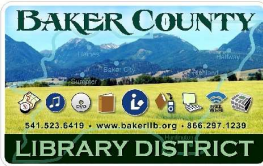


Baker County Library District Library Board Regular Meeting Minutes

May 14, 2024

<p>Call to Order</p>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person began with Ashley McClay and Joan Spriggs; with Betty Palmer arriving a few minutes into the meeting noted below. Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager.</p> <p>No guests attended. No one attended online via zoom.</p> <p>Meeting called to order at 12:17 pm by McClay with no quorum yet present. Palmer’s arrival at 12:21 pm constituted a quorum for conducting business.</p>
<p>Consent Agenda</p>	<p>McClay tabled this item for approval of the minutes and agenda.</p>
<p>Conflicts of Interest</p>	<p>McClay asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p>Public Comment</p>	<p>McClay asked if there are any public comments. No one from the public was present. Stokes had no communications but did have a few positive comments on the new form to Request a Review of collection material. Stokes was very pleased with an editorial in the Baker City Herald that strongly endorsed the new form.</p>
<p>OLD BUSINESS:</p>	<p>None</p>
<p>NEW BUSINESS: FY2024-2025 Budget Proposal Draft</p>	<p>McClay moved to the fiscal year 2024-25 budget proposal draft.</p> <p>Stokes presented the Supplemental Budget for the end of the current fiscal year and the initial proposed budget for the coming fiscal year 2024-2025.</p> <p>Palmer arrived as the budget proposal was beginning. McClay offered to pass the meeting to her; Palmer declined saying she was doing a good job.</p> <p>Stokes started with the General Fund. Property tax income has been unstable. For the coming year, we will use a moderate growth rate of 3.0%. The cash carryover will be reduced by about \$50,000 to reflect the revenue shortfall this year; the original budget assumed a 4% growth rate, but the actual rate from the County Assess was less than 1%. Stokes displayed buget documents on the</p>



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monitor for the board; he reviewed the revenue highlights. He intends to budget a \$5,000 transfer of technology reserves from the Other Fund to support the General Fund. Also, since next year will be the expensive election cycle, funds from that reserve will also be transferred. Fines and fees are stable.

Moving to the LB-30, General Fund summary. There is a good amount of savings this year from under-expenditure.

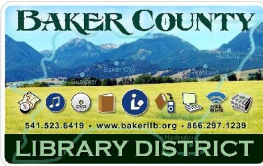
Next year, Personnel Services will be at about 69% of the operations budget. We will have a savings of about \$42,000 in Personnel this year. We had IT staff taking a leave, and amounts allocated for special project and extra support staff were not used. Next year he is proposing a 4% COLI for employees. He asked for input from the board. The 4% increase is in line with the state minimum wage increase and inflation rate. The total increase in personnel is about 5%. Benefits are estimated to increase about \$9,200 or 2.6%. There was a savings in the group insurance costs mostly due to employees opting to change coverage from family to single.

Materials & Services will be at about 30% of the operations budget. The collections line will remain about the same to start the next fiscal year. Facilities and IT maintenance will be budgeted conservatively. Library operations remain about the same. There will be an increase overall of \$17,000. Use of some of reserves may be needed to bridge the revenue shortfall. Currently, reserves are greater than needed for operations, so it is available. Stokes has projected that actual expenses this year may end up \$50,000 below the budgeted authority, so reserves are likely to not shrink much if at all. The budget will nevertheless maintain spending authority to allow for expenditure potential.

Moving to the next Form LB-30, looking at Transfers. We will not be making a transfer from General Fund to Technology or elections in the coming fiscal year. The transfer to Severance reserve will be continued. The Operating Reserve at \$620,000 will be more than sufficient to cover needs.

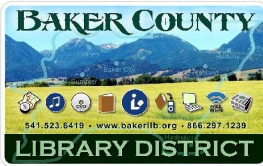
Moving to Form LB-31, General Fund Personnel Services. There are several step increases due this year which is why the cost increase is at 5%, rather than the 4%. PERS continues at the same rate for another year; we are in the second year of the biennium so it is stable for another year. There is a small increase in social security due to the changes in wages.

Moving to Form LB-31, General Fund Materials and Services. The facilities maintenance will be reduced to \$54,000 which is what we have needed in the past couple years. The janitorial contract will remain the same. The IT



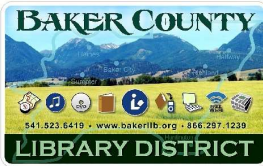
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	<p>maintenance line will be reduced. He had increased this line for the current fiscal year in anticipation of projects, but those were put on hold due to revenue uncertainty. The bookmobile and vehicle line is increased to cover fuel and other needs. Insurance will have a big increase, that line has increased by \$7,500. Debt service is paid off. Materials and services will decrease by \$40,000.</p> <p>Moving to the Other Funds forms; there is nothing to report. It is growing due to interest. No activity there with the exception of the budgeted transfers out. The Capital Reserve had an increase of \$65,000 which was largely the reimbursement from FEMA. More rebate funds for energy efficiency projects are expected. We will keep the reserve fund around \$94,000. A main project in the works is possible removal of the rooftop HVAC units. An engineering study is needed before we move forward with the project. There would need to be a significant cost savings to make that a good return on investment.</p> <p>Stokes summarized by stating that he is budgeting cautiously with the shortfall in funding this year but is hopeful that the funding shortage will be resolved next year. The County has funds tied up in tax challenges that should be resolved soon.</p> <p>McClay moved to the director reports.</p>
<p>REPORTS: Director</p>	<p>Stokes gave his administrative report:</p> <p>Buildings & Grounds - the Huntington building has been repainted.</p> <p>The cooling unit is being repaired. Ed is looking at a replacement that would be more efficient. Some parts are obsolete. Ed has proposed improvements to the long windows along the top of the building in the front; the grant program didn't approve it so that project is on hold for now.</p> <p>Training - Stokes attended the annual OLA conference, saying that it was beneficial overall. The highlight for him was the opportunity to present the Librarian of the Year award to his colleague on the Intellectual Freedom Committee.</p> <p>Personnel - Aflac insurance program review was offered last week for participating staff by a visiting representative.</p> <p>Services – LEO has added magazines to its subscription for Library2Go/Libby; it has over 5,000 issues available.</p>



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	<p>State of Oregon announced the Dolly Parton Imagination library will be made available statewide.</p> <p>The microfilm roll replacement order from University of Oregon is anticipated to be delivered in July.</p> <p>Programs - the Summer Reading Program will launch June 1. The theme is "Read, Renew, Repeat." Youth Program Coordinator, Missy Grammon, is adding the idea of nostalgia and crafts that will use supplies we have on hand.</p> <p>Palmer asked if there was a need for any action on the budget. Stokes responded that the only item that needs approval is the Cost of Living increase of 4% as proposed, or another rate, the board would approve. Discussion ensued. Palmer made a motion to approve the 4% COLI increase as proposed; Spriggs seconded the motion. The motion passed unanimously (3 yea votes, McClay, Spriggs, Palmer).</p>
<p>Consent Agenda revisited</p>	<p>McClay moved the meeting back to the Consent Agenda item previously tabled. She asked for any changes to the minutes or the agenda. There were none given. Spriggs made a motion to approve the consent agenda as presented; Palmer seconded; motion approved unanimously (3 yea votes, McClay, Spriggs, Palmer).</p> <p>McClay continued with the agenda on to the Finance Report.</p>
<p>Finance Report</p>	<p>Hawes reported on the financial reports. Print copies of the reports were distributed and electronic copies posted on the library website.</p> <p>The General Fund received tax turnovers of \$18,494.41 on April 3 and interest income in April of \$3,904.58. The Personnel Services is on target with the budget at 81.4% of budget. All wage-related expenses are current. In Materials & Services category, starting with the book budget, checks were written to Ingram \$3,131.36 for the monthly book order, EBSCO \$1,158 for LibraryAware subscription and a check to Cengage of \$650.76 for an Ebook Encyclopedia of Surgery and Medical Tests. The Ready-2-Read expenses of \$987.19 will be moved to Youth Programs, Missy has included these in a grant. In the Building Maintenance budget, checks include Arros Electric \$1,170.99 (bike repair station parts \$1,075.79 plus \$95.00 to reset solar station), and Ablaze Renovations \$4,600 the balance due for the Huntington branch exterior painting (plus \$3,000 paid 4/22/24, a total of \$7,600 for the project as agreed in the contract); Ed has inspected the finished project and approved payment. This line includes \$731.74 on VISA for landscaping bark and plants and \$651.88 for ceiling tiles (stained tiles have been replaced in the Baker Library). The Equipment Maintenance line is a little over budget, this line includes the Scan</p>



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Pro Maintenance contract of \$1,369.50 plus the xerox copier monthly contract totaling \$1,915.25. In the Youth Programs budget, the VISA included supplies to update the kids backpacks including new see-through packs, books and toys; the Ingram invoice included \$284.11 of books for the packs. A grant was approved for this project. The backpacks are ready-to-go family activities for checkout. Missy reports they are popular. On the Battle of the Books line (OBOB), the total VISA expenses were \$1,249.06 for travel costs for the team that went to the state competition in Salem, plus Special District's invoice of \$9.00 for vehicle insurance to cover the rental. The Friends were billed for 50% of the cost.

Transfers of \$15,000 were completed, moving budgeted savings to Other Funds - Technology \$5,000 and Severance \$10,000. An updated projection of the severance funds needed for upcoming retirements will be done in the next month to verify that savings are keeping pace with that need.

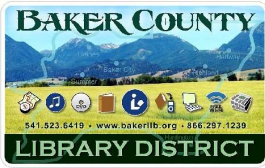
Other Funds received online book sales of \$255.93 in April. It has made an online payment to VISA of \$196.06 to cover \$72.63 in shipping expenses and \$123.43 for supplies for the upcoming volunteer celebration. The Other Funds pool account also received \$827.72 in interest that was split between the departments.

The **Capital Investment Reserve Fund** received \$394.00 of interest income for the pool account. There was no other activity.

Sage Fund received \$1,216.45 of interest from the pool account. Sage wrote checks for monthly courier expenses totaling \$2,059.80. It wrote a check to Interactive Sciences of \$2,398.85 for the Wowbrary subscription. Sage fund also wrote a check on 4/25/2024 to EOU of \$1,800 for annual network space rent; we received a \$300 refund for overpayment, apparently the annual rent is \$1,500, there was an error on the invoice. The Sage VISA was \$84.00 this month for VimeoPlus subscription, a video sharing tool used for training and communication with members.

The Approved Bills Reports were included with the check packets to be signed by the board members present. Stokes had already signed all of the checks and initialed the reports.

Other news - in keeping with legal requirements, the District has a cafeteria plan offering pre-tax treatment for both group health insurance and Aflac supplemental policies (most policies qualify for pre-tax treatment). May is the District's open enrollment month, at a noon session on May 8, the Aflac representative provided pizza and gave a brief review of changes to policies our staff had and offered information on a few policies; 6 attended this year.



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	With no other business to report, McClay moved to the Next Meeting date.
Next Meeting	The next meeting will be May 22, 2024 for the budget meeting at 6:00pm. The next regular meeting is June 11, 2024 at noon.
Adjourn	McClay adjourned the meeting at 1:05 pm. Respectfully submitted, Perry Stokes Secretary to the Board PS/ch

DRAFT