

# Baker County Library District

Board of Directors

## Regular Meeting Agenda

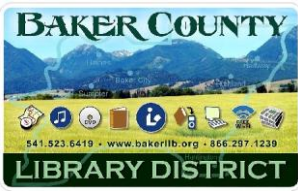
Monday, July 11, 2016, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

- |       |  |                 |
|-------|--|-----------------|
| I.    | CALL TO ORDER  | Dielman         |
| II.   | <b>Additions/deletions from the agenda (ACTION)</b>          | <b>Dielman</b>  |
| III.  | Conflicts or potential conflicts of interest                 | Dielman         |
| IV.   | <b>Approval of minutes (ACTION)</b>                          | <b>Dielman</b>  |
| V.    | Open forum for general public, comments & communications     |                 |
| VI.   | PREVIOUS BUSINESS<br>None                                    |                 |
| VII.  | ANNUAL / RECURRING BUSINESS                                  |                 |
|       | i. Officer elections (ACTION)                                | Dielman         |
|       | ii. Establishing regular meeting time (ACTION)               | President-elect |
|       | iii. Appointing agents of record (ACTION)                    | President-elect |
|       | iv. Determining Board Library Foundation liaison (ACTION)    | President-elect |
| VIII. | NEW BUSINESS   |                 |
|       | i. Gender neutral signage on single-stall restrooms (ACTION) | President-elect |
| IX.   | ADMINISTRATIVE REPORTS                                       |                 |
|       | i. Director's Report   | Stokes          |
|       | ii. Business and Financial Report                            | Hawes           |
| X.    | Agenda items for next regular meeting: Aug 8, 2016           | President-elect |
| XI.   | ADJOURNMENT  | President-elect |



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Board of Directors  
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|------|---|----------------|
| I.   | CALL TO ORDER                                       | Dielman        |
| II.  | <b>Additions/deletions from the agenda (ACTION)</b> | <b>Dielman</b> |
| III. | Conflicts or potential conflicts of interest        | Dielman        |
| IV.  | <b>Approval of minutes (ACTION)</b>                 | <b>Dielman</b> |

*Attachments:*

- IV. Minutes from Board Meeting, 6/13/16

V. **Open forum for general public, comments & communications**

VI. **PREVIOUS BUSINESS**

None

VII. **ANNUAL / RECURRING BUSINESS**

- |    |                                   |                |
|----|-----------------------------------|----------------|
| i. | <b>Officer elections (ACTION)</b> | <b>Dielman</b> |
|----|-----------------------------------|----------------|

At the July meeting the Board elects its officers, President and Vice President, for the fiscal year. For the previous year, Dielman and Rohner-Ingram have served in those positions.

- |     |   |                        |
|-----|---|------------------------|
| ii. | <b>Establishing regular meeting time (ACTION)</b> | <b>President-elect</b> |
|-----|---|------------------------|

*Attachments:*

- VII.ii. Resolution 2016-17.001 for meeting schedule

The Board must annually adopt a resolution setting its regular meeting time. At the June meeting, the Board consensus was to continue the current regular meeting time as the second Monday of the month at 6.00p. The proposed resolution establishes that regular meeting schedule.

- |      |   |                        |
|------|---|------------------------|
| iii. | <b>Appointing agents of record (ACTION)</b> | <b>President-elect</b> |
|------|---|------------------------|

*Attachments:*

- VII.iii. Resolution 2016-17.002 Appointing agents of record

The District must annually appoint its insurance agents of record. We have one agent, Clarke & Clarke, which assists the district with general liability, property insurance, and employee health insurance benefits which we currently get through Special Districts Association of Oregon. Clarke & Clarke representatives have been very helpful. The attached resolution affirms the company as our agent of record for the coming year.

- |     |  |                        |
|-----|--|------------------------|
| iv. | <b>Determining Board Library Foundation liaison (ACTION)</b> | <b>President-elect</b> |
|-----|--|------------------------|

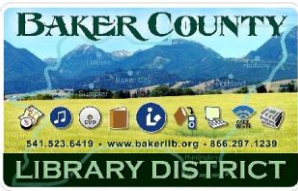
One of Board of Directors represents the District at Library Foundation meetings. The Foundation plans to meet quarterly. The Board will discuss and make this liaison appointment for the coming fiscal year.

VIII. **NEW BUSINESS**

*Attachments*

- VII.iii. Resolution 2016-17.002

- |    |  |                        |
|----|--|------------------------|
| i. | <b>Gender neutral signage on single-stall restrooms (ACTION)</b> | <b>President-elect</b> |
|----|--|------------------------|



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Recently, a number of cities and organizations across the country have implemented gender neutral restroom policies. Such a policy provides guidance to staff and the public in regards to restroom use by guests of the transgender community and is intended to avoid incidents of confrontation or harassment by gender non-conforming individuals.

According to [NPR](#), a survey conducted in Washington D.C. indicated that 70 percent of transgendered people had been verbally harassed when using a gender specific restroom. In addition, 18 percent were denied access and 10 percent were physically assaulted. The intent of a gender neutral restroom policy is to provide safe and accessible restrooms, free of harassment and gender identity discrimination.

I recommend the board consider adoption of an all-user gender-neutral restroom policy for one-person bathrooms in district facilities. This would involve changes to gendered signage on 6 restrooms total in the district, four at the Baker City branch and two in Halfway. All other satellite branches already have single-user gender neutral restrooms, with the exception of the Bookmobile, which has none. This will have no effect on the two multi-user restrooms at the Baker branch.

**IX. ADMINISTRATIVE REPORTS**

**i. Director's Report**

**Stokes**

*a. Friends & Foundation*

The Friends are gearing up for the Miners' Jubilee book sale. If anyone would like to fill a 2 hour sales shift please contact Barbara Haynes. She was re-elected as President at the June meeting. After the sale, they will be focusing on a recruitment drive for new board members.

The Foundation canceled its June meeting since the business of considering the consolidation of Friends and Foundation boards was concluded in April (They decided against merging boards). Aletha is currently Foundation board President. The next meeting is September 9 at 2:00 pm. They will discuss whether to initiate a Dolly Parton Imagination Library program for Baker County, or perhaps partnering with the Literacy Coalition should they take on the program.

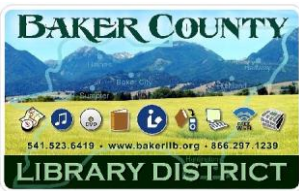
*b. Facilities & vehicles*

No major issues to report. The Bookmobile recently required some maintenance on its generator for about \$700.

The aisle to the Director's office is still awaiting final repair by the contractor. I will follow up with a call to determine a date for that and discuss scheduling the sidewalk repair & shed construction projects.

Diana and Jim are doing a great job managing the PRCF work crews in the absence of our Facilities Specialist staff.

Jim notified two other electrical contractors in the area about interest in bidding on the LED light conversion project. Both declined primarily for availability reasons. Since no other bids are anticipated, we will proceed to work with the contractor that did submit one.



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#### *c. Grants*

With a deadline of the end of June, staff rushed to expend the majority of funds available from the LSTA Pre-K links grant. I want to commend them for their efforts and say that I'm disappointed with my own management of this grant project. We got a very late start due to other workload demands and technical difficulties with circulating tablet devices. However, it was a valuable learning experience in many ways. While the grant period is officially over, we will continue working on the project and I'm confident we will ultimately achieve the grant mission which is to facilitate digital literacy skills for Pre-K age children and their families.

#### *d. Marketing/Outreach*

The Bookmobile debuted its fresh new graphics for the public at the July 4 parade in Haines. Many thanks to staff Donna Valentine for making the time to drive it and to the Friends for providing candy. With the new graphics and clutch, we'll also have it return as a feature of the Miner's Jubilee parade. Would anyone like to help pass out candy?

#### *e. Personnel*

Almost three dozen applications were submitted for the Library Page (shelver) position. After further consideration, I decided it would be best to have two Pages work at 10 hours/week rather than one at 16 hours/week. Advantages include: 6 days of shelving coverage (increase over the 4 or 5 days with previous staff); alternate shelver readily available for substituting; work experience provided to additional local youth.

Volunteer coordination duties have been re-assigned to Sara Durlinger.

Not many applications were received for the Facilities Specialist position. This week I will be contacting finalist candidates for interviews.

#### *f. Programs & services*

Bookmobile has begun visiting the Baker Summer Academy and staff report being inundated with excited kids on their initial voyage last week.

#### *g. Sage*

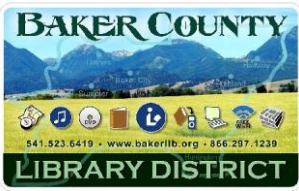
Buzzy Nielsen will be leaving as Director of Hood River County Library District. He has accepted the Director position with Crook County Library. He will be missed since he has been a tremendous asset for Sage and LEO. We're hoping we'll get to continue working with him should he resume Crook's membership with both those organizations.

#### *h. Statistics*

I will soon begin work on compiling statistics for the Oregon State Library report for FY15-16.

#### *i. Technology*

Jim is exploring hosting options for a Minecraft realm managed by the library. This is a game phenomenon that is proving to have a variety of educational benefits, including literacy development. A hosted space would add a layer of security with players limited to Baker County Library members only. They would not be exposed interactions with worldwide participants.



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*j. Training*

With so many projects and personnel changes, we were not able to schedule a spring training event for staff. I'm unsure if we'll try to make that up, or just focus on the October training.

**ii. Business and Financial Report**

**Hawes**

Related documents: To be distributed at meeting.

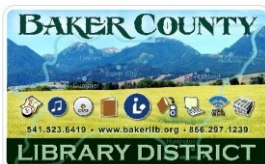
**X. Agenda items for next regular meeting: Aug 8, 2016**

**President-elect**

- Code of Conduct revision  
See model PPLD <http://ppld.org/code-conduct-policy>
- Personnel Policy revisions
  - Dress Code
  - Remote Work
- Video Security & Records policy
- Rights Statements for digital cultural heritage objects

**XI. ADJOURNMENT**

**President-elect**



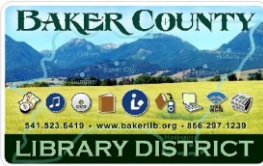
## Baker County Library District

Board of Directors

### Regular Meeting Minutes

Monday, Jun 13, 2016

<b>Call To Order</b>	Gary Dielman, President called the meeting to order at 6:05pm. The meeting was held in the Riverside meeting room. Directors present include Gary <b>Dielman</b> , Della <b>Steele</b> , and Nellie <b>Forrester</b> present initially, with <b>Betty Palmer</b> arriving five minutes later. Also present were Perry <b>Stokes</b> (Library Director), Christine <b>Hawes</b> (Business Manager and Jim <b>White</b> (Technology Director).
<b>Agenda Approved</b>	Dielman asked for additions or changes to the agenda. There were none.
<b>Conflicts of interest</b>	Dielman asked if there were any potential conflicts of interest to be declared. There were no conflicts stated.
<b>Minutes Approved</b>	Dielman asked for any changes to both sets of minutes presented: regular meeting and budget meetings held in May. There were no changes stated. <b>Forrester made a motion to accept the Agenda as presented as well as both sets of minutes, the Regular Meeting Minutes on May 9, 2016 and the 2016-2017 Budget Committee Meeting Minutes May 25, 2016 as presented; Steele seconded; motion passed unanimously by the three Directors present (3 yea; Dielman, Forrester and Steele).</b>
<b>Open Forum and Public Comment</b>	Dielman stated that there were no members of the public present other than the guest, Jim White who is employed by the District. Stokes had no public correspondence to share.
<b>New Business: Capital Outlay Project</b>	<p>Jim White, BCLD IT Manager, described the current lighting scheme at the main library and the benefits of an LED light conversion project. He has been working on the task for about four months. He distributed a print copy of his report to the board members and read through it for them.</p> <p>In summary, he was asked by Stokes to work with OTEC representatives on an energy efficiency project that would also improve lighting in the stacks. In preliminary assessment, he learned there was about a 40% loss of fluorescent bulb light from the source to the floor. The building has a large number of fixtures that hold fluorescent tubes. Half are not in use to save energy. Converting the fixtures to utilize LED bulbs would result in significant energy and cost savings.</p> <p>The project would involve removing the tubes, decommissioning the ballasts, and replacing them with LED lighting that can be retrofitted into the fixtures with a life span of over 10 years. The capital outlay for conversion is significant but by using the OTEC rebate program, the savings in electricity and replacement bulbs will recoup costs in 3-4 years.</p>



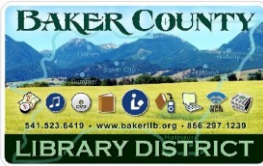
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	<p>There are two options to consider.</p> <ul style="list-style-type: none"> <li>• Option 1 would replace both the inside and outside lights with LED at an estimated initial cost of \$48,000; the OTEC rebate is estimated at \$20,200 with an estimated annual maintenance cost savings of \$1,400.</li> <li>• Option 2 would replace only the inside lights with LED at an estimated cost of \$40,000; the OTEC rebate is estimated at \$20,300 with an estimated annual maintenance cost savings of \$1,200.</li> </ul> <p>White obtained data from the Business Manager of the cost of lighting maintenance for the last five years; the average cost in parts alone was \$1,216 annually. He feels the OTEC estimated savings is low. He concluded by saying that our Return-On-Investment is estimated to be \$6,500 a year.</p> <p>Stokes said that the district does not have capital outlay funds set aside for a project of this size. The costs could be paid out of the operating contingency if the Board of Directors would agree to a temporary reduction for that purpose. The district would need to front the payment with rebate coming later. The contingency reduction may result in a resumed need of a Tax Anticipation Note (TAN) to cover the operating shortfall until the November taxes come in.</p> <p>Discussion ensued on the options and the need for a TAN. Everyone agreed to Option 1 and the benefit of the program. It was unknown how long the rebate program would be offered so the board consensus was to act quickly to take advantage of it.</p> <p><b>Palmer made a motion to approve sending out bids for Option 1 retrofitting the inside and outside lighting to LED using the OTEC/ Bonneville Program at an anticipated cost of \$48,000; Forrester seconded; motion passed unanimously.</b></p>
<p><b>2015-16 Budget Year-End Revision 2</b></p>	<p>Stokes said that another change to the current year budget is required in addition to the year-end resolution just passed in May. This is due to one staff person retiring unexpectedly for medical reasons more serious than anticipated. In addition, Hawes received payroll data requests from PERS that revealed potential back pay due for a period of several years.</p> <p>Stokes presented a budget revision with a retirement payout of about \$7,500 in the General Fund, and an additional transfer of \$4,000 out from</p>



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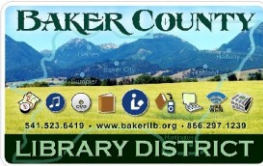
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	<p>Other Fund severance savings to cover the PERS liability related to the unexpected retirement. Stokes said that Resolution 9 included in the board packets will adopt these changes.</p> <p>Palmer asked Hawes about the cause of the error. Hawes briefly explained PERS rules and speculated that the District’s prior bookkeeper began withholding PERS when she was given direction from PERS. knowing that individual to be very diligent.</p> <p>Palmer asked if there were other staff that may need verification of the accuracy of their historical PERS reporting. One individual was identified as having potential issues to investigate. Dielman asked for further discussion; there was none.</p> <p><b>Forrester made a motion to adopt Resolution No. 2015-16.009 Resolution adopting Supplemental Budget 2, June 13, 2016; Palmer seconded; motion passed unanimously.</b></p>
<p><b>Election Report</b></p>	<p>Stokes said that the County Clerk sent a <i>Proclamation</i> certifying the recent election. He passed out copies of <i>Votes by Precinct</i> report. All precincts passed the Library levy by a high margin. The group discussed the report.</p> <p>Stokes said that he believed that one of the factors for the favorable increase in support was the change to the first line of the ballot measure stating that “this will not change your tax rate.” Previously, this information was in the promotion materials but was not included in the ballot statement. The group agreed that the outstanding voter support was indicative of the quality of the library services available.</p>
<p><b>Annual / Recurring Business: 2016-2017 Budget Adoption</b></p>	<p>Dielman asked Stokes to present the budget for adoption.</p> <p>Stokes said that he has made changes to the General Fund budget in both the Revised Budget 2015-16 and the Adopted By Governing Body 2016-17 columns. If the LED project was approved, it changes the resources going into next year. The grant line was increased by \$25,000 for the rebate and the requirements page shows an increase in Capital Projects of \$50,000, moving \$25,000 from contingency to cover the balance of the project. The changes in the Revised Budget 2015-16 column reflect the changes due to the severance payout.</p> <p>The Other Funds budget also includes some changes in both the Revised</p>





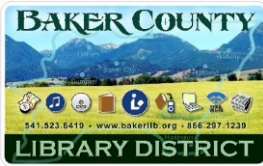
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	<p>Budget column and the final Adopted Budget 2016-17 column for the severance payout.</p> <p><b>Forrester made a motion to adopt Resolution No FY2015-16 R.010 Adopting the Budget for the fiscal year 2016-2017 in the total amount of \$1,878,893 and the appropriated categories as presented. The District is imposing a tax rate of 0.5334 per \$1000 of assessed value for the permanent rate and a tax rate of 0.249 per \$1000 for the local option tax. There is no debt service tax being imposed. In addition, we are adopting the Budget documents for all three funds with the changes as presented at this meeting. Steele seconded the motion. Dielman asked for discussion; there was none. The motion passed unanimously.</b></p>
<p><b>Renewal of BCLD/ Sage, Hood River IGA</b></p>	<p>Dielman moved on to the next agenda item, the renewal of the IGA with Hood River for the Sage Library System contract.</p> <p>Stokes said there are no real changes in the contract. This continues the contract with Hood River for the services Sage System Technician, Brent Mills. Stokes said that Mills does a good job and is a good addition to the Sage team. The consortium agreed to have Hood River Library District employ the technician with the idea that their location would have access to a larger pool of qualified individuals to apply for the position. He is on the Hood River payroll and is reimbursed monthly for the direct costs. He works primarily from Hood River being able to access the software and equipment remotely. EOU personnel typically services the equipment housed there, although Mills does travel to La Grande when needed.</p> <p>After the board members read through the agreement, <b>Steele made a motion to approve the Intergovernmental Agreement between Baker County Library District, on behalf of Sage Library System, and the Hood River County Library District for the Library District Employee Services dated May 17, 2016 as presented. Forrester seconded. With no further discussion, the motion passed unanimously.</b> Dielman signed the contract original supplied by Stokes.</p>
<p><b>Discussion of 2016-17 board officers and regular meeting schedule</b></p>	<p>Dielman said that at the July board meeting, the board officer positions Chair and Vice-Chair will be up for re-election for the fiscal year. Currently, he is the Chair and Rohner-Ingram is Vice-Chair. Also on the agenda is discussion of the meeting dates and time for next fiscal year.</p> <p>He asked the group if 6:00pm meeting time still works well for everyone. All agreed that 6:00pm was a good time and preferred over the previous</p>



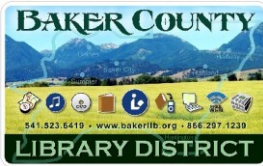
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	<p>later time. It was agreed that the board meetings will continue on the second Monday at 6:00pm every month. Dielman asked if a motion was needed to which Stokes replied that a Resolution will be presented at the July meeting.</p>
<p><b>Board Training: Discussion of ALA State of America's Libraries 2016 report</b></p>	<p>Stokes referred to a report titled The State of America's Libraries 2016 included in the board packets. The ALA is promoting libraries with "Libraries Transform" and "Libraries are Essential" marketing themes. Recent national trends including maker/tinkerspaces and increased programming for arts and education. The report also gives the top 10 challenged books. These are books challenged as being inappropriate in a school or library. A couple of the titles were described briefly. He encouraged the board to read the full report online to stay informed of the trends in libraries.</p>
<p><b>Administrative Reports: Director's Report</b></p>	<p>Stokes addressed Administrative Reports:</p> <p><u>Personnel changes</u> – Long-time employee, Candy Arledge retired at the end of May due to health reasons. She will be greatly missed. And also Facility Specialist, Vinnie Russo, has given his resignation effective the end of June. He is working multiple jobs and hasn't been able to give adequate time needed here at the Library. Job announcements have been posted for both open positions. Several applications for the shelving position have already come in. Also, Sage Administrator Beth Longwell is getting married and moving to Idaho soon. She has obtained approval from the Sage Council to continue her employment remotely with Idaho as her primary residence and trips to eastern Oregon as needed. The Sage Council approved the request, leaving the final decision to BCLD with regards to the effect on the District saying that Sage is willing to absorb any additional related costs. Hawes has done some research on setting up Idaho taxes and will set that up in July.</p> <p><u>Policy change request</u> – <i>Barefoot in the Library</i>: Stokes reported that in late May, he received an informal request for an exception allowance to the library Code of Conduct. An 18 year-old who wasn't wearing shoes was asked to leave the library. He was somewhat argumentative but complied. His mother returned later to explain that he has autism and is unable to tolerate shoes. She asked for an exception for his disability. Stokes said he would research options on making the accommodation, but is concerned about safety and library operation issues. The parent claims there are no OSHA requirements for shoes in public buildings. Stokes said another concern is ADA laws and whether we must make the</p>



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allowance. He will check with Special Districts to make sure it's not a liability issue.

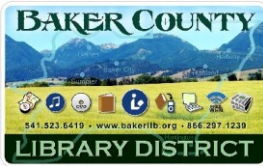
Forrester proposed that the parent or individual given the accommodation be required to sign a Liability Waiver in case of injury. Stokes said that another library has apparently done just that, so that may be a viable option. Stokes commented that his library operations concern is that this person is high-functioning autism so a disability is not obvious. An allowance may leave other library users the impression that going barefoot in the library is either allowable or selectively enforced.

Because of the proximity to the river, many people of all ages already attempt to come into the building without shoes, whether to use the phone, bathroom, or library space in general. He feels an allowance would lead to misunderstandings about library policy and possible feelings of discrimination. He is just beginning to do research but wanted to have this discussion early with the board in case they are contacted. Dielman commented that this is a four-season County; there are seasons that a person must wear shoes primarily in winter months. Stokes will follow-up on this topic with a recommendation to the board in the next month or two.

Bookmobile graphics – The new graphics have been installed and Stokes feels it looks great. Steve Marlatt of Boise/Sumpter did the design. He is the same graphic artist that designed the library card and signage for some branches. The group took a walk out to the bookmobile; everyone liked the new look.

Stokes said that he recently had a parent request the bookmobile come to the Harvest Christian Academy school. He will investigate if there are any issues with service delivery to a private religious school, but feels it would be appropriate as long as the same opportunity is made available to all private schools in our service area. He would also want a formal request to come from the administrator. Palmer asked if we currently serve preschools to which Stokes replied not currently, but in the past we have provided services to daycares and preschools. He will do more research and report on this again in the future.

Dielman added that his understanding of current policy is that a minimum of 5 persons served at a location is required for the bookmobile. Stokes confirmed and said that a similar policy is in place for magazine subscriptions; this prevents district resources from being used



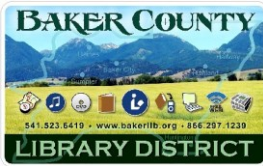
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	<p>for too narrow of a purpose, such as a magazine being of interest only to a certain individual rather than a group.</p> <p>Dielman said servicing the prison made more sense; there are a lot more in a single location there. Forrester said that she liked the idea of serving locations with a contained population where people can't get to the library. Stokes said that the last time bookmobile visitations were evaluated, the number of miles to the nearest library was primary criteria determining what locations were eligible for bookmobile service. Stokes said the first step to continue consideration of the proposal is for a Harvest Academy administrator to make a formal service request. He'll send a letter of invitation.</p> <p><u>Programs</u> – the 2016 <i>Summer Reading Program</i> kickoff is on June 15. A theatrical troupe from Portland will present the play "Vladimir Goes for Gold" both in Baker City and Richland. The theme this summer is health and fitness. Our new Youth Services staff Melissa Grammon is to be highly commended for stepping in and developing a program on short notice. The main change is that the year-end carnival event will be discontinued. Instead of for game playing, prizes and certificates will be awarded to kids reaching their reading goals. Also, Stokes plans to make <i>park games and sports equipment</i> available for checkout and use at the park.</p> <p><u>Equipment</u> – The <i>digital microfilm reader</i> (ScanPro 2000) is in need of an upgrade. Some of the parts are outdated. To replace the computer workstation, adapters are currently needed to connect it to the new type of ports. Stokes said a conversion unit is available to upgrade it to the most modern version for about \$3,000, which is a third of the cost of a new unit. This will be part of the 2016-17 technology plan goals.</p>
<p><b>Business Manager's Report</b></p>	<p>Hawes passed out financial reports and check packets. The <b>General Fund</b> received <b>tax turnovers</b> totaling \$28,232.85. Another \$6,000 is expected at the end of June; last year \$6,097 was received on 6/25/15. The <b>Sage Fiscal Agency Fee</b> of \$300 was deposited on May 27. In <b>Personnel</b>, the retirement severance package was paid on June 1 and a small final paycheck issued on June 10 for a part-time person assisting with special programs who moved. The June PERS payment won't post until June 27 so the PERS line will be 100% spent by the end of the month. Total Personnel Services is 97% spent at this time. In <b>Materials &amp; Services</b>, in Books, the Ingram bill was split between general fund and Other Funds – Grants. Books were purchased for a program through InterMountain</p>



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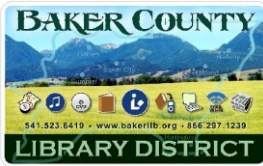
## Regular Meeting Minutes

Monday, Jun 13, 2016

ESD. Also books were purchased from United For Libraries of \$175 for the Books for Babies program. In **Building expenses**, a check was written to Sid Johnson & Co for \$3595.29 for the work on the pipe leak and a check to Visa for a Touch of Modern purchase of \$561.68 for replacement lights for the boardwalk path. Janitorial Contract has 11 months on the books so another \$860 will be accrued at the end of June. **Association Dues** includes a check to the Chamber for \$135 and OLA on visa of \$130 for annual memberships. In **Library Supplies**, a check to Quill of \$1029.33 for printer cartridges and copy paper. The office manager orders printer supplies for all of the branches. In **Programs**, a check to Traveling Lantern for \$395 for the play Stokes mentioned earlier. In **Postage** expense, the Visa included \$322.22 in postage and mailing costs. The Postage line is over spent at 147% but the costs are actual for supplies needed for operations. In **Utilities**, a check was written to Ed Staub & Sons for propane, heating fuel at the Haines Library \$344.25. The tank was empty so another delivery was required. The annual utility reimbursement bill from the City of Sumpter for the Sumpter Branch utilities has not yet been received. And a check to University of Oregon, Nero Network for the final quarterly payment of \$715.50 for Baker Internet services for the fiscal year. Transfers to the **Severance Liability** is at 25% due to the budgeted transfer to Other Funds of \$10,000 in March and a transfer back of \$7,500 to pay for the retirement severance. In total, **Expenses** are at 95% spent leaving room for accrual adjustments. There were 66 checks signed tonight totaling a little more than \$30,000.

The General Fund current cash balance is at \$282,000 with anticipated tax turnover revenue of \$6,000 and expenses totaling \$37,000 in payroll and bills through the end of June. The anticipated cash carryover is \$251,000 in this fund.

The **Other Funds** financial report highlights include the Leo Adler grant of \$2,500 received in December 2015 and the Ready-2-Learn grant of \$3,970.64 received today from the InterMountain ESD in Pendleton. May revenue also included Amazon book sales of \$299.73. In expenses, a check was written to the Oregon Sign Company of \$2,500 for the bookmobile graphics using the Adler Grant in full with the balance due being paid by General Fund. A check was written to Ingram for \$3,970.64 for a R2L book order that was reimbursed as shown above. Another check was written to Findaway for \$623.94 for Kids Launchpads purchased through the LSTA Pre-K Links grant, also being called the "tablet grant."



# Baker County Library District

Board of Directors

## Regular Meeting Minutes

Monday, Jun 13, 2016

	<p>The Other Funds current cash balance is at \$137,480.49 (checking and pool funds combined). The breakdown by department is written on the reports. A detail print out of grant expenses is included in the financial report for your review. And a copy of the most recently updated Memorial Funds Report that shows the balances of designated funds by purpose and non-designated funds by general category.</p> <p>On the <b>Sage Fund</b> financial report, I have highlighted the catalog grant. That grant is completed at the end of June. A Reimbursement request of \$20,730 is anticipated for expenses through June 30 which will bring this line to about 90% spent. Checks written include 6 checks totaling \$1672.70 for courier services, Visa \$279.00 for postage that is courier expense, Hood River Library District \$4191.69 for contracted services, Beth Longwell \$442.12 for member library visits, and Visa \$161.37 for motels for traveling. The Sage Fund cash balance is currently \$154,658.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p> <p>Stokes said that he will be out of the state on vacation the last week of June. Payroll will be processed that week, so a check signer will need to take his place for that check run. Dielman said that he is available. Palmer said that she was available. And it was agreed that Hawes would contact Rohner-Ingram as she is also on the Sage Fund checking. Possibly the two of them can split the task.</p>
<p><b>Next Meeting Date</b></p>	<p>The next regular board meeting will be July 11, 2016. The main Agenda items will be Board Officer elections and a Resolution establishing the meeting time and dates.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 7:40 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2016-17.001**

**Establishing a regular meeting  
day, time, and location for 2016-17**

July 11 2016

RESOLVED, that the Board of Directors of the Baker County Library District shall meet **monthly on the second Monday of the month from 6.00 to 8.00pm** in the Riverside Community Meeting Room of the Baker County Public Library located at 2400 Resort Street in Baker City during the 2016-2017 fiscal year, with the following exception(s) :

None

ADOPTED by the Board of Directors of Baker County Library District this 11th day of July, 2016 by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

**FOR THE BOARD:** \_\_\_\_\_

**Signature**  
BCLD Board President

**ATTEST:** \_\_\_\_\_

**Signature: Perry Stokes**  
District Secretary

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2016-17.002  
Appointing Insurance Agent of Record**

July 11 2016

WHEREAS, BCLD purchases insurance products from the Special Districts Association of Oregon (SDAO), and SDAO requires special districts to annually affirm their agents of record;

Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors appoints Clarke & Clarke Insurance of Baker City, Oregon, as the District's Insurance Agent of Record.

ADOPTED by the Board of Directors of Baker County Library District this 11th day of July, 2016 by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

**FOR THE BOARD:**

\_\_\_\_\_  
**Signature**  
BCLD Board President

**ATTEST:** \_\_\_\_\_  
**Signature: Perry Stokes**  
District Secretary



**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2016-17.003**

**Implementing gender-neutral signage on single-  
user restrooms**

July 11 2016

WHEREAS, BCLD strives to provide public spaces and resources which are conducive to an inclusive, progressive and diverse community; and

WHEREAS, at least one study indicates that members of the transgender community report a high incidence of being harassed when using public restrooms; and

WHEREAS, BCLD seeks to provide safe and accessible restrooms, free of harassment and gender identity discrimination and to ensure all guests in our facilities feel equal, included and accepted;

Now, therefore be it RESOLVED, that the Baker County Library District Board of Directors declares its support for implementation of gender-neutral signage on single-user restrooms in its facilities, effective immediately.

ADOPTED by the Board of Directors of Baker County Library District this 11th day of July, 2016 by the following vote:

AYES: \_\_\_\_\_ NAYS: \_\_\_\_\_ ABSTAINED: \_\_\_\_\_

**FOR THE BOARD:** \_\_\_\_\_

**Signature**  
BCLD Board President

**ATTEST:** \_\_\_\_\_

**Signature: Perry Stokes**  
District Secretary

## Libraries Create Gender-Neutral Bathrooms | American Libraries Magazine



Portland (Oreg.) Community College includes single-stall gender-neutral restrooms in all of its libraries and new campus buildings.

Photo: Portland Community College

It's the central principle of a public library: Everyone is welcome. Librarians everywhere work to make sure their collections and programs offer members of their community a safe space. And now some librarians are expanding their safe spaces to include bathrooms, specifically gender-neutral restrooms for patrons who identify as transgender or gender nonconforming.

"When we have restrooms that are segregated according to gender, some customers may feel uncomfortable using them because other people may not perceive that they're allowed to use that restroom," says Peter Coyl, a district manager at Dallas Public Library and chair of ALA's Gay, Lesbian, Bisexual, and Transgender Round Table. "It can make using the bathroom very stressful and even dangerous."

According to a [2013 study by the Williams Institute](#), 70% of transgender people surveyed say they've experienced discrimination in restrooms, including being stared at, ridiculed, told to leave, or not allowed to use the facilities. Some reported experiencing physical violence or having the police called.

Katherine Weadley, director of Lyons (Colo.) Regional Library District, began to notice that many of her younger patrons didn't fit traditional gender norms. When she started thinking about how to make the library a safer space for them, she came across the idea of gender-neutral restrooms.

"By having a gender-neutral bathroom—or by not having one—it's a kind of judgment, and a personal one,"

Weadley says. “If libraries offer gender-neutral bathrooms, it says, ‘I see you.’ It says, ‘We care about you, and this is a safe space for you to come.’”

Portland (Oreg.) Community College (PCC) has taken on the issue of gender-neutral restrooms. When Oregon’s largest post-secondary institution—which serves nearly 90,000 students—received a [\\$374 million construction bond](#) in 2008 to renovate and expand its four campuses, a group of PCC students, staff, and faculty discussed how to make the school’s estimated 5,600 transgender and gender-nonconforming students feel more comfortable. The discussion helped lead to the creation of 22 new all-gender restrooms as part of the bond construction.

“People generally thought it was important to have places that were gender-neutral for various members of the college community to use,” says Donna Reed, director of PCC’s libraries. “But not everybody was comfortable with the idea of using a bathroom with someone of another gender.”

■ We would all be upset if somebody tried to ban a book about a genderless character, so why ban them from your bathrooms?—Katherine Weadley, director of Lyons (Colo.) Regional Library District

As a result, PCC included single-stall gender-neutral restrooms in all of its libraries and new campus buildings. Reed says she’s gotten a lot of positive feedback, both from the transgender community as well as other students who appreciate the privacy the bathrooms offer. Reed says taking the time to ask people what they wanted was key, especially because bathrooms are often expensive to build.

“We were sort of rushing to install multistall gender-neutral restrooms, and we found out that [many transgender people] were more comfortable with single-stall bathrooms,” says Reed. “It would have been a costly mistake.”

Overall, Reed says the process made everyone on campus more thoughtful about one another’s needs. And because single-stall bathrooms are less expensive to build, Reed says PCC’s new libraries have more bathrooms than they necessarily would have otherwise.

While some libraries are considering the issue as they build new spaces, others are figuring out ways to make patrons comfortable with their existing facilities. For many libraries, that means adopting a policy that patrons can choose the bathroom in which they feel most comfortable.

That idea can be uneasy for people, Coyl says, often because of misconceptions that surround the transgender or gender nonconforming community.

“Some people, when they first hear about it, are concerned about the appropriateness of it,” he says. “They’re concerned about children being exposed to someone in the wrong restroom. They’re concerned that people may purposefully use the wrong restroom for some inappropriate activity.”

But in reality, those same risks exist with traditional gendered bathrooms, Coyl says, and for general security, librarians already need to be aware of inappropriate or problematic behavior in any space inside their building.

Coyl says that rather than announcing a policy change or putting up a sign, librarians may need to gradually educate patrons, which can be a slow process. But Weadley points out that as traditional gender norms in our

society are changing, it's important for libraries to keep up with the times.

"I think librarians wouldn't hesitate to order books that had a transgender or queer protagonist," she says. "We would all be upset if somebody tried to ban a book about a genderless character, so why ban them from your bathrooms?"

Weadley adds, "We need to serve our patrons in whatever form they come in. Patrons need to know that they're welcome, they're safe, they're accepted and not judged."

MEGAN COTTRELL *is a writer, blogger, and reporter in Michigan.*

**Share**

# When A Transgender Person Uses A Public Bathroom, Who Is At Risk?

4:08Queue



A bathroom sign welcomes both genders at the Cacao Cinnamon coffee shop in Durham, N.C., on May 3.

Jonathan Drake/Reuters

One issue at the center of North Carolina's so-called bathroom bill controversy is safety, but who's at risk? Depends on whom you ask.

Supporters of House Bill 2 tend to focus on people born male who later transition to female. The HB2 supporters say that without the new law, sexual predators could just say they're a transgender person with the right to use a women's bathroom and easily gain access to potential victims.

"He could be there to look at the anatomy of the opposite sex. He could be there because he's a sex pervert. He could be there to bring damage to a young girl," says Ron Baity, president of [Return America](#) and pastor at Berean Baptist Church in Winston-Salem, N.C.



### [North Carolina Sues DOJ Over LGBT Law: DOJ Sues Back](#)

Baity organized a rally at the state Capitol last month to thank lawmakers and [North Carolina Gov. Pat McCrory](#) for making HB2 into law.

The legislation limits civil rights protections for lesbian, gay, bisexual and transgender people, preventing local governments from extending rights beyond what the state offers.

The part of the law getting the most attention requires public institutions — including schools and government offices — to ensure that public restrooms be designated "male" and "female" and used by people based on their biological sex.

Baity and others with similar beliefs offer anecdotal evidence — crime reports — to support their claims.

But those cases involve sexual predators who put on women's clothes and violated any number of previously existing laws. And conflating "transgender" with "predator" is something many find offensive.

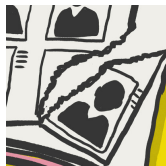
"As a trans person ... it's hard not to take it personally when people are comparing trans people to child predators or saying that we're somehow dangerous," says Alison Gill, vice chair of the [Trans United Fund](#).

Gill points out that not long ago, many people incorrectly thought gay men were pedophiles.

She says some people just don't understand that when it comes time for a transgender person to start using the other restroom, they'd rather do it privately, and with as little fuss as possible.

"The last thing you as a trans person would want to do is draw attention to yourself," Gill says.

So far 17 states and many more communities across the United States include transgender people among protected classes for public accommodations.



### [White House Sends Schools Guidance On Transgender Access To Bathrooms](#)

UCLA School of Law's Williams Institute, a research group that focuses on sexual orientation and gender identity law and policy, is working on a study to learn whether extending public accommodations rights to transgender people leads to more crimes by predators.

Early indications are that it does not.

"As far as we know there hasn't been some sort of, you know, devolving into chaos in restrooms," says Jody Herman, a public policy scholar at the institute.

One thing Herman can say for certain: Based on her [survey of 93 transgender and gender nonconforming people in Washington, D.C.](#), in 2008 and 2009, they themselves are at risk in restrooms.

"About 70 percent of the sample reported experiencing being denied access to restrooms, being harassed while using restrooms and even experiencing some forms of physical assault," says Herman.

Eight of the 93 respondents in her survey said they had been physically attacked in a restroom.

**Baker County Library District  
Profit & Loss Budget Performance  
July 2015 through June 2016**

*General Fund*

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 - Current Year Tax Levy				
4001 - Current Tax Levy	<i>Tax Turnovers received in June</i> 690,084.02			
4006 - Local Option Levy	253,470.69			
4000 - Current Year Tax Levy - Other	<i>6/02 \$ 28,232.85</i> 0.00	933,000.00	-933,000.00	0.0%
<b>Total 4000 - Current Year Tax Levy</b>	<i>6/09 \$ 3928.87</i> 943,554.71	933,000.00	10,554.71	101.1%
<b>4005 - Prior Year Taxes</b>				
4011 - Levy 1st year prior	<i>6/28 \$ 7013.57</i> 19,095.27			
4012 - Levy 2nd year prior	6,489.09			
4013 - Levy 3rd year prior	<i>\$ 39,175.29</i> 7,550.87			
4014 - Levy 4th year prior	421.81			
4015 - Levy 5th year prior	245.23			
4016 - Levy 6th year prior	0.28			
4017 - Levy 7+ prior years	0.19			
4005 - Prior Year Taxes - Other	<i>Last year in June: \$ 37,271.08</i> 0.00	34,700.00	-34,700.00	0.0%
<b>Total 4005 - Prior Year Taxes</b>	33,802.74	34,700.00	-897.26	97.4%
4020 - Other Taxes/Bond Priors-LandSale	3,928.87	2,500.00	1,428.87	157.2%
4060 - State Ready-2-Learn Grant	6,773.00	7,000.00	-227.00	96.8%
4066 - Grant Revenue - Other				
4066.2 - Grante Revenue - VRoom Grant	0.00			
<b>Total 4066 - Grant Revenue - Other</b>	0.00			
4100 - Fines and Fees	17,113.26	17,000.00	113.26	100.7%
4200 - Interest Income	1,902.51	10,000.00	-8,097.49	19.0%
<b>4300 - Other Revenues</b>				
4301.1 - VocRehab Reimb/ODHS	0.00	10.00	-10.00	0.0%
4302 - Donations	685.64	1,600.00	-914.36	42.9%
4303 - Program Support	300.00			
4307 - E-Rate Refunds	4,703.80 <sup>①</sup>	4,500.00	203.80	104.5%
4309 - Friends Booksale Income	68.84			
4320 - Other Revenues - Miscellaneous	985.04			
<b>Total 4300 - Other Revenues</b>	6,743.32	6,110.00	633.32	110.4%
4310 - Technology Mgr Contract Income	0.00	10.00	-10.00	0.0%
4312 - Sage Fiscal Agency Fee	300.00	300.00	0.00	100.0%
4500 - Transfer Income	4,000.00	9,500.00	-5,500.00	42.1%
<b>4999 - Beginning Cash</b>				
4999.1 - Checking cash on hand	24,854.60	0.00	24,854.60	100.0%
4999.2 - LGIP cash on hand	212,660.24			
4999 - Beginning Cash - Other	0.00	237,515.00	-237,515.00	0.0%

*E-Rate  
① AIR  
42.9% \$2424.05*



**Baker County Library District**  
**Profit & Loss Budget Performance**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Total 4999 · Beginning Cash	237,514.84	237,515.00	-0.16	100.0%
Total Income	1,255,633.25	1,257,635.00	-2,001.75	99.8%
<b>Expense</b>				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · PS-Library Director	72,375.83	73,000.00	-624.17	99.1%
5104 · SD-Administrative Assistant	18,889.26	19,000.00	-110.74	99.4%
5105 · CH-Business Manager	27,403.28	27,600.00	-196.72	99.3%
5120 · CW-Lib Admin/Supplies Mgr, ILL	41,536.12	41,600.00	-63.88	99.8%
5124 · CA-Lib Asst/Shelver,Volntr Mgr				
5124.2 · Severance Pkg CA	6,487.64 ✕	7,500.00 ✕	-1,012.36	86.5%
5124 · CA-Lib Asst/Shelver,Volntr Mgr - Other	15,416.83	15,600.00	-183.17	98.8%
Total 5124 · CA-Lib Asst/Shelver,Volntr Mgr	21,904.47	23,100.00	-1,195.53	94.8%
5126 · MS-Lib Tech/Childrens Programs	19,337.97	22,600.00	-3,262.03	85.6%
5128 · SM-Lib Asst/Public Services	504.90	0.00	504.90	100.0%
5129 · SB-Lib Tech/Periodicals Mgr	33,910.24	34,000.00	-89.76	99.7%
5131 · DP-Reference Services	33,441.90	34,500.00	-1,058.10	96.9%
5132 · HS-Lib Asst/Processing	17,841.03	18,945.00	-1,103.97	94.2%
5133 · CS Lib Asst/Media Processing	21,029.07	23,910.00	-2,880.93	88.0%
5134 · JB-Catalog Specialist	35,879.87	36,000.00	-120.13	99.7%
5136 · DV - Lib Asst (new)	4,716.80	7,400.00	-2,683.20	63.7%
5137 · MG Youth Services Librarian	3,090.77	0.00	3,090.77	100.0%
5138 · Library Page/Shelving (New)	0.00	0.00	0.00	0.0%
5140 · Vacation Subs & Weekend Asst	9,052.78	9,500.00	-447.22	95.3%
5142 · Library Asst, Sunday Desk				
5142.5 · CL-Library Asst, Sunday	3,919.76	5,505.00	-1,585.24	71.2%
5142.8 · LR-Library Asst, Sunday	2,797.54			
Total 5142 · Library Asst, Sunday Desk	6,717.30	5,505.00	1,212.30	122.0%
5150 · Bookmobile/Maintenance				
5150.5 · Bookmobile Driver5	677.03	5,677.00	-4,999.97	11.9%
5150.8 · Bookmobile Driver8	4,101.00	4,600.00	-499.00	89.2%
5150.9 · Bookmobile Driver9	4,542.31	0.00	4,542.31	100.0%
5150 · Bookmobile/Maintenance - Other	0.00	0.00	0.00	0.0%
Total 5150 · Bookmobile/Maintenance	9,320.34	10,277.00	-956.66	90.7%
5152 · JW-Technology Manager	48,083.79	48,100.00	-16.21	100.0%
5174 · VR-Facilities Maintenance	7,424.87	8,500.00	-1,075.13	87.4%

## Baker County Library District Profit & Loss Budget Performance July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
5195 · Staff Training	244.20	1,500.00	-1,255.80	16.3%
<b>Total 5100 · Baker Branch</b>	<b>432,704.79</b>	<b>445,037.00</b>	<b>-12,332.21</b>	<b>97.2%</b>
5200 · Branch Attendants				
5202 · Haines	11,269.93			
5203 · Halfway	12,965.96			
5204 · Richland	12,871.98			
5205 · Huntington	10,204.14			
5206 · Sumpter	12,760.64			
5209 · Branch Training	1,377.54			
5200 · Branch Attendants - Other	0.00	63,300.00	-63,300.00	0.0%
<b>Total 5200 · Branch Attendants</b>	<b>61,450.19</b>	<b>63,300.00</b>	<b>-1,849.81</b>	<b>97.1%</b>
5700 · Grant Wages & Related Expense				
5701 · VRoom Grant Wage Expense	-313.92			
5702 · Pre-K Links Grant	-417.90			
<b>Total 5700 · Grant Wages &amp; Related Expense</b>	<b>-731.82</b>			
<b>Total 5001 · District salaries</b>	<b>493,423.16</b>	<b>508,337.00</b>	<b>-14,913.84</b>	<b>97.1%</b>
5300 · Special Contracts				
5153 · JW-Tech Contracts	0.00	0.00	0.00	0.0%
<b>Total 5300 · Special Contracts</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	90,240.68	98,801.00	-8,560.32	91.3%
5401.2 · Insurance benefit	300.63			
5401.3 · Group Insurance Liability	2,365.00			
<b>Total 5401 · Group Insurance</b>	<b>92,906.31</b>	<b>98,801.00</b>	<b>-5,894.69</b>	<b>94.0%</b>
5403 · Life Insurance	768.00	780.00	-12.00	98.5%
5404 · PERS	63,261.54 <sup>②</sup>	62,000.00	1,261.54	② 102.0%
5405 · S.S. Employer Portion	36,206.13	36,000.00	206.13	100.6%
5406 · SUTA Employer Portion	446.53	450.00	-3.47	99.2%
5407 · Workmans Comp	402.23	450.00	-47.77	89.4%
<b>Total 5400 · Payroll Taxes &amp; Benefits</b>	<b>193,990.74</b>	<b>198,481.00</b>	<b>-4,490.26</b>	<b>97.7%</b>
6560 · Payroll Expenses	-8.25	0.00	-8.25	100.0%
<b>Total 5000 · Personal Services</b>	<b>687,405.65</b>	<b>706,818.00</b>	<b>-19,412.35</b>	<b>97.3%</b>
6000 · Materials and Services				
6100 · Books & Periodicals				
6110 · Adult Books	31,357.67			

② Includes PERS - additional bill for retirement \$5042.39 (estimated due \$4415)

Ch 7/11/16

**Baker County Library District**  
**Profit & Loss Budget Performance**  
 July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
6120 · Childrens & Juvenile Books	15,798.27			
6130 · Reference Books	8,329.71			
6134 · Electronic Subscriptions	10,882.50			
6140 · Periodicals	13,970.10			
6150 · Audio	5,277.51			
6160 · Video/DVD	10,356.86			
6170 · Mending & Bindery	1.29			
6171 · Music	449.00			
6100 · Books & Periodicals - Other	0.00	96,139.00	-96,139.00	0.0%
<b>Total 6100 · Books &amp; Periodicals</b>	<b>96,422.91</b>	<b>96,139.00</b>	<b>283.91</b>	<b>100.3%</b>
6200 · Library Consortium				
6201 · SAGE Network	11,340.00	0.00	11,340.00	100.0%
6204 · OCLC/ILL Referral	1,262.70			
6200 · Library Consortium - Other	0.00	12,640.00	-12,640.00	0.0%
<b>Total 6200 · Library Consortium</b>	<b>12,602.70</b>	<b>12,640.00</b>	<b>-37.30</b>	<b>99.7%</b>
6300 · Building Eq. & Supplies				
6310 · Building & Grounds Maintenance				
6311 · Branch building expenses	10,062.61			
6312 · Snow Removal	1,805.00			
6310 · Building & Grounds Maintenance - Other	15,531.18	33,759.00	-18,227.82	46.0%
<b>Total 6310 · Building &amp; Grounds Maintenance</b>	<b>27,398.79</b>	<b>33,759.00</b>	<b>-6,360.21</b>	<b>81.2%</b>
6320 · Janitorial Supplies				
6321 · Cleaning contract	10,420.00	10,320.00	100.00	101.0%
6322 · Supplies	2,120.91	3,150.00	-1,029.09	67.3%
<b>Total 6320 · Janitorial Supplies</b>	<b>12,540.91</b>	<b>13,470.00</b>	<b>-929.09</b>	<b>93.1%</b>
6340 · Equipment Lease	3,078.31	2,500.00	578.31	123.1%
6345 · Computer Maintenance				
6345.1 · Computer - Maintenance	5,042.15	6,200.00	-1,157.85	81.3%
6345.2 · Software subscriptions	5,756.45	5,000.00	756.45	115.1%
6345.3 · Comp Tech - Branch Travel	2,126.24	2,500.00	-373.76	85.0%
6345.4 · Computer - Hardware	11,006.34	7,000.00	4,006.34	157.2%
6345.5 · E-Rate Project	0.00			
6345.6 · Makerspace project supplies	2,042.66	2,000.00	42.66	102.1%
6345 · Computer Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 6345 · Computer Maintenance</b>	<b>25,973.84</b>	<b>22,700.00</b>	<b>3,273.84</b>	<b>114.4%</b>
<b>Total 6300 · Building Eq. &amp; Supplies</b>	<b>68,991.85</b>	<b>72,429.00</b>	<b>-3,437.15</b>	<b>95.3%</b>
6400 · Bookmobile Operations				
6410 · Bookmobile Fuel	1,690.72	0.00	1,690.72	100.0%

**Baker County Library District  
Profit & Loss Budget Performance  
July 2015 through June 2016**

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
6420 · Bookmobile Maintenance	4,030.70			
6400 · Bookmobile Operations - Other	0.00	5,050.00	-5,050.00	0.0%
<b>Total 6400 · Bookmobile Operations</b>	<b>5,721.42</b>	<b>5,050.00</b>	<b>671.42</b>	<b>113.3%</b>
6600 · Corporate Costs				
6610 · Insurance				
6612 · Boiler	1,198.99			
6613 · SDIS Liability	13,534.00	0.00	13,534.00	100.0%
6614 · Flood Insurance	1,532.00			
6610 · Insurance - Other	0.00	18,175.00	-18,175.00	0.0%
<b>Total 6610 · Insurance</b>	<b>16,264.99</b>	<b>18,175.00</b>	<b>-1,910.01</b>	<b>89.5%</b>
6620 · Travel & Training	2,421.95	4,300.00	-1,878.05	56.3%
6621 · Special Contracts Travel	0.00	0.00	0.00	0.0%
6630 · Election	0.00	3,500.00	-3,500.00	0.0%
6640 · Auditor	7,905.00	7,910.00	-5.00	99.9%
6641 · Bookkeeping Supplies & Services	855.42	800.00	55.42	106.9%
6660 · Dues and Subscriptions	2,856.19	2,750.00	106.19	103.9%
6680 · Publication	1,316.73	1,550.00	-233.27	85.0%
6690 · Financial Mgmt Fees				
6690.1 · Checking Account Fees	289.00			
6690.2 · Pool 5291 Fees	142.65			
6690.3 · PayPal Transaction Fees	110.72			
6690.4 · Quick Books Direct Deposit Fees	575.70			
6690 · Financial Mgmt Fees - Other	0.00	1,155.00	-1,155.00	0.0%
<b>Total 6690 · Financial Mgmt Fees</b>	<b>1,118.07</b>	<b>1,155.00</b>	<b>-36.93</b>	<b>96.8%</b>
6691 · Legal Administration	250.00	250.00	0.00	100.0%
6696 · Public Programs	1,183.45	2,350.00	-1,166.55	50.4%
6600 · Corporate Costs - Other	170.00			
<b>Total 6600 · Corporate Costs</b>	<b>34,341.80</b>	<b>42,740.00</b>	<b>-8,398.20</b>	<b>80.4%</b>
6700 · Other Operating Expenses				
6720 · Branch Mileage	2,964.00	3,350.00	-386.00	88.5%
6730 · Library Services Supplies	17,620.31	18,200.00	-579.69	96.8%
6731 · Youth Programs				
6731.2 · Summer Reading	1,801.31			
6731.22 · Haines Summer Reading	101.00			
6731.3 · Storytime	714.00			
6731.4 · Other Youth Programs	1,392.14			
6731.6 · Makerspace Club	0.00	0.00	0.00	0.0%
6731.7 · Battle of the Books Program	590.95			
6731 · Youth Programs - Other	0.00	6,450.00	-6,450.00	0.0%

*M. Bork Acts  
6/29/16  
\$ 710.52  
bookmobile  
- generator  
repair + regular  
service/maint*

## Baker County Library District Profit & Loss Budget Performance July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Total 6731 · Youth Programs</b>	4,599.40	6,450.00	-1,850.60	71.3%
6740 · Postage & Freight	1,605.65	1,088.00	517.65	147.6%
6750 · Utilities				
6751 · Garbage				
6751.1 · Baker-Baker Sanitary	1,653.00			
6751.2 · Haines-Baker Sanitary	135.00			
6751.3 · Halfway-LaRue Sanitary	31.96			
6751.5 · Huntington-Baker Sanitary	160.00			
<b>Total 6751 · Garbage</b>	1,979.96			
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	4,340.42			
6752.2 · Haines-Ed Staub	1,733.93			
6752.3 · Halfway-Ed Staub	992.62			
6752.6 · Sumpter-City of Sumpter(Shared)	897.50 ✕			
<b>Total 6752 · Heating Fuel</b>	7,964.47			
6753 · Water/Sewer				
6753.1 · Baker-City of Baker City	1,304.34			
6753.2 · Haines-City of Haines	940.00			
6753.3 · Halfway-City of Halfway	906.65			
6753.4 · Richland (NEOHA agreement)	396.39			
6753.5 · Huntington-City of Huntingtn	910.50			
<b>Total 6753 · Water/Sewer</b>	4,457.88			
6754 · Electric				
6754.1 · Baker - OTEC	19,369.75			
6754.2 · Haines - OTEC	1,223.78			
6754.3 · Halfway-Idaho Power	932.88			
6754.4 · Richland (NEOHA agreement)	2,515.03			
6754.5 · Huntington-Idaho Power	1,294.21			
6754.6 · Sumpter-City of Sumpter(Shared)	572.32 ✕			
<b>Total 6754 · Electric</b>	25,907.97			
6750 · Utilities - Other	0.00	39,219.00	-39,219.00	0.0%
<b>Total 6750 · Utilities</b>	40,310.28	39,219.00	1,091.28	102.8%
6756 · Telecommunications				
6756.0 · Telephone				
6756.1 · Baker - BendTel	1,507.71			
6756.2 · Haines - Cascade/Reliance	758.53			
6756.3 · Halfway - Pine Telephone	446.43			
6756.4 · Richland - Eagle Telephone	421.58			
6756.5 · Huntington - CenturyTel	836.99			

*City of Sumpter  
Annual utility  
invoice paid  
6/29/16  
\$ 1469.82  
(Recd via fax 6/27)*

## Baker County Library District Profit & Loss Budget Performance July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
6756.6 · Sumpter - CenturyLink/Qwest	551.67			
6756.8 · US Cellular (3 Lines)	1,748.30			
<b>Total 6756.0 · Telephone</b>	<b>6,271.21</b>			
<b>6757.0 · Internet</b>				
6757.1 · Baker - NERO Network	2,862.00			
6757.2 · Haines - Cascade/Reliance	729.37			
6757.3 · Halfway - Pine Tel	649.65			
6757.4 · Richland - Pine Tel	360.00			
6757.5 · Huntington -CenturyTel	1,244.35			
6757.6 · Sumpter - CenturyLink/Qwest	1,199.05			
<b>Total 6757.0 · Internet</b>	<b>7,044.42</b>			
6756 · Telecommunications - Other	0.00	13,855.00	-13,855.00	0.0%
<b>Total 6756 · Telecommunications</b>	<b>13,315.63</b>	<b>13,855.00</b>	<b>-539.37</b>	<b>96.1%</b>
<b>Total 6700 · Other Operating Expenses</b>	<b>80,415.27</b>	<b>82,162.00</b>	<b>-1,746.73</b>	<b>97.9%</b>
<b>6900 · Grant Expenses</b>				
6900.1 · Vroom Grant Expenses	0.00			
<b>Total 6900 · Grant Expenses</b>	<b>0.00</b>			
<b>Total 6000 · Materials and Services</b>	<b>298,495.95</b>	<b>311,160.00</b>	<b>-12,664.05</b>	<b>95.9%</b>
7000 · Capital Outlay	0.00	0.00	0.00	0.0%
7500 · Debt Service	2,000.00	2,000.00	0.00	100.0%
<b>8000 · Transfers &amp; Contingency</b>				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	1,000.00	1,000.00	0.00	100.0%
8005.2 · Transfer-Severence Liab Fund	2,500.00	2,500.00	0.00	100.0%
<b>Total 8005 · Transfers</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total 8000 · Transfers &amp; Contingency</b>	<b>3,500.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>991,401.60</b>	<b>1,023,478.00</b>	<b>-32,076.40</b>	<b>96.9%</b>
<b>Net Income</b>	<b>264,231.65</b>	<b>234,157.00</b>	<b>30,074.65</b>	<b>112.8%</b>

Ending Cash @ FYE \$ 252,950.11

## Baker Co Library - Other Funds Profit & Loss Budget Performance July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>4400.0 · Other Uses Funds</b>				
<b>4415.0 · Literacy Department</b>				
4415.1 · Beginning Cash Literacy	836.92	800.00	36.92	104.6%
4415.9 · Interest Income Literacy	5.26	50.00	-44.74	10.5%
<b>Total 4415.0 · Literacy Department</b>	<b>842.18</b>	<b>850.00</b>	<b>-7.82</b>	<b>99.1%</b>
<b>4420.0 · Memorial Department</b>				
<b>4420.1 · Beginning Cash Memorial</b>				
4420.1 · Beginning Cash Memorial	102,311.33	102,500.00	-188.67	99.8%
<b>4420.2 · Contributions</b>				
4420.21 · Baker Contributions	1,976.93			
4420.2 · Contributions - Other	0.00	2,500.00	-2,500.00	0.0%
<b>Total 4420.2 · Contributions</b>	<b>1,976.93</b>	<b>2,500.00</b>	<b>-523.07</b>	<b>79.1%</b>
<b>4420.5 · Grant Income</b>				
4420.55 · Leo Adler Grants	2,500.00 <sup>①</sup>			
4420.65 · Ready2Learn Grant Income	3,970.64 <sup>②</sup>			
4420.67 · VROOM Grant	5,000.00 <sup>③</sup>			
4420.5 · Grant Income - Other	0.00	55,000.00	-55,000.00	0.0%
<b>Total 4420.5 · Grant Income</b>	<b>11,470.64</b>	<b>55,000.00</b>	<b>-43,529.36</b>	<b>20.9%</b>
<b>4420.7 · Other Revenue</b>				
4420.71 · Amazon Book Sales	3,738.15			
4420.80 · Other Revenues	13.00			
4420.7 · Other Revenue - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 4420.7 · Other Revenue</b>	<b>3,751.15</b>	<b>5,000.00</b>	<b>-1,248.85</b>	<b>75.0%</b>
4429.9 · Interest Income Memorial	472.54	450.00	22.54	105.0%
<b>Total 4420.0 · Memorial Department</b>	<b>119,982.59</b>	<b>165,450.00</b>	<b>-45,467.41</b>	<b>72.5%</b>
<b>4430.0 · Severance Liability Dept</b>				
4430.1 · Beginning cash Severance Liab	49,163.47	49,100.00	63.47	100.1%
4430.8 · Transfer from General Fund	10,000.00	2,500.00	7,500.00	400.0%
4430.9 · Interest Income Severance Liab	287.85	200.00	87.85	143.9%
<b>Total 4430.0 · Severance Liability Dept</b>	<b>59,451.32</b>	<b>51,800.00</b>	<b>7,651.32</b>	<b>114.8%</b>
<b>4524.0 · Technology Department</b>				
4524.1 · Beginning cash Technology	6,165.17	6,100.00	65.17	101.1%
4524.15 · USAC E-Rate Program Reimb	6,562.05 <sup>④</sup>			
4524.8 · Transfer from General Fund	1,000.00	1,000.00	0.00	100.0%
4524.9 · Interest Income Technology	6.85	50.00	-43.15	13.7%
<b>Total 4524.0 · Technology Department</b>	<b>13,734.07</b>	<b>7,150.00</b>	<b>6,584.07</b>	<b>192.1%</b>

① Adler grant for Bachmobile graphics  
 ② R2L - need funds 6/13/16 reimbs for Ingram order; Another \$1177.81 to be invoiced for balance of order (Interim ESO partner)  
 ③ Vroom grant - received \$5,000 (of \$10,000 grant) electronic deposit to GF deg 6/23/16; 6/30 transferred to OF

④ E-Rate reimpl due for Technology prog purchase of switches

CK 7/11/2016

## Baker Co Library - Other Funds Profit & Loss Budget Performance July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Total 4400.0 · Other Uses Funds</b>	194,010.16	225,250.00	-31,239.84	86.1%
<b>Total Income</b>	194,010.16	225,250.00	-31,239.84	86.1%
<b>Expense</b>				
<b>6000 · Other Uses Fund</b>				
6100 · Capital Projects Department	0.00	10,000.00	-10,000.00	0.0% <i>OK</i>
6200 · Literacy Department	0.00	500.00	-500.00	0.0% <i>OK</i>
<b>6300 · Memorial Department</b>				
<b>6350 · General Memorial M&amp;S</b>				
6350.2 · Adler Bio Sales Funds	46.09			
6350 · General Memorial M&S - Other	77.93			
<b>Total 6350 · General Memorial M&amp;S</b>	124.02			
6364.5 · Amazon Book Sales Expenses	1,388.44			
<b>6380 · Grants Dept</b>				
6380.32 · Adler Grant Expense	12,823.57 <sup>⑤</sup>			
6380.43 · Ready2Learn Project	5,148.45 <sup>⑥</sup>			
6380.51 · Grant-Pre-K Links expenses	22,415.30 <sup>⑦</sup>			
6380.52 · Grant- Vroom Grant expenses	2,834.60 <i>OK - Rec'd \$5000 Revenue</i>			
<b>Total 6380 · Grants Dept</b>	43,221.92			
6398 · Transfer to GF Election Reserve	0.00	1,500.00	-1,500.00	0.0%
6399 · Transfer to General Fund	4,000.00	8,000.00	-4,000.00	50.0%
6300 · Memorial Department - Other	0.00	146,900.00	-146,900.00	0.0%
<b>Total 6300 · Memorial Department</b>	48,734.38	156,400.00	-107,665.62	31.2%
<b>6400 · Technology Department</b>				
6400.15 · E-Rate Project	9,374.35 <sup>④</sup>			
6400 · Technology Department - Other	0.00	9,500.00	-9,500.00	0.0%
<b>Total 6400 · Technology Department</b>	9,374.35	9,500.00	-125.65	98.7%
<b>6850.0 · Severance Liability Dept</b>				
6850.1 · Transfer to General Fund	7,500.00 <sup>+</sup>			
6850.0 · Severance Liability Dept - Other	0.00	48,500.00	-48,500.00	0.0%
<b>Total 6850.0 · Severance Liability Dept</b>	7,500.00	48,500.00	-41,000.00	15.5%
<b>6900 · Misc. bank charges</b>				
6900.2 · Bank Fees-Memorial Fund	274.33			
6900.3 · Bank Fees-Technology	0.86			
6900.4 · Bank Fees-Literacy Fund	0.86			
6900.6 · Bank Fees-Severance	40.60			
6900 · Misc. bank charges - Other	0.00	350.00	-350.00	0.0%

⑤ Adler Grants -  
Richland AC \$8000 8/2015  
Teen Room exp. \$2323.57 12/2015  
Bookmobile graphics  
\$2500 6/2016

⑥ R2L grant (Interim + NESD)  
Ingram order -  
6/13 \$3970.64 Pd  
6/30 \$1177.81 to Invoice

⑦ LSTA Grant - tablet grant  
to Invoice for may  
& June grant expenses

④ E-Rate numb. to  
come (<10562.05)  
70% = \$2812.30  
actual cost of  
first phase of project  
- purchase of switches

Ch 7/11/16



**Baker Co Library - Other Funds  
Profit & Loss Budget Performance  
July 2015 through June 2016**

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Total 6900 · Misc. bank charges	316.65	350.00	-33.35	90.5%
Total 6000 · Other Uses Fund	65,925.38	225,250.00	-159,324.62	29.3%
<b>Total Expense</b>	<b>65,925.38</b>	<b>225,250.00</b>	<b>-159,324.62</b>	<b>29.3%</b>
<b>Net Income</b>	<b>128,084.78</b>	<b>0.00</b>	<b>128,084.78</b>	<b>100.0%</b>

Ending Cash at F/YE \$133,449.62 Note:  
[prior year ending cash]  
\$158,476.89.  
Budgeted carry over \$153,500  
Diff < \$20,050 >

Large year-end expenses = majority of difference

6/29 Fund away \$9031.24  
tablet grant order  
6/30 US Bank Visa \$9423.65  
(Vroom grant exp. \$767.34)  
tablet grant expense \$8686.31  
6/30 Ingram \$1177.81  
R2L - balance of book order  
\$19,632.70

CK 7/11/2016

## Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Membership Dues	197,097.00	197,381.00	-284.00	99.9%
4010 · Grant Revenue				
4011 · LSTA Grant #1 - Courier	47,700.00 ✕	47,700.00 ✕	0.00	100.0%
4012 · LSTA Grant #2 - Cataloger	21,706.74 ①	47,704.00	-25,997.26	45.5%
4010 · Grant Revenue - Other	0.00	0.00	0.00	0.0%
<b>Total 4010 · Grant Revenue</b>	<b>69,406.74</b>	<b>95,404.00</b>	<b>-25,997.26</b>	<b>72.8%</b>
4200 · Interest Income	0.00	250.00	-250.00	0.0%
4300 · Other Revenues	771.75	0.00	771.75	100.0%
4999 · Beginning Cash	103,609.50	114,856.00	-11,246.50	90.2%
<b>Total Income</b>	<b>370,884.99</b>	<b>407,891.00</b>	<b>-37,006.01</b>	<b>90.9%</b> ✓
<b>Expense</b>				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · BL - System Administrator	55,662.38	55,984.00	-321.62	99.4%
5102 · CH - Business Manager	5,389.02	7,300.00	-1,910.98	73.8%
<b>Total 5100 · Sage Staff Salaries &amp; Wages</b>	<b>61,051.40</b>	<b>63,284.00</b>	<b>-2,232.60</b>	<b>96.5%</b> ✓
5200 · Sage Payroll Taxes & Benefits				
5201 · Group Health Insurance	7,215.00	8,039.00	-824.00	89.7%
5203 · Life Insurance	94.80	808.00	-713.20	11.7%
5204 · PERS Retirement	9,935.91	7,909.00	2,026.91	125.6%
5205 · SS Employer Portion	4,616.96	4,659.00	-42.04	99.1%
5206 · SUTA Employer Portion	77.86	61.00	16.86	127.6%
5207 · Workmans Comp	47.18	280.00	-232.82	16.9%
<b>Total 5200 · Sage Payroll Taxes &amp; Benefits</b>	<b>21,987.71</b>	<b>21,756.00</b>	<b>231.71</b>	<b>101.1%</b>
<b>Total 5000 · Sage Personal Services</b>	<b>83,039.11</b>	<b>85,040.00</b>	<b>-2,000.89</b>	<b>97.6%</b> ✓
5700 · LSTA Grant #2 - Cataloger				
5701 · DS - Cataloger Salary	27,081.34			
5705 · Catalog Cleanup Project	0.00			
5710 · Grant Payroll Taxes & Benefits	11,685.28			
5700 · LSTA Grant #2 - Cataloger - Other	0.00	43,704.00	-43,704.00	0.0%
<b>Total 5700 · LSTA Grant #2 - Cataloger</b>	<b>38,766.62</b> ①	<b>43,704.00</b>	<b>-4,937.38</b>	<b>88.7%</b> ✓
6000 · Materials & Services				
6100 · Accounting & Auditing	0.00	1,500.00	-1,500.00	0.0%
6110 · Administrative Svc (personnel)	0.00	300.00	-300.00	0.0%
6130 · Courier Services & Supplies				
6131 · LSTA Grant #1 - Courier	47,700.00 ✕	47,700.00 ✕	0.00	100.0%
6132 · Sage Courier Expense	19,500.89	38,800.00	-19,299.11	50.3%
6133 · Courier Supplies	2,375.69			

① To Invoice LSTA Grant \$ 22,823.87

② Emailed inquiry to K. Bailey

## Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
6130 · Courier Services & Supplies - Other	695.85	0.00	695.85	100.0%
<b>Total 6130 · Courier Services &amp; Supplies</b>	<b>70,272.43</b>	<b>86,500.00</b>	<b>-16,227.57</b>	<b>81.2%</b> ✓
6135 · LSTA Grant #2 Other Expenses				
6135.1 · Travel	1,331.31			
6135.3 · Supplies	308.10			
6135 · LSTA Grant #2 Other Expenses - Other	0.00	9,000.00	-9,000.00	0.0%
<b>Total 6135 · LSTA Grant #2 Other Expenses</b>	<b>1,639.41</b> ①	<b>9,000.00</b>	<b>-7,360.59</b>	<b>18.2%</b>
6140 · Dues & Subscriptions	1,012.70	1,100.00	-87.30	92.1%
6150 · Furniture & Equipment	85.97	100.00	-14.03	86.0%
6160 · Legal Services	0.00	50.00	-50.00	0.0%
6170 · Miscellaneous	300.00			
6180 · Postage & Freight	30.41	50.00	-19.59	60.8%
6190 · Printing	0.00	50.00	-50.00	0.0%
6200 · Supplies, Office	401.49	50.00	351.49	803.0%
6210 · Technical Services & Maint				
6210.1 · System Librarian (Brent Mills)	53,151.89	0.00	53,151.89	100.0%
6210.3 · LTI Authority Control expense	2,500.00			
6210 · Technical Services & Maint - Other	0.00	51,000.00	-51,000.00	0.0%
<b>Total 6210 · Technical Services &amp; Maint</b>	<b>55,651.89</b>	<b>51,000.00</b>	<b>4,651.89</b>	<b>109.1%</b> noted
6220 · Technology				
6220.1 · Equinox expense	0.00	0.00	0.00	0.0%
6220.2 · Development	1,732.89			
6220 · Technology - Other	0.00	4,500.00	-4,500.00	0.0%
<b>Total 6220 · Technology</b>	<b>1,732.89</b>	<b>4,500.00</b>	<b>-2,767.11</b>	<b>38.5%</b>
6240 · Telecommunications	260.00	240.00	20.00	108.3%
6250 · Training	4,114.70	4,500.00	-385.30	91.4%
6260 · Travel	2,459.83	2,500.00	-40.17	98.4%
<b>Total 6000 · Materials &amp; Services</b>	<b>137,961.72</b>	<b>161,440.00</b>	<b>-23,478.28</b>	<b>85.5%</b> ✓
66000 · Payroll Expenses	43.28	0.00	43.28	100.0%
7000 · Capital Outlay	0.00	21,000.00	-21,000.00	0.0%
8000 · Contingency	0.00	11,000.00	-11,000.00	0.0%
<b>Total Expense</b>	<b>259,810.73</b>	<b>322,184.00</b>	<b>-62,373.27</b>	<b>80.6%</b> ✓
<b>Net Income</b>	<b>111,074.26</b>	<b>85,707.00</b>	<b>25,367.26</b>	<b>129.6%</b>

③ Renewed all office expense - check order \$226.64 caused most of overage noted 109.1%

Ending cash @ F/E \$ 148,801.19  
Budgeted carryover \$ 110,000

Ch 7/11/2016

BAKER COUNTY LIBRARY DISTRICT

Memorial Funds Report  
Fiscal Year 2015-2016

	Original date recd	Original Fund	Balance At June 30, 2015	Income FY2015-16	Spent FY2015-16	Other (Adjustmt)	YTD Balance	
<b>DESIGNATED Grant &amp; Other Funds Balances:</b>								
Fountain restoration funds (2007)	10/2007	\$2,500.00	\$2,400.00	\$100.00			\$2,500.00	Philip Charette paid off July 2015
OCF Grant - Sumpter Library (Orig \$7500 11/2007)	6/2009	\$7,500.00	\$883.43				\$883.43	4/2015 verified grant balance
Adler Grant - Teen room remodel (12/2012)	12/2012	\$15,000.00	\$15,000.00		(\$2,323.57)		\$12,676.43	grant funds still being held
Adler Grant - Richland Branch HVAC Unit (12/2014)	12/2014	\$8,000.00	\$8,000.00		(\$8,000.00)		\$0.00	Installed/bill paid 8/2015 check #1751
Adler Grant - Bookmobile signage (12/2015)	12/2015			\$2,500.00	(\$2,500.00)		\$0.00	recd 12/29/2015; Pd 6/2016 Ck 1782 services done
Grant - VROOM (\$10,000; 11/19/2016)				\$5,000.00	(\$2,834.60)		\$2,165.40	grant activity
Grant - Pre-K Links "Tablet Grant" (\$29300 Equip&other=\$42,400; 6/30/16)					(\$22,415.30)		(\$22,415.30)	grant activity
Grant - R2L Ready-2-Learn books program				\$3,970.64	(\$5,148.45)		(\$1,177.81)	grant activity
<b>DESIGNATED Patron Donations:</b>								
Branch contributions - Sumpter			\$480.00				\$480.00	designated for branch (2010-current)
Branch contributions - Huntington			\$50.00				\$50.00	designated for branch
Branch contributions - Richland			\$100.00				\$100.00	designated for branch (2010)
Memorial donations - In mem E.Dielman				\$100.00			\$100.00	designated to History Room
Memorial donations - Photo Collection				\$1,000.00			\$1,000.00	designated to Basche historic photo collection
<b>SUB-TOTAL DESIGNATED FUNDS</b>							<b>(\$3,637.85)</b>	
<b>NON-Designated Patron Donations:</b>								
Estate of E. Barger Bequest	7/2013	\$64,478.91	\$64,478.91				\$64,478.91	no change; bequest funds = savings
Memorial donations - In memory of Eloise Dielman			\$0.00	\$470.00			\$470.00	non-designated donations
Memorial donations - in memory of Joanne Brown			\$0.00	\$200.00			\$200.00	\$100 designated for wildlife books
Memorial donations - other non-designated			\$0.00	\$50.00			\$50.00	
<b>General Memorial Funds:</b>								
Amazon book sales (includes Half.com sales)	6/30/2015	Not Applic	\$4,424.44	\$3,738.15	(\$1,382.50)	(\$4,000.00)	\$2,780.09	Annual transfer \$4000 to Gen Fund book budget
Adler biography sales (Funds are deposited in GF)			none				\$0.00	Note: deposit these in general fund
Other memorial contributions				\$156.93		(\$156.93)	\$0.00	front counter donation jar 8/2015
Election Reserve (budgeted)	6/30/2015	Not Applic	\$3,000.00				\$3,000.00	FY14-15 budgeted savings
General memorial funds - purchases				\$29.00	(\$29.00)			
General memorial funds (includes interest, bank fees, pool, misc)	6/30/2014	Not Applic	\$3,494.55	\$485.53	(\$320.20)	\$156.93	\$3,816.81	(net balance includes purchase line above)
Memorial - Other misc					(\$25.00)		(\$25.00)	bank stmt, audit confirmations GF expense
Memorial - Loan to Technology Dept until E-Rate filed						(\$2,200.00)	(\$2,200.00)	Interfund loan to Technology for E-Rate project
Memorial - balance to bank adjustment							\$0.00	Adjust to bank
<b>Balance in Memorial Funds To-Date</b>			<b>\$102,311.33</b>	<b>\$17,800.25</b>	<b>(\$44,978.62)</b>	<b>(\$6,200.00)</b>	<b>\$68,932.96</b>	

Current balance at 10/13/2015 ch  
Updated & bal to bank 12/16/2015 ch  
Updated & bal to bank 3/14/2016 ch  
Updated & bal to bank 5/10/16 ch  
Update & bal to bank stmt 6/08/2016 ch

**Baker County Library District  
Profit & Loss Budget Performance  
July 2016**

*General Fund*

	Jul 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Current Year Tax Levy	0.00	962,853.00	-962,853.00	0.0%
4005 · Prior Year Taxes	0.00	35,000.00	-35,000.00	0.0%
4020 · OtherTaxes/Bond Priors-LandSale	0.00	2,500.00	-2,500.00	0.0%
4060 · State Ready-2-Learn Grant	0.00	7,000.00	-7,000.00	0.0%
4100 · Fines and Fees	92.19	17,500.00	-17,407.81	0.5%
4200 · Interest Income	0.00	10,000.00	-10,000.00	0.0%
<b>4300 · Other Revenues</b>				
4301.1 · VocRehab Reimb/ODHS	0.00	10.00	-10.00	0.0%
4302 · Donations	0.00	26,500.00	-26,500.00	0.0%
4307 · E-Rate Refunds	0.00	22,000.00	-22,000.00	0.0%
<b>Total 4300 · Other Revenues</b>	0.00	48,510.00	-48,510.00	0.0%
4310 · Technology Mgr Contract Income	0.00	10.00	-10.00	0.0%
4312 · Sage Fiscal Agency Fee	0.00	2,560.00	-2,560.00	0.0%
4500 · Transfer Income	0.00	9,700.00	-9,700.00	0.0%
4999 · Beginning Cash	0.00	235,000.00	-235,000.00	0.0%
<b>Total Income</b>	92.19	1,330,633.00	-1,330,540.81	0.0%
	<i># 252,950.11</i>			
	<i>Cash carryover to post to P&amp;L</i>			
<b>Expense</b>				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · PS-Library Director	6,036.30	73,874.00	-67,837.70	8.2%
5104 · SD-Administrative Assistant	1,508.00	18,996.00	-17,488.00	7.9%
5105 · CH-Business Manager	2,371.87	27,833.00	-25,461.13	8.5%
5120 · CW-Lib Admin/Supplies Mgr, ILL	3,464.20	42,411.00	-38,946.80	8.2%
5124 · CA-Lib Asst/Shelver,Volntr Mgr				
5124.2 · Severance Pkg CA	0.00	0.00	0.00	0.0%
5124 · CA-Lib Asst/Shelver,Volntr Mgr - Other	294.55	0.00	294.55	100.0%
<b>Total 5124 · CA-Lib Asst/Shelver,Volntr Mgr</b>	294.55	0.00	294.55	100.0%
5126 · MS-Lib Tech/Childrens Programs	0.00	0.00	0.00	0.0%
5129 · SB-Lib Tech/Periodicals Mgr	2,850.01	36,619.00	-33,768.99	7.8%
5131 · DP-Reference Services	2,687.77	31,733.00	-29,045.23	8.5%
5132 · HS-Lib Asst/Processing	1,497.30	20,090.00	-18,592.70	7.5%
5133 · CS Lib Asst/Media Processing	1,637.13	24,399.00	-22,761.87	6.7%
5134 · JB-Catalog Specialist	2,992.51	38,465.00	-35,472.49	7.8%
5136 · DV - Lib Asst (new)	523.11	9,028.00	-8,504.89	5.8%
5137 · MG Youth Services Librarian	2,511.17	30,127.00	-27,615.83	8.3%
5138 · Library Page/Shelving (New)	0.00	16,506.00	-16,506.00	0.0%

*Note  
July 1 payroll will accrue into last year*

*CK 7/11/16*

## Baker County Library District Profit & Loss Budget Performance July 2016

	Jul 16	Budget	\$ Over Budget	% of Budget
5140 · Vacation Subs & Weekend Asst	603.78	11,869.00	-11,265.22	5.1%
5142 · Library Asst, Sunday Desk				
5142.5 · CL-Library Asst, Sunday	325.09	7,670.00	-7,344.91	4.2%
5142.8 · LR-Library Asst, Sunday	231.84			
<b>Total 5142 · Library Asst, Sunday Desk</b>	<b>556.93</b>	<b>7,670.00</b>	<b>-7,113.07</b>	<b>7.3%</b>
5150 · Bookmobile/Maintenance				
5150.5 · Bookmobile Driver5	0.00	5,300.00	-5,300.00	0.0%
5150.8 · Bookmobile Driver8	251.16	4,800.00	-4,548.84	5.2%
5150.9 · Bookmobile Driver9	428.51	0.00	428.51	100.0%
<b>Total 5150 · Bookmobile/Maintenance</b>	<b>679.67</b>	<b>10,100.00</b>	<b>-9,420.33</b>	<b>6.7%</b>
5152 · JW-Technology Manager	4,010.25	49,094.00	-45,083.75	8.2%
5174 · VR-Facilities Maintenance	315.63	10,413.00	-10,097.37	3.0%
5195 · Staff Training	0.00	1,500.00	-1,500.00	0.0%
<b>Total 5100 · Baker Branch</b>	<b>34,540.18</b>	<b>460,727.00</b>	<b>-426,186.82</b>	<b>7.5%</b>
5200 · Branch Attendants				
5202 · Haines	1,041.74			
5203 · Halfway	1,095.93			
5204 · Richland	1,135.26			
5205 · Huntington	872.22			
5206 · Sumpter	1,174.23			
5209 · Branch Training	0.00			
5200 · Branch Attendants - Other	0.00	65,783.00	-65,783.00	0.0%
<b>Total 5200 · Branch Attendants</b>	<b>5,319.38</b>	<b>65,783.00</b>	<b>-60,463.62</b>	<b>8.1%</b>
5700 · Grant Wages & Related Expense				
5701 · VRoom Grant Wage Expense	313.92			
5702 · Pre-K Links Grant	417.90			
<b>Total 5700 · Grant Wages &amp; Related Expense</b>	<b>731.82</b>			
<b>Total 5001 · District salaries</b>	<b>40,591.38</b>	<b>526,510.00</b>	<b>-485,918.62</b>	<b>7.7%</b>
5300 · Special Contracts				
5153 · JW-Tech Contracts	0.00	0.00	0.00	0.0%
<b>Total 5300 · Special Contracts</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	6,788.09	93,932.00	-87,143.91	7.2%

*will be moved to  
OF-grant expense*

**Baker County Library District**  
**Profit & Loss Budget Performance**  
**July 2016**

	Jul 16	Budget	\$ Over Budget	% of Budget
Total 5401 · Group Insurance	6,788.09	93,932.00	-87,143.91	7.2%
5403 · Life Insurance	231.60	780.00	-548.40	29.7%
5404 · PERS	0.00	60,835.00	-60,835.00	0.0%
5405 · S.S. Employer Portion	2,995.79	40,278.00	-37,282.21	7.4%
5406 · SUTA Employer Portion	34.03	527.00	-492.97	6.5%
5407 · Workmans Comp	1,333.42	2,422.00	-1,088.58	55.1%
Total 5400 · Payroll Taxes & Benefits	11,382.93	198,774.00	-187,391.07	5.7%
6560 · Payroll Expenses	0.00	10.00	-10.00	0.0%
Total 5000 · Personal Services	51,974.31	725,294.00	-673,319.69	7.2%
6000 · Materials and Services				
6100 · Books & Periodicals				
6130 · Reference Books	141.40			
6134 · Electronic Subscriptions	1,400.00			
6140 · Periodicals	300.10			
6160 · Video/DVD	102.64			
6100 · Books & Periodicals - Other	0.00	94,000.00	-94,000.00	0.0%
Total 6100 · Books & Periodicals	1,944.14	94,000.00	-92,055.86	2.1%
6200 · Library Consortium	0.00	13,050.00	-13,050.00	0.0%
6300 · Building Eq. & Supplies				
6310 · Building & Grounds Maintenance	50.69	33,000.00	-32,949.31	0.2%
6320 · Janitorial Supplies				
6321 · Cleaning contract	0.00	12,000.00	-12,000.00	0.0%
6322 · Supplies	257.36	3,250.00	-2,992.64	7.9%
Total 6320 · Janitorial Supplies	257.36	15,250.00	-14,992.64	1.7%
6340 · Equipment Lease	0.00	2,600.00	-2,600.00	0.0%
6345 · Computer Maintenance				
6345.1 · Computer - Maintenance	67.99	0.00	67.99	100.0%
6345.3 · Comp Tech - Branch Travel	237.66			
6345 · Computer Maintenance - Other	0.00	23,000.00	-23,000.00	0.0%
Total 6345 · Computer Maintenance	305.65	23,000.00	-22,694.35	1.3%
Total 6300 · Building Eq. & Supplies	613.70	73,850.00	-73,236.30	0.8%
6400 · Bookmobile Operations				
6410 · Bookmobile Fuel	18.54			
6400 · Bookmobile Operations - Other	0.00	6,000.00	-6,000.00	0.0%

*7.2% - PASS Review*

*Ingram \$2851.83  
LEO \$1400 - database subscription*

**Baker County Library District**  
**Profit & Loss Budget Performance**  
 July 2016

	Jul 16	Budget	\$ Over Budget	% of Budget
<b>Total 6400 · Bookmobile Operations</b>	18.54	6,000.00	-5,981.46	0.3%
<b>6600 · Corporate Costs</b>				
6610 · Insurance	0.00	20,425.00	-20,425.00	0.0%
6620 · Travel & Training	322.88	4,500.00	-4,177.12	7.2%
6621 · Special Contracts Travel	0.00	200.00	-200.00	0.0%
6630 · Election	0.00	3,500.00	-3,500.00	0.0%
6640 · Auditor	0.00	8,200.00	-8,200.00	0.0%
6641 · Bookkeeping Supplies & Services	0.00	900.00	-900.00	0.0%
6660 · Dues and Subscriptions	689.00	2,750.00	-2,061.00	25.1%
6680 · Publication	0.00	1,600.00	-1,600.00	0.0%
6690 · Financial Mgmt Fees	0.00	1,210.00	-1,210.00	0.0%
6691 · Legal Administration	0.00	250.00	-250.00	0.0%
6696 · Public Programs	0.00	2,500.00	-2,500.00	0.0%
<b>Total 6600 · Corporate Costs</b>	1,011.88	46,035.00	-45,023.12	2.2%
<b>6700 · Other Operating Expenses</b>				
6720 · Branch Mileage	296.82	3,500.00	-3,203.18	8.5%
6730 · Library Services Supplies	143.19	15,500.00	-15,356.81	0.9%
<b>6731 · Youth Programs</b>				
6731.4 · Other Youth Programs	14.99			
6731.6 · Makerspace Club	0.00	2,000.00	-2,000.00	0.0%
6731 · Youth Programs - Other	0.00	10,400.00	-10,400.00	0.0%
<b>Total 6731 · Youth Programs</b>	14.99	12,400.00	-12,385.01	0.1%
6740 · Postage & Freight	0.00	1,500.00	-1,500.00	0.0%
<b>6750 · Utilities</b>				
6751 · Garbage				
6751.2 · Haines-Baker Sanitary	27.00			
6751.5 · Huntington-Baker Sanitary	32.00			
<b>Total 6751 · Garbage</b>	59.00			
6750 · Utilities - Other	0.00	41,210.00	-41,210.00	0.0%
<b>Total 6750 · Utilities</b>	59.00	41,210.00	-41,151.00	0.1%
<b>6756 · Telecommunications</b>				
6756.0 · Telephone				
6756.1 · Baker - BendTel	58.54			
6756.2 · Haines - Cascade/Reliance	63.98			
6756.3 · Halfway - Pine Telephone	32.95			
6756.5 · Huntington - CenturyTel	37.41			
6756.6 · Sumpter - CenturyLink/Qwest	41.82			

LEO  
 \$ 2089.00  
 = membership  
 \$689  
 and  
 subscription  
 \$1400



**Baker County Library District**  
**Profit & Loss Budget Performance**  
**July 2016**

	Jul 16	Budget	\$ Over Budget	% of Budget
6756.8 · US Cellular (3 Lines)	34.86			
<b>Total 6756.0 · Telephone</b>	<b>269.56</b>			
<b>6757.0 · Internet</b>				
6757.2 · Haines - Cascade/Reliance	60.96			
6757.3 · Halfway - Pine Tel	49.78			
6757.4 · Richland - Pine Tel	25.00			
6757.5 · Huntington -CenturyTel	102.89			
6757.6 · Sumpter - CenturyLink/Qwest	99.94			
<b>Total 6757.0 · Internet</b>	<b>338.57</b>			
6756 · Telecommunications - Other	0.00	14,150.00	-14,150.00	0.0%
<b>Total 6756 · Telecommunications</b>	<b>608.13</b>	<b>14,150.00</b>	<b>-13,541.87</b>	<b>4.3%</b>
<b>Total 6700 · Other Operating Expenses</b>	<b>1,122.13</b>	<b>88,260.00</b>	<b>-87,137.87</b>	<b>1.3%</b>
<b>Total 6000 · Materials and Services</b>	<b>4,710.39</b>	<b>321,195.00</b>	<b>-316,484.61</b>	<b>1.5%</b>
7000 · Capital Outlay	0.00	71,000.00	-71,000.00	0.0%
7500 · Debt Service	0.00	2,000.00	-2,000.00	0.0%
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%
<b>Total 8005 · Transfers</b>	<b>0.00</b>	<b>11,000.00</b>	<b>-11,000.00</b>	<b>0.0%</b>
<b>Total 8000 · Transfers &amp; Contingency</b>	<b>0.00</b>	<b>11,000.00</b>	<b>-11,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>56,684.70</b>	<b>1,130,489.00</b>	<b>-1,073,804.30</b>	<b>5.0%</b>
<b>Net Income</b>	<b>-56,592.51</b>	<b>200,144.00</b>	<b>-256,736.51</b>	<b>-28.3%</b>

**Baker Co Library - Other Funds**  
**Profit & Loss Budget Performance**  
**July 2016**

	Jul 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4400.0 · Other Uses Funds				
4415.0 · Literacy Department				
4415.1 · Beginning Cash Literacy	\$ 841.32 <del>0.00</del>	900.00	-900.00	0.0%
4415.9 · Interest Income Literacy	0.00	50.00	-50.00	0.0%
<b>Total 4415.0 · Literacy Department</b>	<b>0.00</b>	<b>950.00</b>	<b>-950.00</b>	<b>0.0%</b>
4420.0 · Memorial Department				
4420.1 · Beginning Cash Memorial	\$ 89,700.77 <del>0.00</del>	94,000.00	-94,000.00	0.0%
4420.2 · Contributions	0.00	1,000.00	-1,000.00	0.0%
4420.5 · Grant Income	0.00	10,000.00	-10,000.00	0.0%
4420.7 · Other Revenue	0.00	4,000.00	-4,000.00	0.0%
4429.9 · Interest Income Memorial	0.00	600.00	-600.00	0.0%
<b>Total 4420.0 · Memorial Department</b>	<b>0.00</b>	<b>109,600.00</b>	<b>-109,600.00</b>	<b>0.0%</b>
4430.0 · Severance Liability Dept				
4430.1 · Beginning cash Severance Liab	\$ 51,910.79 <del>0.00</del>	58,500.00	-58,500.00	0.0%
4430.8 · Transfer from General Fund	0.00	10,000.00	-10,000.00	0.0%
4430.9 · Interest Income Severance Liab	0.00	50.00	-50.00	0.0%
<b>Total 4430.0 · Severance Liability Dept</b>	<b>0.00</b>	<b>68,550.00</b>	<b>-68,550.00</b>	<b>0.0%</b>
4524.0 · Technology Department				
4524.1 · Beginning cash Technology	(\$ 3,260) <del>0.00</del>	100.00	-100.00	0.0%
4524.8 · Transfer from General Fund	0.00	1,000.00	-1,000.00	0.0%
4524.9 · Interest income Technology	0.00	50.00	-50.00	0.0%
<b>Total 4524.0 · Technology Department</b>	<b>0.00</b>	<b>1,150.00</b>	<b>-1,150.00</b>	<b>0.0%</b>
<b>Total 4400.0 · Other Uses Funds</b>	<b>\$ 133,449.62 0.00</b>	<b>180,250.00</b>	<b>-180,250.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>Total cash carry over to be posted to P&amp;L</b>	<b>180,250.00</b>	<b>-180,250.00</b>	<b>0.0%</b>
<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	500.00	-500.00	0.0%
6300 · Memorial Department				
6364.5 · Amazon Book Sales Expenses	9.28			
6398 · Transfer to GF Election Reserve	0.00	500.00	-500.00	0.0%
6399 · Transfer to General Fund	0.00	9,700.00	-9,700.00	0.0%
6300 · Memorial Department - Other	0.00	104,200.00	-104,200.00	0.0%

CK 7/11/2016

**Baker Co Library - Other Funds**  
**Profit & Loss Budget Performance**  
**July 2016**

	Jul 16	Budget	\$ Over Budget	% of Budget
Total 6300 · Memorial Department	9.28	114,400.00	-114,390.72	0.0%
6400 · Technology Department	0.00	1,500.00	-1,500.00	0.0%
6850.0 · Severance Liability Dept	0.00	58,500.00	-58,500.00	0.0%
6900 · Misc. bank charges	0.00	350.00	-350.00	0.0%
Total 6000 · Other Uses Fund	9.28	180,250.00	-180,240.72	0.0%
Total Expense	9.28	180,250.00	-180,240.72	0.0%
Net Income	-9.28	0.00	-9.28	100.0%

## Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2016

	Jul 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Membership Dues	0.00	205,000.00	-205,000.00	0.0%
4010 · Grant Revenue				
4011 · LSTA Grant #1 - Courier	0.00	50,000.00	-50,000.00	0.0%
<b>Total 4010 · Grant Revenue</b>	<b>0.00</b>	<b>50,000.00</b>	<b>-50,000.00</b>	<b>0.0%</b>
4200 · Interest Income	0.00	10.00	-10.00	0.0%
4300 · Other Revenues	0.00	3,000.00	-3,000.00	0.0%
4999 · Beginning Cash	① 148,801.19	110,000.00	-110,000.00	0.0%
<b>Total Income</b>	<b>0.00</b>	<b>368,010.00</b>	<b>-368,010.00</b>	<b>0.0%</b>
<b>Expense</b>				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · BL - System Administrator	4,642.36	56,816.00	-52,173.64	8.2%
5102 · CH - Business Manager	356.83	5,600.00	-5,243.17	6.4%
<b>Total 5100 · Sage Staff Salaries &amp; Wages</b>	<b>4,999.19</b>	<b>62,416.00</b>	<b>-57,416.81</b>	<b>8.0%</b>
5200 · Sage Payroll Taxes & Benefits				
5201 · Group Health Insurance	602.19	7,900.00	-7,297.81	7.6%
5203 · Life Insurance	0.00	100.00	-100.00	0.0%
5204 · PERS Retirement	0.00	9,796.00	-9,796.00	0.0%
5205 · SS Employer Portion	382.44	5,180.00	-4,797.56	7.4%
5206 · SUTA Employer Portion	4.99	63.00	-58.01	7.9%
5207 · Workmans Comp	2.84	76.00	-73.16	3.7%
<b>Total 5200 · Sage Payroll Taxes &amp; Benefits</b>	<b>992.46</b>	<b>23,115.00</b>	<b>-22,122.54</b>	<b>4.3%</b>
<b>Total 5000 · Sage Personal Services</b>	<b>5,991.65</b>	<b>85,531.00</b>	<b>-79,539.35</b>	
5700 · LSTA Grant #2 - Cataloger				
5701 · DS - Cataloger Salary	3,825.14			
5710 · Grant Payroll Taxes & Benefits	901.63			
<b>Total 5700 · LSTA Grant #2 - Cataloger</b>	<b>4,726.77</b> ②			
6000 · Materials & Services				
6100 · Accounting & Auditing	0.00	1,500.00	-1,500.00	0.0%
6110 · Administrative Svc (personnel)	0.00	2,558.00	-2,558.00	0.0%
6130 · Courier Services & Supplies				
6131 · LSTA Grant #1 - Courier	0.00	50,000.00	-50,000.00	0.0%
6132 · Sage Courier Expense	0.00	33,865.00	-33,865.00	0.0%
6130 · Courier Services & Supplies - Other	109.32	0.00	109.32	100.0%
<b>Total 6130 · Courier Services &amp; Supplies</b>	<b>109.32</b>	<b>83,865.00</b>	<b>-83,755.68</b>	<b>0.1%</b>
6135 · LSTA Grant #2 Other Expenses	0.00	2,500.00	-2,500.00	0.0%

① To be posted to P&L

7.0% Cataloger grant -  
② will be accrued into prior year

CW 7/11/16

**Baker Co Library - Sage Fund**  
**Profit & Loss Budget Overview**  
**July 2016**

	Jul 16	Budget	\$ Over Budget	% of Budget
6140 · Dues & Subscriptions	0.00	3,750.00	-3,750.00	0.0%
6160 · Legal Services	0.00	50.00	-50.00	0.0%
6180 · Postage & Freight	0.00	100.00	-100.00	0.0%
6190 · Printing	0.00	50.00	-50.00	0.0%
6200 · Supplies, Office	0.00	500.00	-500.00	0.0%
6210 · Technical Services & Maint				
6210.1 · System Librarian (Brent Mills)	0.00	56,100.00	-56,100.00	0.0%
<b>Total 6210 · Technical Services &amp; Maint</b>	<b>0.00</b>	<b>56,100.00</b>	<b>-56,100.00</b>	<b>0.0%</b>
6220 · Technology	0.00	4,500.00	-4,500.00	0.0%
6240 · Telecommunications	0.00	250.00	-250.00	0.0%
6250 · Training	0.00	4,500.00	-4,500.00	0.0%
6260 · Travel	0.00	3,000.00	-3,000.00	0.0%
<b>Total 6000 · Materials &amp; Services</b>	<b>109.32</b>	<b>163,223.00</b>	<b>-163,113.68</b>	<b>0.1%</b>
66000 · Payroll Expenses	531.00	100.00	431.00	531.0%
7000 · Capital Outlay	0.00	21,000.00	-21,000.00	0.0%
8000 · Contingency	0.00	11,000.00	-11,000.00	0.0%
<b>Total Expense</b>	<b>11,358.74</b>	<b>280,854.00</b>	<b>-269,495.26</b>	<b>4.0%</b>
<b>Net Income</b>	<b>-11,358.74</b>	<b>87,156.00</b>	<b>-98,514.74</b>	<b>-13.0%</b>