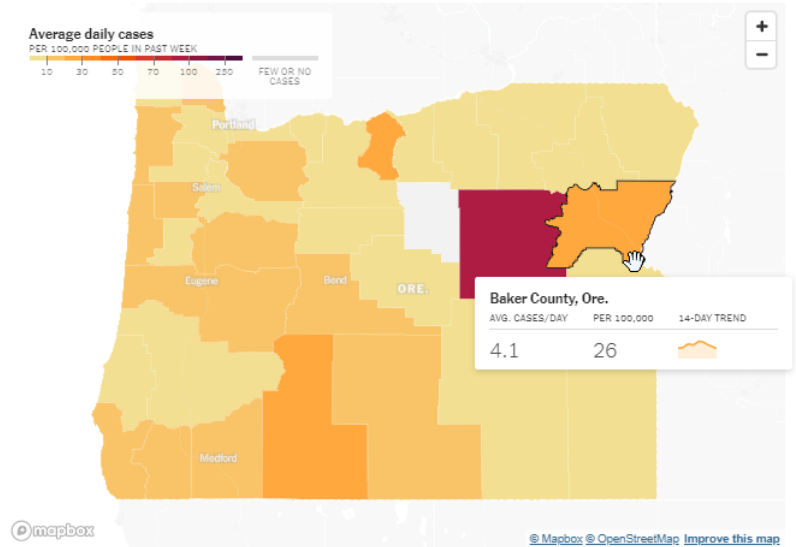
With the drop to Lower Risk and completion of upgrade to HVAC controls, on March 29 our Safety Committee approved advancement of patrons’ browsing visitation time to 60 min (up from 30 min). That relaxation may be reversed if Baker moves back to Extreme Risk.

Other mitigations remain the same -- limited occupancy, restricted seating, no group meetings, limited public restroom access, and strong encouragement of using of our drive-up window and downloadable media.

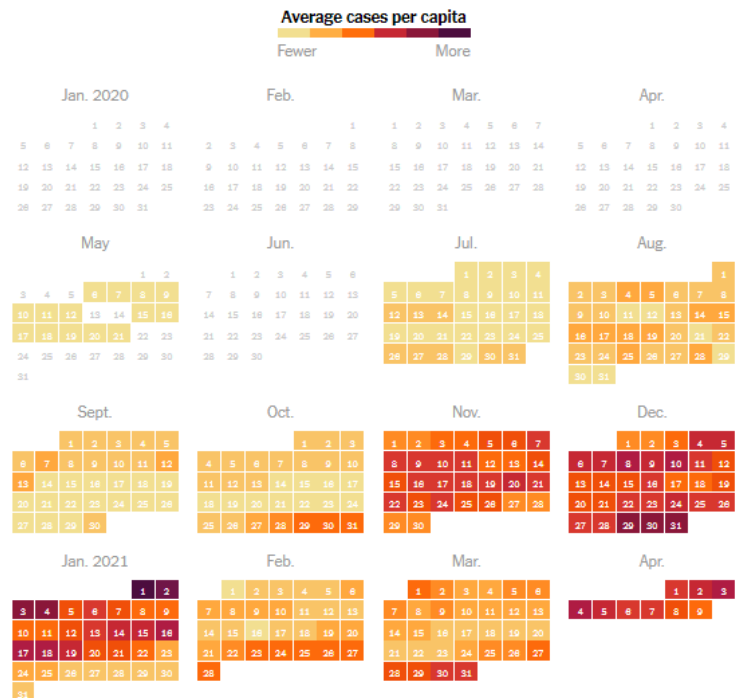
Next step relaxations, such as reopening the meeting room for small group use, are dependent on case numbers and opportunity of vaccination for staff.

Library staff became eligible for vaccination on April 5 as part of the “front-line workers” group.

We are strongly encouraging but not requiring staff to get vaccinated. I anticipate being able to implement additional relaxations in early June with most all staff having been immunized.



April 2021 has been the worst month for cases since December 2020 for Baker County.



Library Board Meeting – Annotated Agenda

Monday, Apr 12, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

The New York Times

Tracking Coronavirus in Baker County, Ore.



Baker County is at a **very high risk** of exposure to Covid-19.

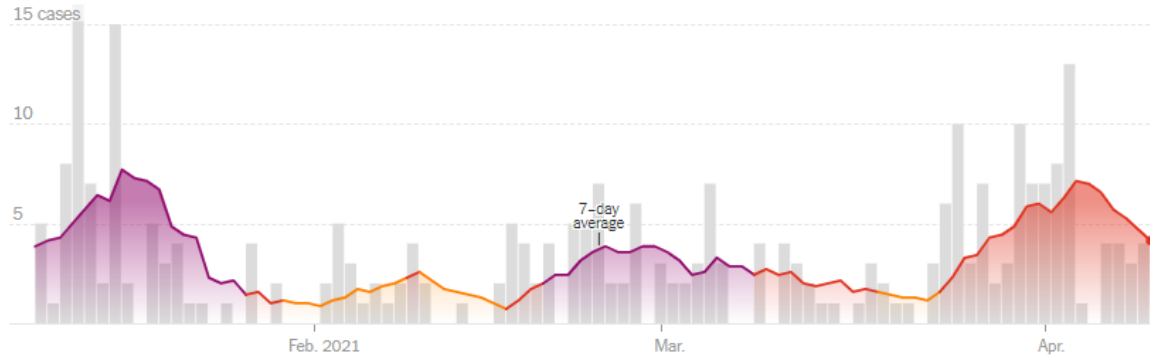
[About the risk levels](#) [Full national map](#)

The risk of exposure to Covid-19 is based on cases per capita and test positivity.

LOW MEDIUM HIGH VERY HIGH EXTREMELY HIGH

New reported cases by day

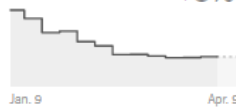
TOTAL ON APR. 9 4 14-DAY CHANGE +21%



Hospitalized

14-DAY CHANGE

+3%



Deaths

LAST TWO WEEKS

1



Test positivity

14-DAY AVG.

4%



Fully vaccinated

41%

[See who is eligible](#)

[About this data](#)

Library Board Meeting – Annotated Agenda

Monday, Apr 12, 2021, 6:00 pm

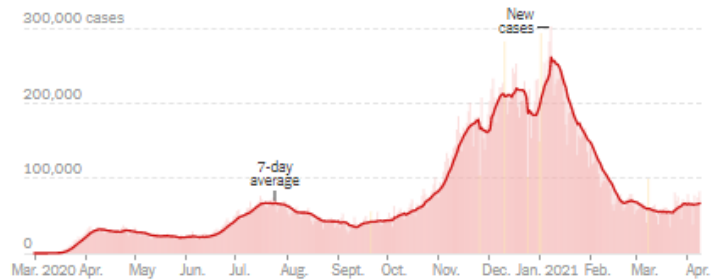
Notes prepared by Library Director Perry Stokes

Nationally -- according to the [NYT](#),

- The country is averaging about as many new cases each day as it was in late February, when a period of rapid improvement ended.
- Though infection levels remain relatively low in much of the South and West, case numbers remain very high in the Northeast and are spiking in parts of the Midwest.
- Case numbers have exploded in Michigan, home to 10 of the 12 metro areas with the country's highest rates of recent cases.
- New Jersey and New York continue to add cases at some of the highest rates in the country, but growth there has slowed in recent days.
- About three million people are receiving a vaccine every day. About one-third of the U.S. population has received at least one dose.

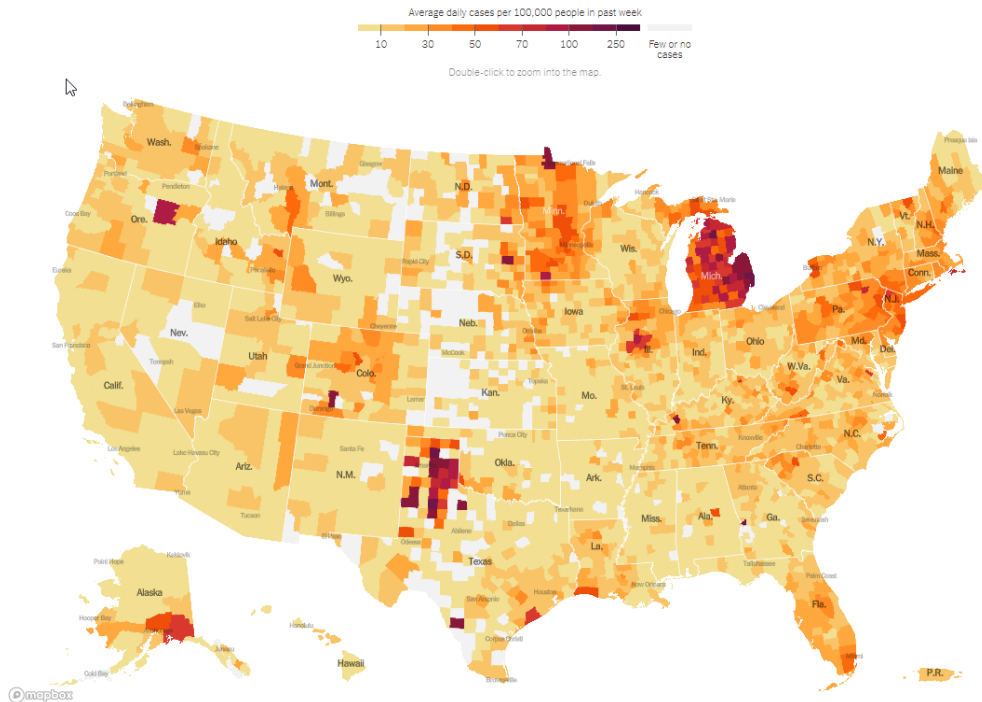
Coronavirus in the U.S.: Latest Map and Case Count

Updated April 9, 2021, 5:11 PM E.T.
Leer en español



	TOTAL REPORTED	ON APRIL 9	14-DAY CHANGE
Cases	31 million+	81,320	+13% →
Deaths	560,427	995	-28% →
Hospitalized		43,904	+7% →

Day with reporting anomaly. Hospitalization data from the U.S. Department of Health and Human Services; 14-day change trends use 7-day averages.



Library Board Meeting – Annotated Agenda

Monday, Apr 12, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

The library’s HVAC upgrade and air purification project received media attention with a front-page story on the Baker City Herald’s March 27 issue titled “Breathing Easier”. Facilities staff Ed Adamson was interviewed and featured prominently with a large photo in front of a new master control box:

- Door traffic sensors with live occupancy displays are installed and operating at Richland and Halfway. These help patrons make informed choices about whether the current occupancy is safe for them.

ii. Continuation of Services Plan – Update (ACTION)

Stokes

Attachments:

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

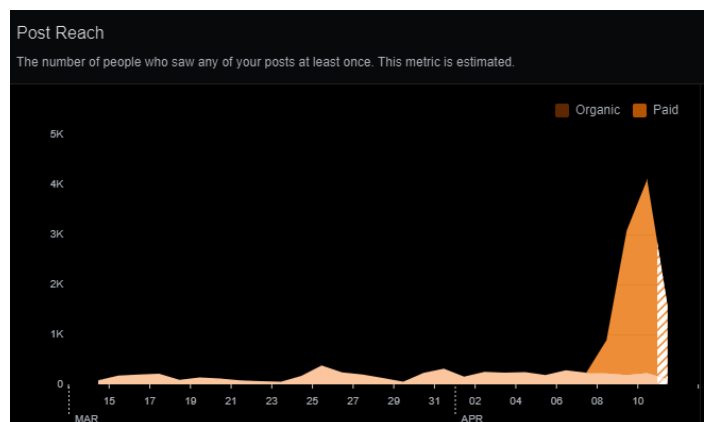
No new changes to the CSP.

iii. General

- Budget
 - SDAO has urged members to contact state legislators to secure a \$130 million allocation from the State’s American Recovery Plan Act funding. I have submitted letters in support of that effort on behalf of BCLD.
- Facilities –
 - Occupancy Counters in Richland & Halfway
 - Richland restroom plumbing
 - Halfway light fixture
 - Chiller controls in progress
- Friends and Foundation
 - Recommended BCLF authorize itself with Amazon as charity for AmazonSmile donations and register to participate in Library Giving Day next year, a fundraising support effort launched by Seattle Public Library.

• Marketing & Publicity

- For National Library Week (Apr 4-10), the theme is “Welcome to Your Library”. For marketing, I have purchased some incentive prizes and radio and social media advertisements to promote money-saving specials and prize drawings to entice users back to library. Our Social media ad reached over 6,000 people, and attracted about a dozen new followers.



- Amnesty checkin: Patrons can return late items and get overdue fines completely waived. However, this may not apply if items are so far overdue they have already been replaced.

Library Board Meeting – Annotated Agenda

Monday, Apr 12, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

- NLW Clean Slate: Ordinarily, the library allows everyone a once-in-lifetime chance to wipe away all accrued late fines. For the week of NLW2021, an additional Clean Slate allowance may be claimed. This credit may be applied to late fines only, not lost or damaged charges. Patrons just need to visit or call and ask staff to apply their NLW Clean Slate.
- Free library card replacement: Patrons who have lost their card can get a new one for free. The regular replacement charge is \$2.00.
- 50% off old charges: With the goal of clearing old accounts, the library will accept half-price payment for lost or damaged charges more than 1 year old.

On Monday, 4/12, we'll be drawing prize winners from our Wowbrary subscriber list. Prizes include a waterproof Kobo Libra eReader, Betty's Books gift certificates, and library themed magnets.

- "Wowbrary" emailed weekly newsletter has gained over 50 subscribers.
- Newspaper features – HCJ Richland Library gardening; BCH Baker air system upgrade
- Operations & Services
 - Photo Archives – Our archive curator / board member Gary Dielman was able to quickly add a new collection of photographs of Cornucopia area.
 - New online resources – The State Library of Oregon is able to fund **one year of Brainfuse, both Help Now and Jobs Now**, using CARES Act money
 - Partnerships
 - Med-Project – expired medicines mail-back
 - WorkSource Oregon – expanded computer time, dedicated laptop or computer workstation, print allotment
- Personnel
 - Staff health – No new incidence of staff COVID-19 cases.
- Safety & Security
 - Theft discovered of a new wireless phone charger from Reading Room. Incident captured by security camera system and will be reported to local law enforcement.

b. Finance

Hawes

Attachments:

- VII.b.i. Not yet available.

VIII. Next meeting: **May 10, 2021**

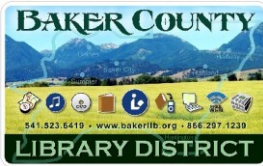
Rohner

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

-

IX. ADJOURNMENT

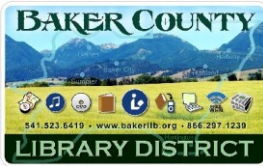
Rohner



Baker County Library District
Library Board
Regular Meeting Minutes

Mar 8, 2021

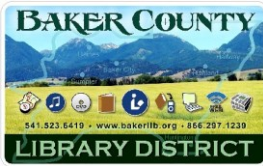
<p>Call To Order</p>	<p>The meeting took place online, utilizing <i>GoToMeeting</i> web conference platform. This meeting represents the Baker County Library District located at 2400 Resort Street, Baker City, Oregon.</p> <p>Attendees included Directors Kyra Rohner, Betty Palmer, Gary Dielman and Frances Vaughan; also attending are Library Director, Perry Stokes, meeting host, and Christine Hawes, Business Manager. After greetings and verification of who was present, Chair Kyra Rohner, called the meeting to order at 6:02pm.</p> <p>Rohner noted that with 4 directors attending, a quorum is present.</p> <p>Stokes displayed the board packet on the <i>GoToMeeting</i> screen starting with the agenda.</p>
<p>Consent Agenda</p>	<p>Rohner asked for any additions or deletions to the consent agenda. There were no changes to the agenda or minutes. Palmer made a motion to approve the consent agenda; Vaughan seconded; motion passed by the 3 directors available at the moment (3 yea, Rohner, Palmer, Vaughan); Dielman was experiencing technicality difficulties, was briefly off line and could not vote. He logged back in, once again present in the meeting.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Rohner asked for any conflicts of interest with any of tonight’s agenda items for board members. There were none.</p>
<p>Open Forum for general public</p>	<p>Rohner asked if there were public comments. Stokes had no communications to share.</p>
<p>OLD BUSINESS: May 2021 Election – Local Option Levy</p>	<p>Stokes said that the district has officially filed with the County Clerk for renewal of the Local Option Levy renewal on the May ballot. This was a report item only.</p>
<p>Materials Recovery, Unique Management Services (UMS)</p>	<p>Stokes addressed the materials recovery service. A progress report was included in the board packets. The district has recovered about \$800 worth of materials plus almost \$200 in payments. The cost is \$10 per account; there has been 43 accounts referred, so the cost is about \$430. Engaging this service is a more efficient and reliable way to pursue overdue accounts than in-house staff doing it. Stokes described the</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Mar 8, 2021

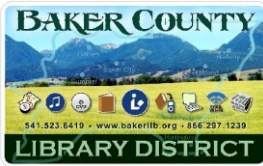
	<p>initial 90-day trial period which was completed in February. Going forward there will be fewer accounts referred per month. He plans to continue the service for the next year unless there are objections. There were none. Rohner said she did not object. Palmer thought it made sense to see how it goes for a year and asked Stokes if board action was necessary. Stokes said that the consensus is sufficient.</p>
<p>NEW BUSINESS: Vehicle Donation Offer</p>	<p>Stokes said that facility specialist, Ed Adamson, has offered to donate his minivan to the district. He purchased another vehicle and intends to get rid of it. If accepted, this will expand the district's vehicle fleet to four in addition to the bookmobile, pickup and SUV.</p> <p>Palmer asked about the value of the van. Stokes said it is about a 1996 van and Ed felt it was worth about \$2,000-\$3,000. Adamson believes that having a gopher vehicle for facilities errands will keep the newly acquired SUV in good shape and available for staff purposes. Adamson avoids using the pickup except for landscaping and dump runs. Stokes said that the potential expense for the district would be a small addition to insurance, licensing and minor repairs. Stokes believes the van is in good repair and would be a good idea, reviewing his reasons.</p> <p>Side note - Vaughan was having technical difficulty. She logged off and called in by phone and was able to once again participate the meeting. Dielman was experiencing technical difficulties also. His audio was not working but he could hear the meeting and everyone could see him, so he used hand signals to vote, and was reminded he can type in the comment box.</p> <p>Discussion continued. Rohner said that she was deferring to Stokes for the vehicle decision whether or not we needed another vehicle. Stokes said that when he had bid on the two vehicles in the OTEC auction (we purchased one), he had originally thought two would be helpful. He liked the idea of having a run-around vehicle and wants staff to feel comfortable using district vehicles for library purposes, even for daily errands such as trips to the bank or post office. Staff generally will use their personal vehicles for those tasks now, often not bothering to submit a mileage reimbursement request so it at personal expense.</p> <p>Stokes said the minivan would mostly be for facility use. Discussion ensued on the vehicles and their potential use. Stokes said that he is deferring to Adamson's opinion on this. He uses the van for errands</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Mar 8, 2021

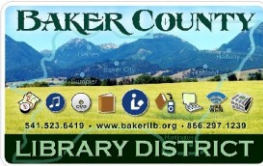
	<p>around town daily. Rohner asked if he had looked up blue book value. Stokes pulled up blue book options, the vehicle is worth \$3,000-\$5,000 depending on condition, reminding the board that this was being donated. The district is not purchasing the van. Rohner said she missed the part that this is a donation; she is fine with accepting the donation.</p> <p>Palmer stated the van should be available for other business use as well, not solely for one staff member's use. All agreed. With no further discussion, Palmer moved that the district accept the donation of the van from Ed Adamson for Facility and other library use; Dielman seconded; the motion passed unanimously (4 yea, Palmer, Rohner, Dielman, Vaughan).</p>
Vehicle Use Policy	<p>Stokes said that currently the district has just a few sentences about Vehicle Use in the Personnel Policy. If we are soon to have a small "fleet" of four district vehicles and a goal of staff using those and minimizing mileage reimbursement for personal vehicle use, he feels it is time to have a more formal Vehicle Use Policy.</p> <p>SDAO provided a policy model, and Stokes has customized it to fit the Library. It expands the current policy to include general rules for use, authorized use, employee use of their own personal vehicles, a new element about if using their own vehicle and in an accident the library would pay up to \$250 or the amount of the deductible, whichever is less.</p> <p>In light of a recent minor bookmobile collision with the drive-up window shelf, and another more serious in the same place a couple of years ago, he feels there needed to be policy in place how to handle both minor and more significant accidents. Explaining further about the recent bookmobile incident, Stokes said while parking the bookmobile in the staff lot, the back corner clipped the window shelf. Attempting to avoid parked cars in the tight space was expressed as the contributing factor. Damage to the bookmobile lights and reflectors was minor and repaired by library staff. There was no damage to the building. In a previous similar incident, the damage to the building and bookmobile amounted to more than \$500; whereas this most recent one did not. The proposed policy includes a paragraph establishing damage over \$500 as the threshold on requiring the driver employee be drug tested.</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Mar 8, 2021

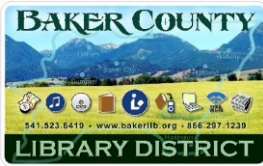
	<p>Rohner asked if is the policy addressed when employees should be using a library vehicle rather than their own vehicles to reduce mileage reimbursement? Stokes highlighted the policy statement which specifies that advance approval is needed for use of a personal vehicle. Rohner said she is satisfied with that.</p> <p>Rohner asked if the policy was vetted by Special Districts for liability. Stokes said that since he had obtained the policy model from SDAO, he had not sought SDAO counsel review. With the new addition of the drug test threshold element, however, he agreed that SDAO review should be done.</p> <p>No further discussion, Vaughan moved that we adopt the Vehicle Use Policy as presented; Dielman seconded; the motion passed unanimous (4 yea, Palmer, Rohner, Dielman, Vaughan).</p> <p>Stokes said that is all of the action items.</p>
<p>REPORTS: Director Report</p>	<p>Stokes presented highlights of his Board Packet report.</p> <p>Beginning with the Pandemic Response Activities, Stokes said that state officials are scheduled to announce a decision tomorrow on changes to risk levels. Based on case trends, he expects Baker will be raised to the Moderate, or possibly High risk level. On the question of how that would affect library operations, he feels that if we move to the High Risk level, restrooms at the branches should be closed to public use again and available only to staff. Branch staff have requested this safety accommodation since there is only one restroom at most locations. All other service levels will remain the same.</p> <p>The next step in relaxing service levels would be opening the meeting room for small groups. Stokes says that he'd like Baker to be stable in the low category for 30 days before making that step. Masks, physical distancing, and time restrictions would still apply. The Riverside Meeting room could accommodate 8 people. Meetings would need to be no longer than 1 hour.</p> <p>Facilities – There is a little more work to be done on the <i>HVAC master controls</i>. The majority of it is done. The system software is installed on</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Mar 8, 2021

	<p>at the facility department workstation. It will also be installed in the Director workstation for redundancy.</p> <p>The <i>wall mount air purifiers</i> have all been installed in the Baker library, giving the locations in the building. Those, in addition to the improved air flow, should greatly improve the air quality during peak seasons for allergies, fire season, and mitigating dust and mold from handling large book donations. Stokes has hopes the improved air quality will help with staff health and comfort. Installation of <i>door traffic sensors</i> at branch sites is mostly complete. Live occupancy displays at entrances inform people if the space is at or near capacity. If occupancy is high, visitors can choose to take the risk or can come back later. The last of the door traffic sensors were installed in Haines, Richland and Halfway. Some adjustment to placement of display monitors may be necessary for visibility issues.</p>
	<p>Other administrative report highlights:</p> <p>Budget – There has been no new information about for additional Covid funding for local governments from new federal relief packages.</p> <p>Facilities – Stokes ordered a cordless handheld vacuum for spot cleaning such as shredder spills, dirt tracked in, bugs and cobwebs in window sills. It is very convenient for quick clean up jobs. Branch staff have indicated they would also be very useful at their sites so he will buy another 6 of them (\$100 each). He said that robot floor vacuums may soon be a good option to help with routine cleaning since they have become more affordable.</p> <p>The air conditioning unit for the Server Room needed replacement recently after the unit died from running constantly for 3 years. In addition to the heat from all the computer equipment, the room is adjacent to the boiler room, which presents an additional challenge to keep the temperature down. Ed has recommended that long term, we should consider moving the server equipment back to the closet adjacent to the staff workroom since it has HVAC ductwork specifically designed to run AC from the main handler to the room. The room is currently being used for computer and library supply storage.</p> <p>Friends & Foundation – Nancy Johnson is retiring as the treasurer of the Friends and Foundation. Stokes will be sending her flowers and a card</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Mar 8, 2021

thanking her for her many years of service. At the Foundation meeting, the board approved \$5,000 to support the levy campaign. They are working with a local investment firm to invest the bequest funds the district recently transferred to them.

Marketing & Publicity – A weekly email newsletter called Wowbrary launched on March 3, 2021. Stokes described how the service conveniently runs with featured New Stuff lists automatically compiled from newly cataloged items. He can also edit the featured stories each week. There are 40+ new subscribers already.

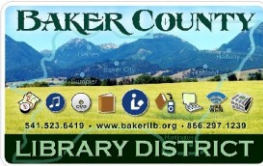
Newspaper feature, the Hells Canyon Journal published a lengthy article on the Halfway library staff and services.

Operations & Services - The set of Dr Seuss books recently announced by the publisher to be out-of-print and resulting in a national controversy have been relocated to secure shelving for theft protection. They are available on request for In-Library Use only and will not check out due to the surge in value. Some are being sold for thousands of dollars. Our collection includes early editions which are particularly valuable. Libraries around the country have different approaches. Some have made them in-library use only, while others have made no changes and expect them to be lost. Stokes does not want to risk losing BCLD copies to theft. In-library usage is tracked with a scan in our catalog system. As with other items, if they are not much used in a designated time period, they will be weeded. Valuable materials are listed for sale online.

Photo archives - Dielman has added 130+ photos to the collection of three Hells Canyon dams. Stokes plans to make a press announcement that these are available.

Wireless printing service – In order to offer Princh printing at the branches, it will cost \$180 per location. He feels the cost doesn't warrant making this available at the branches. It will be available at main branch only.

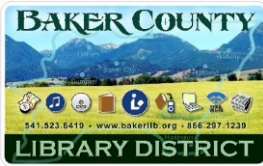
Circulating laptops - We will soon have about 20 laptops circulating. Some will go out for 2 weeks; some will be in-library use only. CaresAct funding was used to acquire these items to enable staff to work-from-



Baker County Library District
Library Board
Regular Meeting Minutes

Mar 8, 2021

	<p>home. That need has since receded. If again needed for work-from-home projects in the future, they can be reserved for staff use.</p> <p>Personnel – there have no new staff COVID-19 cases reported.</p> <p>New hire – the district welcomed new part-time staff, Amanda MacNaughton to its team. She has an extensive work background in book stores and libraries and currently also works at Betty’s Books.</p> <p>Training – the 2021 OLA conference is online this year. He has registered for a group of 5 staff attending. Sessions are recorded and will be available until August.</p> <p>Safety – Stokes attended an online community information session with the police chief on the impact of decriminalization of certain drugs. According to the Chief, the law enforcement aspect of the law is ahead of treatment provisions, which are not developed yet. Baker police are seeing more local homelessness, mental health, and drug abuse issues. The Chief recommended businesses install cameras. The library is ahead on this, already having security cameras in place in all district locations. With rapid advances in the industry, however, a system upgrade will be needed soon. He asked the Chief if there should be any change to how the library handle suspected drug materials. The Chief confirmed that a police report of such items should continue for safe collection and disposal.</p> <p>That concluded the Director’s report.</p>
<p>Finance Report</p>	<p>Stokes displayed the financial reports on screen in <i>GoToMeeting</i> and scrolled through for the board to follow along. Hawes reported on financial activities:</p> <p>The General Fund received tax turnovers of \$34,271.22 on March 3rd. Hawes has filed for E-Rate reimbursements totaling \$2,316.16 covering the last 4 months.</p> <p>In <i>Personnel Services</i>, the district salaries are on target with budget at 72% spent. The monthly PERS has been filed and will be paid this Friday, March 12, totaling \$11,475.73 (including the Sage portion of \$1,526.14 which will be reimbursed). Personnel Services is on target in total.</p>



Baker County Library District
Library Board
Regular Meeting Minutes

Mar 8, 2021

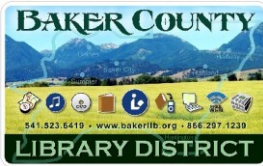
In *Materials & Services*, the book budget includes a check to Ingram \$3,387.63 for the monthly book order, and Grey House Publishing \$1,463.15 for 3 subscriptions for stock related resources. Another check to SenSource Inc of \$2,280 was for 2 software subscriptions for the annual traffic counter plus a new subscription for occupancy counters which put the Computer - Software Subscription budget a little over budget. The first invoice from UMS Unique Management Service was written for \$427.85; the expense will be moved to #6692 Professional Services and the budget will be adjusted for this line. And a check to City of Sumpter \$984.34 to reimburse for 50% of the heating fuel for FY2019-20; with this check, we are completely caught up with utilities for the Sumpter Library from prior years. Last month we also paid for our half of the heating and electric bills for the first 6 months of this fiscal year. We are current through December for the Sumpter Library utilities.

The General Fund *budgeted transfers* have been made, moving \$11,000 to Other Funds for Technology \$1,000 and Severance \$10,000 savings. We also moved \$107,555 to the Capital Investment fund to set aside funds for future improvements.

The **Other Funds** received Amazon book sale revenues totaling \$207.32. This fund received \$11,000 of transfers into the Severance and Technology funds as noted above. It wrote two checks. One large check of \$20,000 to the Foundation to move a portion of the Barger Funds as approved by the board was delivered to the Foundation treasurer. And a small check to Visa of \$31.91 for amazon book sales shipping expenses. A cash report is attached to review the Memorial cash balances.

The **Capital Investment Fund** received the \$107,555 transferred from General Fund as noted above, plus bank interest, the fund has increased to \$158,276.

The **Sage Fund** had no revenues this month although it is expecting LSTA Grant funds of \$45,889 that were applied for last month to cover Courier Grant expenses. Noteworthy checks include Banks Courier Service \$1,280 for two months courier services Jan-Feb, and Umatilla County Special District \$15,840 an annual payment for courier services to member libraries in that area. And a check to Baker County Library



Baker County Library District
Library Board
Regular Meeting Minutes
 Mar 8, 2021

	<p>District, General Fund, \$1,526.14 for its monthly PERS reimbursement. Beth Ross is working with the Sage contractor, Jon Georg, to replace two Sage servers hosted at EOU. Beth said that EOU will continue to host the servers and they would be working with IT remotely to set them up. The quote for the equipment is \$11,151.98 which will be paid for from the \$15,000 set aside for server replacement.</p> <p>Volunteer Check Signer for February – Gary has agreed to be the check signer for the month of March. General Fund has 27 checks ready for signatures plus 6 for Sage.</p> <p>Stokes said he got a call from Sumpter Valley Museum, Toni Thompson, alerting him that the Sumpter City Council had been talking about the library’s arrangement of being a tenant in the museum building, which is owned by the City. Reportedly, there was some discussion amongst the council to move into our space, displacing the branch library. He told Thompson that would not go over well with the library board nor with the Sumpter community. If there are any other developments, he will keep the board updated on the discussion.</p> <p>Rohner asked for any other comments. There were none.</p>
<p>Next Meeting Date</p>	<p>The next regular Board of Director’s meeting will be April 12, 2021. The agenda will include the introduction of the upcoming budget.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:03pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

Dear Valued District Member,

Enclosed please find your 2021 renewal with the Special Districts Insurance plan.

The medical/rx plan requires an overall 10.5% renewal increase for the 2021 plan year. (Our plans are demographically rated, so the actual renewal increase to your plan may be higher or lower, depending on your plan enrollment.)

We'd like to offer a few comments about the needed renewal increase:

- We're including a graph of the plan's incurred loss ratio. The picture is better now than at this time last year, so utilization is trending in the right direction, and we hope it continues. Note that the optimal result is between 90-100% as an average.
Loss ratio ; Like groups to run 70-80% loss ratio
- Large claims and high-cost drug therapies continue to have a material effect on the plan.
for this group Rx is very expensive
- **NOTE:** There are no changes to the plans or reductions in coverage, as is typical with other small group plans.

This renewal packet contains your district's health plan renewal. **NEW for 2021:** The prescription drug plan will be managed by Regence! This means members will have only one customer service number to use when asking questions about your medical or pharmacy plan or claims. Look for more details on this change and the transition as we get closer to 7/1/2021.

In addition to the above transition, we're excited to share information about these additional renewal enhancements:

1. **Cascade Centers EAP:** All members covered by our medical/rx plan will now have access to services offered by Cascade Centers at **no additional charge!** See enclosed flyer detailing the dates for an orientation to services (via webinar) scheduled in July. Register to attend.
2. **Additional Life and AD&D Insurance:** All districts that participate in a SDIS program are eligible to participate in our NEW voluntary life and AD&D plan.
3. **Delta Dental plans:** Effective 7/1/21, preventive services will no longer reduce the annual plan maximum, leaving more of your dental benefit available each year for other needed services.

Thank you for your partnership, and the confidence you've placed in Special Districts as your health plan of choice.

BAKER COUNTY LIBRARY DISTRICT

Quote February 18, 2021 for rates effective July 1, 2021

The premiums shown below are based on census data submitted with your proposal request. Final rates may vary if actual enrollment differs from the original census.

Minimum Employer Contribution Requirement: 75% employee & 0% dependent OR 50% employee & 50% dependent.
 Minimum Participation Requirement: 75% of eligible employees & 75% of eligible dependents.

The premiums below will require review if the effective date is after: July 1, 2021

Census Counts					
	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total
Subscribers	9 <i>+ 1/10</i>	1	1	0	11 <i>12</i>

Medical Benefit Options Available					
Plan	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Blue PPO II	\$1,178.24	\$2,356.48	\$3,357.99	\$2,179.75	\$16,318.63
Blue PPO II-A	\$1,124.43	\$2,248.85	\$3,204.61	\$2,080.19	\$15,573.33
Blue PPO III	\$1,079.11	\$2,158.22	\$3,075.46	\$1,996.35	\$14,945.67
Blue PPO IV	\$1,002.64	\$2,005.27	\$2,857.51	\$1,854.88	\$13,886.54
Blue PPO V	\$965.82	\$1,931.63	\$2,752.58	\$1,786.76	\$13,376.59
Blue PPO VI	\$920.50	\$1,840.99	\$2,623.42	\$1,702.92	\$12,748.91
Blue PPO VII	\$892.18	\$1,784.35	\$2,542.70	\$1,650.53	\$12,356.67
Red PPO C	\$1,064.95	\$2,129.89	\$3,035.10	\$1,970.15	\$14,749.54
Red PPO D	\$1,025.29	\$2,050.59	\$2,922.09	\$1,896.79	\$14,200.29
Red PPO E	\$951.66	\$1,903.31	\$2,712.22	\$1,760.56	\$13,180.47
Red PPO F	\$909.17	\$1,818.34	\$2,591.13	\$1,681.96	\$12,592.00
Red PPO H	\$858.19	\$1,716.38	\$2,445.84	\$1,587.65	\$11,885.93
Red PPO J	\$832.70	\$1,665.39	\$2,373.18	\$1,540.49	\$11,532.87
Red PPO K	\$810.04	\$1,620.08	\$2,308.61	\$1,498.57	\$11,219.05
Red PPO L	\$781.72	\$1,563.44	\$2,227.90	\$1,446.18	\$10,826.82
HSA #1	\$710.91	\$1,421.82	\$2,026.09	\$1,315.18	\$9,846.10

Dental Benefit Options Available					
ODS Premier Network	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Constant Dental Plan (Option I)	\$52.49	\$95.26	\$138.12	\$99.77	\$705.79
Incentive Dental Plan (Option II)	\$56.61	\$103.63	\$150.60	\$107.71	\$763.72
Willamette Dental-Ortho Included					
WDG Standard Plan (Option III)	\$46.65	\$91.60	\$140.45	\$94.55	\$651.90
WDG Standard Plan (Option IV)	\$57.75	\$113.30	\$173.75	\$117.05	\$806.80

Current Rate					
Plan	Employee Only	Employee + Spouse	Employee + Family	Employee+ Child(ren)	Total Monthly Premium
Med	\$764.21	\$1,528.42	\$2,177.99	\$1,413.78	\$10,584.30
Dental	\$51.46	\$93.39	\$135.41	\$97.81	\$691.94

① Single Rate
 = 802.53 eff 7/1/2021
CK 5.99%



SPECIAL DISTRICTS INSURANCE SERVICES

Master Application and Renewal Confirmation Form for Group Benefit Coverage: 2021

GENERAL INFORMATION

Legal Name of Employer: Baker County Library District
Business Street Address: 2400 Resort Street
City: Baker City, OR Zip Code: 97814 County: Baker
Billing Address (if different than above): Same
City: State: Zip Code:
Phone No.: (541) 523-6419 Fax No.: (541) 523-9088
E-Mail Address: chawes@bakerlib.org
Type of District: Local Government, Special Dist. Federal I.D. No.: 93-0984786 SIC No.: 9199
Name of Contact: Christine Hawes Title: Business Manager

Renew ALL Coverages AS-IS? Yes No

If you checked Yes to Renew ALL coverage AS-IS, please proceed to page 3 and complete Contact Information

Internal Use Only:

Regence Group#: Delta Dental Group#: SDIS Group#: WVD Group#

EXISTING INSURANCE INFORMATION

Workers Compensation / State Industrial Carrier: Policy No.:

Are you replacing existing group insurance? Yes No Carrier: Group No.:

PLAN INFORMATION

The requested effective date for the policy is, 2021

Hours per week employees must work to be eligible for benefits: hours per week (17.5 to 30 hrs.)

Probationary Period - New Employees are eligible for coverage the first of the month following: Date of hire 30 60 days

If probationary period is "Date of hire", is an employee hired on the first calendar day of the month eligible that same day? Yes No

In addition to same-sex domestic partner coverage, employer would like to offer opposite-sex domestic partner coverage Yes No

Employer contribution toward employee premium (percent): Employee: % Dependent: %

Minimum Contribution Requirements: 75% employees & 0% dependents -OR- 50% employees & 50% dependents

Minimum Participation Requirements: Dental Only - 100% of eligible employees & 75% of eligible dependents

Medical or Medical/Dental - 100% of eligible employees & 75% of eligible dependents if less than 5 employees

75% of eligible employees & 75% of eligible dependents if 5 or more employees

Those employees that waive due to other group coverage are excluded from participation requirements.

Does your group have an HRA or HSA? Yes No If yes, what does the employer contribute to the account: \$

What is the name of your current health & dental insurance company? Health Dental

PROBATIONARY PERIOD AND PEOPLE TO BE INSURED

Applications must be submitted for all employees and dependents to be insured.

Total number of employees (include those who do not qualify for coverage)

- Number of On-Call, Temporary, Substitute, Leased, and Seasonal employees

- Number of employees who do not qualify due to working less than minimum hours

- Number of employees who do not qualify due to eligibility waiting period requirement

- Number of employees waiving coverage due to other group coverage (must submit waivers)

= Total actual number of eligible employees to be insured

Employees on continuation of coverage: Applications must be submitted for all employees on continuation.

NAME	CONTINUATION EFF DATE	QUALIFYING EVENT
_____	_____	_____
_____	_____	_____
_____	_____	_____

BENEFIT PLANS REQUESTED

REGENGE MEDICAL Yes No If yes, choose a plan, or plans below.

Single Option Dual Option (Available to groups with a minimum of 10 participating employees, with no less than three on a plan.)

Blue Options – Packaged

- PPO II – \$200 deductible
- PPO IIA – \$300 deductible
- PPO III – \$500 deductible
- PPO IV – \$1,000 deductible
- PPO V – \$1,500 deductible
- PPO VI – \$2,000 deductible
- PPO VII – \$2,500 deductible

Red Options – Packaged

- PPO C – \$300 deductible
- PPO D – \$500 deductible
- PPO E – \$1,000 deductible
- PPO F – \$1,500 deductible
- PPO H – \$2,000 deductible
- PPO J – \$2,500 deductible
- PPO K – \$3,000 deductible
- PPO L – \$5,000 deductible

HSA Plans

- HSA 1 – \$3,000 deductible

All Blue, Red and White medical plans include pharmacy, acupuncture/chiropractic, vision and Telehealth/MDLive.
All HSA plans include pharmacy, vision and Telehealth/MDLive.

DELTA DENTAL PLAN OF OREGON DENTAL

Yes No If yes, choose a plan below.

- Constant Dental Plan Preventive, \$25 deductible, \$1500 annual maximum
- Incentive Dental Plan Incentive, \$0 deductible, \$1500 annual maximum

NOTE: A minimum of 10 employees must be enrolled to elect "dental only" coverage.

DELTA DENTAL PLAN OF OREGON DENTAL ORTHODONTIA

Yes No

- Ortho 1500 – 50% to \$1500 annual max, no age limit – Only available to employers with 15 or more enrolled employees

WILLAMETTE DENTAL GROUP PLANS

Yes No If yes, choose a plan below

- Standard Dental Plan \$15 General Office Visit Copay, \$0 Deductible, No Annual Maximum, Orthodontia Co-Pay \$2,500
- Enhanced Dental Plan \$15 General Office Visit Copay, \$0 Deductible, No Annual Maximum, Orthodontia Co-Pay \$1,500

Underwritten by Willamette Dental Insurance, Inc. 6950 NE Campus Way, Hillsboro, Oregon, 97124

LIFE & DISABILITY

Yes No

Group Life Insurance

- Option I - \$10,000
- Option II - \$20,000
- Option III - \$50,000
- Option IV – 1 x's Salary
- Dependent Coverage
- Voluntary Supplemental Life Insurance

Short Term Disability

- Option I Option IV
- Option II Option V
- Option III Option VI

Long Term Disability

- Option I
- Option II

Select only one (applies to Long Term Disability only):

- Employer pays 100% of premium
- Employer pays 0% of premium
- Employer & Employee share premium

Termination of Coverage

Terminate the following coverage at renewal: Medical Dental All Lines of Coverage
 Other: _____

Reason: _____ Name of New Carrier: _____

DOCUMENT DISTRIBUTION

Electronic copy: An electronic copy of your member Summary Plan Description (SPD) and summary (SBC) will be emailed to you once your group has been processed. This searchable format can also be saved to your intranet or computer system for employee access.

IMPORTANT INFORMATION

Affordable Care Act – For more information on the following brief guidelines, consult with your legal or tax advisors for advice.

- **Probationary** waiting periods cannot exceed 60 calendar days. Groups may select first of the month following 1, 30, or 60 calendar days.
- Groups that have eligibility and benefit packages that favor highly compensated employees may face a penalty. You can offer coverage to all employees that meet your hourly requirement and probationary waiting period **or** conduct IRS **nondiscrimination** testing. Groups must set their hourly requirement at no more than 30 hours per week.
- **Medical plan packages** are packaged with ancillary benefits such as vision.
- **Pediatric vision and pharmacy** are required essential health benefits (EHB) for employers and are now in medical coverage.
- **Domestic partners** that meet certain criteria are eligible dependents. If not registered with a state, a signed affidavit must be submitted with the enrollment application.

SIGNATURE – PLEASE READ CAREFULLY

- I understand that eligibility standards must be adhered to for all employees, dependents, and owners. I agree to make all coverage options available to all eligible employees and dependents that satisfy eligibility requirements.
- If I submit my materials after the 10th of the prior month, my employees may not receive Member ID Cards before they are effective.
- I understand that I am agreeing to a 12 month contract period for the insurance coverage I have elected for my district.
- I understand that to participate in the SDIS insurance program I must agree to sign the Joinder of Trust Agreement to become a member of Special Districts Insurance Services Trust.

CONTACT INFORMATION

DISTRICT REPRESENTATIVE

Signature by: X _____ Date: X _____

Name (please print): X _____ Title: X _____

PRODUCER OF RECORD

Signature by: _____ Date: _____

Producer: _____ Producer No.: _____

Agency Address: _____

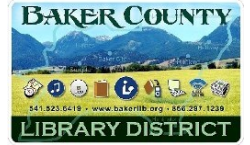
Phone No. : _____ Fax No. : _____ E-mail: _____

BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD

Resolution No. 2020-21.07

Resolution Adopting Plan of Action for Audit Division

April 12, 2021



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

WHEREAS the District received a notice from the Audits Division of Oregon's Secretary of State department requiring the District submit a corrective Plan of Action response to address a material weakness deficiency identified in the FY19-20 financial audit report; and

WHEREAS the District has consulted with its audit agency representative and received guidance on crafting a Plan of Action to satisfy the requirement;

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

declares it has reviewed and approved the attached Plan of Action (Appendix I).

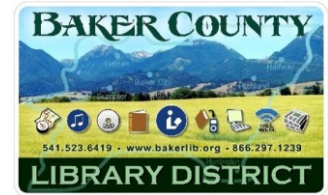
Adopted by the Board of Directors of Baker County Library District this 12th day of April, 2021.

FOR THE BOARD:

Signature: Kyra Rohner,
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary



2021-2022 Budget Calendar

A. Monday, Apr 12, 2021, 6.00 – 8.00pm

First draft proposal review at Regular Board Meeting

B. April 27 - May 1, 2021

Publish 1st Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

**2nd notice not necessary due to online publishing*

C. Monday, May 10, 2021, 6.00 – 8.00pm

Second draft proposal review at Regular Board Meeting

D. Wednesday, May 26, 2021, 5.00 - 7.00pm

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

E. Thursday, May 27, 2021, 5.00 - 7.00pm

Second Budget Committee Meeting (*if necessary*)

- Budget Committee deliberations and questions

F. June 1 - 5, 2021

Publish financial summaries and Notice of Budget Hearing
(*one publication, 5 – 30 days before hearing*)

G. Monday, June 14, 2021, 6.00p

Public Hearing and Annual Fiscal Meeting

- Meeting to adopt budget, appropriate funds, and levy property taxes

H. Before July 15, 2021

Deliver notice of property tax form LB-50 to County Tax Assessor

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FORM
LB-20

RESOURCES
GENERAL FUND

(Fund)

BAKER COUNTY LIBRARY DISTRICT

(Name of Municipal Corporation)

	Historical Data					Adopted Budget This Year Year 2020-2021	REVISED Budget This Year Year 2020-2021	\$ Change vs orig.	RESOURCE DESCRIPTION	Budget for Next Year 2021-2022					Approved By Budget Committee	Adopted By Governing Body	Change
	Actual									Proposed By Budget Officer	\$ Change vs orig.	% Change	\$ Change vs revised	% Change			
	Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020												
1									1 Available cash on hand* (cash basis) or								1
2	191,061	216,851	219,537	197,121	272,341	430,708	552,383	121,675	2 Net working capital (accrual basis)	515,000	84,292	19.6%	(37,383)	-6.8%			0
3	28,954	38,070	29,006	26,751	137,586	35,000	35,000	0	3 Previously levied taxes estimated to be received	40,000	5,000	14.3%	5,000	14.3%			0
4	7,450	12,307	11,927	15,278	19,926	12,000	15,000	3,000	4 Interest	15,000	3,000	25.0%	0	0.0%			0
5	11,500	9,700	29,000	4,720	0	6,000	6,000	0	5 Transferred IN, from other funds	4,000	(2,000)	-33.3%	(2,000)	-33.3%			0
6									6 OTHER RESOURCES		0		0				0
7	16,551	15,923	19,736	19,158	14,474	9,000	10,950	1,950	7 Fines & Fees	15,000	6,000	66.7%	4,050	37.0%			0
8	6,773	6,922	7,412	7,582	7,890	8,000	8,000	0	8 State revenue (R2R Grant)	8,000	0	0.0%	0	0.0%			0
9	3,929	2,719	2,897	0	0	500	500	0	9 Other Tax Revenues	500	0	0.0%	0	0.0%			0
10	4,346	20,789	6,417	6,308	6,546	7,000	7,000	0	10 Federal revenue (E-rate)	7,000	0	0.0%	0	0.0%			0
11	0	0	1,686	0	0	0	0	0	11 Special Contracts (Tech support)	0	0		0				0
12	0	0	0	0	0	0	0	0	12 Job Training Programs	0	0		0				0
13	2,040	29,481	12,663	3,718	15,298	2,500	2,500	0	13 Donations, Grants, & Misc	2,500	0	0.0%	0	0.0%			0
14	0	0	0	0	0	0	0	0	14 Capital financing	0	0		0				0
15	300	2,560	2,560	2,000	2,200	2,000	2,000	0	15 Fiscal agency fee (Sage)	2,000	0	0.0%	0	0.0%			0
16			31,563	6,464	1,616	5,000	240,000		16 Other financing sources	0							0
17									17								17
18									18								18
19									19								19
20									20								20
21									21								21
22									22								22
23									23								23
24									24								24
25									25								25
26									26								26
27									27								27
28									28								28
29	272,904	355,322	374,404	289,100	477,877	517,708	879,333	361,625	29 Total resources, except taxes to be levied	609,000	91,292	17.6%	(270,333)	-30.7%	0	0	0
30						1,192,242	1,235,772	43,530	30 Taxes estimated to be received	1,278,935	86,693	7.3%	43,163	3.5%			0
31	943,059	964,477	1,004,065	1,105,085	1,190,552				31 Taxes collected in year levied								0
32	1,215,963	1,319,799	1,378,469	1,394,185	1,668,429	1,709,950	2,115,105	405,155	32 TOTAL RESOURCES	1,887,935	177,985	10.4%	(227,170)	-10.7%	0	0	0

150-504-020 (rev 10-16)

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY
 ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

General Fund

Baker County Library District
 (name of Municipal Corporation)

(name of fund)

1	Historical Data					Adopted Budget This Year Year 2019-2020	REVISED Budget This Year Year 2019-2020	\$ Change vs orig.	REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)	Budget for Next Year 2021-2022						Change		
	Actual									Proposed By Budget Officer	\$ Change vs orig.	% Change	\$ Change vs revised	% Change	Approved By Budget Committee		Adopted By Governing Body	
	Preceding Year 2015-2016	Preceding Year 2016-2017	Second Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020													
1									1	PERSONNEL SERVICES								
2	493,233	512,454	537,297	551,619	537,123	575,586	564,762	(10,824)	2	Salaries	586,409	10,823	1.9%	21,647	3.8%			0
3	193,018	189,357	212,305	224,259	225,038	271,915	269,032	(2,883)	3	Benefits	296,198	24,283	8.9%	27,165	10.1%			0
4	0	0							4	Special Contracts - Grants, Tech Support, Job Training								
5	0		22,380						5	Severance								
6	0	10							6	Payroll Expenses								
7									7									
8	686,252	701,821	771,982	775,878	762,161	847,501	833,794	(13,707)	8	TOTAL PERSONNEL SERVICES	882,606	35,105	4.1%	48,812	5.9%	0	0	0
9	13.90	14.00	14.70	15.20	14.85	14.85	14.85		9	Total Full-Time Equivalent (FTE)		(15)	-100.0%	(15)	-100.0%			0
10									10	MATERIALS AND SERVICES								
11	95,908	99,802	91,538	120,000	106,399	102,000	125,000	23,000	11	Collection Development	120,000	18,000	17.6%	(5,000)	-4.0%			0
12	12,603	12,579	13,042	13,521	13,827	14,400	15,900	1,500	12	Library Consortium	15,900	1,500	10.4%	0	0.0%			0
13	68,992	72,918	155,510	92,500	102,369	121,700	334,300	212,600	13	Facilities & IT Maintenance	109,800	(11,900)	-9.8%	(224,500)	-67.2%			0
14	34,382	45,698	40,881	47,265	39,416	51,780	51,780	0	14	Corporate Costs	53,280	1,500	2.9%	1,500	2.9%			0
15	87,975	84,140	96,394	109,245	105,293	121,375	131,375	10,000	15	Library Operations	117,450	(3,925)	-3.2%	(13,925)	-10.6%			0
16									16									
17									17									
18									18									
19									19									
20									20									
21									21									
22									22									
23									23									
24									24									
25									25									
26									26									
27	299,860	315,137	397,365	382,531	367,304	411,255	658,355	247,100	27	TOTAL MATERIALS AND SERVICES	416,430	5,175	1.3%	(241,925)	-36.7%	0	0	0
28									28	CAPITAL OUTLAY								
29	0	70,314	0	1,000	10,283	10,000	25,000	15,000	29		25,000	15,000	150.0%	0	0.0%			0
30									30									
31									31									
32									32									
33									33									
34									34									
35	0	70,314	0	1,000	10,283	10,000	25,000	15,000	35	TOTAL CAPITAL OUTLAY	25,000	15,000	150.0%	0	0.0%	0	0	0
36	986,112	1,087,272	1,169,347	1,159,409	1,139,749	1,268,756	1,517,149	248,393	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,324,036	55,280	4.4%	(193,113)	-12.7%	0	0	0

150-504-030 (Rev 11-18)

10.3%

7.5%

-0.8%

-1.7%

9.4%

19.6%

-12.7%

-100.0%

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General Fund

Baker County Library District

(name of fund)

(name of Municipal Corporation)

Line	Historical Data					Adopted Budget This Year Year 2020-2021	REVISED Budget This Year Year 2020-2021	\$ Change vs orig.	REQUIREMENTS DESCRIPTION	Budget For Next Year 2021-2022				Change		
	Actual									Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Suppl Budget 1 1/11/2021			
	Preceding Year 2015-2016	Preceding Year 2016-2017	Second Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020											
1									1	PERSONNEL SERVICES NOT ALLOCATED						1
2									2							2
4	0			0		0	0	0	4	TOTAL PERSONNEL SERVICES	0	0	0	0	0	4
5									5	Total Full-Time Equivalent (FTE)						5
6									6	MATERIALS AND SERVICES NOT ALLOCATED						6
7									7							7
9	0			0		0	0	0	9	TOTAL MATERIALS AND SERVICES	0	0	0	0	0	9
10									10	CAPITAL OUTLAY NOT ALLOCATED						10
11									11							11
13	0			0		0	0	0	13	TOTAL CAPITAL OUTLAY	0	0	0	0	0	13
14									14	DEBT SERVICE						14
15	2,000	2,000	2,000	2,000	2,000	2,000	2,000		15	Debt service - Baker City LID Resort St Project	2,000				0	15
16									16							16
17	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0	17	TOTAL DEBT SERVICE	2,000	0	0	0	0	17
18									18	SPECIAL PAYMENTS						18
19									19							19
20									20							20
21	0	0	0	0	0	0	0	0	21	TOTAL SPECIAL PAYMENTS	0	0	0	0	0	21
22									22	INTERFUND TRANSFERS						22
23	1,000	1,000	0	2,500	2,500	1,000	1,000	0	23	Transfer - Technology & Election	2,500				0	23
24	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	24	Transfer - Severance Liability	10,000				0	24
25					40,000	35,000	107,555	72,555	25	Transfer - Capital Improvement Fund	20,000				0	25
26									26							26
28	11,000	11,000	10,000	12,500	52,500	46,000	118,555	72,555	28	TOTAL INTERFUND TRANSFERS	32,500	0	0	0	0	28
29						5,000	5,000	0	29	OPERATING CONTINGENCY	0				0	29
30						388,195	472,400	84,205	30	RESERVED FOR FUTURE EXPENDITURE	529,398				0	30
31						0	0		31	UNAPPROPRIATED ENDING BALANCE	0					31
32	13,000	13,000	12,000	14,500	54,500	441,195	597,955	156,760	32	Total Requirements NOT ALLOCATED	563,898	0	0	0	0	32
33	986,112	1,087,272	1,169,347	1,159,409	1,139,749	1,268,756	1,517,149	248,393	33	Total Requirements for ALL Org.Units/Programs within fund	1,324,036	0	0	0	0	33
34	216,851	219,537	197,121	308,491	320,506				34	Ending balance (prior years)						34
35	1,215,963	1,319,809	1,378,468	1,482,400	1,514,755	1,709,951	2,115,105	405,154	35	TOTAL REQUIREMENTS	1,887,935	0	0	0	0	35

8.5% 4.4% 7.5% 2.2% 15.4% 23.7%

-10.7% -100.0%

10.4% -100.0%

150-504-030 (Rev 11-18)

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND
(Name of Fund)

Historical Data										REQUIREMENTS FOR:		Budget For Next Year 2021-2022							Change			
Actual					Adopted Budget	REVISED Budget	\$ Change vs orig.	1	Object Classification	Detail	HRS	FTE	Proposed by Budget Officer	\$ Change vs orig.	% Change	\$ Change vs revised	% Change	Approved by Budget Committee	Adopted by Governing Body	Change		
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021																
1																				1		
2	72,436	73,884	75,362	76,869	84,100	84,718	84,718	0	2	MGTS	Library Director	40	1.0	85,570	851	1.0%	851	1.0%		0	2	
3	48,123	49,086	40,053	41,207	20,000	15,472	15,472	0	3	19/5	IT Network and Systems Administrator	12	0.3	18,725	3,253	21.0%	3,253	21.0%		0	3	
4	27,539	27,820	28,488	28,951	29,850	31,473	31,473	0	4	15/5	Admin Assistant - Business Mgr	25	0.6	32,102	630	2.0%	630	2.0%		0	4	
5	41,570	42,402	43,250	25,103	30,000	37,573	37,948	376	5	10/1	Admin Assistant - Library Mgr	40	1.0	38,316	743	2.0%	368	1.0%		0	5	
6	35,910	38,460	39,229	42,014	43,066	43,487	43,487	0	6	12/5	Librarian II - Tech Svcs / Cataloging	40	1.0	44,363	876	2.0%	876	2.0%		0	6	
7	4,060	8,506	7,190	7,566	8,000	15,065	15,065	(0)	7	5/5	Library Asst I - Public Services / Outreach (Bookmobile)	20	0.5	15,369	304	2.0%	304	2.0%		0	7	
8	34,200	36,628	37,361	38,108	38,000	39,453	39,453	0	8	10/5	Library Assoc II - Coll Mgmt / Serials Specialist	40	1.0	40,247	794	2.0%	794	2.0%		0	8	
9	22,930	30,134	32,274	32,919	33,750	34,075	34,075	0	9	7/5	Library Tech II - Public Services / Youth Svcs Specialist	40	1.0	34,752	677	2.0%	677	2.0%		0	9	
10			9,760	9,966	1,650	0	0	0	10	6/5	Library Tech I - IT Asst									0	10	
11	8,102	5,236	6,360	0	5,000	5,609	5,609	0	11	5/5	Library Asst I - Public Services	15	0.4	11,591	5,982	106.6%	5,982	106.6%		0	11	
12	18,035	19,286	26,231	31,703	25,000	24,729	24,976	247	12	6/4	Library Tech I - Coll Mgmt / Processing	32	0.8	26,478	1,749	7.1%	1,501	6.0%		0	12	
13	21,053	22,837	25,762	27,928	30,523	30,834	30,834	0	13	6/5	Library Tech I - Coll Mgmt / Processing & Media Specialist	38	1.0	31,624	789	2.6%	789	2.6%		0	13	
14	32,715	31,903	32,685	37,163	38,760	39,138	39,138	0	14	12/5	Librarian II - Community Services + Coll Mgmt	36	0.9	39,926	788	2.0%	788	2.0%		0	14	
15	4,971								15	5/5	Library Asst I - Public Services / Outreach (Bookmobile)				0		0			0	15	
16	62,091	67,413	68,399	64,533	68,200	72,540	72,540	0	16	5/3-5	Library Asst III - Public Services / Outreach (Branch Leads)	101	2.5	77,324	4,785	6.6%	4,785	6.6%		0	16	
17	7,096	11,060	26,638	28,869	32,129	31,659	31,659	0	17	6/5	Facilities Maintenance	40	1.0	33,097	1,438	4.5%	1,438	4.5%		0	17	
18	18,699	19,646	0						18	13/5	Library Asst (prev Admin Asst - Lib Mgr)				0		0			0	18	
19	3,907	7,838	10,387	10,885	15,250	13,672	13,672	0	19	3/5	Library Asst I - Public Services	20	0.5	13,942	270	2.0%	270	2.0%		0	19	
20	14,412	10,394	15,067	17,888	23,920	24,484	24,484	0	20	3/3-4	Library Pages	40	1.0	27,219	2,735	11.2%	2,735	11.2%		0	20	
21	8,654	9,761	11,370	13,109	18,000	17,320	15,112	(2,207)	21	X	Temp staff / Special Project Pool	16	0.4	12,611	(4,709)	-27.2%	(2,502)	-16.6%		0	21	
22	244	160	1,431	2,354	3,707	5,022	5,046	23	22	X	Staff training	4	0.1	3,153	(1,870)	-37.2%	(1,893)	-37.5%		0	22	
23	62,364	56,200	75,203	78,853	94,000	102,334	102,050	(284)	23	BENEFITS	Retirement (PERS)			110,576	8,242	8.1%	8,526	8.4%		0	23	
24	36,202	37,862	41,507	39,464	41,000	43,324	43,204	(119)	24	BENEFITS	Social Security (FICA)			44,860	1,537	3.5%	1,656	3.8%		0	24	
25	536	354	518	2,797	2,750	3,398	3,389	(9)	25	BENEFITS	State Unemployment Tax (SUTA @ .001) + Payroll Exp			3,518	121	3.5%	130	3.8%		0	25	
26	92,606	91,730	91,556	94,508	98,715	117,703	117,703	0	26	BENEFITS	Group Health Insurance			134,476	16,773	14.2%	16,773	14.2%		0	26	
27	542	2,349	2,569	1,751	1,800	1,699	1,694	(5)	27	BENEFITS	Workers Comp Insurance			1,759	60	3.5%	65	3.8%		0	27	
28	768	862	952	1,063	1,172	992	992	0	28	BENEFITS	Life Insurance			1,008	16	1.6%	16	1.6%		0	28	
29	6,488		22,380		0	0			29	BENEFITS	Severance			0	0		0			0	29	
30									30		Payroll expenses										30	
31									31												31	
32	13.9	14.0	14.7	15.2	14.8	15.0	14.8		32		Total Full Time Equivalent (FTE)*	598	14.9							0.0	32	
33									33		Ending balance (prior years)										33	
34									34		UNAPPROPRIATED ENDING FUND BALANCE										34	
35	686,253	701,811	771,982	755,571	788,342	835,773	833,794	(1,979)	35		TOTAL REQUIREMENTS			882,606	46,833	5.6%	48,812	5.9%	0	0	0	35

150-504-031 (Rev 10-16)

* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND
(Name of Fund)

Historical Data										REQUIREMENTS FOR: Materials & Services		Budget For Next Year 2021-2022						Change	
Actual					Adopted Budget This Year	REVISED Budget This Year	\$ Change vs orig.	1	Object Classification	Detail	Proposed by Budget Officer	\$ Change vs orig.	% Change	\$ Change vs revised	% Change	Approved by Budget Committee	Adopted by Governing Body	Change	
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	Year 2020-2021	Year 2020-2021					Year 2020-2021	Budget Officer	vs orig.		vs revised		Budget Committee		Governing Body
1								1									1		
2	95,908	99,802	91,538	113,472	130,000	102,000	125,000	23,000	2	Collection Development (Books, audiovisual, digital, etc)	120,000	18,000	17.6%	(5,000)	-4.0%		0	2	
3	12,603	12,579	13,042	13,383	14,200	14,400	15,900	1,500	3	Library Catalog (Sage)	15,900	1,500	10.4%	0	0.0%		0	3	
4	27,399	32,094	99,761	37,891	59,000	52,000	230,000	178,000	4	Facilities Maintenance	60,000	8,000	15.4%	(170,000)	-73.9%		0	4	
5	10,420	12,325	17,937	16,284	17,500	40,000	40,000	0	5	Janitorial Contract	22,000	(18,000)	-45.0%	(18,000)	-45.0%		0	5	
6	2,121	2,768	2,692	2,615	2,800	5,000	25,000	20,000	6	Janitorial Supplies	3,000	(2,000)	-40.0%	(22,000)	-88.0%		0	6	
7	3,078	2,690	2,545	2,244	2,600	2,400	2,000	(400)	7	Equipment Maintenance Services / Lease	2,500	100	4.2%	500	25.0%		0	7	
8	25,974	18,952	32,575	23,147	23,000	22,300	37,300	15,000	8	Computer Maintenance	22,300	0	0.0%	(15,000)	-40.2%		0	8	
9	5,721	5,271	9,051	9,260	8,800	10,000	10,000	0	9	Bookmobile Operations	10,000	0	0.0%	0	0.0%		0	9	
10	16,265	16,672	18,005	18,830	21,000	21,000	21,000	0	10	Insurance	22,000	1,000	4.8%	1,000	4.8%		0	10	
11	2,422	6,019	5,837	5,033	5,000	4,000	4,000	0	11	Travel and Training	4,000	0	0.0%	0	0.0%		0	11	
12	0	5,827	0	3,210	0	6,500	6,500	0	12	Election	3,300	(3,200)		(3,200)			0	12	
13	7,905	8,165	8,400	8,900	7,500	7,800	7,800	0	13	Audit	8,000	200	2.6%	200	2.6%		0	13	
14	855	1,080	1,347	1,286	1,600	1,600	1,600	0	14	Bookkeeping	2,000	400	25.0%	400	25.0%		0	14	
15	2,856	2,744	3,022	3,148	4,000	3,500	3,500	0	15	Dues and subscriptions	3,600	100	2.9%	100	2.9%		0	15	
16	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0	16	Debt Service	2,000	0	0.0%	0	0.0%		0	16	
17	1,487	1,908	1,778	1,249	2,500	3,000	3,000	0	17	Marketing/Publication	6,000	3,000	100.0%	3,000	100.0%		0	17	
18	1,159	1,315	1,172	1,273	1,880	1,380	1,380	0	18	Financial Mgt Fees	1,380	0	0.0%	0	0.0%		0	18	
19	250	0	250	895	1,000	1,000	1,000	0	19	Legal Administration	1,000	0	0.0%	0	0.0%		0	19	
20	1,183	1,968	1,070	1,450	1,500	2,000	2,000	0	20	Public Programs	2,000	0	0.0%	0	0.0%		0	20	
21	2,964	3,970	4,193	4,271	5,000	5,000	5,000	0	21	Branch Mileage / BCLD Courier	8,000	3,000	60.0%	3,000	60.0%		0	21	
22	17,440	13,672	15,973	18,934	30,000	25,000	35,000	10,000	22	Library Services Supplies	20,000	(5,000)	-20.0%	(15,000)	-42.9%		0	22	
23	4,599	6,086	10,611	7,803	13,000	13,500	13,500	0	23	Youth Programs (Summer Reading, storytime, teen)	13,500	0	0.0%	0	0.0%		0	23	
24	1,572	1,445	1,206	895	1,500	1,500	1,500	0	24	Postage/Freight	1,500	0	0.0%	0	0.0%		0	24	
25	42,352	40,215	39,790	40,128	47,920	47,775	47,775	0	25	Utilities	45,500	(2,275)	-4.8%	(2,275)	-4.8%		0	25	
26	13,327	13,480	15,570	16,172	17,660	18,600	18,600	0	26	Telecommunications	18,950	350	1.9%	350	1.9%		0	26	
27	0	0							27	Special contracts - grants, tech support travel								27	
28									28	Miscellaneous								28	
29									29									29	
30									30									30	
31									31	Total Full Time Equivalent (FTE)*								31	
32									32	Ending balance (prior years)								32	
33									33	UNAPPROPRIATED ENDING FUND BALANCE								33	
34	301,860	313,047	399,365	353,773	420,960	413,255	660,355	247,100	34	TOTAL REQUIREMENTS	418,430	5,175	1.3%	(241,925)	-36.6%	0	0	0	34

150-504-031 (Rev 10-16)

* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21 v1	2020-21 v2	2021-22 PROPOSED
Personnel	624,326	686,252	701,821	771,982	775,878	762,161	847,501	833,794	882,606
M&S	298,254	301,860	317,137	399,365	384,531	367,304	411,255	658,355	416,430
TOTAL	922,580	988,112	1,018,958	1,171,347	1,160,409	1,129,465	1,258,756	1,492,149	1,299,036
Personnel %	67.7%	69.5%	68.9%	65.9%	66.9%	67.5%	67.3%	55.9%	67.9%
M&S %	32.3%	30.5%	31.1%	34.1%	33.1%	32.5%	32.7%	44.1%	32.1%
Books/collection	100,810	95,908	99,802	91,538	120,000	106,399	102,000	125,000	120,000
Books %	10.9%	9.7%	9.8%	7.8%	10.3%	9.4%	8.1%	8.4%	9.2%
Carryover	191,061	216,851	219,537	197,121	308,491	320,506	441,195	597,955	563,898
		13.5%	1.2%	-10.2%	56.5%	46.0%	123.8%	35.5%	-5.7%

