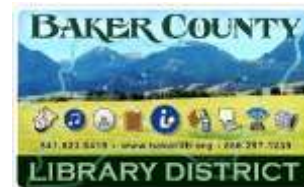


Baker County Library District
 Board of Directors + Contract Review Board
Regular Meeting Agenda
 Monday, Dec 9, 2019, 6:00 – 8:00 pm
 Riverside Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|---|---------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION) | Dielman |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications | Dielman |
| | In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | |
| V. | OLD BUSINESS | |
| | a. Oregon PERS Employer Incentive Fund | Stokes |
| VI. | NEW BUSINESS | |
| | a. Personnel Policy revision - Harassment (ACTION) | Stokes |
| | b. Renewal of Local Option Levy | Stokes |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Next meeting: Jan 13, 2020 | Dielman |
| IX. | ADJOURNMENT | Dielman |

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

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

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

Library Board Meeting – Annotated Agenda

Monday, Dec 9, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

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

Attachments:

- II.b.i. Board meeting minutes, Nov 18 2019

- III. **Conflicts or potential conflicts of interest** Dielman
- IV. **Open forum for general public, comments & communications** Dielman
- V. **OLD BUSINESS**
 - a. **Oregon PERS Employer Incentive Fund** Stokes

Attachments:

- V.a.i. State of Oregon PERS EIF update 12/4/19

As discussed at the November meeting, I have reached out to SDAO for counseling on the efficacy of a minimum deposit to PERS EIF and am still awaiting a reply. Meanwhile, response to the first round of EIF has been “overwhelming” with all funds allocated and new applicants now on a waitlist.

- VI. **NEW BUSINESS**
 - a. **Personnel Policy revision - Harassment Policy per SB479 (ACTION)** Stokes

Attachments:

- VI.a.i. Oregonian article, Jun 28 2019
- VI.a.ii. Workplace Harassment Policy [proposed]

Starting January 1 2020, all Oregon public agencies must have written workplace harassment policies under new Oregon law Senate Bill 479 which was signed by Gov. Kate Brown in 2019. It requires public employers to adopt written workplace harassment policies, and establishes specified minimum standards. It also prohibits the use of non-disclosure agreements, extends the statute of limitations for filing claims to 5 years, and prohibits retaliation against those who make a report. Becomes operative January 1, 2020.

BCLD does already have a Harassment section in its Personnel Policy. The proposed revision is based on a template provided by SDAO and updates relevant sections of the Personnel Policy to bring it into compliance with SB479.

- b. **Renewal of Local Option Levy** Stokes

Attachments:

- VI.b.i. SEL803 Notice of Election Measure Questions & Summaries in Prior Years

Library Board Meeting – Annotated Agenda

Monday, Dec 9, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

The Local option levy was last approved by voters in May 2016 (83%) and took effect July 2017. It is set to expire in June 2022 unless renewed. I am bringing this item to board attention about a year ahead of the regular renewal schedule to allow sufficient time for any election measure planning adjustments the board may want to consider, particularly in light of other election factors such as a school bond measure and the presidential election cycle. We might also discuss strategies to improve services to areas in which the 2016 levy numbers were less favorable.

VII. REPORTS

a. Director

Stokes

Facilities & vehicles

Exterior no smoking & parking signage for Baker

Weather-damaged outdoor signs replaced at Halfway, Huntington & Richland

Old shelving from children's area being used to widen shelving in adult collection

Cost estimate being acquired for Richland branch LED lighting upgrade

Personnel

Tech Services Specialist candidate has accepted the position, scheduled to start around Jan 6.

Extra budget funds to be used to give regular shifts to substitute desk staff to keep them well-trained.

Programs & services

Press release sent out about Newsbank database, a new newspaper/magazine archive.

Safety & Security

New entryway handrails installed for Halfway

Technology

Door counters at Baker to be replaced with new "smart" units

Other

State & National news/trends:

La Grande Observer

[Fines free library article](#) , 12/4/19

Publishers Weekly – The Week in Libraries

[Nov 18 2019](#)

The National Book Awards are awarded in New York; in Florida, a group of county commissioners double down on their refusal to allow their library to buy a 'New York

Library Board Meeting – Annotated Agenda

Monday, Dec 9, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

Times' digital subscription; and Elsevier announces a breakthrough open-access deal with Carnegie Mellon University

b. Finance

Hawes

Report documents to be distributed at the meeting.

VIII. **Next meeting: Jan 13, 2020**

Dielman

- Future agenda items
 - Policy review/revision
 - Discussion of pro-rated benefits for part-time employees
 - Fee schedule
 - Library Card Eligibility
 - Social Software
 - Staff Use of Collection Materials
 - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object

IX. **ADJOURNMENT**

Dielman



Baker County Library District

Board of Directors

Regular Meeting Minutes

Nov 18, 2019

<p>Call To Order</p>	<p>The meeting was held in the Riverside Meeting Room. Gary Dielman, President called the meeting to order at 6:15pm. Present at the meeting were Directors Gary Dielman, Kyra Rohner, and Beth Bigelow present at the beginning of the meeting, with Betty Palmer arriving shortly after. Also present at the meeting was Perry Stokes, Library Director and Christine Hawes, Business Manager. There were three guests present at the meeting representing the Lone Pine Tree Chapter of the Daughters of the American Revolution (DAR) including Carol Guthrie, Betty Milliman, and Wilma Johnson.</p>
<p>Consent Agenda</p>	<p>Dielman asked for any changes to the consent agenda. Perry had one addition adding a presentation from the Daughters of the American Revolution (DAR). There were no other changes made to either the agenda or the minutes. Rohner made a motion to approve the consent agenda; Bigelow seconded; motion passed unanimous (3 yea) by three Directors present.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any potential conflicts of interest. There were none.</p>
<p>Open Forum for general public</p>	<p>Dielman noted there were three members of the public present but they were here for a business item. Stokes had one letter which he shared with the board. There was no other correspondence.</p>
<p>OLD BUSINESS: None</p>	
<p>NEW BUSINESS: D.A.R. Presentation</p>	<p>Dielman thanked the D.A.R. representatives for coming to the meeting and asked about the organization. Betty said they are the Lone Pine Tree Chapter which includes the Eastern Oregon region. They presented a check to Gary for \$100 for the Literacy program. Gary accepted the check. Stokes recognized Carol for her volunteer work in the library thanking her for her many hours of helping process books. After short discussion, the three guests left the meeting.</p>
<p>NEW BUSINESS: Oregon PERS Employer Incentive Fund</p>	<p>Stokes said the PERS Employer Incentive Fund (EIF) is part of the Oregon State Legislature's plan to help mitigate agency increases. He referenced the articles that are in the board packets. The State has set aside funds to award 25% match to participating employers. The focus is on employers with an Unfunded Anticipated Liability (UAL) that exceeds 200%. They are given the first option with the program open to all employers after December 2nd. The minimum deposit is \$25,000. Stokes directed attention to a spreadsheet report showing that the Library District is at 190%. He also passed out a report on the Severance Fund; Hawes suggested we could use some of these funds to make an EIF deposit. Although he is not sure we have enough information to make a decision.</p> <p>Dielman said that he doesn't feel it is beneficial at this time. Stokes said that the next</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Nov 18, 2019

	<p>recommended biennium rates won't be announced until next fall. The actual rates are set in the spring. He suggested we table this topic to give him time to do more research. Rohner thought we should consider it if they are giving us 25% on funds we will have to pay any way. Dielman wants to ask Palmer when she arrives since she will arrive any moment.</p>
<p>Policy Revision – Materials Selection & Withdrawal</p>	<p>Stokes presented proposed changes to the Materials Selection & Withdrawal Policy. He talked about the new “restricted access” statement. After reading the paragraph, he explained that some materials that are kept either in a locked cabinet or behind the desk due for security purposes. Some items are rare while others are more susceptible to theft. These items are available upon request by a patron. He explained the reasons and discussion ensued. In the past, some of the more theft-prone items have related to human sexuality. That theft risk seems to have shifted to items on the subject of cannabis gardening.</p> <p>The group consensus was for approval of the added statement. Another change is to replace the word “reside” to “full-year residents” for added specificity. Discussion on whether to allow someone outside of the County, a non-resident or new residents, to initiate an official challenge something in the library. Stokes’ proposed change in wording will allow only established Baker County residents to compel a formal challenge review. With no further discussion, Dielman called for a motion. Bigelow made a motion to approve the changes to the Materials Selection and Withdrawal Policy as presented; Rohner seconded; motion passed unanimous (3 yea) by three Directors present.</p> <p>Palmer arrived at the meeting.</p>
<p>Personnel Policy Revision</p>	<p>Stokes said there is a small element in the Personnel Policy he would like to expand. Under Section 5.1 Job Openings, he wishes to edit the policy to allow candidates who have recently applied to be considered along with internal candidates. This allows for a more efficient process, saving staff time, and also enables selection of the best candidate available. If no suitable candidates are selected among the internal-recent applicant pool, then the position can be advertised externally. Palmer asked about the process. Discussion ensued on the position and the process. Rohner made a motion to approve the changes to the Personnel Policy Section 5.1 as presented; Palmer seconded; motion passed unanimous (4 yeas) by four Directors present.</p>
<p>Oregon PERS Employer Incentive (EIF) Fund, discussion continued</p>	<p>Dielman redirected the topic back to the PERS EIF issue discussed earlier. He asked Palmer what the School District’s stand was on the program. Stokes added that the Library District needs to decide whether or not to take advantage of the State EIF program offer. Palmer said the conversations at the School District concluded that a contribution wouldn’t be enough to make a difference for most Districts. Her thought</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Nov 18, 2019

	<p>was that we will all be in the same boat. She felt it was worth finding out what other libraries are doing. Stokes said that he will contact Special Districts to ask what their opinion is. He also wants to contact Kent Bailey for counsel; he has always been very well informed and seemed to understand PERS.</p>
<p>Staff Memorial Discussion</p>	<p>Stokes said that we have received donations in memory of long time employee, Carmen Wickam. Staff has asked for a memorial to her be placed in the library. In the past, the board has declined to add those to the library. He reviewed current memorials in the District. A space is reserved for a memorial to past Director, Aletha Bonebrake, the founder of the Library District and led the library expansion. He suggested a memorial for legacy staff with service over 30 years. Other ideas were discussed. He asked the board for direction on the memorial request. Dielman asked what the family wanted. Stokes answered there was a note included with the donation checks to the library. The family recommended donations to the Children’s Hospital. Stokes recommends a plaque be added to the donor board acknowledging Carmen’s contribution to the Library. Rohner agreed that was appropriate. Those present agreed with Stokes that he had characterized the sentiment of the board and told him to proceed.</p>
<p>REPORTS: Director Report</p>	<p>Stokes reported on highlights from the Annotated Agenda included in the board packets:</p> <p>Facilities – Tree removal update. After a letter of appeal from the library with added detail regarding maintenance costs and risk of building damage, the Baker City Tree Board has approved removal of the Siberian Elm tree in front of the library. The invasive traits of this species are costly to manage, especially since the library no longer receives assistance with grounds maintenance from the PRCF work crew. The cost of removal is estimated at \$2,000.</p> <p>New children’s area shelving - Stokes passed around a recent issue of the Baker City Herald featuring a lead story about the library’s new shelving and self-checkout station. The shelving increased the space and allows for displays on top. He encouraged the board to stop to look at it. The Concordia University representative estimated the total value of the shelving at nearly \$17,000. With transportation and assembly, Stokes said that is nearer to his estimate of \$25,000. He applauded the work done by staff in coordinating moving the books, dismantling the shelving and preparing the children’s space for this project. The shelving orientation has been shifted to create aisles facing the entry to the Children’s area. Dielman agreed that a commendation on behalf the board should be issued to those who worked on the project.</p> <p>Simple infrared beam door traffic counters have been installed at all branches.</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Nov 18, 2019

Branch staff has always kept a manual count with a clicker tool for statistical reporting. Stokes was able to purchase refurbished units on sale. Surprisingly, even refurbished units are around \$200 each.

Personnel – The part-time position of Technical Services Specialist is currently open to staff and recently interviewed candidates. It closes next week.

Programs & Services – Stokes said the online Digital Photo Archive webpage has a new look. He reviewed the new website and features. With a PastPerfect software upgrade it is easier for Gary to make corrections to file metadata, and new content can be added incrementally. Dielman agreed that it is much easier to work with. There are currently over 8,000 records. Stokes said he will develop a press release to send out.

Elder Care Kits –Elder Memory Care kits have been rebranded to Brain Builder Kits. These kits include a variety of brain stimulating activities and check out for 3 weeks like other materials. Bookmobile staff, Donna Valentine, did a great job on the project, Stokes said.

Traveling Storytime is a new program. Children’s Staff, Missy, is taking Storytime to new places such as open gym, Little Pig and the Bagel Shop.

Temporary food ban in effect for youth areas – Stokes reported that misconduct in the Teen Room has gotten out of hand in recent months. Periodically, new groups of rebellious teens need to learn that use and enjoyment of the library requires compliance with rules that are essentially basic manners – not creating a mess or disruptions for other library visitors. Individual culprits are excluded for progressively long periods. A consultation with parents is sometimes required for youth to be re-admitted. After a reasonable time period, he plans to lift the food ban and give them another chance.

Technology – WiFi Hotspot Project - Stokes said the IT Manager is trying for the 3rd time to find an Internet carrier that would allow the library to offer WiFi Hotspots for patron checkout. This time Jim is working with T-Mobile. To date, he has found the service to be insufficient for county-wide coverage. It may be that going with a single carrier is not a viable option and having units from different carriers in particular areas could be the solution. Wi-fi hotspot loan is a hugely popular service trend for libraries.

Finance Report

Hawes had already distributed financial reports. Check packets were passed out for review and to be signed.



Baker County Library District

Board of Directors

Regular Meeting Minutes

Nov 18, 2019

The *General Fund* is once again funded and operating on its own money. It has repaid the \$60,000 it borrowed for operating from Other Funds. We have received notifications of two tax turnovers and a third one is coming in the mail. The District has received tax turnovers totaling over \$406,000.

There are 41 checks totaling \$46,200 to be signed tonight. Turning to Page 3, **Personnel Services**, the percentage is a little low. PERS has been reported but won't post until Nov 27th billing. Moving on to **Materials & Services**, checks include Ingram \$1,965.47 for book purchases; Rivistas Subscription Services \$7,801.89 the new magazine subscription management service; Value Line \$1,103 for a reference subscription. General Fund paid the district's Sage Library System annual membership of \$13,069. Hawes reminded the board that we pay the membership in full and then Sage writes a check for the agency fee, rather than deducting it from the membership. Under Building & Grounds Maintenance, a check to Office Furniture Service of \$9,115 was for transporting and set up of the new shelving; Oregon Trail Landscaping \$260 for winterizing sprinklers and to clean up tree trimmings; Alpine Alarm \$441 for annual alarm inspections at the Baker and Halfway libraries; Goertzen Janitorial \$1,350 for the monthly janitorial contract services; Landmark Contracting \$250 to clean the library roof of debris and leaves. And the General Fund portion of Visa due is \$4,332.25 that includes Architectural Building Supplies \$511.38 for new Huntington door locks, DVD movie purchases totaling \$975.29, When-To-Work \$200 staff scheduling software, and Newegg.com \$317.20 for memory upgrades for staff computers to accommodate an update planned for the Evergreen catalog software. Under Association Dues, Special Districts Association \$913.29 annual member dues and Mass Marketing \$280 for advertising. Under Library Supplies, a check to Demco \$1,288.24 for operating supplies including book cover materials, labels and a bulletin board.

The *Other Funds* activity includes a donation for the Summer Reading Program for next year of \$450 for the Bikes-To-Books program sponsored by the Masonic Lodge. Amazon book sales to-date totals \$1,180.75 and a check from Better World Books of \$253.58 was received from the sale of books shipped to them after the summer book sale. Other Funds wrote a check for its portion of Visa due of \$840.28 that includes \$774 for Past Perfect and the usual postage to ship books. General Memorial expense includes \$389.00 paid last month for the Past Perfect software upgrade. The Past Perfect software expenses have been covered by designated funds. As mentioned earlier, Other Funds has been repaid the \$60,000 operating loan from General Fund.

The *Sage Fund* received LSTA Courier funds of \$27,500. This is one-half of the approved grant for courier system operations. Personnel Services has been highlighted for board information this month. Detail monthly expenses and checks have been noted in the margin. These are also found on the Approved Bills List.



Baker County Library District

Board of Directors

Regular Meeting Minutes

Nov 18, 2019

	<p>Checks written include 8 checks totaling \$2,476.01 for couriers; courier supplies on Visa include labels \$153.80 and courier totes \$44.97. The monthly IT Support Contract of \$5,305.00 is paid electronically along with payroll each month. Travel expenses included Beth Ross mileage \$209.91 and motels on visa of \$152.91 for library site visits.</p> <p>In other news, Hawes reported the new auditors will be on site for the next 3 days doing the audit field work. The drafted financial report was delivered to them October 31st when both Rob Gaslin and Stan Mitchell, CPA's were here for a meeting to go over library procedures, policies and get acquainted with the District. Meeting rooms have been reserved for them to work in. She stated it will be nice to have them do the field work in a scheduled onsite setting. Both men were good to work with at the initial meeting. The delivery date is unknown. The late start date probably means delivery in January although it was stated in the contract that we want the audit filed with the state before December 31st, which they agreed to.</p> <p>Checks were signed and returned. Approved Bills Lists for all 3 funds were initialed as reviewed by those present.</p>
Next Meeting Date	The next regular Board of Director's meeting will be December 9, 2019 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 7:52 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

PERS staff do not make unsolicited calls to members and will never directly ask for any personal financial information or account login information. **Protect yourself from fraud** (</pers/Pages/News/Protect-Yourself-from-Fraud.aspx>).

Public Employees Retirement System (</pers/Pages/index.aspx>) / **EMPLOYERS**
(</pers/EMP/Pages/index.aspx>) / Employer Incentive Fund (EIF)

Employer Incentive Fund (EIF)

Due to overwhelming interest, the first round of the Employer Incentive Fund (EIF) is now waitlist only.

All eligible funds for the first EIF application cycle have been allocated to employers. By law, applications were approved in the order they were received.

Funds matched for 2019: \$33,708,744.75

Funds allocated for 2020: \$66,290,262.55

*Information through December 4, 2019, dates and amounts are subject to change. **EIF approved employers list** (</pers/EMP/Documents/Employer-Incentive-Fund.xlsx>) .*

The Employer Incentive Fund (EIF) provides a 25% match (up to the greater of 5% of an employer's UAL or \$300,000) on qualifying employer lump-sum payments made after June 2, 2018. Employers **must apply** (https://www.surveymonkey.com/r/PERS{EIF_2019) to receive matching funds (see details below). Participation in the EIF is a key opportunity for employers to proactively manage their employer rates over time and increase their actuarial assets.

PERS accepted **applications** (https://www.surveymonkey.com/r/PERS{EIF_2019) from **all employers** beginning at **10 a.m. on Monday, December 2, 2019**. **View this list to see your minimum and maximum potential EIF match** (/pers/EMP/Documents/EIF_All_Employers_2019.xlsx) .

Applications will be approved on a first come, first served basis. The application period will remain open until August 31, 2020, or until all available funds have been paid.

All employers interested in applying for the EIF must submit an application (https://www.surveymonkey.com/r/PERS{EIF_2019 (https://www.surveymonkey.com/r/PERS{EIF_2019)), noting their intention to make at least the required minimum lump-sum payment amount, providing the date of the intended lump-sum payment, verifying that the funds are not sourced from borrowed money, and providing proof of participation in the **UAL Resolution Program (UALRP)** (</pers/EMP/Pages/UALRP.aspx>).

Review the application questions and gather your supporting information (</pers/EMP/Pages/EIF-Application-Support.aspx>).

All employers can apply for matching funds now:
https://www.surveymonkey.com/r/PERS_EIF_2019
(https://www.surveymonkey.com/r/PERS_EIF_2019)

Have further questions about the EIF? Read this FAQ (</pers/EMP/Pages/Employer-Incentive-Fund-FAQs.aspx>).

Eligibility

- Employers must make a lump-sum payment of at least \$25,000. This payment may establish a new side account or be an additional payment into an existing side account.
- The money you intend to use for this lump-sum payment cannot be borrowed.
- Employers must participate in the **UAL Resolution Program (UALRP)** (</pers/EMP/Pages/UALRP.aspx>). This requirement is satisfied by answering the last two questions in the EIF application.
- State and Local Government Rate Pool (SLGRP) employers must pay their transition liability before they are eligible for a side account. Transition liabilities are not eligible for matching funds from the Employer Incentive Fund.
- This list of **all employers** (/pers/EMP/Documents/EIF_All_Employers_2019.xlsx) shows the minimum and maximum amount you may receive through the Employer Incentive Fund.
- Employers agree to the terms defined in Oregon Administrative Rules 459-009-0084 or 459-009-0085, 459-009-0091, and 459-009-0092.

Side Accounts 101

Side accounts do not "pay off" an employer's UAL, and there is no direct mechanism to "pay off" the UAL. The UAL represents the difference between the assets an employer has, and the liabilities, or responsibilities, it has to its members. To reduce the UAL, an employer needs to either increase its assets or reduce its liabilities. Side accounts, established with lump-sum payments, increase an employer's assets by pre-paying pension obligations. Side accounts pay a portion (or all) of what an employer pays on their employer statements. Side accounts are an increase in an employer's assets, reducing the gap between assets and liabilities, thereby reducing the employer's UAL.

- Employers have two options to create a side account:
 - Pay for an actuarial calculation to start employer rate offset early
 - This allows the employer to choose a rate offset date and, if applicable, amortization period (requires a contribution of \$10 million or more).
 - Requires 45 days' notice to PERS and 30 days of processing for the PERS actuary before the desired rate offset date.
 - Provides the employer with a document from the PERS actuary indicating the amount of rate offset the employer can expect to receive before committing to make the lump-sum payment.
 - Initial fee for calculation related to one lump-sum payment is \$1,000. Each additional lump-sum payment calculation or rate offset date is an additional \$250.
 - Forgo an actuarial calculation

- An employer can make a lump-sum payment with 30 days' notice to PERS.
 - No actuarial calculation fees are required.
 - From the time of payment until rate calculation, the lump-sum payment is invested in the Oregon Public Employees Retirement Fund (OPERF).
 - The value of the lump-sum payment will be used in calculating the employer's rates in the actuarial valuation for the year in which the employer makes the lump-sum payment, and will be made effective July 1 of the year following publication of that valuation.
- Once a side account is established, an employer may make up to two additional payments to the account in a year with no minimum payment requirements.
 - A \$1,500 administrative fee on the side account is charged at the end of the first calendar year as part of earnings crediting. The administrative fee is reduced to \$500 for subsequent years.
 - Once an employer makes a side account payment, it becomes a part of the trust fund, and while it will be used solely for the employer's benefit, it cannot be refunded to the employer.
 - Side accounts are invested by the Oregon State Treasury in the Oregon Public Employees Retirement Fund (OPERF). Earnings or losses are applied to the account at the end of each year.

Do you want a rate offset when you apply for the EIF?

When applying for the EIF, you have the option to pay for an actuarial calculation (\$1,000 initial fee) and select a specific rate offset date. Your application will notify PERS Actuarial Services of your interest. Upon approval, PERS Actuarial Services will reply with next steps and further information.

If you choose a specific rate offset date, your contribution rate will be reduced as of that date (the first of any month). To allow time to work with the PERS actuary, please review the chart below.

If you want your rate offset to start:	The PERS actuary must receive your check, invoice, and contract for a new rate calculation by:	The last date you can notify PERS Actuarial Services of your intent to make a lump-sum payment:
January 1, 2020	December 2, 2019	December 27, 2019
February 1, 2020	December 18, 2020	January 29, 2020
March 1, 2020	January 16, 2020	February 26, 2020
April 1, 2020	February 17, 2020	March 27, 2020
May 1, 2020	March 17, 2020	April 28, 2020
June 1, 2020	April 17, 2020	May 27, 2020
July 1, 2020	May 18, 2020	June 26, 2020
August 1, 2020	June 17, 2020	July 29, 2020
September 1, 2020	July 20, 2020	August 27, 2020

Please note, the actuarial documents must be **mailed** to the PERS actuary.

If you do not want to pay for an actuarial calculation, or you do not want a specific date for a rate offset:

The last date you can notify PERS Actuarial Services of your intent to make a lump-sum payment:	Your lump-sum payment must be received by:	Your rate offset will be applied:
December 26, 2019	December 31, 2019	July 1, 2021
August 31, 2020	September 3, 2020	July 1, 2022

Upon approval, PERS Actuarial Services will contact you with next steps and further information.

Need help? Want more information?

If you have any comments, questions, or concerns, please email **Side.Account.Legislation@pers.state.or.us** (<mailto:Side.Account.Legislation@pers.state.or.us>) .

To receive updates on this topic, please **sign up for GovDelivery notifications** (https://public.govdelivery.com/accounts/ORPERS/subscriber/new?topic_id=ORPERS_63).

Return to the main Employer Rate Relief Programs webpage (</pers/EMP/Pages/Employer-Rate-Relief-Programs.aspx>).

Oregon's public employers must - Oregonian, The: Web Edition Articles (Portland, OR) - June 28, 2019

June 28, 2019 | Oregonian, The: Web Edition Articles (Portland, OR) | Everton Bailey Jr.

All Oregon **public** agencies, from the state Capitol to municipal governments, will need written workplace harassment **policies** starting next year **under** a **new law** signed by Gov. Kate Brown.

The **law** requires government officials to promptly investigate reports of harassment and follow up with employees who made the reports to determine if the harassment has stopped or if they experienced retaliation.

The **law** applies to reports of misconduct in a workplace, at a work-related event or at any other location if the incident involves employees, elected **public** officials, volunteers or interns.

Sen. Sara Gelsler, D-Corvallis, co-sponsored Senate Bill 479, which takes effect Jan. 1.

Gelsler said the bill was partly inspired by a 2018 case in West Linn when a city volunteer publicly accused a city councilor of repeated and unwanted sexual advances. City officials said the city didn't **have** any process for reporting and addressing harassment allegations against elected officials or volunteers.

The city volunteer, Emily Smith, said she felt forced to disclose her claims during a council meeting because city staff told her that elected officials receive no training on preventing sexual harassment, follow no code of conduct and can't be removed without a recall effort. She said she also received no guarantee she could report her claims anonymously.

The councilor, Bob Martin, didn't attend the meeting where he was accused and didn't attend meetings while the allegations were investigated.

Workplace Solutions Northwest, a Portland-based mediation firm hired by the city to investigate the claims, ultimately disagreed that sexual harassment occurred. The report on the investigation said Martin didn't deny to an investigator making any of the comments Smith alleged but said he couldn't remember saying any of it. The investigator wrote in the report about believing Martin made the comments as described by Smith.

Martin, who began serving as a councilor in January 2016, didn't run for a second term last November.

The city adopted an updated code of conduct Monday saying all city business should be conducted in a civil manner and that if misconduct is reported, the city will follow its human resources protocol to determine if harassment has occurred.

If a violation occurs, councilors **must** vote unanimously to proceed with a **public** reprimand or

other sanctions. A councilor found to **have** violated the code of conduct wouldn't vote.

The city's existing policy against harassment addresses reporting procedures, investigation of complaints and retaliation involving employees, but doesn't mention volunteers. The policy does say that inappropriate conduct by business visitors, vendors and other members of the **public** toward city employees and vice versa is prohibited.

"The issue of anonymity has proven difficult with ensuring **public** records laws are met and is still **under** legal review," Dylan Digby, a West Linn city spokesman, said in a statement, "Our legal firm is waiting for resolution of harassment **policies** currently being developed at the state level before we dive back into this topic at the city level."

Under the **new** state **law**, harassment **policies** will set out how agencies maintain reports of workplace harassment, how people file a complaint and provide information that connects people who say they've been harassed to legal resources, counseling and other support services.

Other parts of the **new law** take effect in October 2020, such as **public employers** not being able to order or coerce employees into nondisclosure or nondisparagement agreements to prevent them from talking about the misconduct they've experienced. The **law** also extends the statute of limitations on filing civil lawsuits regarding workplace harassment claims from one year to five.

In an anonymous letter submitted in **public** testimony in favor of the bill, a state employee said supervisors dismissed his reports of harassment, abuse, bullying and retaliation. He said he was yelled and sworn at while at work, told that he was "clueless" and "worthless" and that the quality of his work was "garbage," but wasn't given any direction on how to improve.

"Once, I voiced concern over potentially unethical behavior and was told to never question a manager," the letter said. "My role was to show up, shut up, stay in my lane and keep my head down."

Another state employee, at the Department of Human Services, wrote in a separate letter to lawmakers that she was sexually assaulted at work in 2014. She said she didn't report prior instances of sexual harassment for fear of retaliation from her harasser and her employer.

The Oregonian/OregonLive typically doesn't name victims of sexual assault.

She said she reported the assault to police and notified her employer. Investigations lasted nearly two years and led to retaliation, she said, but none of her claims met her employer's "narrowly defined criteria." It's not clear from the woman's letter what the police investigation found.

"I was revictimized every time I walked down the halls of my work and saw the supervisors who knew the most intimate details of my life; every time I had to face the ongoing harassment of my attacker; and every time I passed the physical reminders of my sexual assault," she said.

Much of the trauma she endured from her employer's investigation of her sexual assault could **have** been prevented, she said. She said the **new law** would be a step forward in getting justice for others who **have** experienced workplace harassment and assault.

-- Everton Bailey Jr.

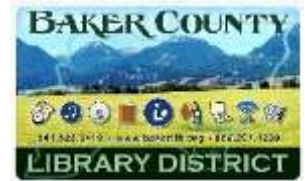
e Bailey@oregonian.com | 503-221-8343 | @EvertonBailey

Visit subscription.oregonlive.com/newsletters to get Oregonian/OregonLive journalism delivered to your email inbox.

CITATION (MLA STYLE)

Jr., Everton Bailey. "Oregon's public employers must have anti-harassment policies under new law." *Oregonian, The: Web Edition Articles (Portland, OR)*, sec. Politics, 28 June 2019. *NewsBank: America's News*, infoweb.newsbank.com/apps/news/document-view?p=NewsBank&docref=news/17458FDDB34CA508. Accessed 7 Dec. 2019.

Copyright 2019 The Oregonian. All Rights Reserved.



Workplace Harassment Policy DRAFT [in response to SB479]

Anything highlighted in grey are required to be in the policy by SB 479 and should not be removed

I. EQUAL EMPLOYMENT OPPORTUNITY

Baker County Library District is committed to fair employment practices and non-discrimination, including pay equity for all employees. We do not discriminate based on a protected class such as race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law including in the payment of wages or screen applicants based on their current or past compensation.

II. PURPOSE - STATEMENT PROHIBITING WORKPLACE HARASSMENT

Baker County Library District is committed to providing a work environment in which all individuals are treated respectfully. All employees of Baker County Library District should have the expectation that they work in a professional environment and that Baker County Library District promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

Baker County Library District expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization.

III. POLICY

This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

This workplace harassment policy has been developed to ensure that all employees can work in an environment free from unlawful harassment, discrimination and retaliation. Baker County Library District will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact, the Business/HR Manager, as an alternative you may reach the Library Director. If the complaint is against the Library Director, the Business/HR Manager will report the complaint to the Library Board President.

A. RETALIATION

Baker County Library District encourages reporting of all perceived incidents of discrimination or harassment. Reports of incidents of discrimination and harassment will be promptly and thoroughly investigated. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Baker County Library District Workplace Harassment Policy

B. SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws.

For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Any employee who uses sexual behavior to implicitly or explicitly threaten, coerce, influence or affect the employment, job status, salary or performance of another employee is engaging in sexual harassment.

Under Oregon Law sexual assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

C. HARASSMENT

Harassment based on any other protected class is also strictly prohibited. For this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

D. WORKPLACE BULLYING

Bullying is defined as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades, or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment.

Workplace bullying is not discipline by the Director in the course of business. It is not interpersonal conflict, a disagreement or misunderstanding, incivility or rudeness between employees.

Bullying is psychological abuse that includes aggressive communication (angry outbursts, excessive profanity, name-calling), acts and behaviors aimed at humiliation (ridicule, harsh teasing, degrading comments), or work-related harassment (work overload, unrealistic deadlines, excessive monitoring). This list is not meant to be exhaustive and is only offered by way of a few examples.

E. SUPERVISORY RESPONSIBILITY

Supervisors are expected to pro-actively ensure that harassment, discrimination and bullying do not occur in the work place by modelling, promoting, and coaching respectful workplace behavior and conflict resolution practices, and to provide training to employees on harassment policy both initially and periodically.

Baker County Library District Workplace Harassment Policy

F. REPORTING AN INCIDENT OF HARASSMENT, WORKPLACE BULLYING, DISCRIMINATION OR RETALIATION

Baker County Library District encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Baker County Library District encourages reporting of all perceived incidents of discrimination, workplace bullying, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Business/HR Manager, or Library Director, or Business/HR Manager. See the Complaint Procedure described in this policy.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. However, employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the Business/HR Manager.

G. COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Business/HR Manager if you are unable to reach the primary contact please reach out to the Library Director. We encourage employees to document the event(s), associated date(s), and potential witnesses.

Baker County Library District encourages the prompt reporting of complaints or concerns so that action can be taken quickly. Early reporting and intervention are very often the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

Baker County Library District will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling or corrective action. Examples of possible corrective action may include a warning, written reprimand, reassignment, temporary suspension without pay, or termination as Baker County Library District believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation, as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Baker County Library District Workplace Harassment Policy

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times however, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

H. EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

I. ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

NOTE: insert specific resources for each bullet below

- Legal Resources
 - Employment law reference materials
- Counseling and Support Services and/or Employee Assistance Services
 - ?

Notice of Measure Election

District

SEL 803rev 01/16 ORS 250.035,
250.041, 255.145, 255.345**Notice**

Date of Notice

Name of District

Name of County or Counties

Date of Election

Ballot Title Prepare with assistance from the district attorney or an attorney employed by the district.**Caption** 10 words which reasonably identifies the subject of the measure.**Question** 20 words which plainly phrases the chief purpose of the measure.**Summary** 175 words which concisely and impartially summarizes the measure and its major effect.**Explanatory Statement** 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the district governing body; **or**

→ any initiative or referendum, if required by local ordinance.

Explanatory Statement Attached? Yes No**Authorized District Official** Not required to be notarized.

Name

Title

Mailing Address

Contact Phone

By signing this document:

→ I hereby state that I am authorized by the district elections authority to submit this Notice of Measure Election and I certify the above ballot title is true and complete.

Signature

Date Signed

2021

QUESTION:

Shall Baker County Library District impose \$0,249 per \$1,000 of assessed value for general operations for five years beginning 2022-23? This measure renews current local option taxes. ORS 280.075(4)(b)

SUMMARY (175 words):

This measure will not increase current tax rates. It continues a current local option tax that, without renewal, will expire in June 2022. If renewed, the tax revenue will maintain funding for general operations of Baker County libraries for five years. This replacement levy would run from July 2022 through June 2027. Without this levy revenue providing 1/3 of the library budget, the district will experience severe reductions to its workforce, services, and operations, including reduced: hours open to public; reading and learning programs for children such as story times, summer reading, and STEM programs; homework support services; facilities maintenance and repair projects; collection of new books, audiobooks, movies, and digital resources; high-speed Internet network capacity and new public computers and printers. The proposed rate will raise approximately \$383,522 in 2022-23, \$391,193 in 2023-24, \$399,016 in 2024-25, \$406,997 in 2025-26, and \$415,137 in 2026-27 for a total of \$1,995,865.

2016

QUESTION:

Shall Baker County Library District impose \$0,249 per \$1,000 of assessed value for general operations for five years beginning 2017-18? This measure renews current local option taxes. ORS 280.075(4)(b)

SUMMARY:

This measure will not increase current tax rates. It continues a current local option tax that, without renewal, will expire in June 2017. If renewed, the tax revenue will maintain funding for general operations of Baker County libraries for five years. This replacement levy would run from July 2017 through June 2022. Without this supplemental revenue providing 1/3 of library support, the district will experience severe reductions in workforce, services and operations including: hours open to public; keeping collections current and facilities in good repair; maintenance of computer and network infrastructure resources; and providing programs for children's reading and learning such as early literacy events, online research, homework and tutoring services. The proposed rate will raise approximately \$277,937 in 2017-18, \$282,666 in 2018-19, \$287,466 in 2019-20, \$292,336 in 2020-21, and \$297,277 in 2021-22 for a total of \$1,437,682.

2011

QUESTION:

Shall Baker County Library District impose \$.249 per \$1,000 of assessed value for general operations for five years beginning 2012-13? This measure renews current local option taxes. ORS 280.075(4)(b)

SUMMARY:

This measure will not increase current tax rates. It continues a current local option tax that, without renewal, will expire in 2012. If renewed, the tax revenue will be used to continue general operations of six libraries and bookmobile in Baker County at current levels of service for five years. Without this additional revenue providing 1/3 of library support, the district will experience severe reductions in

SEL803 NOTICE OF DISTRICT ELECTION MEASURE

Baker County Library District

workforce and services, including hours open to public, early literacy service to children in daycares, books and media purchases, online database subscriptions, bookmobile runs, and computer technology upgrades. The proposed rate will raise approximately \$262,970 in 2012-13, \$268,886 in 2013-14, \$274,936 in 2014-15, \$281,122 in 2015-16, and \$287,447 in 2016-17. Total revenue provided over five years amounts to approximately \$1,375,362. The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of estimate. ORS 280.075(6)

Local libraries still find value in overdue fines - Observer, The (La Grande, OR) - December 4, 2019

December 4, 2019 | Observer, The (La Grande, OR) | Sabrina Thompson

LA GRANDE — The majority of local libraries are holding on to the tradition of fines for overdue materials. But for how much longer remains a question.

Returning a book or other items days late means a fee on your **library** account. Most of these fees do not exceed 10 cents a day, but with each passing day, the cost adds up. Some libraries are dumping overdue fines. According to a survey in the **Library Journal**, 8% of libraries across the nation have stopped charging patrons for not returning books on time.

"When you have fines, you are making the **library** less accessible to those who benefit the most from using it," Cook Memorial **Library** director Kip Roberson said. "According to studies that are being published in **library** journals, fines hurt low income people and children the most. These are also the people using our libraries as part of their personal development, and with fines they can't access these services."

Local libraries cap fines at a maximum of \$5 on the account, and prohibit checking out more materials and using **library** services until the fines go below the threshold.

"There is a fear and stigma around overdue fines," Roberson said. "People are afraid it will get above an amount they can pay, or that the librarian will yell at them."

However, Roberson explained, many librarians are very understanding, and the most important thing to the **library** is getting back the materials. On a case by case basis, librarians may forgive fines, depending on the circumstance that went into the late return.

La Grande's Cook Memorial **Library** is considering eliminating late fines in the coming year, Roberson said, a decision that would ultimately come from the La Grande City Council.

Doing away with fines raises the concern people won't return the materials at all. However, according to a study conducted by the **Library Journal**, a majority of libraries that have eliminated fines still receive their materials.

The Cove Public **Library** does not charge overdue fines, while the Union Carnegie Public **Library**, Elgin Public **Library** and Cook Memorial **Library** do. The all-volunteer **Library** Improvement Club runs the **library** in Cove. Improvement Club member Yvonne Oliver said the volunteers have chosen not to have late book fines for the last 15 years. These libraries still charge fines for lost and damaged books. The North Powder City **Library** did not respond to inquiries about fines in time for publication.

The public libraries in Pendleton and Hermiston continue to charge fines for overdue items.

"When people have to pay fines, they are more likely to bring their books back on time," Pendleton Public **Library** director Jennifer Costley said.

"Fines can be an encouragement or a punitive punishment," Hermiston Public **Library** director Mark Rose said.

They also said they do not see fines as a barrier for preventing patrons from using the **library**, and by having the fines, there is a sense of personal responsibility.

For some libraries, the money from fines helps pay for materials, staff and services. The Pendleton Public **Library** uses the revenue from fines to pay for a part-time position and additional programming. Costley said the **library** in 2018 collected around \$17,000 in fines and replacement costs. Smaller local libraries do not collect as much, but the money is part of their funding, some relying on it for everyday operations.

Libraries often lend more than just books, and many libraries have adopted programs for all ages and provide services and materials that help with learning. For people who don't have access to a computer at home, using a computer at the **library** can be a way to stay in touch with family and friends or look for employment. But overdue fines can block these services.

During the winter, Cook Memorial **Library** offers an opportunity to pay off fines using food donations. Patrons can donate up to 10 food items to pay off their fines, with each item taking a dollar off their total.

"It's a way to help patrons out during this time of year when money is tight," program organizer Carrie Bushman said. "And it helps those in the community by stocking the sharing pantry for those who can't afford food."

Other alternatives for reducing **library** fines include amnesty periods, where books can be returned and slates wiped clean, donation boxes where people who might feel guilty about returning a book late can donate money and pay-it-forward options, in which a person can donate to cover the cost of another patron's fines.

CITATION (MLA STYLE)

Thompson, Sabrina. "Local libraries still find value in overdue fines." *Observer, The (La Grande, OR)*, sec. Local, 4 Dec. 2019. *NewsBank: America's News*, infoweb.newsbank.com/apps/news/document-view?p=NewsBank&docref=news/177AA73609FEA7A0. Accessed 8 Dec. 2019.

Observer, The (La Grande, OR) Copyright 2019, The Observer, EO Media Group. All rights reserved.