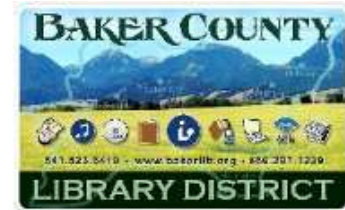


Regular Meeting Agenda

Baker County Library District

Board of Directors

Kyra Rohner, President



Thursday, May 12, 2026, 5:00 – 6:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City, Oregon

Remote access [provided via Zoom](#)

Phone: +12532050468,,86144293530#,,,,*190067# US

Meeting ID: 861 4429 3530 **Passcode:** 190067

- I. Call to Order
- II. Roll Call
- III. Consent Agenda (**ACTION**)
 - Additions/deletions from agenda
 - Minutes of previous agenda
- IV. Conflicts or Potential Conflicts of Interest
- V. Citizen Comment (5-minute limit per speaker)
- VI. Old Business
 - a. None
- VII. New Business
 - a. Parking Lot Policy Update (**ACTION**)
 - b. FY2025-26 Budget Supplemental & FY2026-27 Budget Draft Proposal
- VIII. Reports
 - a. Library Director
 - b. Financial
- IX. Next Meeting:

Budget Committee (ACTION)	Board Meeting (ACTION)
Date/Time: May 20, 2026, 6:00 pm	Date/Time: June 9, 2026, 12:00 pm
- X. Adjournment

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

The Board of Directors regularly meets on the **2nd Monday each month from 5.00 to 6.00p** in the **Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon**. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Library Board Meeting – Annotated Agenda

Tuesday, May 12, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

I. Call to Order

II. Roll Call

III. Consent Agenda (**ACTION**)

Additions/deletions from agenda

Minutes of previous agenda

IV. Conflicts or Potential Conflicts of Interest

V. Citizen Comment (5-minute limit per speaker)

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.

VI. Old Business

- a. None

VII. New Business

- a. **Parking Lot & Grounds Use Policy Update (ACTION)**

Attachments:

- VII.a.i. Parking Lot Policy (2017 current)
- VII.a.ii. Parking Lot & Grounds Use Policy (2026 proposed update)
- VII.a.iii. Board Report – Summary of Proposed Changes

The Board will review a proposed update to the Baker County Library District Parking Lot Policy. The revised policy modernizes language, clarifies rules for parking lot and exterior grounds use, strengthens enforcement procedures, and better aligns the policy with current public library operations, Oregon public body expectations, accessibility practices, and special district risk-management guidance.

The proposed policy update retains the original purpose of prioritizing parking for library patrons, staff, volunteers, trustees, library programs, Friends of the Library activities, and approved community uses. It expands the policy scope to include District-controlled parking areas and exterior grounds, updates accessibility terminology, clarifies overnight parking restrictions, and provides more detailed rules for prohibited uses such as unsafe vehicle or wheeled-device activity, commercial vending, camping, dumping, alcohol or unlawful drug use, and obstruction of entrances or emergency access.

Library Board Meeting – Annotated Agenda

Tuesday, May 12, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

The revised policy also adds clearer procedures for special-event use, including written approval, possible insurance or cost-recovery requirements, protection of emergency and accessible access, and language confirming that use of District property does not imply District endorsement. Enforcement language has been strengthened to better distinguish between notice-based enforcement and immediate towing when a vehicle creates a safety, access, or operational concern.

Recommended Motion:

“I move to approve the revised Baker County Library District Parking Lot and Grounds Use Policy as presented, replacing the prior Parking Lot Policy last revised March 13, 2017.”

b. FY2025-26 Budget Supplemental and FY2026-27 Budget Draft Proposal

Attachments:

- VII.b.i. Draft Resolutions and Legal Budget Spreadsheet Packet
- VII.b.ii. Board Report – FY25-26 Supplemental Budget changes from Original
- VII.b.iii. Board Report – FY26-27 Proposed Budget changes from Prior Year

The Board will review draft budget materials for the FY2025–26 supplemental budget and the proposed FY2026–27 budget prior to presentation to the Budget Committee.

The **FY2025–26 supplemental budget** increases total budget authority from approximately **\$3,586,088** to **\$3,697,573**, a net increase of about **\$111,500**, primarily due to stronger General Fund beginning working capital and property tax receipts, plus higher Sage working capital. The General Fund reallocates personnel savings into Materials & Services, especially Collection Development, Computer Maintenance, Facilities Maintenance, Bookmobile/Vehicle Operations, and other operating needs. The supplemental budget preserves the General Fund operating reserve and the planned \$100,000 transfer to the Capital Investment Reserve. The Other Uses Fund is reduced by \$10,000 to match working capital and Memorial/Grants expectations, while the Capital Investment Reserve Fund remains unchanged. Sage increases modestly for technology and reserve adjustments.

The **proposed FY2026–27 budget** increases total budget authority by **\$208,810**, or approximately 5.8%, compared with the FY2025–26 original budget. The increase totals **\$3,794,898** across all funds with growth primarily in the General Fund, driven by higher projected property tax receipts, stronger beginning working capital, personnel and benefit cost growth, and operating reserve needs. Total FTE remains unchanged at 15.8. Materials & Services increase for collections, technology, insurance, audit, vehicle operations, and other operating costs. The budget increases the General Fund reserve for future expenditure to \$700,000 while continuing a \$50,000 transfer to the Capital Investment Reserve. Other Uses and Sage increase modestly, and the Capital Investment Reserve grows to \$236,500. Current permanent and local option tax rates are maintained.

Library Board Meeting – Annotated Agenda

Tuesday, May 12, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

This agenda item is intended as a final Board preview and opportunity for feedback before the Budget Committee meeting. No final budget adoption is requested at this meeting; adoption is scheduled after Budget Committee review and the required budget hearing.

VIII. Reports

a. Library Director

Administration, Budget, and Benefits

- The May staff meeting included updates on the FY 2026–27 budget, with emphasis on maintaining current operations while accounting for rising costs. Staff were informed that the **proposed salary cost-of-living adjustment is 3.6%**, reflecting the state minimum-wage inflation adjustment and its effect on the District’s wage schedule.
- Staff were also informed the District is moving to a **higher-deductible medical plan** due to increased health insurance costs. The plan change raises the deductible from \$3,000 to \$5,000, with the Library covering \$3,000 and staff responsible for \$2,000. Staff were reminded that the Library’s support of the deductible remains an unusually strong employee benefit.
- An **AFLAC representative** attended the meeting to review supplemental insurance options available through payroll deduction. Staff were reminded that May is open enrollment for existing AFLAC policies, allowing employees to add or drop plans or dependents during the enrollment period.
- **IT Support Planning:** IT Manager Jim White requested a bid from Davis Computing for contracted IT support as part of succession planning ahead of his anticipated retirement at the end of July. The District is exploring contingency options in the event a qualified replacement cannot be recruited. Initial review of the Davis Computing proposal indicates that it would not be economically feasible as a sustained service model, though contracted support may still be considered for limited or transitional needs.

Policy Implementation and Circulation

- Staff reviewed implementation of the newly approved **Circulation Policy and Fee Schedule**. The updated non-resident annual card fee is now \$110, with shorter-term options still available.
- A major operational change concerns patrons with **two-item-limit cards**. Under the revised policy, these cardholders who are not able to provide proof of established residency are **not eligible to borrow equipment**—including hotspots, laptops, and Library of Things items—until the account has been established for 12 months and remains in good standing. Staff discussed a June implementation date, patron notices, and internal procedures for handling holds and checkout attempts under the new rule.

Safety, Conduct, and Public Use of the Library

Library Board Meeting – Annotated Agenda

Tuesday, May 12, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

- Staff reviewed several patron conduct and safety issues. I discussed continued enforcement of the updated **Patron Code of Conduct**, including responses to vaping and misuse of library property. Recent incidents involving youth behavior near the library were addressed through warnings and trespass actions where appropriate, while also attempting to preserve the library as a safe space for youth who follow expectations.
- Staff also discussed **service animal procedures**. Employees were reminded to ask the allowable questions when service animal status is unclear and to distinguish trained service animals from emotional support animals. I emphasized that aggressive behavior, such as growling, snapping, lunging, are not acceptable and the handler may be asked to leave the library due to safety concerns, even if the dog is claimed as a service animal.
- **Study room procedures** were also clarified. If a patron leaves belongings in a study room after their reserved time has ended and the room is needed by another user, staff may move the belongings to Lost and Found and make the room available.

Facilities, Technology, and Infrastructure

- Staff discussed **planned maintenance projects**, including roofing work in Haines, lighting work in Richland, roof recoating, repainting, and runoff mitigation to protect siding.
- I also discussed the **increased cost of website ADA compliance**. Website accessibility requirements have increased annual costs from approximately \$500 to about \$5,000, especially because uploaded documents and PDFs must also meet accessibility standards. The District is currently using accessibility tools provided through its website host to support compliance.
- Staff were also reminded to conserve energy and maintain building safety by manually shutting off computer workstations and checking study rooms at closing to ensure heaters, fans, and space heaters are off.

Programs and Outreach

- **Summer Reading Program** planning is underway. The 2026 Summer Reading Program will begin June 1 and run through August 7. The program will use both paper trackers and digital sign-up through Beanstack. Staff are also preparing for school visits in late May and early June to support outreach and participation. Missy shared the summer reading calendar and related preparations with staff.
- **Community Comics Day** was completed with lower turnout than last year, but a significant volume of comics were successfully distributed thanks to donations from The Archives Book Shop of La Grande. Whether the event is able to continue in the future is uncertain; it depends on the financial status of comic book distributors and sponsorship of a comic bookstore.

Operations, Technology, and Collections

Library Board Meeting – Annotated Agenda

Tuesday, May 12, 2026, 5:00 pm

Notes prepared by Library Director Perry Stokes

- Staff reviewed **procedures for circulating tablets** and other devices. Tablets returned by patrons need to be routed to designated staff so data can be cleared before being checked out to a different patron. Staff also discussed continued challenges with hotspot returns, equipment loss, and device tampering.
- **Transit-list cleanup** is underway across branches. Branch staff are reviewing items that have been in transit for more than two months, checking them in where appropriate, and maintaining double-scanning as the standard practice.
- Cataloging and processing capacity continues to improve. Vanessa has reached Cat 3 status, allowing her to attach incoming items to existing records. Training will continue toward Cat 2 responsibilities, and processing numbers are moving closer to prior levels.

Advocacy and External Relations

- I reported meeting with Senator Merkley before his town hall. Topics included appreciation for support of IMLS funding, the importance of reauthorizing IMLS, the value of E-Rate broadband support, and the need for federal assistance with ADA website compliance costs.
- I also advocated for expanding federal library support beyond broadband to include capital needs for aging library buildings and equipment.

Staff, Volunteers, and Community

- The meeting opened with recognition of **recent losses** in the library community: Jen Albright, former Friends of the Library president; Reb Wilson, longtime staff member and former bookmobile driver/branch manager; and Howard Britton, a patron and volunteer. Staff acknowledged their contributions and the impact of their passing on the library community.
- Volunteer support remains active. Staff discussed upcoming and ongoing volunteer placements, including help with groundskeeping, holds, and possible new materials processing work.

b. Financial

Report documents to be distributed at the meeting

IX. Next Meeting(s):

Budget Committee (ACTION)
Date/Time: May 20, 2026, 6:00 pm

Board Meeting (ACTION)
Date/Time: June 9, 2026, 12:00 pm

X. Adjournment