

Baker County Library District
 Board of Directors
Budget Hearing / Regular Meeting Agenda
 Monday, Nov 13, 2017, 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. | Consent agenda (ACTION) a. Additions/deletions from the agenda b. Minutes of previous meeting | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | Dielman |
| V. | REPORTS a. Director b. Finance | Stokes Hawes |
| VI. | OLD BUSINESS a. Roof-gutter-soffit repair project | Adamson |
| VII. | NEW BUSINESS a. FY2017-2018 Supplemental Budget b. Board Training: i. SDAO - Successful Governance for Local Officials, part 2 | Stokes Stokes |
| VIII. | Agenda items for next regular meeting: Dec 11, 2017 | Dielman |
| IX. | ADJOURNMENT | Dielman |

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

| | |
|--|-------------------------------------|
| ORS 192.660 (2) (d) Labor Negotiations | ORS 192.660 (2) (e, j) Property |
| ORS 192.660 (2) (h) Legal Rights | ORS 192.660 (2) (a, b, i) Personnel |

Library Board Meeting – Annotated Agenda

Monday, Nov 13, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

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

Attachments:

- II.b. Board meeting minutes, Oct 9 2017

- | | |
|--|---------|
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| None. | |

V. REPORTS

- | | |
|-------------|--------|
| a. Director | Stokes |
|-------------|--------|

Friends & Foundation

The Friends met on Wednesday, Nov 8 2017. I have included the draft meeting minutes with the board packet. Both the Friends and Foundation groups have agreed to contribute \$1,500 each to the Teen Room remodel project. Their generosity is greatly appreciated. The custom shelving for that project is expected to be delivered in late December. The Friends voted to not host a winter book sale in January 2018, so the library will invite the Baker County Community Literacy Coalition to do it.

Facilities

- **Baker -- Boiler repair**

A service call to Scott's Heating & AC was required in October due to a faint scent of natural gas in the boiler room. The boiler was temporarily shut down until it could be checked. The furnace system was found to not be burning as efficiently as it should, so a trace amount of surplus gas was being vented into the room.

- **Baker -- Drainage system repair**

With help of Baker City Public Works again, a gravel pit drain with an iron grate was installed in the south parking lot after the asphalt fill of the depression proved insufficient. The new drain has so far prevented water pooling in that area, as it has for several years.

- **Baker -- Meeting Room door upgrade to code entry**

The locking mechanism of the south door of the Riverside Meeting Room has become worn out over the years and is in need of replacement. We will take this opportunity to install a push button code entry lock mechanism so that instead of having to issue a key for after-hours access, we can simply provide the access code. The keyless entry unit cost is about \$420.00. I don't yet have a cost on the other parts.

Library Board Meeting – Annotated Agenda

Monday, Nov 13, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

- **Baker -- Windows cleaned**

Ed determined that the Baker branch windows were in need of a good professional cleaning to address oxide buildup over the years. The cost is estimated at around \$700. It would be best if we can make this cleaning an annual practice, at least. If PRCF work crews resume, the inmates can then be used to maintain them over the winter months.

- **Haines -- Gutter repair**

A gutter was reported by a Haines local to be pulled away from the building. Ed suspects mischief to be the cause, possibly by someone using it for climbing up or down from the roof. We're unsure of how a person would gain access to the roof. He will be in repairing the gutter this next week and addressing some roof leak issues there, as well.

- **Huntington -- Bicycle rack**

We have ordered a loop-style bike rack from Natural Structures to be mounted at the Huntington library. It cost about \$250. Huntington staff has requested a rack for several years, but we wanted to first fix the ramp there – which Ed accomplished earlier this year.

- **Huntington – Foundation vents**

Multiple foundation vents at the Huntington branch are missing or damaged due to vandalism. Ed proposes to seal those vents with metal sheeting, install foundation blankets and air-exchange ductwork tied into the HVAC system. He projects this would significantly improve the energy efficiency of the building. With the roof/soffit/gutter project at Baker, we may postpone and go with temporary inserts until we have the money and time for that upgrade.

Personnel

- **Training**

IT Manager Jim White attended a **cyber-security meeting** held in Pendleton recently. Apparently, the state of Oregon will be establishing a cyber-security center to support public agency needs. Jim was happy he attended.

On Oct 23, we sent Library Technical Assistant Bryan Ames to a four-day **drone pilot training course** provided by SDAO. Rules and regulations have recently been tightened on drone use by a public agency. The library may be able to use a drone to survey facilities and grounds, such as the roof and trees, so took advantage of this opportunity. Travel, lodging and labor were the only costs to the district but the certification is a \$1,500 value. We also may be able to offer drone services to other agencies in Baker County.

Public Services

The Children's Room **red dragon** that is suspended near the staff desk will need to come down soon, unfortunately. After a small child carried on a parent's shoulders tore the wing recently, we discovered the plastic table cloths which make up the wings and body have become so extremely brittle with age they easily shatter into confetti bits with

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Monday, Nov 13, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

slight handling. The dragon was a project of former children's staff Melissa Shafer. It has been a fun feature for many years and we are saddened to see it go. But it has served its purpose and it seems its time has come. We may preserve the papier-mâché head to mount on the wall like a hunting trophy.

Several staff dressed in costume on Oct 31 in the spirit of Halloween. I am grateful for the participation as it helps to make the holiday more fun for the community and coworkers.

Security

One of the security cameras at the Baker branch is in need of replacement due to sun damage over the years. We obtained a cost estimate from Alpine Alarm but then determined Ed scan handle the task himself for less.

SDAO is offering a "Safety & Security Grant" again this year with matching funds of up to \$5,000. Jim and I are discussing a proposal for basic Ubiquiti brand security camera systems at several branch sites. The Ubiquiti systems are enterprise-quality, economical, and scalable for addition of more cameras as needed. The switches they require will also enable enhanced control and security of the Internet networks at the branches. Recently, we were notified that our Internet service in Sumpter was being used for downloading of pirated movies, leading to warnings of legal action and loss of Internet service. Jim installed Unifi gear that helped him be able to remotely monitor the volume of use there and identify and block suspected abusers of our service.

Other

- **Gifts**

MaryAlys Urey has gifted the library a 3'x2' painting by local artist Tom Novak. It is entitled "Climate Change" and features a person holding an umbrella against an abstract red, orange, and blue speckled backdrop. Novak reports that Rebecca Van Cleave modeled for the piece. We have hung it above the model car display. I still need to create a name/donor plate for it and send a donor gift form for MaryAlys to submit.

A local family approached me last week about furnishing a park bench as memorial to a loved one to be placed at the riverbank near the northeast corner of the building. We recently temporarily removed the bench at that location for the drainage system repair on piping beneath the Leo Adler pathway. The bench they had in mind would be an improvement over what we had. They are working with Natural Structures on that order. I don't yet have a delivery date for it.

b. Finance

Hawes

Report documents to be distributed at the meeting.

Library Board Meeting – Annotated Agenda

Monday, Nov 13, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

VI. OLD BUSINESS

a. Roof-gutter-soffit repair project

Adamson

Attachments:

- VI.a. Adamson roof/gutter/soffit repair memo

In late October, the district accepted SDAO’s offer of an additional \$10,000 to help address damage to the gutter and roof. This brings the total 2016-2017 severe winter claim settlement to about \$30,000. Unfortunately, this is about only 25% of the full project cost of \$120,000 needed to correct significant construction deficiencies in the roof, gutter and soffit as determined by our Facilities Specialist Ed Adamson. Please review the attached report from Ed for details.

Ed will be at the board meeting to report on his assessment, repair work accomplished to date, his repair strategy recommendation, and answer any questions.

VII. NEW BUSINESS

a. FY2017-2018 Supplemental Budget

Stokes

- VII.a.i. Resolution 2017-18 R.004 Adopting Supplemental Budget 1

This revised budget adopts and appropriates approximately \$60,000 of unanticipated surplus revenue to the FY17-18 budget.

| | |
|--|-----------------|
| Current year tax levy | \$15,091 |
| Insurance settlement for severe winter building damage | \$30,000 |
| Beginning cash surplus | \$14,686 |
| TOTAL | \$59,777 |

The additional tax proceeds will enable the library to increase hours for our Facilities Specialist position from 19 to 32 hours per week (4 days/week), which brings the position into the benefits category, as well. This is a high priority necessary to secure the highly-qualified individual the district currently employs in Ed Adamson.

Other changes move funds from various categories and reserves in order to increase the Buildings & Grounds category by \$95,000, from \$25,000 to \$120,000, due to unanticipated building repairs necessary at the Baker site that were caused and exacerbated by last year’s severe winter of 2016-2017.

Cost cutting primarily affects the few categories that are discretionary

I propose the balance of repair project funds mostly come from temporary reduction of the Operations Reserve.

| Operations Reserve cut | Original | Revised | Chg |
|------------------------|-----------|-----------|------------------|
| | \$241,832 | \$203,645 | -\$38,187 |

| Materials/Services + Transfer cuts | |
|------------------------------------|------------------|
| Collections | -\$16,900 |
| Travel & Training | -\$2,000 |
| Programs | |
| Adult Programs | -\$1,500 |
| Youth Programs | -\$2,000 |
| Technology Transfer | -\$2,500 |
| TOTAL | -\$24,900 |

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Notes prepared by Library Director Perry Stokes

Combined, the Materials & Services category reductions plus Reserves amount to about \$65,000. Added to the insurance settlement of \$30,000, an extra \$95,000 can be added to the existing \$25,000 building line for a total of \$120,000.

This may still be \$15,000-\$20,000 short, since it does not include other miscellaneous building maintenance costs already paid out of the category to date (some of which are included in the \$120,000 total cost).

Another budget revision will be necessary in May 2018, when we have more information about other underexpended categories.

This reduction of reserves may force the district back into a position of short-term debt for operations between July and November. Recovery of the reserves buildup will take approximately 5 years with \$10,000-\$15,000 deposits per year.

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|--|---------------------|--|-------|--|-----------|--|---------------|---------|---------------------------|---------|---------------------|-------|--------------------|-------|--------------------|--------|------------------|-------|-------------------|--------------------|--------------------------|--|-------|--|--------------|---|-------------------|------------|--|--------------------------|--|-------|--|-------------------------|---|---------------------------|---------|---------------------|-------|--------------------|-------|-------------------|------------------|---------------------------------|--|-------|--|-------------------------|-----------|---------------------------|------------|---------------------|--------|-------------|--------|--------------------|---|-------------------|------------------|--|--------------------|---|---------|-----------------------------------|--------------------|
| <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">General Fund</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Personnel</td> <td></td> </tr> <tr> <td>Services.....</td> <td style="text-align: right;">762,852</td> </tr> <tr> <td>Materials & Services.....</td> <td style="text-align: right;">399,173</td> </tr> <tr> <td>Capital Outlay.....</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>Debt Service</td> <td style="text-align: right;">2,000</td> </tr> <tr> <td>Transfers Out.....</td> <td style="text-align: right;">10,000</td> </tr> <tr> <td>Contingency.....</td> <td style="text-align: right;">3,645</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$1,178,670</td> </tr> </table> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Debt Service Fund</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Debt Service</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$0</td> </tr> </table> | General Fund | | <hr/> | | Personnel | | Services..... | 762,852 | Materials & Services..... | 399,173 | Capital Outlay..... | 1,000 | Debt Service | 2,000 | Transfers Out..... | 10,000 | Contingency..... | 3,645 | Total..... | \$1,178,670 | Debt Service Fund | | <hr/> | | Debt Service | 0 | Total..... | \$0 | <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">"Other Uses" Fund</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Personnel Services.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Materials & Services.....</td> <td style="text-align: right;">181,000</td> </tr> <tr> <td>Capital Outlay.....</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Transfers Out.....</td> <td style="text-align: right;">4,000</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$190,000</td> </tr> </table> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Sage Library System Fund</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Personnel Services.....</td> <td style="text-align: right;">\$ 89,630</td> </tr> <tr> <td>Materials & Services.....</td> <td style="text-align: right;">\$ 181,988</td> </tr> <tr> <td>Capital Outlay.....</td> <td style="text-align: right;">21,000</td> </tr> <tr> <td>Contingency</td> <td style="text-align: right;">11,000</td> </tr> <tr> <td>Transfers Out.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$303,618</td> </tr> </table> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td>Total APPROPRIATIONS, All Funds . . .</td> <td style="text-align: right; border: 1px solid black;">\$1,672,288</td> </tr> <tr> <td>Total Unappropriated and Reserve Amounts, All Funds . . .</td> <td style="text-align: right;">320,317</td> </tr> <tr> <td>TOTAL ADOPTED BUDGET . . .</td> <td style="text-align: right; border-top: 1px solid black;">\$1,992,605</td> </tr> </table> | "Other Uses" Fund | | <hr/> | | Personnel Services..... | 0 | Materials & Services..... | 181,000 | Capital Outlay..... | 5,000 | Transfers Out..... | 4,000 | Total..... | \$190,000 | Sage Library System Fund | | <hr/> | | Personnel Services..... | \$ 89,630 | Materials & Services..... | \$ 181,988 | Capital Outlay..... | 21,000 | Contingency | 11,000 | Transfers Out..... | 0 | Total..... | \$303,618 | Total APPROPRIATIONS, All Funds . . . | \$1,672,288 | Total Unappropriated and Reserve Amounts, All Funds . . . | 320,317 | TOTAL ADOPTED BUDGET . . . | \$1,992,605 |
| General Fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Personnel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Services..... | 762,852 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Materials & Services..... | 399,173 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Capital Outlay..... | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Debt Service | 2,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfers Out..... | 10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contingency..... | 3,645 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total..... | \$1,178,670 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Debt Service Fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Debt Service | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total..... | \$0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| "Other Uses" Fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Personnel Services..... | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Materials & Services..... | 181,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Capital Outlay..... | 5,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfers Out..... | 4,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total..... | \$190,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sage Library System Fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Personnel Services..... | \$ 89,630 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Materials & Services..... | \$ 181,988 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Capital Outlay..... | 21,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contingency | 11,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfers Out..... | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total..... | \$303,618 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total APPROPRIATIONS, All Funds . . . | \$1,672,288 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Unappropriated and Reserve Amounts, All Funds . . . | 320,317 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL ADOPTED BUDGET . . . | \$1,992,605 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Library Board Meeting – Annotated Agenda

Monday, Nov 13, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

a. Board Training:

Stokes

i. SDAO - Successful Governance for Local Officials

SDAO has developed an online training course designed for public officials. For Board training, we will share the second lesson of five for the course. These lessons cover the importance of local government, protecting rights, ethics and ethical behavior, managing multiple roles, and community leadership strategy.

VIII. Agenda items for next regular meeting: Dec 11, 2017

Dielman

- FY2016-2017 audit report
- Edge technology services assessment
- Policy review/revision
 - Fee schedule
 - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object

IX. ADJOURNMENT

Dielman



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, October 9, 2017

| | |
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| Call To Order | Gary Dielman, President called the meeting to order at 6:05 pm. The meeting was held in the Archive Meeting Room. Present at the meeting were Gary Dielman , Nellie Forrester , Della Steele , and Kyra Rohner-Ingram , Directors; Perry Stokes , Library Director and Christine Hawes , Business Manager. |
| Consent Agenda | Dielman asked if there were any changes or additions the consent agenda. There were no changes to the agenda or the minutes. Forrester made a motion to approve the Consent Agenda as presented; Dielman seconded; the motion passed unanimously by those present (Dielman, Forrester, and Steele). Rohner-Ingram arrived following motion. |
| Conflicts or Potential Conflicts of Interest | Dielman asked for any potential conflicts of interest. There were no conflicts. |
| Open Forum for general public | Dielman stated for the record that there were no members of the public present. Stokes said that he did not have correspondence, but does want to report that two people stopped by his office to say they appreciated how he handled the collection tampering incident that was reported in the Baker City Herald newspaper. He also had compliments from staff. |
| REPORTS: Director | <p>Stokes gave highlights from his annotated Director’s Report in the packets.</p> <p>Friends & Foundation – The Friends are now meeting quarterly so they have not met since August. They will meet in November to plan the winter book sale. The Foundation is still working on running the Dolly Parton Imagination Library program in Baker. The Baker City Herald article about DPIL representatives visiting eastern Oregon has helped the Foundation make contact with supporters. For a cost of just \$25 per child, the program ships a book each month directly to the homes of participating children up to age 5 with their name on the package. The program would be run entirely by volunteers. The library would not have to handle the books.</p> <p>Facilities – The District has received an insurance claim check for \$19,749.19 for repairs on the building soffits. This settlement is only for the soffits and does not address the gutter and roof damage. Ed Adamson, Facility Manager, sent a letter to the insurance company accepting the soffit repair portion and also stating that the claim is not closed until we address the gutters and roof damage. The engineer said the roof damage was unrelated to winter, but rather the age of the roof. A discrepancy of assessment exists since the roofing company stated much of the damage was due to the severe winter. Adamson is still negotiating with the insurance company.</p> <p>The Baker City Public Works excavated and replaced collapsed sections of storm drain pipe at the northeast corner of the building. Some of the Leo Adler</p> |



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, October 9, 2017

Pathway was temporarily removed for the project. They also repaired the recessed drainage point in the north public parking lot. We were also able to have the Public Works crew fill the depression in the staff parking lot that always fills up with large pool of water and freezes into ice. This greatly improves safety in that parking lot.

The stone in the Memorial Rose Garden has been engraved to read *Baker County Public Library*. A solar-powered spotlight was installed to illuminate the stone.

We have a new volunteer working on the main branch landscaping. The landscape is greatly improved and we are grateful for her efforts.

Various surplus equipment was disposed of through public sales this past month. The items were no longer needed or cost effective to keep stored.

Alpine Alarm has installed a voice mail component to the phone system at the main branch. The equipment cost \$380 and will provide voice mail functionality for the director and select staff extensions. There are two voice mail currently set up for the facility maintenance and the director.

Outreach – Stokes was interviewed by the Baker City Herald for Banned Books Week. He was also interviewed for a KBOI news broadcast that was scheduled to air Monday evening, October 9. The segment was posted on KBOI website. He showed the story to the group on his laptop.

Personnel – Two new high school students began work mid-September as Library Pages. One is shelving and the second is being trained to assist with incoming donations management.

Public Services – The StoryTime schedule has been adjusted by Children's Services Specialist Missy Grammon. The Tuesday evening program was moved back to Tuesday morning due to low turnout. She is looking at offering a monthly Saturday program.

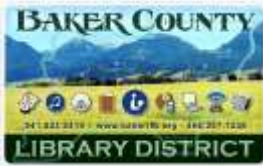
IT staff launched a Robotics Club in mid-September. Jim White has been coordinating with teachers at the high school and BMCC. Participation started out lower than anticipated so we will increase advertising.

Security – Trespassing on the roof of the Baker branch was suspected after a blanket and notebook were found by staff. A couple of months ago, staff observed two youth on the roof after library hours. Incidents have been reported to the police. An additional security camera was installed on the roof to monitor this.



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, October 9, 2017

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| <p>Finance</p> | <p>Hawes had already passed out financial reports at the beginning of the meeting. Check packets were handed out for signatures.</p> <p>The General Fund received tax turnovers of \$2,216.07 in prior taxes in October. A deposit of \$500 was made for the Halfway Art Coalition Grant which was spent in August for the Halfway Summer Reading Program. Personnel Services is on target in total at 33% spent. In Materials & Services, checks of interest include Ingram \$1,266.09 book order and ProQuest \$2,316 for Ancestry and Heritage subscriptions. In Building Maintenance, H&H Lock & Key \$100 for a new lock for the men’s bathroom (patron got temporarily locked in restroom when lock failed), Dacon Environmental \$840 for the main library building air quality samples, and Scotts Heating & A/C \$230 for furnace service call. A check to Special Districts of \$814.91 for annual membership renewal. In Youth Programs, checks to Traveling Lantern \$350 for a program coming in November and Pathfinders \$207.70 Makers Club supplies. Interfund operating loans from Other Funds – Memorial total \$45,000 to date.</p> <p>Other Funds had Amazon book sales revenue of \$460.38. This fund wrote checks for Stone Tributes \$300 engraving, Commissions totaling \$144.16, and to Visa for shipping postage \$90.80.</p> <p>Sage Fund now pays both IRS and ODOR payroll taxes directly to them online. Sage still makes reimbursements to General Fund for PERS payments and direct deposit for payroll. Checks for Courier expenses totaled \$1,202 and Visa \$462.95 included \$270 order for courier labels. It made its first contractor payment to Jon Georg for IT system maintenance.</p> <p>The check packets were handed back after having been signed and check lists approved for three funds.</p> |
| <p>New Business: 2016-17 Oregon State Library Statistics Report</p> | <p>Stokes completed the Oregon State Statistics Report and prepared graphs of past year data to show trends for the board. The graph showing the <i>Library Borrowers</i> has two dips in registered borrowers (2010 and 2016) corresponding with the database being purged of inactive accounts. On average, accounts number around 12,000. Following the 2016 purge, numbers are coming back up to over 10,000. The <i>Physical vs. Digital Checkouts</i> graph shows peak years in 2014 and 2015. Digital circulation is holding steady around 7,000. Physical circulation has declined from its peak of 165,000 to 130,000 in 2017. Stokes theorized that the usage may be related to the strength of the economy. Studies do show that people don’t use the library as much when economics are good; when the economy declines then people use the library more. Looking at the circulation of <i>Books vs. Movies</i> graph, book circulation has remained steady at over 81,000. However, movie circulation has declined from its peak of 67,000 a</p> |



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, October 9, 2017

few years ago, to current circulation of 54,000. Stokes believes that more people are getting their movies through portable devices. Rohner-Ingram added that Baker City didn't have a RedBox in town for long time that would have added to the higher demand. Circulation of *Audio Books vs Magazines*, both media formats have declined in the last 2 years. The *Circulation of Miscellaneous Format* shows an increase in equipment available for patron check out, a decrease in music media, and an increase in kit check outs.

The *Collection Investment vs Use* graph Stokes commented was interesting. The total physical units available have increased to an all-time high of over 230,000 items. The dollar amount spent on collection additions has remained steady at about \$100,000 with last year being \$99,802 spent on the collection. Total physical additions were 17,654 this past year. There are a lot of options for a population of 16,000 in Baker County. The next graph breaks down the items added by media type. Book additions are the largest category. The large dip in 2015 was the time period we were without a cataloger. There are currently a lot of materials in process totaling over 6,900.

Looking at the *Check Outs By Collection & Total Visits* graph, adult checkouts is still the largest group using the library. He is excited to see the children's checkouts have really increased although there was a small decline in checkouts this past year. He hopes to focus on increasing the young adult area. The total annual visitor count has dropped by 5-10% every year since installation of the door counters in 2013, which may be related to decreasing youth-park activity.

The *InterLibrary Loan (ILL)* graph shows that the items loaned out are much closer to the number of items borrowed. There had been a large gap 2 years ago, with more items being borrowed. Stokes attributes part of this to a correction in the system to how the holds worked; the system now attempts to put a hold on something local before going out to other libraries. ILL continues to increase as Sage partners are using it more. Stokes is concerned that courier costs are unsustainable at this rate of annual growth. If the growth rate continues, some mitigation measures may be necessary such as being more selective on hold sourcing.

Computer users and sessions are declining, again he believes due to a trend of people using their own devices on the WiFi which decreases the demand for our computers. *Public Computer & WiFi Use* graph shows a steady decline in public computer use sessions with a spiked increase in WiFi use. The new access points came with software to be able to track the usage.

And finally, the Volunteer graph shows a steady number of volunteers of about 100 for the last 6 years, with a significant increase in hours they are working. They are either working more hours or we are doing a better job of tracking it.



Baker County Library District
Board of Directors
Regular Meeting Minutes
Monday, October 9, 2017

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| | The time volunteers give is very valuable, saving us \$50,000 in labor annually. |
| SDAO Board Training Video | Stokes said SDAO has developed an online training course designed for board training. There are 5 sessions of 15-30 minutes each. We will do one or two sessions of the training each month. Tonight, Session 1 Importance of Local Government. The directors felt it was a good video session. |
| Next Meeting Date | The next Board meeting will be November 13, 2017 at 6:00pm. Stokes reviewed the major topics for next month including policy reviews of the Fee Schedule and Digital Archive Copyright Statement. |
| Adjourn | The meeting was adjourned at 7:24 pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch |

DRAFT

To:

Baker County Library Board

Baker City, Oregon

From:

Ed Adamson

Facilities, Baker County Library

Respectful Greetings to All.

I am the new Facilities Technician with the Library District. I came on staff in May, and have been working on many issues with active and deferred maintenance since then. The purpose of this memorandum to the board is to describe the current situation with the roof, gutter, and soffit systems; give a brief understanding of the causes; and recommendations for solutions in the near term, and over the coming years.

Briefly, I have substantial experience in building maintenance and construction. This includes 15 years of experience of facilities management experience with the FDIC and FEMA.; I ran a general contracting business in Montana for 16 years prior to moving to Baker City. I am a NAHB (National Association of Home Builders) certified Construction Professional, NAHB certified Green Builder, and a Solar Professional, certified by National Center for Alternative Technologies, Butte Montana.

Narrative, Current Situation:

The interior of the building during last year's horrific winter was plagued by water dripping down from the roof deck. Numerous buckets, hoses, and drip rags were in evidence, and are still in place. Ceiling tiles, light bezels, and light fixtures were either discolored or saturated to the point of failure. There was water damage to many circulation materials, and we have seen evidence of this again this past week.

It is intuitive that the moisture was the result of roof leaks. The snow and prolonged cold was very hard on the roof system in general. The water drips in evidence were caused by a combination of leaks in the existing roof membrane and by condensation of moisture inside the building envelope on the exposed metal of the roof deck. Legacy construction defects of the roof system and building exterior, failure of the roof system that is in place, combined with the aforementioned harsh winter, was and is responsible

for the moisture issues in the building. A complete description of these causes and solutions follows.

The Exterior of the building suffered as well, and caused a substantial amount of the interior moisture problems. The gutters clogged or malfunctioned, and the resulting water over flow damaged the soffits to the point of failure, as the roof gutters are internalized into the soffit assembly. The soffits are constructed of 5/8" interior sheet rock, so any water on this product resulted in saturation and failure. This is evidenced by the many open areas in the soffits where the sheet rock fell away when it became saturated by the malfunctioning gutters. Birds, squirrels, spiders, and other vermin have used this opportunity to reside in these areas, and several have made it into the building through the batt assemblies.

Narrative, Historical Perspective

Inspection revealed several attempts at repair or mitigation over the years. The roof membrane shows areas of attempts at repair, most of which were slap-dash and ineffective. The gutter system shows similar attempts at repair. These include asphalt applied on the fascia into the gutters, an attempt to mastic the bottoms of the gutters, general application of roofing tar in a haphazard way to deal with problem areas, and the rerouting of two gutter downspouts on the South side of the building. Obviously, these fixes did not work for the long term.

A much more substantial issue is the exterior systems installed during the remodel phase in 1998 and 1999.

A review of the plan set shows that the architect designed the exterior of the roof to be a built up asphalt exterior over rigid foam installation, over a corrugated galvanized sheet metal roof deck, with a suspended ceiling system over the habitation areas of the building. This is standard construction practice on low pitched roofs, and many flat roofs constructed of this assembly last up to 50 years in the harshest of environments.

The roof membrane system used in 1998 / 1999 is very much different, and much less durable. The current exterior roof assembly is a membrane system over low density insulation between the two membrane layers over the aforementioned sheet metal roof deck. This is a system developed and marketed Carlyle Chemical Company. This system has a ten to 15 year warranty if maintained by the installation vendor. It is also intended to be used with some kind of insulation of the underside of the roof deck. The current roof membrane assembly has minimal insulation value, and there is no insulation on the underside of the roof deck.. The membrane layers show numerous failures. The failure of these membrane parts of this system resulted in substantial roof leaks throughout the building, mainly in the work areas on the South side of the structure, but also in the Adult reading areas on the Northside of the building.

A further review of the plan set for the remodel shows that the “skirt” roof, soffit and fascia were not constructed according to the plans. The plans call for a layer of insulation on the horizontal plane of the soffit, and a layer of insulation directly under the wood decking, under the Delta Rib sheet metal of the roof skirt. The current assembly has foil backed R-19 batt (Fiberglass excelsior) insulation between the studs from the top of the interior wall plates to the underside of the metal skirt roof. There is no decking or insulation under the metal roofing. There is no vapor barrier or rigid exterior sheathing on the wall from the top of the wall plate to the bottom of the metal skirt roof. It seems there was an assumption foil backing of the batt insulation would provide for a vapor barrier. This assumption is neither in the manufacturer’s specifications nor a part of any standard construction practice. Further, this assembly is compromised in several locations where the insulation fell out of the stud bays where it was not adequately secured.

The plans further called for a gutter system that was suspended on brackets attached to building framing, that were to be outside of the soffit system, with conventional fascia on the building side of the gutters. A decision was made to use the backside of the gutter trough as fascia, with the gutters in this trough assembly, which then became a part of the building envelope. This unconventional assembly failed when the gutters backed up and overflowed, which resulted in further failure of the sheetrock on the underside (horizontal plane) of the soffits. This aforementioned damage was substantial.

It is important to note the damage to the soffits, combined with the questionable or failed insulation / vapor barrier assembly between wall plates and roof deck, has allowed moisture laden exterior air to penetrate into the building envelope over previous winters. This moisture laden air reaches its dew point inside the building envelope, condensing on the underside of the metal roof deck. This caused a substantial amount of the dripping onto the suspended ceiling panels and light bezels.

Insurance Proceeds:

The repair and reconstruction of the structure was and is well outside the usual building maintenance costs and process. It was clear to me when I started working with the Library in May of this year that we had to pursue the funds to address these critical problems with the building. Perry and I conducted extensive negotiations with our insurance carrier over the summer and fall. I worked extensively with Doug Anderson and Vonnie Domme, adjusters with our carrier. The firm position with our carrier was that the roof was well past its warranted lifetime, the soffits had been identified as an ongoing issue, and that the gutter assemblies had been worked on extensively from past seasons. Their overall perspective is that most of the damage is the result of normal wear and tear. The bottom line is we received \$30,000.00 for our collective claims. It was clear that more monies would require litigation with our carrier. The cost

and time of a litigation process would be substantial. Our main concern is to secure the building envelope as winter is almost here. We needed whatever funds were available as soon as possible to at least start the process. Therefore, this settlement was accepted as in the best interest of the Library.

Solutions:

We have already done a substantial amount of mitigation work on these problems.

1. I determined in June that the drains from the North Parking lot catch basins, the downspouts from the West side of the roof, the cage roof drains on the North side of the building, and the cage roof drains on the East side of the building all collected in an underground manifold on the North East corner of the building, and subsequently drained into the North Powder River. I was able to get Tom Fisk, Baker City Public works, to camera the drain lines to determine their condition. It was determined that the manifold had collapsed during the paving of the path along the river. The result was the overflow of the catch basins in the North parking lot, the failure / blockage of the South side roof drains, and the failure / blockage of the gutter downspout drains into the storm drains under the garden planting areas on the West side of the building. Mr. Fisk was instrumental in working with the Library to excavate the manifold, and replacement of the drain lines into the new manifold. Further, we had Lance with Baker City Sewer and Drains blade out all of the drain lines to the manifold. I had previously installed clean out access in the downspouts to the storm drains to make this possible.
2. We contracted to have the interior of the building tested for mold. This is always a concern when there have been substantial roof leaks and moisture build up in the building envelope. We have all heard about the litigation of mold problems in other parts of the country. Fortunately, no discernable amounts of mold or mold spores were detected inside the building.
3. We contracted with Upson roofing, the original installer, to address the areas where the roof membrane was leaking. These repairs would not give us anything like an extensive warranty, but will address these emergency problems for the next year or so. Upson is also going to apply mastic to the gutters as well, and also to seal up to the new gutter / downspout interfaces discussed below. This is also a transient measure to get us through the short term of the next year or two.
4. I have designed and had Valley Metal construct new interfaces between the gutter and the downspouts. This change allows draining to downspouts *below the* gutters which will then be outside of the soffit and building envelope. The current assembly drains to the side of the gutter, laterally going through the soffit to the downspout locations before going straight down to the storm drains. This has shown to plug and then fail, as the debris from the surrounding trees can

easily plug this side draining assembly, with water following the exterior of this side drain into the soffit. Draining the gutter directly down will mitigate damage to the new soffits, as gravity will provide an assist to minimize this clogging, and will eliminate water laterally draining into the soffit cavity. .

Required Repair and Mitigation Work:

I met with a local structural / mechanical consulting engineer, Mr. Hanley, to work with us on a method to resolve these problems. Mr. Hanley observed the situation described above. He agreed with my evaluation of these issues. He recommended that we needed to professionally design the solutions to generate an accurate description of work. This would be needed to present to the City to be sure we could get a building permit if necessary, and to present to contractors to get our costing projections as accurate as possible. This is why we contacted a local architect with a historical knowledge of the building, Larry Abell, to give us some good drawings and a statement of work. .

Short Term Solution: Roof leaks: The aforementioned work by Upson will deal with the most dire areas of leaks through the membrane. It should be stressed that either time or another catastrophic winter could compromise these repairs. These repairs, and the existing assembly, can not be expected to last more than two years at best.

Overall Solution: Soffit: The best solution is to reconstruct the soffit so as to be as is shown in the original building plan set. This is well described in the document provided by Larry Abell.. Note that this soffit reconstruction will also eliminate the penetration of outside, unconditioned air into the building envelope, a major cause of the condensation on the underside of the existing roof deck, and greatly increase the efficiency of the heating and air conditioning equipment. Note that this will be done in phases to allow for tenting so as to be able to spray insulation as we go, and not completely open up all of the soffit so as to preserve heat inside the building envelope during the coming cold weather. Summation:

- Demolish existing sheet rock and stucco sheathing on horizontal (parallel with sidewalk) lower plane in phases.
- Remove vertical batt insulation in place above existing vertical wall to open soffit areas to be part of the conditioned ceiling space in phases.
- Spray urethane foam insulation on the inside of the sloped metal soffit roof sufficient to achieve R-19 (Three inches @ R-7.1 per inch) in phases.
- Install Densglass sheathing product on horizontal plane of soffit in phases.. Finish in spring when weather warms.
- Lay R-23 batts on the Densglass sheathing on the horizontal plane.

- Extend the existing draft stops to the outside edge of the exterior soffits where the gutter attaches in those locations where the existing draft stops were not extended as drawn. *Note that this is required by current building codes, IRC 2015, and was required by IRC 1997 at the time of construction.* These draft stops were and are required for protection from flame promulgation mandated by fire codes.
- Construct a wall from the horizontal plane to the underside of the sloped metal roof to isolate those areas where access to the exterior soffit is not possible. Sheath this wall with Densglass, and Insulate the interior side of these walls with the same urethane foam used on the underside of the roof deck. These walls will also be for fire protection, so local code official may require the insulation sprayed on these walls to be coated with DC-315 fire retardant.
- Final finish and painting of the Densglass bottoms of the soffit when the weather warms in the spring.

Short Term Solution: Gutters:

The gutters over the addition constructed in 98 /99 on the North and East side of the building are failing. Since the bottom of these is over conditioned space, and is blocked off by the flashing of the existing roof system, Larry Abell recommends that we extend the roof skirt over these so that water and snow run off onto the flat roof systems of these additions, and avoids these gutters completely. The gutters that will be under this roof extension will be blocked off from either end of where the roof extends over the gutters. The gutter over the promenade / river side entrance will have to have a downspout installed to connect with the storm drain under the sidewalk and promenade. This will be done by digging down alongside the existing cleanout so as to tie in with storm drain.

The remaining gutters on the South and West sides of the building will then have the new downspout interfaces installed, and attached to the existing downspouts. These interfaces will be covered with the mastic discussed below. They will connect with the existing downspouts under the bottom of the soffit assembly.

The gutters will then be lined with a coating of mastic tape and mastic. This is not a long term solution for the gutters, but will provide functionality for the coming winter into the next two years.

It is recommended that heat cable be installed in the gutters and downspouts as both a short term and long term solution. The immense amounts of water that these gutter and downspout systems handle require that we take this step to minimize the possibility of clogs from frozen slush and snow. These clogs could create havoc, since water could

still overflow the gutters during weather extremes, and again damage the soffit assemblies.

I would also recommend that a de-humidification system be installed. We will still have some moisture accumulation in the building. I do not expect a 100 % solution from any of this process in regard to interior moisture. A dehumidifier / heat recovery ventilator in the furnace return air plenum will provide with heated outside air during winter, but also remove moisture from the air during winter as well.

Cost of these Solutions:

These costs are high end estimates, based on input from contractors and cost manuals.

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| City billing for the manifold construction and paving: | \$ 4,505.96 |
| Cost of Mold Testing: | \$ 840.00 |
| Cost of blading storm drains (Lance,Baker City Sewer and Drains) | \$ 395.00 |
| Cost of Upsom work on roof and gutters: | \$15,000.00 |
| Cost of soffit demolition and reconstruction * | \$70,000.00 |

*based on estimate from Sid Johnson. Will bid this out with Matt Johnson and Tony's Tree Service.

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| Cost of new gutter / down spout interface construction. (Installed by Ed Adamson) | \$ 864.00 |
| Insulation. Per rough quote from Matt Johnson | \$ 15,000.00 |
| Cost of Heat Cable. Brandon, Arros Electric | \$ 6,900.00 |
| Cost of Engineer and Architect | \$ 500.00 |

Cost of City Permits: No cost. Ken determined that this is repair work, and does not require a permit. He will be inspecting, however, and is expecting Larry Abell to inspect ongoing construction as well.

| | |
|---|----------------------|
| Cost | \$ 0 |
| Cost of furnace connected de-humidifier | \$ 6,000.00 |
| Cost total: | \$ 120,400.00 |

Long Term Solution: Roof Leaks: The best long term solution is to use what was originally specified in the plan set as closely as possible. A retrofit of a built up asphalt roof would not be feasible, as it would require the removal of the existing roof system, and reconstruction of many parts of the roof system. I propose the use of a Silicone Seal roof coating system over one inch of rigid polyiso insulation. Estimates by both Upton and Matt Johnson place this cost at approximately \$60,000.00, with a 20 year warranty.

Long Term Solution: Gutters: The best long term solution is to reline the existing gutters with 26 g metal, fitted into the existing gutter system. This would be riveted to the rear side of the existing gutter, and bedded in DAP gutter and roof sealant. I would propose to do this gutter work with myself and a helper over a period of time during the spring and summer. This would be about 100 man hours, with the metal from Valley at approximately \$2000,00.

Conclusion:

It is imperative that these issues be addressed. The excessive moisture inside the structure will result in damage to just about every system in the building envelope, eventually necessitating a massive remodel in addition to this work which would still need to be done. Damage to Library materials and historical records would be a cost beyond quantification. Muggy smells and the unprofessional appearance of the current Rube Goldberg system of buckets and syphon hoses is both a problem of public perception, and a negative effect on employee morale. I strongly urge the board approve these costs to preserve this wonderful public asset for the citizens of Baker County.

Respectfully,

Ed Adamson

Facilities, Baker County Library District

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2017-18.004

Resolution adopting Supplemental Budget 1

Nov 13, 2017

WHEREAS the Baker County Library District is now meeting in regular session for the conduct of business; and

WHEREAS after the budget was adopted for Fiscal Year 2017-2018, various resources are projected to be received in amounts different from originally estimated, and

WHEREAS adjustments to appropriations are needed to accommodate increases and decreases in resources and expenditures; and

WHEREAS, ORS 294.463(1) permits transfer of funds within and between a given fund; and

WHEREAS the cumulative General fund changes result in budget increase in the amount of **\$59,777 (+4.5%)**; and

WHEREAS the cumulative Other Uses fund changes result in budget decrease in the amount of **\$2,500 (-1.3%)**; and

WHEREAS the cumulative fund changes result in total budget increase in the amount of **\$57,277 (+3.0%)**; and

WHEREAS, changes within each fund and the cumulative total increase represents less than 10% of the adopted FY17-18 budget of \$1,935,328; and

WHEREAS, such publication has occurred more than five days prior to the meeting,

Adopting the budget

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Baker County Library District hereby **adopts Supplemental Budget 1** for the fiscal year 2017-18 in the total of **\$1,992,605** as defined in the Legal Budget form attachments (LB-20, LB-30, LB-31 PS, LB-31 M&S, LB-10 Other, LB-10 Sage), now on file in the Baker County Public Library :
and;

Making appropriations

BE IT FURTHER RESOLVED THAT the amounts for the fiscal year 2017-2018 are hereby appropriated for the purposes shown,

and;

Authorizing transfers

BE IT ALSO RESOLVED THAT these funds are recognized as being transferred among their General Fund budget categories in the defined amounts.

Adopted by the Board of Directors of Baker County Library District this 13th day of November, 2017.

FOR THE BOARD:

Signature: Gary Dielman,
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2017-18.004

Resolution adopting Supplemental Budget 1

Nov 13, 2017

Attachments:

1. Exhibit A Suppl. Budget 1 Fund Appropriations
2. LB-20 General Fund – Resources. Suppl. Budget 1
3. LB-30 General Fund - Summary. Suppl. Budget 1
4. LB-31 General Fund – Personnel Services, Suppl. Budget 1
5. LB-31 General Fund – Materials & Services, Suppl. Budget 1
6. LB-10 Other Uses Fund. Suppl. Budget 1
7. LB-10 Sage Fund. **Original Approved Budget 1**

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2017-18.004

Resolution adopting Supplemental Budget 1

Nov 13, 2017

EXHIBIT A. Fund Appropriations

***REVISED BUDGET* Suppl. Budget 1 (11/13/17)**

| <i>FUND</i> | <i>Personnel Services</i> | <i>Materials & Services</i> | <i>Capital Outlay</i> | <i>Debt Service</i> | <i>Interfund Transfers</i> | <i>Contingency</i> | <i>Special Payments</i> | <i>(UEFB) Reserve</i> | <i>Total</i> |
|-----------------|---------------------------|---------------------------------|-----------------------|---------------------|----------------------------|--------------------|-------------------------|-----------------------|--------------------|
| General Fund | \$762,852 | \$399,173 | \$1,000 | \$2,000 | \$10,000 | \$3,645 | \$0 | \$200,000 | \$1,378,670 |
| Other Uses Fund | \$0 | \$181,000 | \$5,000 | \$0 | \$4,000 | \$0 | \$0 | \$0 | \$190,000 |
| Sage Fund | \$89,630 | \$181,988 | \$21,000 | \$0 | \$0 | \$11,000 | \$0 | \$120,317 | \$423,935 |
| TOTALS | \$852,482 | \$762,161 | \$27,000 | \$2,000 | \$14,000 | \$14,645 | \$0 | \$320,317 | \$1,992,605 |

\$ Change from prev. \$57,277

% Change from prev. 2.96%

***CURRENT* Adopted Budget (6/12/17)**

| <i>FUND</i> | <i>Personnel Services</i> | <i>Materials & Services</i> | <i>Capital Outlay</i> | <i>Debt Service</i> | <i>Interfund Transfers</i> | <i>Contingency</i> | <i>Special Payments</i> | <i>(UEFB) Reserve</i> | <i>Total</i> |
|-----------------|---------------------------|---------------------------------|-----------------------|---------------------|----------------------------|--------------------|-------------------------|-----------------------|--------------------|
| General Fund | \$734,988 | \$326,573 | \$1,000 | \$2,000 | \$12,500 | \$6,832 | \$0 | \$235,000 | \$1,318,893 |
| Other Uses Fund | \$0 | \$183,500 | \$5,000 | \$0 | \$4,000 | \$0 | \$0 | \$0 | \$192,500 |
| Sage Fund | \$89,630 | \$181,988 | \$21,000 | \$0 | \$0 | \$11,000 | \$0 | \$120,317 | \$423,935 |
| TOTALS | \$824,618 | \$692,061 | \$27,000 | \$2,000 | \$16,500 | \$17,832 | \$0 | \$355,317 | \$1,935,328 |

FORM

LB-20

**RESOURCES
GENERAL FUND**

(Fund)

BAKER COUNTY LIBRARY DISTRICT

(Name of Municipal Corporation)

| Historical Data | | | RESOURCE DESCRIPTION | Budget for Next Year 2017-2018 | | | Suppl Budget 1 11/13/2017 | Change | |
|------------------------------------|-----------------------------------|---|---|--------------------------------|---------------------------------|------------------------------|------------------------------|---------------|-----------|
| Actual | | Adopted Budget This Year Year 2016-2017 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | | |
| Second Preceding Year 2014-2015 | First Preceding Year 2015-2016 | | | | | | | | |
| 1 | | | 1 Available cash on hand* (cash basis) or | | | | | 1 | |
| 2 | 158,124 | 191,061 | 2 255,000 Net working capital (accrual basis) | 247,770 | 247,770 | 247,770 | 262,456 | 14,686 | 2 |
| 3 | 30,897 | 28,954 | 3 44,000 Previously levied taxes estimated to be received | 40,000 | 40,000 | 40,000 | 40,000 | 0 | 3 |
| 4 | 9,051 | 7,450 | 4 10,000 Interest | 9,500 | 9,500 | 9,500 | 9,500 | 0 | 4 |
| 5 | 4,000 | 11,500 | 5 9,700 Transferred IN, from other funds | 4,000 | 4,000 | 4,000 | 4,000 | 0 | 5 |
| 6 | | | 6 OTHER RESOURCES | | | | | | 6 |
| 7 | 15,974 | 16,551 | 7 17,500 Fines & Fees | 17,500 | 17,500 | 17,500 | 17,500 | 0 | 7 |
| 8 | 7,045 | 6,773 | 8 7,000 State revenue (R2R Grant) | 6,800 | 6,800 | 6,800 | 6,800 | 0 | 8 |
| 9 | 1,906 | 3,929 | 9 4,000 Other Tax Revenues | 5,000 | 5,000 | 5,000 | 5,000 | 0 | 9 |
| 10 | 5,782 | 4,346 | 10 22,000 Federal revenue (E-rate) | 7,300 | 7,300 | 7,300 | 7,300 | 0 | 10 |
| 11 | 5,088 | 0 | 11 10 Special Contracts (Tech support) | 0 | 0 | 0 | 0 | 0 | 11 |
| 12 | 0 | 0 | 12 10 Job Training Programs | 0 | 0 | 0 | | | 12 |
| 13 | 951 | 2,040 | 13 26,500 Donations, Grants, & Misc | 500 | 500 | 500 | 30,500 | 30,000 | 13 |
| 14 | 0 | | 14 Capital financing | | | | | | 14 |
| 15 | | 300 | 15 2,560 Fiscal agency fee (Sage) | 2,600 | 2,600 | 2,600 | 2,600 | 0 | 15 |
| 16 | | | 16 | | | | | | 16 |
| 17 | | | 17 | | | | | | 17 |
| 18 | | | 18 | | | | | | 18 |
| 19 | | | 19 | | | | | | 19 |
| 20 | | | 20 | | | | | | 20 |
| 21 | | | 21 | | | | | | 21 |
| 22 | | | 22 | | | | | | 22 |
| 23 | | | 23 | | | | | | 23 |
| 24 | | | 24 | | | | | | 24 |
| 25 | | | 25 | | | | | | 25 |
| 26 | | | 26 | | | | | | 26 |
| 27 | | | 27 | | | | | | 27 |
| 28 | | | 28 | | | | | | 28 |
| 29 | 238,818 | 272,904 | 29 398,280 Total resources, except taxes to be levied | 340,970 | 340,970 | 340,970 | 385,656 | 44,686 | 29 |
| 30 | | 967,000 | 30 Taxes estimated to be received | 977,924 | 977,924 | 977,924 | 993,014 | 15,091 | 30 |
| 31 | 887,323 | 943,059 | 31 Taxes collected in year levied | | | | | | 31 |
| 32 | 1,126,142 | 1,215,963 | 32 1,365,280 TOTAL RESOURCES | 1,318,893 | 1,318,893 | 1,318,893 | 1,378,670 | 59,777 | 32 |

150-504-020 (rev 10-16)

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

General Fund

(name of fund)

| Historical Data | | | REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity) | Budget For Next Year 2017-2018 | | | Suppl Budget 1 11/13/2017 | Change | | |
|------------------------------------|-----------------------------------|--|--|--|---------------------------------|------------------------------|------------------------------|------------------|---------|----|
| Actual | | Adopted Budget This Year 2016-2017 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | | | |
| Second Preceding Year 2014-2015 | First Preceding Year 2015-2016 | | | | | | | | | |
| 1 | | | 1 | PERSONNEL SERVICES | | | | | 1 | |
| 2 | 445,567 | 549,111 | 2 | Salaries | 527,054 | 527,054 | 527,054 | 541,473 | 14,419 | 2 |
| 3 | 178,759 | 137,142 | 3 | Benefits | 207,934 | 207,934 | 207,934 | 221,379 | 13,445 | 3 |
| 4 | 0 | 0 | 4 | Special Contracts - Grants, Tech Support, Job Training | 0 | 0 | | | | 4 |
| 5 | 0 | 0 | 5 | Severance | | | | | | 5 |
| 6 | 0 | 0 | 6 | Payroll Expenses | 0 | 0 | | | | 6 |
| 7 | | | 7 | | | | | | | 7 |
| 8 | 624,326 | 686,253 | 8 | TOTAL PERSONNEL SERVICES | 734,988 | 734,988 | 734,988 | 762,852 | 27,864 | 8 |
| 9 | 13.90 | 13.90 | 9 | Total Full-Time Equivalent (FTE) | 14.34 | 14.34 | 14.34 | | | 9 |
| 10 | | | 10 | MATERIALS AND SERVICES | | | | | 10 | |
| 11 | 100,810 | 95,908 | 11 | Collection Development | 90,000 | 90,000 | 90,000 | 73,100 | -16,900 | 11 |
| 12 | 10,676 | 12,603 | 12 | Library Consortium | 13,400 | 13,400 | 13,400 | 13,400 | 0 | 12 |
| 13 | 60,369 | 68,992 | 13 | Facilities & IT Maintenance | 80,800 | 80,800 | 80,800 | 175,800 | 95,000 | 13 |
| 14 | 42,546 | 34,382 | 14 | Corporate Costs | 44,173 | 44,173 | 44,173 | 40,673 | -3,500 | 14 |
| 15 | 81,852 | 87,975 | 15 | Library Operations | 98,200 | 98,200 | 98,200 | 96,200 | -2,000 | 15 |
| 16 | 2,000 | 2,000 | 16 | Debt Service | 2,000 | 2,000 | 2,000 | 2,000 | 0 | 16 |
| 17 | | | 17 | | | | | | | 17 |
| 18 | | | 18 | | | | | | | 18 |
| 19 | | | 19 | | | | | | | 19 |
| 20 | | | 20 | | | | | | | 20 |
| 21 | | | 21 | | | | | | | 21 |
| 22 | | | 22 | | | | | | | 22 |
| 23 | | | 23 | | | | | | | 23 |
| 24 | | | 24 | | | | | | | 24 |
| 25 | | | 25 | | | | | | | 25 |
| 26 | | | 26 | | | | | | | 26 |
| 27 | 298,254 | 301,860 | 27 | TOTAL MATERIALS AND SERVICES | 328,573 | 328,573 | 328,573 | 401,173 | 72,600 | 27 |
| 28 | | | 28 | CAPITAL OUTLAY | | | | | | 28 |
| 29 | 0 | 0 | 29 | | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 29 |
| 30 | | | 30 | | | | | | | 30 |
| 31 | | | 31 | | | | | | | 31 |
| 32 | | | 32 | | | | | | | 32 |
| 33 | | | 33 | | | | | | | 33 |
| 34 | | | 34 | | | | | | | 34 |
| 35 | 0 | 0 | 35 | TOTAL CAPITAL OUTLAY | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 35 |
| 36 | 922,580 | 988,113 | 36 | ORGANIZATIONAL UNIT / ACTIVITY TOTAL | 1,064,561 | 1,064,561 | 1,064,561 | 1,165,025 | 100,464 | 36 |

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REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

**FORM
 LB-30**

General Fund
 (name of fund)

| Line Item | Historical Data | | | REQUIREMENTS DESCRIPTION | Budget For Next Year <u>2017-2018</u> | | | Suppl Budget 1 11/13/2017 | Change |
|-----------|------------------------------------|-----------------------------------|--|---|---------------------------------------|---------------------------------|------------------------------|------------------------------|---------|
| | Actual | | Adopted Budget This Year 2016-2017 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | |
| | Second Preceding Year 2014-2015 | First Preceding Year 2015-2016 | | | | | | | |
| 1 | | | | PERSONNEL SERVICES NOT ALLOCATED | | | | | 1 |
| 2 | | | | | | | | | 2 |
| 3 | | | | | | | | | 3 |
| 4 | 0 | 0 | 0 | TOTAL PERSONNEL SERVICES | 0 | 0 | 0 | 0 | 4 |
| 5 | | | | Total Full-Time Equivalent (FTE) | | | | | 5 |
| 6 | | | | MATERIALS AND SERVICES NOT ALLOCATED | | | | | 6 |
| 7 | 0 | 0 | 0 | | | | | | 7 |
| 8 | | | | | | | | | 8 |
| 9 | 0 | 0 | 0 | TOTAL MATERIALS AND SERVICES | 0 | 0 | 0 | 0 | 9 |
| 10 | | | | CAPITAL OUTLAY NOT ALLOCATED | | | | | 10 |
| 11 | 0 | 0 | | | | | | | 11 |
| 12 | | | | | | | | | 12 |
| 13 | 0 | 0 | 0 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 | 0 | 13 |
| 14 | | | | DEBT SERVICE | | | | | 14 |
| 15 | | | | | | | | | 15 |
| 16 | | | | | | | | | 16 |
| 17 | 0 | 0 | 0 | TOTAL DEBT SERVICE | 0 | 0 | 0 | 0 | 17 |
| 18 | | | | SPECIAL PAYMENTS | | | | | 18 |
| 19 | | | | | | | | | 19 |
| 20 | | | | | | | | | 20 |
| 21 | 0 | 0 | 0 | TOTAL SPECIAL PAYMENTS | 0 | 0 | 0 | 0 | 21 |
| 22 | | | | INTERFUND TRANSFERS | | | | | 22 |
| 23 | 2,500 | 1,000 | 1,000 | Transfer - Technology & Election | 2,500 | 2,500 | 2,500 | 0 | -2,500 |
| 24 | 10,000 | 10,000 | 10,000 | Transfer - Severance Liability | 10,000 | 10,000 | 10,000 | 10,000 | 0 |
| 25 | | | | | | | | | 25 |
| 26 | | | | | | | | | 26 |
| 27 | | | | | | | | | 27 |
| 28 | 12,500 | 11,000 | 11,000 | TOTAL INTERFUND TRANSFERS | 12,500 | 12,500 | 12,500 | 10,000 | -2,500 |
| 29 | | | 247,770 | OPERATING CONTINGENCY | 241,832 | 241,832 | 6,832 | 3,645 | -3,187 |
| 30 | 12,500 | 11,000 | 258,770 | Total Requirements NOT ALLOCATED | 254,332 | 254,332 | 19,332 | 13,645 | -5,687 |
| 31 | 922,580 | 988,113 | 1,106,510 | Total Requirements for ALL Org.Units/Progams within fund | 1,064,561 | 1,064,561 | 1,064,561 | 1,165,025 | 100,464 |
| 32 | | | | Reserved for future expenditure | | | | | 32 |
| 33 | 191,061 | 216,851 | | Ending balance (prior years) | | | | | 33 |
| 34 | | | | UNAPPROPRIATED ENDING FUND BALANCE | | | 235,000 | 200,000 | -35,000 |
| 35 | 1,126,141 | 1,215,964 | 1,365,280 | TOTAL REQUIREMENTS | 1,318,893 | 1,318,893 | 1,318,893 | 1,378,670 | 59,777 |

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND
(Name of Fund)

| Historical Data | | | Adopted Budget This Year Year 2016-2017 | REQUIREMENTS FOR: Personnel Services | | Budget for Next Year 2017-2018 | | | Suppl Budget 1 11/13/2017 | Change | | |
|------------------------------------|-----------------------------------|-------------------------------|---|---|---|---|------------------------------|----------------|------------------------------|----------------|---------------|-----------|
| Actual | | Proposed by Budget Officer | | | | Approved by Budget Committee | Adopted by Governing Body | | | | | |
| Second Preceding Year 2014-2015 | First Preceding Year 2015-2016 | | | | | | | | | | | |
| 1 | | | 1 | Object Classification | Detail | | | | | | | |
| 2 | 71,718 | 72,436 | 73,874 | 2 | MGT4 | Library Director | 75,362 | 75,362 | 75,362 | 75,362 | 0 | 2 |
| 3 | 47,653 | 48,123 | 49,094 | 3 | 16/5 | IT Network and Systems Administrator | 49,927 | 49,927 | 49,927 | 40,054 | -9,873 | 3 |
| 4 | 23,214 | 27,539 | 28,500 | 4 | 14/5 | Admin Assistant - Business Mgr | 28,376 | 28,376 | 28,376 | 28,376 | 0 | 4 |
| 5 | 41,159 | 41,570 | 42,411 | 5 | 13/5 | Admin Assistant - Library Mgr | 43,259 | 43,259 | 43,259 | 43,259 | 0 | 5 |
| 6 | 8,522 | 35,910 | 38,465 | 6 | 11/5 | Librarian I - Cataloging / Tech Svcs | 39,228 | 39,228 | 39,228 | 39,228 | 0 | 6 |
| 7 | 6,045 | 4,060 | 6,200 | 7 | 11/5 | Library Asst I - Public Services / Outreach (Bookmobile) | 13,590 | 13,590 | 13,590 | 13,590 | 0 | 7 |
| 8 | 30,722 | 34,200 | 36,619 | 8 | 10/5 | Library Tech II - Coll Mgmt / Serials Specialist | 37,361 | 37,361 | 37,361 | 37,361 | 0 | 8 |
| 9 | 24,099 | 22,930 | 30,127 | 9 | 7/5 | Library Tech I - Public Services / Children & Teen Specialist | 32,270 | 32,270 | 32,270 | 32,270 | 0 | 9 |
| 10 | 12,183 | 8,102 | 7,670 | 10 | 5/5 | Library Asst I - Public Services | 8,136 | 8,136 | 8,136 | 7,846 | -291 | 10 |
| 11 | 12,575 | 18,035 | 20,090 | 11 | 5/5 | Library Asst II - Coll Mgmt / Processing | 20,495 | 20,495 | 20,495 | 26,350 | 5,856 | 11 |
| 12 | 18,833 | 21,053 | 24,399 | 12 | 5/5 | Library Asst II - Col Mgmt / Processing & Eval. Specialist | 24,886 | 24,886 | 24,886 | 28,546 | 3,660 | 12 |
| 13 | 28,962 | 32,715 | 31,733 | 13 | 5/5 | Librarian I - Public Services + Coll Mgmt Lead | 32,363 | 32,363 | 32,363 | 32,363 | 0 | 13 |
| 14 | 4,290 | 4,971 | 3,000 | 14 | 5/5 | Library Asst I - Public Services / Outreach (Bookmobile) | 0 | 0 | 0 | 0 | 0 | 14 |
| 15 | 58,418 | 62,091 | 68,317 | 15 | 5/4-5 | Library Asst I - Public Services / Outreach (Branch Leads) | 64,645 | 64,645 | 64,645 | 64,645 | 0 | 15 |
| 16 | 6,370 | 7,096 | 10,413 | 16 | 5/4 | Facilities Maintenance | 14,602 | 14,602 | 14,602 | 27,106 | 12,503 | 16 |
| 17 | 18,585 | 18,699 | 18,996 | 17 | 5/3 | Library Asst (prev Admin Asst - Lib Mgr) | 10,625 | 10,625 | 10,625 | | -10,625 | 17 |
| 18 | 6,088 | 3,907 | 7,500 | 18 | 3/5 | Library Asst I - Public Services | 5,007 | 5,007 | 5,007 | 18,196 | 13,189 | 18 |
| 19 | 15,171 | 14,412 | 9,600 | 19 | 3/3 | Library Pages | 15,897 | 15,897 | 15,897 | 15,897 | 0 | 19 |
| 20 | 9,875 | 8,654 | 9,500 | 20 | X | Temp staff | 8,522 | 8,522 | 8,522 | 8,522 | 0 | 20 |
| 21 | 1,085 | 244 | 1,500 | 21 | BENEFITS | Staff training | 2,500 | 2,500 | 2,500 | 2,500 | 0 | 21 |
| 22 | 45,409 | 62,364 | 56,000 | 22 | BENEFITS | Retirement (PERS) | 77,201 | 77,201 | 77,201 | 79,298 | 2,097 | 22 |
| 23 | 33,617 | 36,202 | 37,300 | 23 | BENEFITS | Social Security (FICA) | 40,320 | 40,320 | 40,320 | 41,423 | 1,103 | 23 |
| 24 | 434 | 536 | 600 | 24 | BENEFITS | State Unemployment Tax (SUTA @ .001) + Payroll Exp | 527 | 527 | 527 | 541 | 14 | 24 |
| 25 | 94,705 | 92,606 | 93,932 | 25 | BENEFITS | Group Health Insurance | 86,653 | 86,653 | 86,653 | 96,818 | 10,165 | 25 |
| 26 | 3,872 | 542 | 2,700 | 26 | BENEFITS | Workers Comp Insurance | 2,424 | 2,424 | 2,424 | 2,491 | 66 | 26 |
| 27 | 723 | 768 | 900 | 27 | BENEFITS | Life Insurance | 808 | 808 | 808 | 808 | 0 | 27 |
| 28 | | 6,488 | | 28 | BENEFITS | Severance | | | | | | 28 |
| 29 | | | 10 | 29 | | Payroll expenses | | | | | | 29 |
| 30 | | | | 30 | | | | | | | | 30 |
| 31 | 14 | 14 | 14 | 31 | Total Full Time Equivalent (FTE)* | | 14 | 14 | 14 | 15 | 0.4 | 31 |
| 32 | | | | 32 | Ending balance (prior years) | | | | | | | 32 |
| 33 | | | | 33 | UNAPPROPRIATED ENDING FUND BALANCE | | | | | | | 33 |
| 34 | 624,326 | 686,253 | 709,450 | 34 | TOTAL REQUIREMENTS | | 734,988 | 734,988 | 735,002 | 762,866 | 27,864 | 34 |

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* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND
(Name of Fund)

| Historical Data | | | REQUIREMENTS FOR: Materials & Services | Budget for Next Year 2017-2018 | | | Suppl Budget 1 11/13/2017 | Change | | | |
|------------------------------------|-----------------------------------|---|---|--------------------------------|---|------------------------------|------------------------------|----------------|----------------|---------------|-----------|
| Actual | | Adopted Budget This Year Year 2016-2017 | | Proposed by Budget Officer | Approved by Budget Committee | Adopted by Governing Body | | | | | |
| Second Preceding Year 2014-2015 | First Preceding Year 2015-2016 | | | | | | | | | | |
| 1 | | | 1 | Object Classification | Detail | | | | 1 | | |
| 2 | 100,810 | 95,908 | 97,000 | 2 | Collection Development (Books, audiovisual, digital, etc) | 90,000 | 90,000 | 90,000 | 73,100 | -16,900 | 2 |
| 3 | 10,676 | 12,603 | 13,050 | 3 | Library Catalog (Sage) | 13,400 | 13,400 | 13,400 | 13,400 | 0 | 3 |
| 4 | 21,236 | 27,399 | 33,200 | 4 | Facilities Maintenance | 33,500 | 33,500 | 33,500 | 128,500 | 95,000 | 4 |
| 5 | 11,270 | 10,420 | 12,000 | 5 | Janitorial Contract | 18,450 | 18,450 | 18,450 | 18,450 | 0 | 5 |
| 6 | 2,660 | 2,121 | 3,250 | 6 | Janitorial Supplies | 3,250 | 3,250 | 3,250 | 3,250 | 0 | 6 |
| 7 | 2,851 | 3,078 | 2,600 | 7 | Equipment Maintenance Services / Lease | 2,600 | 2,600 | 2,600 | 2,600 | 0 | 7 |
| 8 | 22,352 | 25,974 | 23,000 | 8 | Computer Maintenance | 23,000 | 23,000 | 23,000 | 23,000 | 0 | 8 |
| 9 | 7,001 | 5,721 | 6,000 | 9 | Bookmobile Operations | 6,000 | 6,000 | 6,000 | 6,000 | 0 | 9 |
| 10 | 15,812 | 16,265 | 17,275 | 10 | Insurance | 17,475 | 17,475 | 17,475 | 17,475 | 0 | 10 |
| 11 | 6,361 | 2,422 | 5,550 | 11 | Travel and Training | 4,500 | 4,500 | 4,500 | 2,500 | -2,000 | 11 |
| 12 | 2,567 | 0 | 3,500 | 12 | Election | 3,500 | 3,500 | 3,500 | 3,500 | 0 | 12 |
| 13 | 7,650 | 7,905 | 8,200 | 13 | Audit | 8,573 | 8,573 | 8,573 | 8,573 | 0 | 13 |
| 14 | 813 | 855 | 1,200 | 14 | Bookkeeping | 1,000 | 1,000 | 1,000 | 1,000 | 0 | 14 |
| 15 | 2,420 | 2,856 | 2,750 | 15 | Dues and subscriptions | 2,900 | 2,900 | 2,900 | 2,900 | 0 | 15 |
| 16 | 2,000 | 2,000 | 2,000 | 16 | Debt Service | 2,000 | 2,000 | 2,000 | 2,000 | 0 | 16 |
| 17 | 1,549 | 1,487 | 1,600 | 17 | Publication | 1,600 | 1,600 | 1,600 | 1,600 | 0 | 17 |
| 18 | 1,042 | 1,159 | 1,410 | 18 | Financial Mgt Fees | 1,375 | 1,375 | 1,375 | 1,375 | 0 | 18 |
| 19 | 250 | 250 | 250 | 19 | Legal Administration | 250 | 250 | 250 | 250 | 0 | 19 |
| 20 | 2,958 | 1,183 | 2,500 | 20 | Public Programs | 3,000 | 3,000 | 3,000 | 1,500 | -1,500 | 20 |
| 21 | 2,955 | 2,964 | 3,600 | 21 | Branch Mileage | 3,600 | 3,600 | 3,600 | 3,600 | 0 | 21 |
| 22 | 11,647 | 17,440 | 15,500 | 22 | Library Services Supplies | 15,500 | 15,500 | 15,500 | 15,500 | 0 | 22 |
| 23 | 4,133 | 4,599 | 12,400 | 23 | Youth Programs (Summer Reading, storytime, teen) | 13,000 | 13,000 | 13,000 | 11,000 | -2,000 | 23 |
| 24 | 1,494 | 1,572 | 1,500 | 24 | Postage/Freight | 1,500 | 1,500 | 1,500 | 1,500 | 0 | 24 |
| 25 | 41,528 | 42,352 | 42,625 | 25 | Utilities | 41,140 | 41,140 | 41,140 | 41,140 | 0 | 25 |
| 26 | 13,095 | 13,327 | 13,900 | 26 | Telecommunications | 17,460 | 17,460 | 17,460 | 17,460 | 0 | 26 |
| 27 | 1,125 | 0 | 200 | 27 | Special contracts - grants, tech support travel | 0 | 0 | 0 | 0 | 0 | 27 |
| 28 | | | | 28 | Miscellaneous | | | | | | 28 |
| 29 | | | | 29 | | | | | | | 29 |
| 30 | | | | 30 | | | | | | | 30 |
| 31 | | | | 31 | Total Full Time Equivalent (FTE)* | | | | | | 31 |
| 32 | | | | 32 | Ending balance (prior years) | | | | | | 32 |
| 33 | | | | 33 | UNAPPROPRIATED ENDING FUND BALANCE | | | | | | 33 |
| 34 | 298,254 | 301,860 | 326,060 | 34 | TOTAL REQUIREMENTS | 328,573 | 328,573 | 328,573 | 401,173 | 72,600 | 34 |

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* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

OTHER USES
(Fund)

BAKER COUNTY LIBRARY DISTRICT
(Name of Municipal Corporation)

| Historical Data | | | DESCRIPTION RESOURCES AND REQUIREMENTS | Budget for Next Year 2017-2018 | | | Suppl Budget 1 11/13/2017 | Change | |
|------------------------------------|-----------------------------------|----------------------------------|---|--|------------------------------------|------------------------------|---------------------------------------|----------------|----------------|
| Actual | | Adopted Budget Year 2016-2017 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | | |
| Second Preceding Year 2014-2015 | First Preceding Year 2015-2016 | | | | | | | | |
| 1 | | | 1 | RESOURCES | | | | | |
| 2 | | | 2 | Cash on hand * (cash basis), or | | | | | |
| 3 | 148,998 | 158,577 | 3 | Working Capital (accrual basis) | | | 153,000 | 153,000 | |
| 4 | | | 4 | Previously levied taxes estimated to be received | | | | | |
| 5 | 688 | 871 | 5 | Interest | | | 1,000 | 1,000 | |
| 6 | 12,500 | 11,000 | 6 | Transferred IN, from other funds | | | 12,500 | 12,500 | |
| 7 | 8,000 | 27,835 | 7 | Grants and Loans | | | 20,000 | 20,000 | |
| 8 | 1,220 | 1,977 | 8 | Donations | | | 1,000 | 1,000 | |
| 9 | 3,279 | 3,935 | 9 | Book Sales online | | | 5,000 | 5,000 | |
| 10 | | 6,562 | 10 | Program reimbursements | | | | | |
| 11 | 174,684 | 210,757 | 11 | Total Resources, except taxes to be levied | | | 192,500 | 192,500 | |
| 12 | | | 12 | Taxes estimated to be received | | | | | |
| 13 | | | 13 | Taxes collected in year levied | | | | | |
| 14 | 174,684 | 210,757 | 202,200 | 14 | TOTAL RESOURCES | | | 192,500 | 192,500 |
| 15 | | | | 15 | REQUIREMENTS ** | | | | |
| 16 | | | | 16 | Org Unit or Prog & Activity | Object Classification | Detail | | |
| 17 | 9,060 | 38,065 | 126,150 | 17 | | | Memorial & Grants Dept. | 109,300 | 109,300 |
| 18 | 0 | 0 | 500 | 18 | | | Election reserve | 3,000 | 3,000 |
| 19 | 1 | 1 | 500 | 19 | | | Literacy Dept. | 850 | 850 |
| 20 | 3,005 | 9,375 | 1,500 | 20 | | | Technology Dept. Reserve | 2,500 | 2,500 |
| 21 | | 0 | 5,000 | 21 | | | Capital Projects Dept. Contingency | 5,000 | 5,000 |
| 22 | 41 | 45 | 58,500 | 22 | | | Severance Liability Dept. Contingency | 67,500 | 67,500 |
| 23 | | 0 | 350 | 23 | | | Corporate Costs (Bank & sales fees) | 350 | 350 |
| 24 | 4,000 | 11,500 | 9,700 | 24 | TRANSFER | | Transfer Out | 4,000 | 4,000 |
| 25 | | | | 25 | | | | | |
| 26 | | | | 26 | | | | | |
| 27 | | | | 27 | | | | | |
| 28 | | | | 28 | | | | | |
| 29 | | | | 29 | | | | | |
| 30 | 158,577 | 151,771 | | 30 | Ending balance (prior years) | | | | |
| 31 | | | | 31 | UNAPPROPRIATED ENDING FUND BALANCE | | | | |
| 32 | 174,684 | 210,757 | 202,200 | 32 | TOTAL REQUIREMENTS | | | 192,500 | 192,500 |

150-504-010 (Rev. 10-16)

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

SAGE LIBRARY SYSTEM
(Fund)

BAKER COUNTY LIBRARY DISTRICT
(Name of Municipal Corporation)

| Historical Data | | | DESCRIPTION RESOURCES AND REQUIREMENTS | | | Budget for Next Year 2017-2018 | | | | | |
|------------------------------------|-----------------------------------|----------------------------------|---|--|---------------------------------|--------------------------------|---------------------------------|------------------------------|----------------|----------------|----|
| Actual | | Adopted Budget Year 2016-2017 | | | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body | | | |
| Second Preceding Year 2014-2015 | First Preceding Year 2015-2016 | | | | | | | | | | |
| 1 | | | 1 | RESOURCES | | | | | 1 | | |
| 2 | | | 2 | Cash on hand * (cash basis), or | | | | | 2 | | |
| 3 | 95,000 | 135,422 | 3 | Working Capital (accrual basis) | | | 160,350 | 160,350 | 160,350 | 3 | |
| 4 | | | 4 | Previously levied taxes estimated to be received | | | | | | 4 | |
| 5 | | | 5 | Interest | | | 10 | 10 | 10 | 5 | |
| 6 | 193,160 | 197,097 | 6 | Membership dues | | | 211,000 | 211,000 | 211,000 | 6 | |
| 7 | | | 7 | Transferred IN, from other funds | | | | | | 7 | |
| 8 | 118,811 | 95,404 | 8 | Restricted grants | | | 50,000 | 50,000 | 50,000 | 8 | |
| 9 | 6,030 | 772 | 9 | Miscellaneous revenue | | | 2,575 | 2,575 | 2,575 | 9 | |
| 10 | 7,118 | | 10 | Proceeds from prior fiduciary account | | | | | | 10 | |
| 11 | | | 11 | | | | | | | 11 | |
| 12 | 420,119 | 428,695 | 12 | Total Resources, except taxes to be levied | | | 423,935 | 423,935 | 423,935 | 12 | |
| 13 | | | 13 | Taxes estimated to be received | | | | | | 13 | |
| 14 | | | 14 | Taxes collected in year levied | | | | | | 14 | |
| 15 | 420,119 | 428,695 | 368,010 | 15 | TOTAL RESOURCES | | | 423,935 | 423,935 | 423,935 | 15 |
| 16 | | | | 16 | REQUIREMENTS ** | | | | | | 16 |
| 17 | | | | 17 | Org Unit or Prog & Activity | Object Classification | Detail | | | | 17 |
| 18 | | | | 18 | PERSONNEL SERVICES | | | | | | 18 |
| 19 | 49,643 | 55,708 | 56,816 | 19 | PERSONNEL | SALARIES | Systems administrator | 58,000 | 58,000 | 58,000 | 19 |
| 20 | 5,165 | 5,310 | 5,600 | 20 | PERSONNEL | SALARIES | Admin Assistant - Business Mgr | 5,750 | 5,750 | 5,750 | 20 |
| 21 | 54,808 | 61,018 | 62,416 | 21 | | | <i>Total Salaries</i> | 63,750 | 63,750 | 63,750 | 21 |
| 22 | | | | 22 | | | | | | | 22 |
| 23 | 7,206 | 8,069 | 9,796 | 23 | PERSONNEL | BENEFITS | Retirement | 13,100 | 13,100 | 13,100 | 23 |
| 24 | 4,096 | 4,240 | 5,180 | 24 | PERSONNEL | BENEFITS | Social Security | 4,900 | 4,900 | 4,900 | 24 |
| 25 | 30 | 47 | 76 | 25 | PERSONNEL | BENEFITS | Worker's compensation | 80 | 80 | 80 | 25 |
| 26 | 9,810 | 7,215 | 7,900 | 26 | PERSONNEL | BENEFITS | Health insurance | 7,550 | 7,550 | 7,550 | 26 |
| 27 | 48 | 47 | 63 | 27 | PERSONNEL | BENEFITS | Unemployment insurance | 65 | 65 | 65 | 27 |
| 28 | 72 | 95 | 100 | 28 | PERSONNEL | BENEFITS | Life insurance | 100 | 100 | 100 | 28 |
| 29 | 96 | 1,652 | 100 | 29 | PERSONNEL | BENEFITS | Payroll insurance | 85 | 85 | 85 | 29 |
| 30 | 21,358 | 21,365 | 23,215 | 30 | | | <i>Total benefits</i> | 25,880 | 25,880 | 25,880 | 30 |
| 31 | 76,166 | 82,383 | 85,631 | 31 | | | TOTAL PERSONNEL SERVICES | 89,630 | 89,630 | 89,630 | 31 |
| 32 | | | | 32 | | | | | | | 32 |
| 33 | | | | 33 | MATERIALS & SERVICES | | | | | | 33 |
| 34 | 745 | 260 | 250 | 34 | | | Telecommunications | 250 | 250 | 250 | 34 |
| 35 | 5,309 | 1,733 | 4,500 | 35 | | | Technology | 4,500 | 4,500 | 4,500 | 35 |
| 36 | 0 | 0 | 1,500 | 36 | | | Accounting and auditing | 0 | 0 | 0 | 36 |
| 37 | 0 | 300 | 2,558 | 37 | | | Administrative services (BCLD) | 2,560 | 2,560 | 2,560 | 37 |

| | | | | | | | | | | |
|----|----------------|----------------|----------------|----|---------|---|----------------|----------------|----------------|----|
| 38 | 59,505 | 54,908 | 56,100 | 38 | | System support (HRCLD) | 57,783 | 57,783 | 57,783 | 38 |
| 39 | 45,835 | 45,922 | 2,500 | 39 | | Technical services | 2,500 | 2,500 | 2,500 | 39 |
| 40 | 0 | 0 | 50 | 40 | | Legal services | 50 | 50 | 50 | 40 |
| 41 | 2,583 | 1,013 | 3,750 | 41 | | Dues and subscriptions | 3,750 | 3,750 | 3,750 | 41 |
| 42 | 91 | 64 | 100 | 42 | | Postage/freight | 50 | 50 | 50 | 42 |
| 43 | 0 | 0 | 50 | 43 | | Printing | 25 | 25 | 25 | 43 |
| 44 | 624 | 586 | 500 | 44 | | Supplies, Office | 500 | 500 | 500 | 44 |
| 45 | 3,489 | 2,460 | 3,000 | 45 | | Travel | 2,500 | 2,500 | 2,500 | 45 |
| 46 | 2,961 | 4,115 | 4,500 | 46 | | Training | 5,000 | 5,000 | 5,000 | 46 |
| 47 | 87,389 | 81,689 | 86,700 | 47 | | Courier | 90,000 | 90,000 | 90,000 | 47 |
| 48 | 0 | 0 | 0 | 48 | | Member credits | 12,520 | 12,520 | 12,520 | 48 |
| 49 | 208,531 | 193,050 | 166,058 | 49 | | TOTAL MATERIALS & SERVICES | 181,988 | 181,988 | 181,988 | 49 |
| 50 | | | | 50 | | | | | | 50 |
| 51 | | | | 51 | RESERVE | RESERVE FUNDS | | | | 51 |
| 52 | 0 | 0 | 21,000 | 52 | | Capital outlay | 21,000 | 21,000 | 21,000 | 52 |
| 53 | 0 | 0 | 11,000 | 53 | | Contingency | 11,000 | 11,000 | 11,000 | 53 |
| 54 | | | | 54 | | | | | | 54 |
| 55 | | | | 55 | | | | | | 55 |
| 56 | 135,422 | 153,263 | | 56 | | Ending balance (prior years) | | | | 56 |
| 57 | | | 84,321 | 57 | | UNAPPROPRIATED ENDING FUND BALANCE | 120,317 | 120,317 | 120,317 | 57 |
| 58 | 420,119 | 428,696 | 368,010 | 58 | | TOTAL REQUIREMENTS | 423,935 | 423,935 | 423,935 | 58 |

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*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

| | ORIGINAL FY17-18 Budget | FY ACTUAL 2017-2018 Q1 10/09/17 | REVISED 1 FY17-18 Budget | VS ORIGINAL BGT \$ chg | % chg |
|---|-------------------------------|---------------------------------------|--------------------------------|------------------------------|-------------|
| Income | | | | | |
| 4000 - Current Year Tax Levy | | | | | |
| 4001 - Current Tax Levy | 722,070 | 0 | 725,956 | 3,886 | 0.5% |
| 4006 - Local Option Levy | 255,853 | 0 | 267,058 | 11,205 | 4.4% |
| 4000 - Current Year Tax Levy - Other | | | | | |
| Total 4000 - Current Year Tax Levy | 977,924 | 0 | 993,014 | 15,091 | 1.5% |
| 4005 - Prior Year Taxes | | | | | |
| 4011 - Levy 1st year prior | | 4,390 | | | |
| 4012 - Levy 2nd year prior | | 1,956 | | | |
| 4013 - Levy 3rd year prior | | 1,058 | | | |
| 4014 - Levy 4th year prior | | 2,868 | | | |
| 4015 - Levy 5th year prior | | 327 | | | |
| 4016 - Levy 6th year prior | | 216 | | | |
| 4017 - Levy 7+ prior years | | 26 | | | |
| 4005 - Prior Year Taxes - Other | 40,000 | | 40,000 | | |
| Total 4005 - Prior Year Taxes | 40,000 | 10,842 | 40,000 | 0 | 0.0% |
| 4020 - OtherTaxes/Bond Priors-LandSale | 5,000 | 0 | 5,000 | 0 | 0.0% |
| 4060 - State Ready-2-Learn Grant | 6,800 | 0 | 6,800 | 0 | 0.0% |
| 4066 - Grant Revenue | 0 | 500 | 30,000 | 30,000 | |
| 4100 - Fines and Fees | 17,500 | 5,074 | 17,500 | 0 | 0.0% |
| 4200 - Interest Income | 9,500 | 422 | 9,500 | 0 | 0.0% |
| 4300 - Other Revenues | | | | | |
| 4301.1 - VocRehab Reimb/ODHS | 0 | 0 | 0 | 0 | |
| 4302 - Donations | 500 | 142 | 500 | 0 | 0.0% |
| 4307 - E-Rate Refunds | 7,300 | 0 | 7,300 | 0 | 0.0% |
| 4309 - Friends Booksale Income | 0 | 170 | 0 | | |
| 4315 - Amazon book sales | 0 | 10 | 0 | | |
| 4320 - Other Revenues - Miscellaneous | 0 | 2,561 | 0 | | |
| Total 4300 - Other Revenues | 7,800 | 2,883 | 7,800 | 0 | 0.0% |

| | ORIGINAL FY17-18 Budget | FY ACTUAL 2017-2018 Q1 10/09/17 | REVISED 1 FY17-18 Budget | VS ORIGINAL BGT \$ chg | % chg |
|---|-------------------------------|---------------------------------------|--------------------------------|------------------------------|-------------|
| 4310 · Technology Mgr Contract Income | 0 | 0 | 0 | | |
| 4312 · Sage Fiscal Agency Fee | 2,600 | 0 | 2,600 | 0 | 0.0% |
| 4500 · Transfer Income | 4,000 | 0 | 4,000 | 0 | 0.0% |
| 4999 · Beginning Cash | 247,770 | 262,456 | 262,456 | 14,686 | 5.9% |
| Total Income | 1,318,893 | 282,178 | 1,378,670 | 59,777 | 4.5% |
| Expense | | | | | |
| 5000 · Personal Services | | | | | |
| 5001 · District salaries | | | | | |
| 5100 · Baker Branch | | | | | |
| 5102 · PS-Library Director | 75,362 | 24,998 | 75,362 | 0 | 0.0% |
| 5104 · SD-Administrative Assistant | 10,625 | 2,117 | 0 | -10,625 | -100.0% |
| 5105 · CH-Business Manager | 28,376 | 9,385 | 28,376 | 0 | 0.0% |
| 5120 · CW-Lib Admin/Supplies Mgr, ILL | 43,259 | 14,346 | 43,259 | 0 | 0.0% |
| 5124 · CA-Lib Asst/Shelver,Volntr Mgr | | | | | |
| 5124.2 · Severance Pkg CA | 0 | 0 | 0 | | |
| 5124 · CA-Lib Asst/Shelver,Volntr Mgr - Other | 0 | 0 | 0 | | |
| Total 5124 · CA-Lib Asst/Shelver,Volntr Mgr | 0 | 0 | 0 | | |
| 5126 · MS-Lib Tech/Childrens Programs | 0 | 0 | 0 | | |
| 5129 · SB-Lib Tech/Periodicals Mgr | 37,361 | 12,393 | 37,361 | 0 | 0.0% |
| 5131 · DP-Reference Services | 32,363 | 10,670 | 32,363 | 0 | 0.0% |
| 5132 · HS-Lib Asst/Processing | 20,495 | 8,976 | 26,350 | 5,856 | 28.6% |
| 5133 · CS Lib Asst/Media Processing | 24,886 | 8,322 | 28,546 | 3,660 | 14.7% |
| 5134 · JB-Catalog Specialist | 39,228 | 13,012 | 39,228 | 0 | 0.0% |
| 5136 · Library Asst (Katrina H; Bryan Amers) | 5,007 | 3,511 | 18,196 | 13,189 | 263.4% |
| 5137 · MG Youth Services | 32,270 | 10,580 | 32,270 | 0 | 0.0% |
| 5138 · Library Pages/Shelving (New) | 15,897 | 4,007 | 15,897 | 0 | 0.0% |
| 5140 · Temp Staff (Subs, Interns, & Special Projects) | 8,522 | 5,161 | 8,522 | 0 | 0.0% |
| 5142 · Library Asst, Sunday Desk | | | | | |
| 5142.5 · CL-Library Asst, Sunday | 5,007 | 1,370 | 5,007 | 0 | 0.0% |

| | ORIGINAL FY17-18 Budget | FY ACTUAL 2017-2018 Q1 10/09/17 | REVISED 1 FY17-18 Budget | VS ORIGINAL BGT | |
|---|-------------------------------|---------------------------------------|--------------------------------|--------------------|--------------|
| | | | | \$ chg | % chg |
| 5142.8 · SH-Library Asst, Sunday | 3,129 | 317 | 2,839 | -291 | -9.3% |
| Total 5142 · Library Asst, Sunday Desk | 8,136 | 1,687 | 7,846 | -291 | -3.6% |
| 5150 · Bookmobile/Maintenance | | | | | |
| 5150.5 · Bookmobile Driver5 | 0 | 0 | 0 | | |
| 5150.8 · Bookmobile Driver8 | 13,590 | 2,937 | 13,590 | 0 | 0.0% |
| 5150.9 · Bookmobile Driver9 | | | | 0 | |
| Total 5150 · Bookmobile/Maintenance | 13,590 | 2,937 | 13,590 | 0 | 0.0% |
| 5152 · JW-Technology Manager | 49,927 | 14,104 | 40,054 | -9,873 | -19.8% |
| 5156 · BA-Technology Asst | | 2,548 | | 0 | |
| 5174 · Facilities Maintenance | 14,602 | 7,710 | 27,106 | 12,503 | 85.6% |
| 5195 · Staff Training | 2,500 | 21 | 2,500 | 0 | 0.0% |
| Total 5100 · Baker Branch | 462,409 | 156,485 | 476,828 | 14,419 | 3.1% |
| 5200 · Branch Attendants | | | | | |
| 5202 · Haines | 13,175 | 4,634 | 13,175 | 0 | 0.0% |
| 5203 · Halfway | 11,380 | 3,843 | 11,380 | 0 | 0.0% |
| 5204 · Richland | 13,175 | 4,977 | 13,175 | 0 | 0.0% |
| 5205 · Huntington | 11,739 | 4,580 | 11,739 | 0 | 0.0% |
| 5206 · Sumpter | 13,175 | 4,850 | 13,175 | 0 | 0.0% |
| 5209 · Branch Training | 2,000 | 271 | 2,000 | 0 | 0.0% |
| 5200 · Branch Attendants - Other | | | | | |
| Total 5200 · Branch Attendants | 64,645 | 23,155 | 64,645 | 0 | 0.0% |
| 5700 · Grant Wages & Related Expense | | | | | |
| 5701 · VRoom Grant Wage Expense | | | | | |
| 5702 · Pre-K Links Grant | | 425 | | | |
| Total 5700 · Grant Wages & Related Expense | | 425.00 | | | |
| Total 5001 · District salaries | 527,054 | 180,065 | 541,473 | 14,419 | 2.7% |
| 5300 · Special Contracts | | | | | |
| 5153 · JW-Tech Contracts | 0 | 0 | 0 | | |
| Total 5300 · Special Contracts | 0 | 0 | 0 | | |

| | ORIGINAL FY17-18 Budget | FY ACTUAL 2017-2018 Q1 10/09/17 | REVISED 1 FY17-18 Budget | VS ORIGINAL BGT | |
|--|-------------------------------|---------------------------------------|--------------------------------|--------------------|---------------|
| | | | | \$ chg | % chg |
| 5400 · Payroll Taxes & Benefits | | | | | |
| 5401 · Group Insurance | | | | | |
| 5401.1 · Health Insurance | 81,653 | 29,663 | 91,818 | 10,165 | 12.4% |
| 5401.3 · Group Insurance Liability | 5,000 | 0 | 5,000 | 0 | 0.0% |
| Total 5401 · Group Insurance | 86,653 | 29,663 | 96,818 | 10,165 | 11.7% |
| 5403 · Life Insurance | 808 | 437 | 808 | 0 | 0.0% |
| 5404 · PERS | 77,201 | 17,229 | 79,298 | 2,097 | 2.7% |
| 5405 · S.S. Employer Portion | 40,320 | 13,338 | 41,423 | 1,103 | 2.7% |
| 5406 · SUTA Employer Portion | 527 | 151 | 541 | 14 | 2.7% |
| 5407 · Workmans Comp | 2,424 | 624 | 2,491 | 66 | 2.7% |
| 5400 Other | | 1,174 | | | |
| Total 5400 · Payroll Taxes & Benefits | 207,934 | 62,616 | 221,379 | 13,445 | 6.5% |
| 6560 · Payroll Expenses | 0 | 0 | 0 | | |
| Total 5000 · Personal Services | 734,988 | 242,681 | 762,852 | 27,864 | 3.8% |
| 6000 · Materials and Services | | | | | |
| 6100 · Books & Periodicals | | | | | |
| 6110 · Adult Books | 27,000 | 3,238 | 21,000 | -6,000 | -22.2% |
| 6120 · Childrens & Juvenile Books | 12,000 | 5,017 | 9,500 | -2,500 | -20.8% |
| 6130 · Reference Books | 9,000 | 586 | 7,000 | -2,000 | -22.2% |
| 6134 · Electronic Subscriptions | 13,500 | 9,133 | 13,500 | 0 | 0.0% |
| 6140 · Periodicals | 13,000 | 2,845 | 10,000 | -3,000 | -23.1% |
| 6150 · Audio | 5,000 | 1,477 | 4,000 | -1,000 | -20.0% |
| 6160 · Video/DVD | 9,000 | 2,007 | 7,000 | -2,000 | -22.2% |
| 6171 · Music | 500 | 0 | 100 | -400 | -80.0% |
| 6176 · Ready-2-Learn Program | 1,000 | 0 | 1,000 | 0 | 0.0% |
| 6100 · Books & Periodicals - Other | | 4,592 | | | |
| Total 6100 · Books & Periodicals | 90,000 | 28,895 | 73,100 | -16,900 | -18.8% |
| 6200 · Library Consortium | | | | | |
| 6201 · SAGE Network | 12,000 | 0 | 12,000 | 0 | 0.0% |

| | ORIGINAL FY17-18 Budget | FY ACTUAL 2017-2018 Q1 10/09/17 | REVISED 1 FY17-18 Budget | VS ORIGINAL BGT | |
|--|-------------------------------|---------------------------------------|--------------------------------|--------------------|---------------|
| | | | | \$ chg | % chg |
| 6204 · OCLC/ILL Referral | 1,400 | 261 | 1,400 | 0 | 0.0% |
| 6200 · Library Consortium - Other | | | | | |
| Total 6200 · Library Consortium | 13,400 | 261 | 13,400 | 0 | 0.0% |
| 6300 · Building Eq. & Supplies | | | | | |
| 6310 · Building & Grounds Maintenance | | | | | |
| 6311 · Branch building expenses | 6,000 | 2,029 | 6,000 | 0 | 0.0% |
| 6312 · Snow Removal | 2,500 | 0 | 2,500 | 0 | 0.0% |
| 6310 · Building & Grounds Maintenance - Other | 25,000 | 11,380 | 120,000 | 95,000 | 380.0% |
| Total 6310 · Building & Grounds Maintenance | 33,500 | 13,409 | 128,500 | 95,000 | 283.6% |
| 6320 · Janitorial Supplies | | | | | |
| 6321 · Cleaning contract | 18,450 | 4,627 | 18,450 | 0 | 0.0% |
| 6322 · Supplies | 3,250 | 1,008 | 3,250 | 0 | 0.0% |
| Total 6320 · Janitorial Supplies | 21,700 | 5,635 | 21,700 | 0 | 0.0% |
| 6340 · Equipment Lease | 2,600 | 644 | 2,600 | 0 | 0.0% |
| 6345 · Computer Maintenance | | | | | |
| 6345.1 · Computer - Maintenance | 4,000 | 679 | 4,000 | 0 | 0.0% |
| 6345.2 · Software subscriptions | 7,000 | 1,738 | 7,000 | 0 | 0.0% |
| 6345.3 · Comp Tech - Branch Travel | 2,500 | 567 | 2,500 | 0 | 0.0% |
| 6345.4 · Computer - Hardware | 6,250 | 2,636 | 6,250 | 0 | 0.0% |
| 6345.6 · Tech programs | 3,250 | 2,131 | 3,250 | 0 | 0.0% |
| 6345 · Computer Maintenance - Other | 0 | 0 | 0 | 0 | |
| Total 6345 · Computer Maintenance | 23,000 | 7,751 | 23,000 | 0 | 0.0% |
| Total 6300 · Building Eq. & Supplies | 80,800 | 27,439 | 175,800 | 95,000 | 117.6% |
| 6400 · Bookmobile Operations | | | | | |
| 6410 · Bookmobile Fuel | 2,000 | 600 | 2,000 | 0 | 0.0% |
| 6420 · Bookmobile Maintenance | 4,000 | 3,159 | 4,000 | 0 | 0.0% |
| 6400 · Bookmobile Operations - Other | | | | | |
| Total 6400 · Bookmobile Operations | 6,000 | 3,759 | 6,000 | 0 | 0.0% |
| 6600 · Corporate Costs | | | | | |

| | ORIGINAL FY17-18 Budget | FY ACTUAL 2017-2018 Q1 10/09/17 | REVISED 1 FY17-18 Budget | VS ORIGINAL BGT | |
|--|-------------------------------|---------------------------------------|--------------------------------|--------------------|---------------|
| | | | | \$ chg | % chg |
| 6610 · Insurance | | | | | |
| 6612 · Boiler | 1,250 | 0 | 1,250 | 0 | 0.0% |
| 6613 · SDIS Liability | 14,250 | 0 | 14,250 | 0 | 0.0% |
| 6614 · Flood Insurance | 1,600 | 0 | 1,600 | 0 | 0.0% |
| 6610 · Insurance - Other | 375 | 0 | 375 | 0 | 0.0% |
| Total 6610 · Insurance | 17,475 | 0 | 17,475 | 0 | 0.0% |
| 6620 · Travel & Training | 4,500 | 872 | 2,500 | -2,000 | -44.4% |
| 6621 · Special Contracts Travel | 0 | 0 | 0 | | |
| 6630 · Election | 3,500 | 0 | 3,500 | 0 | 0.0% |
| 6640 · Auditor | 8,573 | 0 | 8,573 | 0 | 0.0% |
| 6641 · Bookkeeping Supplies & Services | 1,000 | 350 | 1,000 | 0 | 0.0% |
| 6660 · Association Dues | 2,900 | 1,639 | 2,900 | 0 | 0.0% |
| 6680 · Publication/marketing | 1,600 | 649 | 1,600 | 0 | 0.0% |
| 6690 · Financial Mgmt Fees | | | | | |
| 6690.1 · Checking Account Fees | 400 | 63 | 400 | 0 | 0.0% |
| 6690.2 · Pool 5291 Fees | 250 | 21 | 250 | 0 | 0.0% |
| 6690.3 · PayPal Transaction Fees | 150 | 32 | 150 | 0 | 0.0% |
| 6690.4 · Quick Books Direct Deposit Fees | 575 | 147 | 575 | 0 | 0.0% |
| 6690 · Financial Mgmt Fees - Other | 0 | 0 | 0 | | |
| Total 6690 · Financial Mgmt Fees | 1,375 | 263 | 1,375 | 0 | 0.0% |
| 6691 · Legal Administration | 250 | 0 | 250 | 0 | 0.0% |
| 6696 · Public Programs | 3,000 | 545 | 1,500 | -1,500 | -50.0% |
| Total 6600 · Corporate Costs | 44,173 | 4,318 | 40,673 | -3,500 | -7.9% |
| 6700 · Other Operating Expenses | | | | | |
| 6720 · Branch Mileage | 3,600 | 966 | 3,600 | 0 | 0.0% |
| 6730 · Library Services Supplies | 15,500 | 4,854 | 15,500 | 0 | 0.0% |
| 6731 · Youth Programs | | | | | |
| 6731.2 · Summer Reading | 3,400 | 2,074 | 3,000 | -400 | -11.8% |
| 6731.22 · Haines Summer Reading | 600 | 255 | 600 | 0 | 0.0% |

| | ORIGINAL FY17-18 Budget | FY ACTUAL 2017-2018 Q1 10/09/17 | REVISED 1 FY17-18 Budget | VS ORIGINAL BGT | |
|--|-------------------------------|---------------------------------------|--------------------------------|--------------------|---------------|
| | | | | \$ chg | % chg |
| 6731.23 · Sandbox Project | | | | | |
| 6731.3 · Storytime | 3,200 | 15 | 2,400 | -800 | -25.0% |
| 6731.4 · Other Youth Programs | 1,800 | 350 | 1,500 | -300 | -16.7% |
| 6731.42 · R2R Ready-To-Read program | | | | | |
| 6731.5 · Teen Activities | 1,500 | 202 | 1,000 | -500 | -33.3% |
| 6731.6 · Makerspace Club | 2,500 | 335 | 2,500 | 0 | 0.0% |
| 6731 · Youth Programs - Other | | | | | |
| Total 6731 · Youth Programs | 13,000 | 3,231 | 11,000 | -2,000 | -15.4% |
| 6740 · Postage & Freight | 1,500 | 10 | 1,500 | 0 | 0.0% |
| 6750 · Utilities | | | | | |
| 6751 · Garbage | | | | | |
| 6751.1 · Baker-Baker Sanitary | 1,800 | 482 | 1,800 | 0 | 0.0% |
| 6751.2 · Haines-Baker Sanitary | 190 | 54 | 190 | 0 | 0.0% |
| 6751.3 · Halfway-LaRue Sanitary | 55 | 52 | 55 | 0 | 0.0% |
| 6751.4 · Richland-Eagle Cap Sanitation | 50 | 0 | 50 | 0 | 0.0% |
| 6751.5 · Huntington-Baker Sanitary | 210 | 64 | 210 | 0 | 0.0% |
| Total 6751 · Garbage | 2,305 | 652 | 2,305 | 0 | 0.0% |
| 6752 · Heating Fuel | | | | | |
| 6752.1 · Baker-Cascade Natural Gas | 5,500 | 13 | 5,500 | 0 | 0.0% |
| 6752.2 · Haines-Ed Staub | 2,000 | 235 | 2,000 | 0 | 0.0% |
| 6752.3 · Halfway-Ed Staub | 1,300 | 0 | 1,300 | 0 | 0.0% |
| 6752.6 · Sumpter-City of Sumpter(Shared) | 1,000 | 0 | 1,000 | 0 | 0.0% |
| Total 6752 · Heating Fuel | 9,800 | 248 | 9,800 | 0 | 0.0% |
| 6753 · Water/Sewer | | | | | |
| 6753.1 · Baker-City of Baker City | 1,610 | 671 | 1,610 | 0 | 0.0% |
| 6753.2 · Haines-City of Haines | 925 | 240 | 925 | 0 | 0.0% |
| 6753.3 · Halfway-City of Halfway | 1,050 | 245 | 1,050 | 0 | 0.0% |
| 6753.4 · Richland (NEOHA agreement) | 550 | 100 | 550 | 0 | 0.0% |
| 6753.5 · Huntington-City of Huntingtn | 1,100 | 83 | 1,100 | 0 | 0.0% |

| | ORIGINAL FY17-18 Budget | FY ACTUAL | REVISED 1 FY17-18 Budget | VS ORIGINAL BGT | |
|--|-------------------------------|--------------------------|--------------------------------|--------------------|-------|
| | | 2017-2018 Q1 10/09/17 | | \$ chg | % chg |
| Total 6753 · Water/Sewer | 5,235 | 1,339 | 5,235 | 0 | 0.0% |
| 6754 · Electric | | | | | |
| 6754.1 · Baker - OTEC | 16,000 | 4,042 | 16,000 | 0 | 0.0% |
| 6754.2 · Haines - OTEC | 1,500 | 315 | 1,500 | 0 | 0.0% |
| 6754.3 · Halfway-Idaho Power | 1,200 | 301 | 1,200 | 0 | 0.0% |
| 6754.4 · Richland (NEOHA agreement) | 2,900 | 322 | 2,900 | 0 | 0.0% |
| 6754.5 · Huntington-Idaho Power | 1,600 | 305 | 1,600 | 0 | 0.0% |
| 6754.6 · Sumpter-City of Sumpter(Shared) | 600 | 0 | 600 | 0 | 0.0% |
| Total 6754 · Electric | 23,800 | 5,285 | 23,800 | 0 | 0.0% |
| 6750 · Utilities - Other | 0 | 0 | 0 | 0 | |
| Total 6750 · Utilities | 41,140 | 7,524 | 41,140 | 0 | 0.0% |
| 6756 · Telecommunications | | | | | |
| 6756.0 · Telephone | | | | | |
| 6756.1 · Baker - BendTel | 1,700 | 408 | 1,700 | 0 | 0.0% |
| 6756.2 · Haines - Cascade/Reliance | 800 | 258 | 800 | 0 | 0.0% |
| 6756.3 · Halfway - Pine Telephone | 450 | 142 | 450 | 0 | 0.0% |
| 6756.4 · Richland - Eagle Telephone | 400 | 108 | 400 | 0 | 0.0% |
| 6756.5 · Huntington - CenturyTel | 950 | 200 | 950 | 0 | 0.0% |
| 6756.6 · Sumpter - CenturyLink/Qwest | 600 | 141 | 600 | 0 | 0.0% |
| 6756.8 · US Cellular (3 Lines) | 2,300 | 440 | 2,300 | 0 | 0.0% |
| Total 6756.0 · Telephone | 7,200 | 1,697 | 7,200 | 0 | 0.0% |
| 6757.0 · Internet | | | | | |
| 6757.1 · Baker - NERO Network | 2,000 | 0 | 2,000 | 0 | 0.0% |
| 6757.2 · Haines - Cascade/Reliance | 760 | 244 | 760 | 0 | 0.0% |
| 6757.3 · Halfway - Pine Tel | 650 | 202 | 650 | 0 | 0.0% |
| 6757.4 · Richland - Pine Tel | 350 | 100 | 350 | 0 | 0.0% |
| 6757.5 · Huntington -CenturyTel | 5,100 | 902 | 5,100 | 0 | 0.0% |
| 6757.6 · Sumpter - CenturyLink/Qwest | 1,400 | 315 | 1,400 | 0 | 0.0% |
| Total 6757.0 · Internet | 10,260 | 1,763 | 10,260 | 0 | 0.0% |

| | ORIGINAL FY17-18 Budget | FY ACTUAL 2017-2018 Q1 10/09/17 | REVISED 1 FY17-18 Budget | VS ORIGINAL BGT | |
|---------------------------------------|-------------------------------|---------------------------------------|--------------------------------|--------------------|---------|
| | | | | \$ chg | % chg |
| 6756 · Telecommunications - Other | 0 | 0 | 0 | 0 | |
| Total 6756 · Telecommunications | 17,460 | 3,460 | 17,460 | 0 | 0.0% |
| Total 6700 · Other Operating Expenses | 92,200 | 20,045 | 90,200 | -2,000 | -2.2% |
| 6900 · Grant Expenses | | | | | |
| 6900.1 · Vroom Grant Expenses | | | | | |
| 6900 · Grant Expenses - Other | | | | | |
| Total 6900 · Grant Expenses | | | | | |
| Total 6000 · Materials and Services | 326,573 | 84,717 | 399,173 | 72,600 | 22.2% |
| 7000 · Capital Outlay | 1,000 | 0 | 1,000 | 0 | 0.0% |
| 7500 · Debt Service | 2,000 | 0 | 2,000 | 0 | 0.0% |
| 8000 · Transfers & Contingency | | | | | |
| 8005 · Transfers | | | | | |
| 8005.1 · Transfer-Technology Fund | 2,500 | 0 | 0 | -2,500 | -100.0% |
| 8005.2 · Transfer-Severence Liab Fund | 10,000 | 0 | 10,000 | 0 | 0.0% |
| Total 8005 · Transfers | 12,500 | 0 | 10,000 | -2,500 | -20.0% |
| Total 8000 · Transfers & Contingency | 12,500 | 0 | 10,000 | -2,500 | -20.0% |
| Total Expense | 1,077,061 | 327,398 | 1,175,025 | 97,964 | 9.1% |
| Net Income | 241,832 | -45,221 | 203,645 | -38,187 | -15.8% |
| | | | | 59,777 | |
| | 1,318,893 | | 1,378,670 | | |
| | 0 | | 0 | | |

| | | Hours current fiscal year | Hrs/wk | FTE | Hours prior fiscal year | % Chg | Range/Step Level | Monthly Salary | Fiscal Year Annual Salary Accrual Basis | PERS 21.12%/ OPSRP 13.96% Rates eff 7/2017 | Group Ins. Class | Group Ins Anticipated June Renewal rates | COLI Hourly Rate 2.00% | Current Year Pay rate | Prior Year Pay rate | Rate Chg |
|-----------------------------------|-----------------------------------|---------------------------------|--------------|--------------|-------------------------------|-----------|------------------------------|-------------------|---|--|---------------------------|--|------------------------------|-----------------------------|---------------------------|-------------|
| Adamson, Ed (Facilities) | Facility Manager | 1664 | 32.0 | 0.80 | 832 | 50% | Step 10-3 starting step | 2,258.80 | 27,106 | 3,784 | NA | 7,538 | 16.29 | 15.97 | 12.52 | 3.77 |
| Bowers, Sylvia | Library Assoc II; Periodicals | 2080 | 40.0 | 1.00 | 2080 | 0% | Step 10-5 | 3,113.45 | 37,361 | 5,216 | NA | 0 | 17.96 | 17.61 | 17.61 | 0.35 |
| Brockman, John | Librarian I: Cataloging | 2080 | 40.0 | 1.00 | 2080 | 0% | Step 11-5 | 3,269.03 | 39,228 | 5,476 | family | 14,444 | 18.86 | 18.49 | 18.49 | 0.37 |
| Durflinger, Sara | Admin 1; Managing Librarian | 0 | 0.0 | 0.0 | 962 | -100% | Retired 6/30/2016 | 0.00 | 0 | 0 | | | | | 18.66 | -18.66 |
| Grammon, Melissa (Missy) | Library Tech II; Childrens Lib | 2080 | 40.0 | 1.00 | 2080 | 0% | Step 7-5 step increase | 2,689.13 | 32,270 | 6,815 | single | 7,538 | 15.51 | 15.21 | 14.48 | 1.03 |
| Hawes, Christine | Admin II; Business Manager | 1300 | 25.0 | 0.63 | 1300 | 0% | Step 14-5 | 2,364.70 | 28,376 | 3,961 | family | 14,444 | 21.83 | 21.40 | 21.41 | 0.42 |
| Lewis, Connie | Library Asst I; Sunday, Sat clerk | 416 | 8.0 | 0.20 | 624 | -50% | Step 3-5 step increase | 417.25 | 5,007 | 0 | NA | 0 | 12.04 | 11.80 | 11.24 | 0.80 |
| New library assistant | Library Asst - new position | 0 | | 0.0 | | #DIV/0! | Step 5-3 | 0.00 | 0 | 0 | | 0 | 12.77 | 12.52 | | 12.77 |
| Horn, Katrina | Library Asst I, Circ | 624 | 12.0 | 0.3 | 416 | 33% | Step 3-5 step increase | 596.15 | 7,154 | 999 | | | 11.46 | 11.24 | 10.70 | 0.76 |
| Remien, Jordan | Library Page: Sunday, Sat clerk | 260 | 5.0 | 0.1 | 260 | 0% | Step 3-5 step increase | 236.57 | 2,839 | 396 | | | 10.92 | 10.70 | 10.70 | 0.22 |
| Pearson, Diana | Librarian I: Collection Mgmt | 1716 | 33.0 | 0.83 | 1716 | 0% | Step 11-5 | 2,696.95 | 32,363 | 6,835 | single | 7,538 | 18.86 | 18.49 | 18.49 | 0.37 |
| Chastain, Ashlie | Library Page I, shelving | 520 | 10.0 | 0.25 | 520 | 0% | Step 3-4 step increase | 473.14 | 5,678 | 0 | NA | 0 | 10.92 | 10.70 | 10.19 | 0.73 |
| Snyder, Courtney | Library Asst III: Window | 2028 | 39.0 | 0.98 | 1768 | 13% | Step 5-5 | 2,378.84 | 28,546 | 3,985 | single | 7,538 | 14.08 | 13.80 | 13.80 | 0.28 |
| Spry, Heather | Library Asst II: Book Processg | 1872 | 36.0 | 0.90 | 1456 | 22% | Step 5-5 | 2,195.86 | 26,350 | 3,678 | single | 7,538 | 14.08 | 13.80 | 13.80 | 0.28 |
| Stokes, Perry | Library Director | 2080 | 40.0 | 1.0 | 2080 | 0% | MGMT D-4 defer step? | 6,280.17 | 75,362 | 10,521 | spouse | 10,164 | 36.23 | 35.52 | 35.52 | 0.71 |
| Valentine, Donna | Library Asst III: Bookmobile | 1014 | 19.5 | 0.49 | 1036 | -2% | Step 5-3 step increase | 1,132.54 | 13,590 | 1,897 | NA | 0 | 13.40 | 13.14 | 12.52 | 0.88 |
| Watkins, CheyAnne | Library Page I, shelving | 520 | 10.0 | 0.25 | 520 | 0% | Step 1-5 step increase | 473.14 | 5,678 | 0 | NA | 0 | 10.92 | 10.70 | 10.19 | 0.73 |
| White, Jim | Admin IV; IT Systems Manager | 1664 | 32.0 | 0.80 | 2080 | -25% | Step 16-5 | 3,337.83 | 40,054 | 8,459 | single | 7,538 | 24.07 | 23.60 | 22.91 | 1.16 |
| Wickam, Carmen | Admin 1; Admin/Office Mgr | 2080 | 40.0 | 1.00 | 2080 | 0% | Step 13-5 | 3,604.95 | 43,259 | 9,136 | single | 7,538 | 20.80 | 20.39 | 20.39 | 0.41 |
| Wachtel, Izzy (donation mgmt) | Library Page I, receiving | 416 | 8.0 | 0.20 | 0 | 100% | Step 3-3 | 378.51 | 4,542 | 0 | NA | 0 | 10.92 | 10.70 | 10.19 | 0.73 |
| Training | | 104.1667 | | | | | | | 2,500 | | | | | | | |
| Intern (JobService/Title V/other) | Library Asst - Intern | 832 | 16.0 | 0.40 | 0 | 100% | Job service cost to BCLD \$1 | 920.16 | 11,042 | 0 | NA | 0 | 13.27 | 13.01 | | 13.27 |
| Temp staff (subs & seasonal) | | 624 | 12.0 | 0.30 | 860 | -38% | | 710.21 | 8,522 | 911 | NA | 0 | 13.66 | 13.39 | 13.39 | 0.27 |
| TOTL.BAKER | | 25,974 | 497.5 | 12.44 | 24,750 | 5% | | | 476,828 | 72,071 | | 91,818 | | | | |
| Haines/ New branch lead | Library Tech II | 936 | 18.0 | 0.45 | 936 | 0% | Step 7-3 start step DOE | 1,097.93 | 13,175 | 1,408 | NA | 0 | 14.08 | 13.80 | 13.14 | 0.94 |
| Huntington/Brandy Wilson, Lead | Library Asst III | 520 | 10.0 | 0.25 | 468 | 10% | Step 5-3 step Increase | 580.82 | 6,970 | 745 | NA | 0 | 13.40 | 13.14 | 12.51 | 0.89 |
| Huntington/Beth Nantz | Library Asst III | 416 | 8.0 | 0.20 | 468 | -13% | Reclass to 5-1 | 397.45 | 4,769 | 510 | NA | 0 | 11.46 | 11.24 | 10.19 | 1.27 |
| Halfway/ New branch lead | Library Asst III | 936 | 18.0 | 0.45 | 936 | 0% | Step 5-2 starting step DOE | 948.36 | 11,380 | 1,780 | NA | 0 | 12.16 | 11.92 | 11.35 | 0.81 |
| Richland /Rebecca Wilson | Library Asst III | 936 | 18.0 | 0.45 | 936 | 0% | Step 5-5 | 1,097.93 | 13,175 | 1,408 | NA | 0 | 14.08 | 13.80 | 13.80 | 0.28 |
| Sumpter/Jerry-Ann Dunn | Library Asst III | 936 | 18.0 | 0.45 | 936 | 0% | Step 5-5 | 1,097.93 | 13,175 | 1,375 | NA | | 14.08 | 13.80 | 13.80 | 0.28 |
| Training | | | | | | | | | 2,000 | | | | | | | |
| TOTL.BRANCH | | 4,680 | 90.0 | 2.25 | 4,680 | 0% | | | 64,645 | 7,227 | | | | | | |
| TOTL.STAFF | | 30,654 | 587.5 | 14.69 | 29,430 | 4% | | | 541,473 | 79,298 | Budget EST \$ | 91,818 | 13.60 | | | |
| | | | | | | | | | | | Budget last yr | 88,932 | | | | |
| | | | | | | | | | | | Decrease \$ | -2,886 | | | | |
| | | | | | | | | | | | % Change | -3% | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| TOTL.BENEFITS | | | | | | | | | 221,379 | 221,379 | Benefits % of salaries | 29.02% | | | | |
| | | | | | | | | | | | Prior FY Personnel Budget | 667,187 | | | | |
| | | | | | | | | | | | Potential Increase | \$95,665 | | | | |
| GRAND TOTAL | | | | | | | 737312 | 724,801.00 | \$762,852 | | % budget increase | 14.34% | | | | |
| | | | | | | | | 12,511.00 | | | | | | | | |

PERS Rate - Eff 7/01/2017 major rate increases (PERS 15.64%, OPSRP 10.69%)
Group Ins = Estimated using renewal rates received in March 2017; SDAO/Blue Cross
Group Life Ins= esimated at \$207/Qt