

# Baker County Library District

Board of Directors

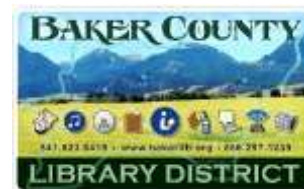
## Regular Meeting Agenda

Monday, Feb 11, 2019, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President



- |   |         |
|---|---------|
| <b>I. CALL TO ORDER</b>   | Dielman |
| <b>II. Consent agenda (ACTION)</b>  | Dielman |
| a. Additions/deletions from the agenda  |         |
| b. Minutes of previous meetings   |         |
| <b>III. Conflicts or potential conflicts of interest</b>  | Dielman |
| <b>IV. Open forum for general public, comments &amp; communications</b>   | 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. |         |
| <b>V. NEW BUSINESS</b>  |         |
| a. May 2019 Special Election - Board member candidacy   | Stokes  |
| b. Policy review/revision - Library Card Eligibility (ACTION)   |         |
| <b>VI. OLD BUSINESS</b>   |         |
| a. None   | Stokes  |
| <b>VII. REPORTS</b>   |         |
| a. Director   | Stokes  |
| b. Finance  | Hawes   |
| <b>VIII. Agenda items for next regular meeting: Mar 11, 2019</b>  | Dielman |
| <b>IX. ADJOURNMENT</b>  | 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) (e, j) Property

ORS 192.660 (2) (h) Legal Rights

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

# Library Board Meeting – Annotated Agenda

---

Monday, Feb 11, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

- |  |         |
|--|---------|
| <b>I. CALL TO ORDER</b>                | Dielman |
| <b>II. Consent agenda (ACTION)</b>     | Dielman |
| a. Additions/deletions from the agenda |         |
| b. Minutes of previous meetings        |         |

### *Attachments:*

- II.b.i. Board meeting minutes, Jan 14 2019

- |   |         |
|---|---------|
| <b>III. Conflicts or potential conflicts of interest</b>  | Dielman |
| <b>IV. Open forum for general public, comments &amp; communications</b>   | 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. |         |

- |   |        |
|---|--------|
| <b>V. NEW BUSINESS</b>                                |        |
| a. May 2019 Special Election - Board member candidacy | Stokes |

Two board member seats will be up for re-election in May 2019, Gary Dielman and Frances Vaughan. I received a candidacy packet from the County Clerk and shared that with them. Both have indicated an intent to file their candidacy.

- |   |        |
|---|--------|
| b. Policy review/revision - Library Card Eligibility (ACTION) | Stokes |
|---|--------|

### *Attachments:*

- V.b.i. Library Card Eligibility policy – current
- V.b.ii. Library Card Eligibility policy – draft proposal with markup of changes

This policy was last updated in November 2012. I am proposing some labeling changes to card types, and clarifying some elements.

I have also been contemplating how to address the challenge of the current policy requirement of parental authorization/notification to issue a library card to minors. We have experienced that in some cases, minors are living independently from their parent.

One Oregon statute does establish that minors age 16-17 can engage in contracts for lodging [[109.697](#) Right to contract for dwelling unit and utilities without parental consent.] With that in mind, I propose that parental notification for minors age 16-17 may not be required.

One options I have seen offered by other libraries that the Board may consider is permitting issue of cards to “Non-resident individuals who work in or attend school in Baker County”.

# Library Board Meeting – Annotated Agenda

---

Monday, Feb 11, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

## VI. OLD BUSINESS

- a. None.

## VII. REPORTS

- a. Director

Stokes

### ***Friends & Foundation***

The library hosted a Winter Book Sale in the Riverside Meeting Room from Jan 25-Feb 3. The library's Friends group was not able to participate in coordinating the event due to lack of available members. Library staff were able to operate the sale in partnership with high school club and literacy group. Final figures are not yet known but estimates are for an above average net. Proceeds will be shared with the contributing partner groups.

### ***Facilities & vehicles***

The bookmobile is in need of a new generator. Cost is estimated at \$5,000. To operate lights and heat during run prep time, staff has been running the engine which causes an issue with exhaust intrusion into the building through a nearby air intake. Ed has determined that electrical repairs are needed for an interior outlet to operate via an extension cord from the building. Once this is working, it can support an oil-filled radiant space heater and interior lights. We have also purchased two LED lanterns to keep on hand for emergency needs.

With the help of HVAC techs, Ed isolated the source of the high-pitch whistle in the Meeting Room heater vent. This tone was high enough that some people were unable to hear it. But for those who could, it was quite an annoyance. This has been an issue for many years now, so many thanks and congratulations to him on resolving that.

### ***Programs & services***

The digital database has been created to input data from the current Obituary/Local History index card file. The URL will be set as [localhistory.bakerlib.org](http://localhistory.bakerlib.org). Data entry is being input with the help of volunteers, for which we are most grateful. Approximately 300 records have been entered to date. Once about a third of the records have been input we will announce the resource to the public.

### ***Personnel***

No report.

### ***Safety & Security***

A public computer desktop workstation was discovered missing from the Adult Room computer lab on Friday morning, 2/8/19. Security cameras revealed that it was stolen. The theft was reported to Baker City Police Department. At last report, the suspect has been identified but not yet located.

### ***Technology***

The ScanPro 3000 microfilm viewer was installed on Thursday, 2/7/19. It is a significant improvement over the former model and includes the capacity to digitize whole rolls.

# Library Board Meeting – Annotated Agenda

---

Monday, Feb 11, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

**b. Finance**

Hawes

Financial reports to be distributed at the meeting.

**VIII. Agenda items for next regular meeting: March 11, 2019**

Dielman

- Discuss prorated staff benefits
- Fee schedule – revise Non-resident card fee
- Review of weeding procedure
- Review of donations process

**IX. ADJOURNMENT**

Dielman



## Baker County Library District

Board of Directors

### Regular Meeting Minutes

January 14, 2019

<b>Call To Order</b>	<p>The meeting was held in the Riverside Meeting Room. Gary Dielman, President called the meeting to order at 6:03pm. Present at the meeting were Gary <b>Dielman</b>, Della <b>Steele</b>, Kyra <b>Rohner</b> (previously Rohner-Ingram, name change updated), Betty <b>Palmer</b>, Directors as well as new Director, Frances <b>Vaughan</b>; also present were Perry <b>Stokes</b>, Library Director and Christine <b>Hawes</b>, Business Manager. A guest arrived with Della Steele.</p>
<b>Consent Agenda</b>	<p>Dielman asked for any changes to the consent agenda. There were no changes. <b>Rohner made a motion to approve both the Agenda and Minutes from December 10, 2018 as presented; Steele seconded the motion; motion passed (4 yea -Dielman, Rohner, Steele, and Vaughan; 1 abstain – Palmer was not at the meeting).</b></p>
<b>Conflicts or Potential Conflicts of Interest</b>	<p>Dielman asked for any potential conflicts of interest. There were none.</p>
<b>Open Forum for general public</b>	<p>Dielman noted there was one member of the public who was present to observe. He asked if there were any communications. Stokes had a written note concerning the Huntington Library. The patron alleged that the library lobby was filled with noisy teens and trash littered the steps at front entrance. Stokes has directed staff to patrol and pick up trash around the library as part of the shift opening duties. He explained that this library has limited space. In order to have services available for teens dedicated space is being cultivated in entrance alcove, distanced from the main library space to mitigate noise. There is little other entertainment option available for teens in town so the library is pleased to be able to provide at least one safe, moderated space.</p>
<b>NEW BUSINESS: Policy Update of Public Demonstration: Time, Place, Manner Policy</b>	<p>Stokes stated this policy has been discussed in a prior meeting. The sole change is to increase the permissible activity distance from the doorway from 15 feet to 20 feet. This measurement is more conducive to the layout of the main branch and will make it easier both to communicate and enforce. There were no other changes to the policy. Palmer said this makes sense since we have had people using that area for promotion. Stokes described past uses by people including collecting signatures for political issues and persons handing out religious information.</p> <p><b>Palmer made a motion to approve the “Time, Place, Manner Policy” as revised; Rohner seconded; motion passed unanimous.</b></p>
<b>SDAO Conference Possible Attendance</b>	<p>Dielman asked about the SDAO conference. Stokes described the conference to the board and the 2019 location in Sunriver, Oregon this year which is close compared to prior year spots. A brochure was included in the packets for further information. He asked if any of the Directors were interested in going. Special Districts is offering us one free registration. None voiced an interest. Stokes asked that he be contacted by the end of the week if anyone was interested. He went on to say that attendance</p>



# Baker County Library District

Board of Directors

## Regular Meeting Minutes

January 14, 2019

	<p>counts as training and helps achieve the insurance discount. He had thought about going but doesn't think it will be workable with his schedule this year. Hawes said the same thing. It is a good idea, some good HR topics are on the program, but the timing is problematic this year and travel in early February is always a hazard due to weather.</p>
<p><b>OLD BUSINESS:</b> <b>Film &amp; Photography Policy Proposal</b></p>	<p>Stokes said he has made revisions to the original proposed policy. In documents presented to the board, the changes are evident in red. One of the big edits was changing the verbiage to "may be" permitted to "with approval from the Director." This allows discretion on a case by case basis. He also included language as recommended by SDAO legal counsel. The purpose of the policy is to protect the library brand and legal exposure. Dielman asked if Stokes had created a Release Form to which the policy refers. Stokes said he has not done that yet. With no further discussion, <b>Rohner made a motion to approve the revised Film &amp; Photography Policy as presented tonight; Steele seconded;</b> Dielman asked for further discussion.</p> <p>Palmer asked Stokes how often this issue has come up. Stokes said very rarely, estimating 3 times in the 11 years he has been here. Rohner recalled that what inspired this policy was concerns from other libraries being used for political issues. Stokes said one Oregon library was being used as backdrop of a political campaign commercial. Libraries have the concern that such association and use of identifying library logos or features gives the appearance of partisanship. It is vital that the library maintain a neutral political position in the community. We serve all.</p> <p>With no further discussion, Dielman called for a vote. <b>The motion passed unanimously.</b></p>
<p><b>REPORTS:</b> <b>Director Report</b></p>	<p>Stokes gave the Director's report.</p> <p><b>Friends &amp; Foundation</b> – an active former Friends group member unexpectedly passed away last week. Stokes attended the memorial service. Palmer asked about where to make memorial contributions.</p> <p><b>Facilities &amp; Vehicles</b> – at the Baker branch:</p> <ul style="list-style-type: none"> <li>• The bookmobile is in the shop for repairs to the generator.</li> <li>• DVD storage drawers have been added at the front desk to allow for needed expansion for the collection. Facility maintenance staff, Ed, built 2 drawers.</li> <li>• The fish tank in the lobby has been cleaned. It was past due for a new filtration system. Stokes thanked Ed and Nola for their extra duty work of cleaning the tank after the filtration system failed, and for working extra hours to get a new system in place. The Plecostomus fish will be moved to a new home as it grew too big for the tank size. Another which was ill prior to the</li> </ul>



# Baker County Library District

Board of Directors

## Regular Meeting Minutes

January 14, 2019

cleaning, did not survive. New ones will be acquired.

- Director's office now has a backup doorbell, which is a duplicate to the one at the circulation desk. Stokes now can ring for backup staff assistance when he observes it is needed.
- A staff committee is working on a plan to remodel the staff workroom to improve workflow and optimize utilization of space. The district has the opportunity to acquire office furniture from an old bank building that is being cleaned out in preparation for resale.

At the branches, the Halfway staff reported a hazardous condition existing at the steps leading into the back entrance. Presently, there are three concrete steps with no handrail. Ed is authorized to build and install handrails and bring the entry into ADA compliance.

**Programs & Services** –The IT staff team is working on building a digital database for conversion of our obituary archives. It will be a modern version of the current obituary/local history index card file in the Oregon Room.

**Personnel** – Family and health emergencies have impacted a few of our staff. One of the managing librarians will be on medical leave through February. We have been able to cover shifts with substitute staff so far. The work schedule of our technology manager is up to half time after being out completely on medical leave in December. Stokes stated that he away on vacation next week.

**Safety & Security** – We continue to have problems with exterior electrical outlets. Recently, the lock on the electrical outlet at the southwest corner of the building was broken off by apparent blunt force trauma. Surprisingly, there appeared to be no damage to the housing itself. The lock will be replaced with a more substantial one.

Stokes has ordered two new book carts and 6 stepstools to be placed in the stacks for safety. About 6-7 years ago, Stokes purchased book carts that were on special sale. The units were apparently made of lesser grade steel and have rapidly worn out. Welds and braces have not completely alleviated the safety issues they present. The new stepstools will assist patrons that need help reaching the topmost shelves.

**Technology** – the digital microfilm reader the library has become obsolete. In December, Stokes capitalized on a half-off sale and approved the upgrade to the ScanPro 3000 unit for \$7,600. The purchase will be funded out of the tech budget for the time being. Stokes anticipates increasing the IT budget since the district recently received notice of a forthcoming estate bequest that Stokes anticipate will cover the cost.





# Baker County Library District

Board of Directors

## Regular Meeting Minutes

January 14, 2019

	<p>Steele left the meeting due to feeling unwell. She had already signed checks.</p> <p>Stokes said that for the next Leo Adler Grant request, he wants to ask for funds to digitize the Baker City Herald and other periodicals. The University of Oregon had stopped microfilming services in 2015. Stokes is concerned about long-term public accessibility of these records. They need to be digitized or microfilmed. Dielman gave some history and current information on the local paper ownership.</p>
<b>Finance Report</b>	<p>Hawes prepared to give the finance report. Checks and reports had already been handed out. Dielman asked when Frances would be added on as a bank signature. Hawes said she intended to ask for that to be included in the minutes. She said we need to add Frances and remove Nellie plus give a full list of authorized signers.</p> <p><b>Rohner made a motion to remove Nellie Forrester as a check signer and to add Frances Vaughan</b> on the two library accounts at US Bank including 153602675362 (general fund account) and 153602672211 (fund account). <b>The other check signers remain the same including Betty Palmer, Gary Dielman, Amanda Steele, and herself, Kyra Rohner. Palmer seconded the motion.</b> With no further discussion, Dielman called for a vote. <b>The motion was passed</b> by a majority with 3 yea votes (Dielman, Palmer, and Rohner approved the motion) and 1 abstain (Vaughan abstained). It was noted that Amanda (Della) Steele had already left the meeting.</p> <p>Hawes proceeded with the finance report. The <b>General Fund</b> received tax turnovers of \$10,962.79 on January 3<sup>rd</sup>. The District is at 97% of budget in the current tax revenues. Fines and Fees in December totaled \$1,436.03 averaging \$1,512.43 over the past 6 months. Palmer asked about fines and fee history and if it has increased. Stokes said it runs about the same each year budgeted at \$16,000-\$18,000. (<i>See added note below</i>). E-Rate refund requests for the past six months will be submitted by the end of January. Revenues will show up on this line next month.</p> <p>Moving to expenses on page 2. Under <b>Personnel Services</b>, Hawes highlighted two lines at 100% that will be accrued into the prior year. These lines are related to an employee that retired at June 30. On page 3, total District Salaries percent spent is a little high as noted on the previous page. A check for a medical reimbursement for 2018 was issued. The SUTA line is overspent due to the increase in the State rate. The State increased the rate from .001 to .006. The actual amounts are noted in the margin showing the significant increase in this expense. Overall, Personnel Services is at 61% spent compared to the expected 58% for this point in the fiscal year. Hawes added she anticipates having W-2's out by the end of next week.</p> <p>Moving to <b>Materials &amp; Services</b>, notable checks written this month include Ingram</p>





# Baker County Library District

Board of Directors

## Regular Meeting Minutes

January 14, 2019

\$4,104.69 for books, US Bank Visa \$4,349.91, Alpine Alarm \$600 for annual monitoring contract, Integra \$7,615.00 for the new ScanPro 3000, Payne West \$1,257 for boiler room insurance, Guyer & Associates \$8,900 for auditing services, Cascade Natural Gas \$715 to heat the Baker library, and Ed Staub & Sons \$255.15 for propane to heat the Haines Library. The Visa bill included \$249.99 for a mobile Beacon hot spot for test unit and \$265.89 for a laptop to add to the Tech department robotics club program. It also included Storytime supplies for programs of \$254.31 and a magazine floor stand of \$119.92 to move the kids' magazines to a more visible location. Hawes highlighted on page 6, the Baker City water budget line was overspent. The line includes \$303.59 for parking lot crack fill that the City did for us that will be moved to building and grounds maintenance. The line will still be high, the usage is being investigated and she will report findings to Stokes.

Stokes said the idea of the Mobile Beacon Internet hotspots was to offer them for checkout to patrons. The Dalles Library has 100 hot spots available for patrons to take home. Stokes directed IT staff to acquire one for testing. They determined that data coverage is poor currently for Baker County so the service would be problematic for users. The Dalles has much better coverage in their area. Staff also checked with Verizon, but the provider is not able to offer an affordable option for the library. Therefore, the project is currently not feasible due to poor wireless coverage in our area.

[Addition to the minutes: Fines & Fees history was requested. FY2017-18 total \$19,735, monthly average \$1,645; FY2016-17 total \$15,923, monthly average \$1,327; FY2015-16 total \$16,550, monthly average \$1,379. Three year average annual income \$17,402; monthly average over three years \$1,450.]

**Other Funds** received an Adler Community Foundation Grant award of \$10,000 to be added to the roof fund. Income from Amazon book sales for last month was \$371.49. Other Funds wrote a check of \$68.19 to Visa to cover shipping costs on the books sold.

**Sage Fund** received LSTA Grant funds of \$27,500 for courier services. Beth requested half of the total grant of \$55,000 awarded. You will note the Courier Grant expense line is 100% spent with only half of the reimbursement at this time. The majority of the annual expense is paid out in the first two months of the fiscal year as the main vendor, Orbis Cascade, bills for the year up front. The other small couriers are paid monthly, averaging about \$2,000 a month. The granting agency prefers not to give the entire grant that early in the fiscal year which is why Beth applied for half of the funding now with the other half to be requested on the next reporting period. Other notable checks are \$5,100 to Jon Georg for the monthly IT Service Contract and \$3,750 to Equinox for the annual Evergreen service agreement. A check was written



Baker County Library District  
Board of Directors  
**Regular Meeting Minutes**  
January 14, 2019

	<p>earlier in the month to the Ontario School District for library supplies of \$2,000 which was part of the member credit on the books for them (\$2,632.92 remaining balance). The Accounts Receivable balance is \$13,127 consisting of 5 libraries. A report has been emailed to Beth in response to her request on January 9.</p> <p>With no further questions. Signed checks were collected. The Directors had signed and approved the bills paid.</p>
<b>Next Meeting Date</b>	The next regular Board meeting will be February 11, 2019.
<b>Adjourn</b>	<p>The meeting was adjourned at 7:13 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

DRAFT



## BCLD Policies:

# Library Card Eligibility

Date of Origin: Dec 13, 2010

Last revision: Nov 13, 2012

### Summary

This document sets policy regarding borrower's card eligibility for loan and usage of library materials from the Baker County Library District. Circulation procedures detail how these policies are implemented.

### BORROWERS

Baker County Library District (BCLD) was established to serve the residents of Baker County, Oregon. BCLD cardholders are able to borrow a variety of materials from the Baker County Library collections, one of the largest in eastern Oregon, as well as from other libraries participating in the Sage Library System.

BCLD issues the following library card account types:

#### FULL PRIVILEGES

Provided free of charge to persons 18 years of age and older who are residents of or domiciled in Baker County, Oregon and do not already have a library account from another public library in the Sage Library System. To obtain a Full Privileges library card, an applicant must:

- Completely fill out and sign a BCLD Library Card registration form;
- Present a valid State of Oregon driver license or ID card listing the current residence address in Baker County, Oregon; and
- Surrender any prior Public Library account in the Sage Library System.

#### LIMITED PRIVILEGES

Issued free of charge to persons able to provide:

- A completed and signed BCLD Library Card registration form; and
- Acceptable photo identification other than an Oregon driver license or ID card; and
- Proof of a current residence address in Baker County, Oregon; or proof of property ownership in Baker County, Oregon; or proof of current employment in Baker County, Oregon.

#### JUVENILE CARDS

Parents and guardians may obtain a Juvenile Library Card with either Full or Limited Privileges for each of their children or wards provided the parent account is in good standing. The child may be of any age up to 18 years old but must be present upon application. The child's Library Card application must include a custodial parent/guardians' printed name and signature. A minor's account will expire when the borrower becomes 18 years old. After that date, any outstanding charges will be assessed to the parent and the account deleted or upgraded to a regular account following standard procedures.

## **BCLD Policies:**

# **Library Card Eligibility**

### **JUVENILE CARDS (cont.)**

A child may be issued a provisional Limited Privileges juvenile card without a parent/guardian present if able to provide:

- A completed BCLD Library Card registration form; and
- An acceptable identification document such as an ID or report card from a Baker County school.

BCLD will notify parents by mail of the library card issue. Minors' Limited Privileges cards will be set to expire every 365 days.

### **SPECIAL USE**

#### **Educators**

Instructors, including homeschooling parents, may be issued an Educator Library Card upon presentation of acceptable documentation of employment or ESD registration. Standard loan rules apply, with the exception of late fee immunity for items less than 30 days overdue. Educator cards will expire after one year. Employment or ESD documentation must be re-submitted annually for account renewal.

#### **Institutional Borrower**

Institutions in Baker County and agencies of Baker County government are eligible to apply for an institutional card. The purpose of the card is to supplement the materials needed by institutions/agencies to fulfill their missions. (The card is not intended for individual employee use; individuals must apply for a library card and pay the out-of-county fee, if applicable.)

Institution examples include: day care center, kindergarten, preschool, school, prison, rest home or hospital. Institutional Borrower Applications must be submitted by the current director of the institution. An applicant's proof of identification and signature are required.

### **VISITORS AND NON-RESIDENTS**

People not residing in Baker County may buy a Non-Resident Library Card at rates listed in the Visitor and Non-Resident Card Fees policy. A Non-Resident card expires at the end of the period for which it was purchased, for periods of up to one (1) year. Limited Card terms will vary according to the type purchased.

**VISITORS** to any library branch of the Baker County Library District, who do not have a Library card, may use, inside the building, any items from the regular circulating or reference collections. Identification may be required to use public access equipment or restricted materials.

### **EXPIRATION & REPLACEMENT**

Full Privileges accounts will be reviewed every three (3) years. Expiration of Limited Privileges accounts will vary according to type with none more than one (1) year from the creation date. Accounts with no circulation activity will expire and be deleted one (1) year from the review date. Lost cards may be reissued upon presentation of photo identification and payment of a replacement fee.

# BCLD Policies: Library Card Eligibility

Date of Origin: Dec 13, 2010  
2019

—————Last ~~revision~~revised: Nov 13, 2012; Feb 11

## Summary

This document sets policy regarding borrower's card eligibility for loan and usage of library materials from the Baker County Library District. Circulation procedures detail how these policies are implemented.

## BORROWERS

Baker County Library District (BCLD) was established to serve the residents of Baker County, Oregon. BCLD cardholders are able to borrow a variety of materials from the Baker County Library collections, one of the largest in eastern Oregon, as well as from other libraries participating in the Sage Library System.

BCLD issues the following library card account types:

### **FULL PRIVILEGES (PREMIUM)**

Provided free of charge to persons 18 years of age and older who are residents of or domiciled in Baker County, Oregon and do not already have a library account from another public library in the Sage Library System. To obtain a Full Privileges library card, an applicant must:

- Completely fill out and sign a BCLD Library Card registration form;
- Present a valid State of Oregon driver license or ID card listing name and birthdate; and
- Provide proof of the current ~~residence~~residential address in Baker County, Oregon. (A PO Box alone is not sufficient); and
- Resolve billing issues and ~~S~~surrender any prior Public Library account in the Sage Library System.

### **LIMITED PRIVILEGES (ADVANCED, REGULAR, BASIC)**

Issued free of charge to persons able to provide:

- A completed and signed BCLD Library Card registration form; and
- Acceptable photo identification other than an Oregon driver license or ID card; and
- Proof of a current residence address in Baker County, Oregon; or proof of property ownership in Baker County, Oregon; or proof of current employment in Baker County, Oregon.

### **JUVENILE-YOUTH ACCESS CARDS**

Parents and guardians may obtain a Juvenile-Youth Access Library Card with either Full or Limited Privileges for each of their children or wards provided the parent account is in good standing. The child may be of any age up to 18 years old but must be present upon application. The child's Library Card application must include a custodial parent/guardians' printed name and signature. A minor's account will expire when the borrower becomes 18 years old. After that date, any outstanding charges will be

# BCLD Policies:

## Library Card Eligibility

assessed to the parent and the account deleted or upgraded to a regular account following standard procedures.

### **JUVENILE YOUTH ACCESS CARDS (cont.)**

A ~~child-minor~~ may be issued a provisional Limited Privileges ~~juvenile-Youth Access~~ card without a parent/guardian present if able to provide:

- A completed BCLD Library Card registration form; and
- An acceptable identification document such as ~~a an~~ Driver License or- Baker County school ID or current report card ~~from a Baker County school~~.

For minors age 15 and under, BCLD will attempt to notify parents by mail of the library card issue. Minors' Limited Privileges cards will be set to expire every no more than 1 year~~365 days~~from date of issue.

### **SPECIAL USE**

#### **Educators**

Instructors, including homeschooling parents, may be issued an Educator Library Card upon presentation of acceptable documentation of employment or ESD registration. Standard loan rules apply, with the exception of late fee immunity for items less than 30 days overdue. Educator cards will expire after one year. Employment or ESD documentation must be re-submitted annually for account renewal.

#### **Institutional Borrower**

Institutions in Baker County and agencies of Baker County government are eligible to apply for an institutional card. The purpose of the card is to supplement the materials needed by institutions/agencies to fulfill their missions. (The card is not intended for individual employee use; individuals must apply for a library card and pay the out-of-county fee, if applicable.) Institution examples include: day care center, kindergarten, preschool, school, prison, rest home or hospital. Institutional Borrower Applications must be submitted by the current director of the institution. An applicant's proof of identification and signature are required.

### **VISITORS AND NON-RESIDENTS**

People-Persons not residing in Baker County may buy a Non-Resident Library Card at rates listed in the Visitor and Non-Resident Card Fees policy. A Non-Resident card expires at the end of the period for which it was purchased, for periods of up to one (1) year. Limited Card terms will vary according to the type purchased.

**VISITORS** to any library branch of the Baker County Library District, who do not have a Library card, may use, inside the building, any items from the regular circulating or reference collections. Identification may be required to use public access equipment or restricted materials.

## **BCLD Policies:**

# **Library Card Eligibility**

### **EXPIRATION & REPLACEMENT**

Full Privileges accounts will be reviewed every three (3) years. Expiration of Limited Privileges accounts will vary according to type with none more than one (1) year from the creation date. Accounts with no circulation activity will expire and be deleted one (1) year from the review date. Lost cards may be reissued upon presentation of photo identification and payment of a replacement fee.



**Baker County Library District**  
**Profit & Loss Budget Performance**  
 July 2018 through February 2019

Annual Basis

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	792,557.84	0.00	792,557.84	100.0%
4006 · Local Option Levy	232,167.77	0.00	232,167.77	100.0%
4000 · Current Year Tax Levy - Other	0.00	1,037,337.00	-1,037,337.00	0.0%
<b>Total 4000 · Current Year Tax Levy</b>	<b>1,024,725.61</b>	<b>1,037,337.00</b>	<b>-12,611.39</b>	<b>98.8%</b>
4005 · Prior Year Taxes				
4011 · Levy 1st year prior	14,950.75			
4012 · Levy 2nd year prior	2,695.39			
4013 · Levy 3rd year prior	3,437.12			
4014 · Levy 4th year prior	773.16			
4015 · Levy 5th year prior	8.35			
4005 · Prior Year Taxes - Other	0.00	35,000.00	-35,000.00	0.0%
<b>Total 4005 · Prior Year Taxes</b>	<b>21,864.77</b>	<b>35,000.00</b>	<b>-13,135.23</b>	<b>62.5%</b>
4020 · Other Taxes/Bond Priors-LandSale	0.12	4,000.00	-3,999.88	0.0%
4060 · State Ready-2-Read Grant	7,582.00	7,500.00	82.00	101.1%
4066 · Grant Revenue	3,000.00	1,500.00	1,500.00	200.0%
4100 · Fines and Fees				
4101 · Fines	5,992.59			
4102 · Copies	3,009.35			
4103 · Fax	542.55			
4104 · Lost/damaged item reimb	883.74			
4105 · Library card replacement	276.00			
4106 · Non-resident card fees	194.00			
4110 · Misc and weekly over/short	209.33			
4100 · Fines and Fees - Other	0.49	18,000.00	-17,999.51	0.0%
<b>Total 4100 · Fines and Fees</b>	<b>11,108.05</b>	<b>18,000.00</b>	<b>-6,891.95</b>	<b>61.7%</b>
4200 · Interest Income	4,663.90	12,000.00	-7,336.10	38.9%
4300 · Other Revenues				
4302 · Donations	202.44			
4303 · Program Support	1,300.00			
4307 · E-Rate Refunds	3,202.34 ✓	7,300.00	-4,097.66	43.9%
4309 · Friends Booksale Income	2.91			
4315 · Amazon book sales	11.00			
4318 · Insurance Proceeds	0.00	0.00	0.00	0.0%
4320 · Other Revenues - Miscellaneous	1,822.30	0.00	1,822.30	100.0%
<b>Total 4300 · Other Revenues</b>	<b>6,540.99</b>	<b>7,300.00</b>	<b>-759.01</b>	<b>89.6%</b>
4330 · Sage Fiscal Agency Fee	0.00	3,500.00	-3,500.00	0.0%
4351 · Contract Income	0.00	0.00	0.00	0.0%
4500 · Transfer Income	0.00	6,500.00	-6,500.00	0.0%

*Tax Turnovers Recd.  
2/04/2019 \$9,878.12*

*E-Rate Reimbursement recd 1/25/2019  
\$3202.34 for 6 months (July-Dec) Internet*

*Ch 2/11/2019*

## Baker County Library District Profit & Loss Budget Performance July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
4999 · Beginning Cash	261,339.65	247,004.00	14,335.65	105.8%
<b>Total Income</b>	<b>1,340,825.09</b>	<b>1,379,641.00</b>	<b>-38,815.91</b>	<b>97.2%</b>
<b>Expense</b>				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · Library Director	51,120.56	76,866.00	-25,745.44	66.5%
5105 · Business Manager	19,442.25	28,947.00	-9,504.75	67.2%
5120 · Lib Admin I, Office Mgr & ILL	3,604.19	0.00	3,604.19	100.0% <i>will accrue into prior year</i>
5129 · Lib Assoc II, Periodicals Mgr	25,343.03	38,104.00	-12,760.97	66.5%
5131 · Librarian I Collection/Branches	24,155.03	37,807.00	-13,651.97	63.9%
5132 · Lib Asst II, Book Processing	20,758.67	26,654.00	-5,895.33	77.9%
5133 · Lib Asst III, Media Processing	18,384.85	26,654.00	-8,269.15	69.0%
5134 · Librarian 1 Catalog Specialist	27,777.23	42,008.00	-14,230.77	66.1%
5135 · Librarian 1, Circ/Ofc Mgr	17,286.36	31,357.00	-14,070.64	55.1%
5136 · Library Asst 1, Desk Clerks	7,133.21	10,688.00	-3,554.79	66.7%
5137 · Lib Tech II, Youth Services	21,892.26	32,927.00	-11,034.74	66.5%
5138 · Library Asst II, Pages, Shelving	13,513.17	22,277.00	-8,763.83	60.7%
5140 · Vacation Subs & Special Projects	4,969.39	12,465.00	-7,495.61	39.9%
5142 · Library Asst I, Sunday Clerks	3,162.93	0.00	3,162.93	100.0%
5150 · Lib Asst 1 Bookmobile				
5150.9 · Bookmobile Lead	5,386.51	13,504.00	-8,117.49	39.9%
<b>Total 5150 · Lib Asst 1 Bookmobile</b>	<b>5,386.51</b>	<b>13,504.00</b>	<b>-8,117.49</b>	<b>39.9%</b>
5152 · IT Systems Manager	30,146.31	45,960.00	-15,813.69	65.6%
5156 · IT Assistant & Intern	6,692.33	11,940.00	-5,247.67	56.0%
5174 · Facilities Maintenance	19,100.55	28,222.00	-9,121.45	67.7%
5195 · Staff Training	1,049.92	1,777.00	-727.08	59.1%
5198 · Severance Payout	22,380.44	0.00	22,380.44	100.0% <i>will accrue into prior year</i>
<b>Total 5100 · Baker Branch</b>	<b>343,299.19</b>	<b>488,157.00</b>	<b>-144,857.81</b>	<b>70.3%</b>
5200 · Branches, Lib Asst III				
5202 · Haines	8,024.51	14,110.00	-6,085.49	56.9%
5203 · Halfway	8,371.69	12,192.00	-3,820.31	68.7%
5204 · Richland	9,432.01	13,433.00	-4,000.99	70.2%
5205 · Huntington	8,046.52	11,056.00	-3,009.48	72.8%
5206 · Sumpter	9,768.64	13,433.00	-3,664.36	72.7%
5209 · Branch Training	1,601.27	2,132.00	-530.73	75.1%
5200 · Branches, Lib Asst III - Other	0.00	0.00	0.00	0.0%

## Baker County Library District Profit & Loss Budget Performance July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Total 5200 · Branches, Lib Asst III	45,244.64	66,356.00	-21,111.36	68.2%
5700 · Grant Wages & Related Expense				
5701 · VRoom Grant Wage Expense	247.50			
5703 · Sage System Manager(W2 ONLY)	0.00			
Total 5700 · Grant Wages & Related Expense	247.50			
Total 5001 · District salaries	388,791.33	554,513.00	-165,721.67	70.1%
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	61,900.02	90,835.00	-28,934.98	68.1%
5401.3 · Group Insurance Liability	2,650.10	5,000.00	-2,349.90	53.0%
Total 5401 · Group Insurance	64,550.12	95,835.00	-31,284.88	67.4%
5403 · Life Insurance	840.30	952.00	-111.70	88.3%
5404 · PERS	45,132.99	77,139.00	-32,006.01	58.5%
5405 · S.S. Employer Portion	29,004.73	42,420.00	-13,415.27	68.4%
5406 · SUTA Employer Portion	2,276.12	555.00	1,721.12	410.1%
5407 · Workmans Comp	1,246.51	2,551.00	-1,304.49	48.9%
Total 5400 · Payroll Taxes & Benefits	143,050.77	219,452.00	-76,401.23	65.2%
Total 5000 · Personal Services	531,842.10	773,965.00	-242,122.90	68.7% OK
6000 · Materials and Services				
6100 · Books & Periodicals				
6110 · Adult Books	23,902.22	24,000.00	-97.78	99.6%
6120 · Childrens & Juvenile Books	9,405.57	11,000.00	-1,594.43	85.5%
6130 · Reference Books	3,652.74	6,500.00	-2,847.26	56.2%
6134 · Electronic Subscriptions	13,847.49	13,000.00	847.49	106.5%
6140 · Periodicals	7,862.65	11,000.00	-3,137.35	71.5%
6150 · Audio	2,172.03	4,000.00	-1,827.97	54.3%
6160 · Video/DVD	7,172.95	12,000.00	-4,827.05	59.8%
6171 · Music	0.00	500.00	-500.00	0.0%
6176 · Ready-2-Learn Program	0.00	1,000.00	-1,000.00	0.0%
6177 · LSTA Grant Youth Books	2,810.76			
6100 · Books & Periodicals - Other	5,875.21	0.00	5,875.21	100.0%
Total 6100 · Books & Periodicals	76,701.62	83,000.00	-6,298.38	92.4%
6200 · Library Consortium				
6201 · SAGE Network	12,278.94	12,271.00	7.94	100.1%
6204 · OCLC/ILL Referall	650.97	1,250.00	-599.03	52.1%
Total 6200 · Library Consortium	12,929.91	13,521.00	-591.09	95.6%
6300 · Building Eq. & Supplies				

*To move to OF for Reimb.*

*PERS - Feb to pmt*

*OK - increase in rates*

*8/12 months = 67%*

*Ingram \$1369.55 (YA \$946.32)*

*Subsc renewals \$441.77*

*Grey House Publ \$462.05 Polk City Director \$330*



## Baker County Library District Profit & Loss Budget Performance July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget	
<b>6310 · Building &amp; Grounds Maintenance</b>					
6310.1 · Roof Repair Expense	3,000.00	50,000.00	-47,000.00	6.0%	<i>Scott's Heat/AC \$ 499.59 repair gas valve &amp; tube</i>
6311 · Branch building expenses	1,793.11	6,000.00	-4,206.89	29.9%	
6312 · Snow Removal	920.00	2,500.00	-1,580.00	36.8%	
6310 · Building & Grounds Maintenance - Other	16,735.16	22,000.00	-5,264.84	76.1%	
<b>Total 6310 · Building &amp; Grounds Maintenance</b>	<b>22,448.27</b>	<b>80,500.00</b>	<b>-58,051.73</b>	<b>27.9%</b>	
<b>6320 · Janitorial Supplies</b>					
6321 · Cleaning contract	9,534.00	16,800.00	-7,266.00	56.8%	
6322 · Supplies	1,626.73	2,800.00	-1,173.27	58.1%	
<b>Total 6320 · Janitorial Supplies</b>	<b>11,160.73</b>	<b>19,600.00</b>	<b>-8,439.27</b>	<b>56.9%</b>	
<b>6340 · Equipment Lease</b>	<b>1,195.72</b>	<b>2,600.00</b>	<b>-1,404.28</b>	<b>46.0%</b>	
<b>6345 · Computer Maintenance</b>					
6345.1 · Computer - Maintenance	3,377.81	6,250.00	-2,872.19	54.0%	<i>includes new ScanPro (not in orig. budget hope for grant to cover).</i>
6345.2 · Software subscriptions	5,077.91	7,000.00	-1,922.09	72.5%	
6345.3 · Comp Tech - Branch Travel	1,067.97	2,500.00	-1,432.03	42.7%	
6345.4 · Computer - Hardware	12,812.18	6,250.00	6,562.18	205.0%	
6345.41 · SDAO Safety & Security Project	0.00	0.00	0.00	0.0%	
6345.7 · Tech Programs / Robotics Club	171.70	1,000.00	-828.30	17.2%	
6345 · Computer Maintenance - Other	0.00	0.00	0.00	0.0%	
<b>Total 6345 · Computer Maintenance</b>	<b>22,507.57</b>	<b>23,000.00</b>	<b>-492.43</b>	<b>97.9%</b>	
<b>Total 6300 · Building Eq. &amp; Supplies</b>	<b>57,312.29</b>	<b>125,700.00</b>	<b>-68,387.71</b>	<b>45.6%</b>	
<b>6400 · Bookmobile Operations</b>					
6410 · Bookmobile Fuel	1,243.56	2,000.00	-756.44	62.2%	
6420 · Bookmobile Maintenance	1,997.55	5,000.00	-3,002.45	40.0%	
6400 · Bookmobile Operations - Other	0.00	0.00	0.00	0.0%	
<b>Total 6400 · Bookmobile Operations</b>	<b>3,241.11</b>	<b>7,000.00</b>	<b>-3,758.89</b>	<b>46.3%</b>	
<b>6600 · Corporate Costs</b>					
6610 · Insurance					<i>Special Districts Liability Insur \$ 18,636.-</i>
6612 · Boiler	1,257.00	1,350.00	-93.00	93.1%	
6613 · SDIS Liability	16,905.00	15,350.00	1,555.00	110.1%	
6614 · Flood Insurance	1,731.00	1,650.00	81.00	104.9%	
6610 · Insurance - Other	0.00	0.00	0.00	0.0%	
<b>Total 6610 · Insurance</b>	<b>19,893.00</b>	<b>18,350.00</b>	<b>1,543.00</b>	<b>108.4%</b>	
<b>6620 · Travel &amp; Training</b>	<b>1,600.80</b>	<b>4,000.00</b>	<b>-2,399.20</b>	<b>40.0%</b>	
<b>6630 · Election</b>	<b>0.00</b>	<b>3,500.00</b>	<b>-3,500.00</b>	<b>0.0%</b>	
<b>6640 · Auditor</b>	<b>8,900.00</b>	<b>8,650.00</b>	<b>250.00</b>	<b>102.9%</b>	
<b>6641 · Bookkeeping Supplies &amp; Services</b>	<b>184.86</b>	<b>1,300.00</b>	<b>-1,115.14</b>	<b>14.2%</b>	
<b>6660 · Association Dues</b>	<b>2,726.67</b>	<b>2,900.00</b>	<b>-173.33</b>	<b>94.0%</b>	

*18,636* [ 16,905.00  
1,731.00 ]

*Regular  
Expenses  
5197.  
7615.-  
equip.*

**Baker County Library District**  
**Profit & Loss Budget Performance**  
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
6680 · Publication	734.48	1,600.00	-865.52	45.9%
6690 · Financial Mgmt Fees				
6690.1 · Checking Account Fees	280.61	400.00	-119.39	70.2%
6690.2 · Pool 5291 Fees	31.20	200.00	-168.80	15.6%
6690.3 · PayPal Transaction Fees	68.39	155.00	-86.61	44.1%
6690.4 · Quick Books Direct Deposit Fees	343.25	625.00	-281.75	54.9%
6690 · Financial Mgmt Fees - Other	0.00	0.00	0.00	0.0%
<b>Total 6690 · Financial Mgmt Fees</b>	<b>723.45</b>	<b>1,380.00</b>	<b>-656.55</b>	<b>52.4%</b>
6691 · Legal Administration	250.00	250.00	0.00	100.0%
6692 · Professional services	0.00	0.00	0.00	0.0%
6696 · Public Programs	1,059.10	1,500.00	-440.90	70.6%
<b>Total 6600 · Corporate Costs</b>	<b>36,072.36</b>	<b>43,430.00</b>	<b>-7,357.64</b>	<b>83.1%</b>
6700 · Other Operating Expenses				
6720 · Branch Mileage	2,930.54	4,200.00	-1,269.46	69.8%
6730 · Library Services Supplies	10,327.66	15,000.00	-4,672.34	68.9%
6731 · Youth Programs				
6731.2 · Summer Reading	351.59	3,000.00	-2,648.41	11.7%
6731.22 · Haines Summer Reading	0.00	600.00	-600.00	0.0%
6731.25 · Halfway Summer Reading program	0.00	0.00	0.00	0.0%
6731.3 · Storytime	777.30	2,400.00	-1,622.70	32.4%
6731.4 · Other Youth Programs	557.62	1,500.00	-942.38	37.2%
6731.42 · R2R Ready-To-Read program	218.70	0.00	218.70	100.0%
6731.5 · Teen Activities	134.62	1,000.00	-865.38	13.5%
6731.6 · Makerspace Club	567.26	2,000.00	-1,432.74	28.4%
6731.7 · Battle of the Books Program	90.35	0.00	0.00	0.0%
6731 · Youth Programs - Other	0.00	0.00	0.00	0.0%
<b>Total 6731 · Youth Programs</b>	<b>2,697.44</b>	<b>10,500.00</b>	<b>-7,802.56</b>	<b>25.7%</b>
6740 · Postage & Freight	510.56	1,500.00	-989.44	34.0%
6750 · Utilities				
6751 · Garbage				
6751.1 · Baker-Baker Sanitary	1,107.45	1,660.00	-552.55	66.7%
6751.2 · Haines-Baker Sanitary	108.00	190.00	-82.00	56.8%
6751.3 · Halfway-LaRue Sanitary	68.00	165.00	-97.00	41.2%
6751.4 · Richland-Eagle Cap Sanitation	0.00	0.00	0.00	0.0%
6751.5 · Huntington-Baker Sanitary	128.00	225.00	-97.00	56.9%
<b>Total 6751 · Garbage</b>	<b>1,411.45</b>	<b>2,240.00</b>	<b>-828.55</b>	<b>63.0%</b>
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	1,532.65	5,000.00	-3,467.35	30.7%
6752.2 · Haines-Ed Staub	1,133.66	1,800.00	-666.34	63.0%
6752.3 · Halfway-Ed Staub	787.80	1,300.00	-512.20	60.6%

*Demeo Inc  
 \$1471.39  
 includes  
 (3 bookcarts)  
 807.97*

*Quill  
 \$480.97  
 printer cartridges  
 Therm rolls (receipt  
 printers)*

*Ed Staub & Sons  
 \$1042.95  
 heating fuel for  
 Halfway + Haines.*



## Baker County Library District Profit & Loss Budget Performance July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
6752.6 · Sumpter-City of Sumpter(Shared)	0.00	900.00	-900.00	0.0%
<b>Total 6752 · Heating Fuel</b>	<b>3,454.11</b>	<b>9,000.00</b>	<b>-5,545.89</b>	<b>38.4%</b>
<b>6753 · Water/Sewer</b>				
6753.1 · Baker-City of Baker City	1,572.60	1,610.00	-37.40	97.7%
6753.2 · Haines-City of Haines	588.00	975.00	-387.00	60.3%
6753.3 · Halfway-City of Halfway	539.00	950.00	-411.00	56.7%
6753.4 · Richland (NEOHA agreement)	251.38	550.00	-298.62	45.7%
6753.5 · Huntington-City of Huntingtn	685.10	850.00	-164.90	80.6%
<b>Total 6753 · Water/Sewer</b>	<b>3,636.08</b>	<b>4,935.00</b>	<b>-1,298.92</b>	<b>73.7%</b>
<b>6754 · Electric</b>				
6754.1 · Baker - OTEC	10,082.13	17,200.00	-7,117.87	58.6%
6754.2 · Haines - OTEC	762.98	1,500.00	-737.02	50.9%
6754.3 · Halfway-Idaho Power	531.74	1,000.00	-468.26	53.2%
6754.4 · Richland (NEOHA agreement)	1,394.40	2,900.00	-1,505.60	48.1%
6754.5 · Huntington-Idaho Power	831.90	1,600.00	-768.10	52.0%
6754.6 · Sumpter-City of Sumpter(Shared)	0.00	600.00	-600.00	0.0%
<b>Total 6754 · Electric</b>	<b>13,603.15</b>	<b>24,800.00</b>	<b>-11,196.85</b>	<b>54.9%</b>
<b>6750 · Utilities - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 6750 · Utilities</b>	<b>22,104.79</b>	<b>40,975.00</b>	<b>-18,870.21</b>	<b>53.9%</b>
<b>6756 · Telecommunications</b>				
<b>6756.0 · Telephone</b>				
6756.1 · Baker - BendTel	977.09	1,700.00	-722.91	57.5%
6756.2 · Haines - Cascade/Reliance	520.52	800.00	-279.48	65.1%
6756.3 · Halfway - Pine Telephone	305.11	500.00	-194.89	61.0%
6756.4 · Richland - Eagle Telephone	255.86	430.00	-174.14	59.5%
6756.5 · Huntington - CenturyTel	372.13	850.00	-477.87	43.8%
6756.6 · Sumpter - CenturyLink/Qwest	327.31	600.00	-272.69	54.6%
6756.8 · Cellular Service-Verizon	707.88	2,300.00	-1,592.12	30.8%
<b>Total 6756.0 · Telephone</b>	<b>3,465.90</b>	<b>7,180.00</b>	<b>-3,714.10</b>	<b>48.3%</b>
<b>6757.0 · Internet</b>				
6757.1 · Baker - NERO Network	954.00	2,000.00	-1,046.00	47.7%
6757.2 · Haines - Cascade/Reliance	495.60	760.00	-264.40	65.2%
6757.3 · Halfway - Pine Tel	327.20	650.00	-322.80	50.3%
6757.4 · Richland - Pine Tel	200.00	350.00	-150.00	57.1%
6757.5 · Huntington -CenturyTel	3,056.65	4,400.00	-1,343.35	69.5%
6757.6 · Sumpter - CenturyLink/Qwest	734.58	1,400.00	-665.42	52.5%
6757.8 · Bookmobile - Verizon hot spot	240.24			
<b>Total 6757.0 · Internet</b>	<b>6,008.27</b>	<b>9,560.00</b>	<b>-3,551.73</b>	<b>62.8%</b>

*N.E. Housey Auth  
AKA Richland Apts  
\$1004.91  
reimb water +  
electric for  
3 months (Oct-  
Nov-Dec).*

3:10 PM

02/11/19

Accrual Basis

**Baker County Library District**  
**Profit & Loss Budget Performance**  
 July 2018 through February 2019

	<u>Jul '18 - Feb 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6756 · Telecommunications - Other	0.00	0.00	0.00	0.0%
Total 6756 · Telecommunications	9,474.17	16,740.00	-7,265.83	56.6%
Total 6700 · Other Operating Expenses	48,045.16	88,915.00	-40,869.84	54.0%
Total 6000 · Materials and Services	234,302.45	361,566.00	-127,263.55	64.8%
7000 · Capital Outlay	0.00	1,000.00	-1,000.00	0.0%
7500 · Debt Service	1,000.00	4,000.00	-3,000.00	25.0%
8000 · Transfers & Contingency				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	0.00	1,000.00	-1,000.00	0.0%
8005.2 · Transfer-Severence Liab Fund	0.00	10,000.00	-10,000.00	0.0%
Total 8005 · Transfers	0.00	11,000.00	-11,000.00	0.0%
8006 · Contingency	0.00	5,000.00	-5,000.00	0.0%
Total 8000 · Transfers & Contingency	0.00	16,000.00	-16,000.00	0.0%
Total Expense	767,144.55	1,156,531.00	-389,386.45	66.3%
Net Income	<u>573,680.54</u>	<u>223,110.00</u>	<u>350,570.54</u>	<u>257.1%</u>

*Current Cash Balances*  
*Checking \$ 1,578.22*  
*Pool \$ 587,855.68*



## Baker Co Library - Other Funds Profit & Loss Budget Performance July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4400.0 · Other Uses Funds				
4410.0 · Capital Projects Department	0.00	0.00	0.00	0.0%
4415.0 · Literacy Department				
4415.1 · Beginning Cash Literacy	967.55			
4415.9 · Interest Income Literacy	22.78			
4415.0 · Literacy Department - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 4415.0 · Literacy Department</b>	<b>990.33</b>	<b>1,000.00</b>	<b>-9.67</b>	<b>99.0%</b>
4420.0 · Memorial Department				
4420.1 · Beginning Cash Memorial	80,614.12	80,000.00	614.12	100.8%
4420.2 · Contributions				
4420.21 · Baker Contributions	945.00			
4420.39 · Other Cash Gifts	1,838.75			
4420.2 · Contributions - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 4420.2 · Contributions</b>	<b>2,783.75</b>	<b>1,000.00</b>	<b>1,783.75</b>	<b>278.4%</b>
4420.5 · Grant Income				
4420.55 · Leo Adler Grants	10,000.00			
4420.5 · Grant Income - Other	0.00	10,000.00	-10,000.00	0.0%
<b>Total 4420.5 · Grant Income</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.0%</b>
4420.7 · Other Revenue				
4420.71 · Amazon Book Sales	3,036.79	6,000.00	-2,963.21	50.6%
4420.76 · Library Book Sale Income	-150.00 *			
<b>Total 4420.7 · Other Revenue</b>	<b>2,886.79</b>	<b>6,000.00</b>	<b>-3,113.21</b>	<b>48.1%</b>
4429.9 · Interest Income Memorial	644.56	1,000.00	-355.44	64.5%
<b>Total 4420.0 · Memorial Department</b>	<b>96,929.22</b>	<b>98,000.00</b>	<b>-1,070.78</b>	<b>98.9%</b>
4430.0 · Severance Liability Dept				
4430.1 · Beginning cash Severance Liab	48,582.06	38,000.00	10,582.06	127.8%
4430.8 · Transfer from General Fund	0.00	10,000.00	-10,000.00	0.0%
4430.9 · Interest Income Severance Liab	461.81	500.00	-38.19	92.4%
<b>Total 4430.0 · Severance Liability Dept</b>	<b>49,043.87</b>	<b>48,500.00</b>	<b>543.87</b>	<b>101.1%</b>
4524.0 · Technology Department				
4524.1 · Beginning cash Technology	1,201.38	1,000.00	201.38	120.1%
4524.8 · Transfer from General Fund	0.00	2,500.00	-2,500.00	0.0%
4524.9 · Interest income Technology	28.29			
<b>Total 4524.0 · Technology Department</b>	<b>1,229.67</b>	<b>3,500.00</b>	<b>-2,270.33</b>	<b>35.1%</b>

*Book Sales in Jan  
\$423.17*

*\* BCLD Staff put on  
the book sale;  
The Funds will be  
deposited here;  
Friends loaned the  
\$150 for petty cash  
to operate the sale.*

*CK 2/11/2019*

## Baker Co Library - Other Funds Profit & Loss Budget Performance July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Total 4400.0 · Other Uses Funds	148,193.09	151,000.00	-2,806.91	98.1%
Total Income	148,193.09	151,000.00	-2,806.91	98.1%
<b>Expense</b>				
6000 · Other Uses Fund				
6100 · Capital Projects Department	0.00	5,000.00	-5,000.00	0.0%
6200 · Literacy Department	0.00	1,000.00	-1,000.00	0.0%
6300 · Memorial Department				
6350 · General Memorial M&S	3,098.75			
6364.5 · Amazon Book Sales Expenses	1,402.33			
6380 · Grants Dept				
6380.52 · Grant- Vroom Grant expenses	266.89			
6380.53 · Teen Room Remodel Grant	592.45			
Total 6380 · Grants Dept	859.34			
6398 · Transfer to GF Election Reserve	0.00	3,000.00	-3,000.00	0.0%
6399 · Transfer to General Fund	0.00	1,500.00	-1,500.00	0.0%
6300 · Memorial Department - Other	0.00	86,900.00	-86,900.00	0.0%
Total 6300 · Memorial Department	5,360.42	91,400.00	-86,039.58	5.9%
6400 · Technology Department	0.00	1,000.00	-1,000.00	0.0%
6850.0 · Severance Liability Dept				
6850.1 · Transfer to General Fund	0.00	0.00	0.00	0.0%
6850.0 · Severance Liability Dept - Other	0.00	52,500.00	-52,500.00	0.0%
Total 6850.0 · Severance Liability Dept	0.00	52,500.00	-52,500.00	0.0%
6900 · Misc. bank charges				
6900.2 · Bank Fees-Memorial Fund	165.05			
6900 · Misc. bank charges - Other	0.00	100.00	-100.00	0.0%
Total 6900 · Misc. bank charges	165.05	100.00	65.05	165.1%
Total 6000 · Other Uses Fund	5,525.47	151,000.00	-145,474.53	3.7%
Total Expense	5,525.47	151,000.00	-145,474.53	3.7%
Net Income	142,667.62	0.00	142,667.62	100.0%

Visa -  
Postage to mail  
books sold \$48.24

Current Cash  
 Checking - mem \$4039.80  
 Pool - memorial \$85,336.99  
                   1,229.67  
                   990.33  
 Tech 49,043.87  
 Literacy  
 Severance  
136,600.86

## Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Membership Dues	203,300.00	214,571.00	-11,271.00	94.7%
4010 · Grant Revenue				
4011 · LSTA Grant #1 - Courier	27,500.00	55,000.00	-27,500.00	50.0%
4012 · LSTA Grant #1- Indirect Charges	0.00	0.00	0.00	0.0%
<b>Total 4010 · Grant Revenue</b>	<b>27,500.00</b>	<b>55,000.00</b>	<b>-27,500.00</b>	<b>50.0%</b>
4200 · Interest Income	0.00	10.00	-10.00	0.0%
4300 · Other Revenues	0.00	2,600.00	-2,600.00	0.0%
4999 · Beginning Cash	201,284.07	190,000.00	11,284.07	105.9%
<b>Total Income</b>	<b>432,084.07</b>	<b>462,181.00</b>	<b>-30,096.93</b>	<b>93.5%</b>
<b>Expense</b>				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · System Administrator- ER	34,663.51	59,700.00	-25,036.49	58.1%
5102 · Business Manager- CH	3,229.16	5,850.00	-2,620.84	55.2%
<b>Total 5100 · Sage Staff Salaries &amp; Wages</b>	<b>37,892.67</b>	<b>65,550.00</b>	<b>-27,657.33</b>	<b>57.8%</b>
5200 · Sage Payroll Taxes & Benefits				
5201 · Group Health Insurance	5,106.13	7,725.00	-2,618.87	66.1%
5203 · Life Insurance	23.70	100.00	-76.30	23.7%
5204 · PERS Retirement	6,295.82	13,840.00	-7,544.18	45.5%
5205 · SS Employer Portion	2,898.79	5,011.00	-2,112.21	57.8%
5206 · SUTA Employer Portion	158.13	66.00	92.13	239.6%
5207 · Workmans Comp	17.11	80.00	-62.89	21.4%
66000 · Payroll Expenses	57.75	85.00	-27.25	67.9%
<b>Total 5200 · Sage Payroll Taxes &amp; Benefits</b>	<b>14,557.43</b>	<b>26,907.00</b>	<b>-12,349.57</b>	<b>54.1%</b>
<b>Total 5000 · Sage Personal Services</b>	<b>52,450.10</b>	<b>92,457.00</b>	<b>-40,006.90</b>	<b>56.7%</b>
6000 · Materials & Services				
6100 · Accounting & Auditing	0.00	0.00	0.00	0.0%
6110 · Administrative Svc (personnel)	0.00	3,494.00	-3,494.00	0.0%
6130 · Courier Services & Supplies				
6131 · LSTA Grant #1 - Courier	55,000.00	55,000.00	0.00	100.0%
6132 · Sage Courier Expense	7,623.60	40,000.00	-32,376.40	19.1%
6133 · Courier Supplies	548.22	0.00	548.22	100.0%
6130 · Courier Services & Supplies - Other	0.00	0.00	0.00	0.0%
<b>Total 6130 · Courier Services &amp; Supplies</b>	<b>63,171.82</b>	<b>95,000.00</b>	<b>-31,828.18</b>	<b>66.5%</b>
6140 · Dues & Subscriptions	2,783.81	3,750.00	-966.19	74.2%
6160 · Legal Services	0.00	250.00	-250.00	0.0%
6180 · Postage & Freight	6.70	50.00	-43.30	13.4%
6190 · Printing	0.00	25.00	-25.00	0.0%

*Recently Read memberships  
Totally \$12,681  
A/R - 3 outstanding  
\$2106,-  
Email to Beth.*

*5 courier checks  
totally \$1099.16  
Visa - courier exp.  
\$326.35*

*Ch 2/11/19*



1:18 PM

02/11/19

Accrual Basis

## Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
6200 · Supplies, Office	368.61	500.00	-131.39	73.7%
6210 · Technical Services & Maint				
6210.1 · System Specialist Contract	35,500.00	61,800.00	-26,300.00	57.4%
6210.3 · LTI Authority Control expense	0.00	2,500.00	-2,500.00	0.0%
<b>Total 6210 · Technical Services &amp; Maint</b>	<b>35,500.00</b>	<b>64,300.00</b>	<b>-28,800.00</b>	<b>55.2%</b>
6220 · Technology				
6220.1 · Equinox expense	6,250.00			
6220.2 · Development	732.89			
6220 · Technology - Other	0.00	4,500.00	-4,500.00	0.0%
<b>Total 6220 · Technology</b>	<b>6,982.89</b>	<b>4,500.00</b>	<b>2,482.89</b>	<b>155.2%</b>
6240 · Telecommunications	234.00	250.00	-16.00	93.6%
6250 · Training	705.00	5,000.00	-4,295.00	14.1%
6260 · Travel	514.82	2,500.00	-1,985.18	20.6%
6263 · Member Credits Expense	2,961.80	12,000.00	-9,038.20	24.7%
<b>Total 6000 · Materials &amp; Services</b>	<b>113,229.45</b>	<b>191,619.00</b>	<b>-78,389.55</b>	<b>59.1%</b>
7000 · Capital Outlay	0.00	25,000.00	-25,000.00	0.0%
8000 · Contingency	0.00	23,105.00	-23,105.00	0.0%
<b>Total Expense</b>	<b>165,679.55</b>	<b>332,181.00</b>	<b>-166,501.45</b>	<b>49.9%</b>
<b>Net Income</b>	<b>266,404.52</b>	<b>130,000.00</b>	<b>136,404.52</b>	<b>204.9%</b>

*Visa includes:  
Travel:  
Hotels \$194.73*

*Registrations:  
Evergreen \$  
Int'l Conf 300  
Wash Library \$ 405  
ASSN.  
OLA/WLA Conf.*

*Current Cash Balance  
\$255,990.13*