

# Baker County Library District

Board of Directors

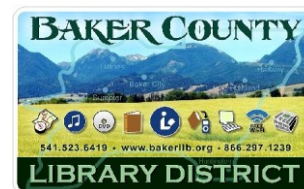
## Budget Hearing & Meeting Agenda

Monday, Jun 13, 2023, 12:00 – 1:00 pm

Meeting simulcast via [Zoom](#)

Phone: +1 669 900 9128 Meeting ID: 818 2227 4917 Passcode: 997658

Kyra Rohner, President



- |   |        |
|---|--------|
| <b>I. CALL TO ORDER</b>   | Rohner |
| <b>II. Consent agenda (ACTION)</b>  | Rohner |
| a. Additions/deletions from the agenda  |        |
| b. Minutes of previous regular and Budget Committee meetings  |        |
| <b>III. Conflicts or potential conflicts of interest</b>  | Rohner |
| <b>IV. Open forum for general public, comments &amp; communications</b>   | Rohner |
| In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. |        |
| <b>V. NEW BUSINESS</b>  |        |
| a. Budget Hearing (Public Comment)  | Rohner |
| b. 2022-23 Supplemental Budget adoption (ACTION)  | Rohner |
| c. 2023-24 Budget adoption (ACTION)   | Rohner |
| d. Discussion of 2023-24 officers & regular meeting day/time  | Stokes |
| <b>VI. OLD BUSINESS</b>   |        |
| a. Library of Things – Combat Game Kits and Shooting Tools  | Stokes |
| <b>VII. REPORTS</b>   |        |
| a. Director   | Stokes |
| b. Finance  | Hawes  |
| <b>VIII. Agenda items for next regular meeting: Jul 11, 2023</b>  | Rohner |
| <b>IX. ADJOURNMENT</b>  | Rohner |

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

ORS 192.660 (2) (d) Labor Negotiations

ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property

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

# Library Board Meeting – Annotated Agenda

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Monday, Jun 13, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

## Annotated Agenda

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|--|--------|
| I. CALL TO ORDER   | Rohner |
| II. Consent agenda ( <b>ACTION</b> )                         | Rohner |
| a. Additions/deletions from the agenda                       |        |
| b. Minutes of previous meeting(s)                            |        |
| <i>Attachments:</i>  |        |
| • II.b.i. Board meeting minutes, May 9 2023                  |        |
| • II.b.ii. Budget Committee meeting minutes, May 24 2023     |        |
| III. Conflicts or potential conflicts of interest            | Rohner |
| IV. Open forum for general public, comments & communications | Rohner |
| V. NEW BUSINESS  |        |
| a. Budget Hearing (Public Comment)                           | Rohner |

The Board invites public testimony about the proposed Supplemental Budget for the current fiscal year or on the next fiscal year budget recently approved by the Budget Committee.

- |   |        |
|---|--------|
| a. 2022-23 Supplemental Budget adoption ( <b>ACTION</b> ) | Rohner |
|---|--------|

### *Attachments:*

- V.b.1. Resolution No. 2022-23.05
- V.b.2-8. Legal budget documents
- V.b.9. Ten percent rule analysis

As usual, in this final month of the fiscal year, I am proposing a supplementary budget to fine tune category lines and ensure district funds are following local budget law. The resolution authorizes appropriation of unanticipated surplus revenue and adjustment of various line items that are under or overspent.

Circumstances which warrant a Supplemental Budget include:

- Condition(s) unknown at the time the budget was prepared:
  - Cash carryover from prior year greater than anticipated in General Fund, Other Fund, and Sage Fund
  - Interest revenues higher than projected due to series of rate increases
  - Decrease in Personnel costs due to mid-year adjustment of succession timeline and position hours
- A sufficiently greater amount of ad valorem taxes than estimated are received
  - County Assessor millage report received in October 2022 calculated property growth at a rate higher than projected.

Grand total changes amount to an increase of \$130,521. This is a balance from a total General Fund increase of \$83,021, Other Fund increase of \$20,000, and Sage Fund increase of \$27,500.

# Library Board Meeting – Annotated Agenda

Monday, Jun 13, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

The Ten Percent Analysis report shows that, excluding transfers, contingency, and ending fund balance, no fund is changed by more than 10 percent. Under Oregon local budget law, therefore, these changes can be adopted at a regular meeting and don't require a public hearing.

In the General Fund, primary changes include a downward correction of Personnel Services by \$39,407, increase to Materials & Services by \$68,860, increase of Capital Outlay by \$10,000, increase to Transfers of \$2,000, increase of Operating Contingency by \$25,000, and an increase of Unexpended Fund Balance (UEFB) Reserve by \$16,448.

In the Other Fund, primary changes include increase of Memorial by \$8,350, increase of the Election Reserve by \$4,500, increase of the Severance Reserve by \$2,000 for interest earnings, and increase of Unappropriated Ending Fund Balance (UEFB) by \$5,000.

In the Sage Fund, primary changes include increases of Operating Contingency by \$11,750 and UEFB by \$15,000.

## b. 2023-24 budget adoption (ACTION)

Rohner

Attachments:

- V.c.1. Resolution No. 2022-23.06
- Legal Budget documents, see V.B. 2-8
- V.c.9. LB-1 Notice of Budget Hearing
- V.c.10. LB-50 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

The purpose of the Budget Hearing is to receive citizens' testimony on the budget approved by the budget committee. Additional hearings may be held. All hearings are open to the public.

Annually, the Board must take action for final adoption of the budget for the coming fiscal year. The proposed 2023-24 budget, as approved by the Budget Committee at its May 24 meeting, is included in this meeting packet.

According to the Local Budgeting in Oregon guide, the Board must "enact a resolution or ordinance to 1) formally adopt the budget, 2) make appropriations, and if needed, 3) levy, and 4) categorize any tax. The budget is the basis for making appropriations and certifying the tax levy. The resolution or ordinance must be adopted no later than June 30."

Since the Budget Committee meeting, I do have some modest changes to propose for final adoption.

***For final adoption, I am proposing a few changes from that approved by the Budget Committee. In General Fund - Resources, Cash Carryover is projected \$25,000 higher; \$4,000 of that amount will be allocated as a transfer out form GF to Other Fund and boost the Election Reserve up to \$6,500; \$20,000 will be preserved in the General Fund – Operating Contingency, and General Fund – Personnel Services is increased by approximately \$720 for a revised strategy of staff re-classifications.***

# Library Board Meeting – Annotated Agenda

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Monday, Jun 13, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

Final 2023-24 budget adoption requires passage of Resolution 2022-23.06. Following approval, I submit the proper paperwork to the County.

**c. Discussion of 2023-24 officers & regular meeting day/time**      **Stokes**

At the July meeting, the Board will elect a new President and Vice President for the term of the fiscal year. For this agenda item, the Board will discuss who is willing to serve in those positions.

Also, the Board must annually adopt a resolution setting its regular meeting time. The Board's current regular meeting time is the second Tuesday of the month at 12.00p. The Board will discuss whether to continue or adjust the meeting schedule so that a resolution can be passed during the July meeting.

**VI. OLD BUSINESS**

**a. Library of Things – Simulated Combat Games & Shooting Tools**      **Stokes**

*Attachments:*

- VI.a.1. Request to Use Equipment and Supplies Form

At the May meeting, the Board requested inviting feedback from law enforcement and education administration on our plan to begin loan of Laser Battle game sets and MantisX devices for firearms use training.

To re-cap, Laser Battle Game kits are a highly popular Library of Things (LOT) item in the Hood River County Library collection. We think they would be popular in our community as well. A public request was received for MantisX devices, which are electronic units that are attached to firearms and provide feedback to a phone or tablet about the shooter's accuracy. They allow hunters and hobbyists to practice marksmanship without live ammunition, which has become very expensive.

Feedback from the Baker County Sheriff and Baker 5J School Superintendent were supportive of the proposal. No comment has been received to date from the Baker City Chief of Police. The Library Director at Hood River reports there has been no complaints, controversy, or safety issues related to their loan of the Laser Battle Games. We will be adopting the liability waiver form they use for loan of LOT items. It will help make our loan procedures more efficient.

**VII. REPORTS**

**a. Director**      **Stokes**

**i. General**

- *Facilities and vehicles*
  - Natural Gas Line Replacement – Baker City contracted work crews are replacing all natural gas lines in town. Preliminary work on line replacement has been done. Update of the gas meter is anticipated this week.

# Library Board Meeting – Annotated Agenda

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Monday, Jun 13, 2022, 12:00 pm

## Notes prepared by Library Director Perry Stokes

- GMC Denali – an electrical failure of the navigation / radio console was traced to water intrusion through the windshield gutter. Since it is unknown whether the windshield replacement work was faulty, Windshield Doctor agreed to reinstall it at no cost. But the district is stuck with the expense of new electronic parts and labor at around \$2,500.
- Roof repair – Metal roofing panels were temporarily removed for installation of vapor barrier sheeting in areas of persistent leaking. We are pleased to report that with recent heavy rains, no water seems to have come through.
- Parking Lot Space Repainting – Ed is obtaining quotes for restriping of parking spaces in the north and south lots.
- **Operations & Services**
  - New Streamline Website launched -
  - Hoopla Digital – I am finalizing setup for our new digital content service. The service will be launched by July 1 if not sooner.
- **Programming & Outreach**
  - Oregon Trail Days – The library had a table for signup and information about Summer Reading Program activities. Applause to Youth Services staff Missy Grammon for doing that.
  - Youth Services
    - 2022 Summer Reading Program is underway. The theme this year is “Find Your Voice.” Missy has a busy schedule of events planned, which is available on the [library website](#). Two special events last week, a Traveling Lantern theatrical presentation and old west storytelling event, were well attended.
- **Staff & Volunteers**
  - Volunteer Appreciation Event - Beautifully coordinated and presented by district staff Sylvia Bowers. Many volunteers attended, including two board members.
- **Safety & Security**
  - Vandalism incidents
    - Restroom Plumbing – Last week, a toilet clog is suspected to have been the result of criminal mischief. Ed was unable to clear the obstruction himself and had to bring in a plumber. The restroom was out of order for the week for the work. Ultimately, the blockage was determined to be a large plastic doll head and other non-sewage debris.
    - Ford Pickup Truck – Ed found that the gas line on the district’s pickup truck was significantly damaged, likely due to tampering for gas theft. The truck has not been used for a while, so date of the vandalism is undetermined. It was taken immediately to the repair shop due to the safety and chemical hazard of gasoline leakage.

# Library Board Meeting – Annotated Agenda

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Monday, Jun 13, 2022, 12:00 pm

Notes prepared by Library Director Perry Stokes

**b. Finance**

**Hawes**

*Attachments:*

- VII.b.i. Not yet available.  
Reports to be delivered at the meeting.

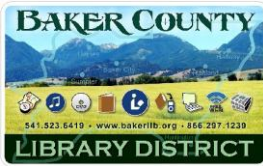
**VIII. Agenda items for next regular meeting: Jul 11, 2023**

**Rohner**

- Board officers & meeting times
- Revised Employee Wage Scale

**IX. ADJOURNMENT**

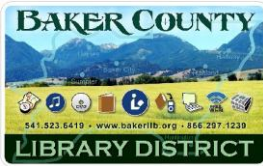
**Rohner**



**Baker County Library District  
Library Board  
Regular Meeting Minutes**

May 9, 2023

<p><b>Call to Order</b></p>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Beth <b>Bigelow</b>, Joan <b>Spriggs</b> and Ashley <b>McClay</b> at the beginning of the meeting; Betty <b>Palmer</b> arrived at 12:10pm. Also attending in person are Perry <b>Stokes</b>, Director and Christine <b>Hawes</b>, Business Manager. One person is attending via zoom, Kyra <b>Rohner</b>.</p> <p>With a quorum confirmed present, the meeting was called to order at 12:05pm.</p>
<p><b>Consent Agenda</b></p>	<p>Rohner asked for any additions or deletions to the consent agenda or minutes from the previous meeting. Stokes had one addition, the Library of Things will be added under New Business. He will discuss new items under consideration for launch. There were no changes given to the minutes. <b>Spriggs made a motion to approve the Consent Agenda; Bigelow seconded; motion passed unanimously (3 yea, Bigelow, Spriggs, McClay)</b> by those present.</p>
<p><b>Conflicts of Interest</b></p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p><b>Public Comment</b></p>	<p>Rohner moved to public comments.</p>
<p><b>OLD BUSINESS: None</b></p>	<p>None</p>
<p><b>NEW BUSINESS: Budget Committee Update</b></p>	<p>Stokes reported on attendance status of the appointed Budget Committee members. Three of the five budget committee members have reported new scheduling conflicts and will be unavailable. With the remainder of appointed members and at least 4 board members participating, he doesn't feel replacement appointments are required. Rohner asked if any motion was needed. Stokes verified that no motion was needed since the committee roster was already approved at the last meeting.</p>
<p><b>FY23-24 Budget Proposed Draft</b></p>	<p>Rohner asked Stokes to present the budget proposal.</p> <p>Stokes shared print copies of the legal budget sheets in the board packets. These tell the story of the current year budget. He has modified the standard</p>



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budget forms to include the proposed supplemental budget (in purple), more years of historical actual data and the projected budget. Color coded data in green indicates a number increase, and red indicates a decrease.

Palmer arrived at 12:10pm.

Stokes started with General Fund Form LB20 depicting district Resources (Income). He went over highlights of the Supplemental budget compared to the current budget changes and noted items of interest on the proposed budget. For the current year, according to the County Assessor the district will receive about \$24,000 more than budgeted, plus another \$58,000 of unanticipated tax revenue income.

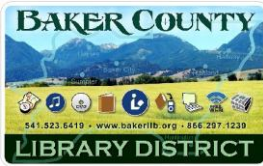
Form LB30 is a Summary of Requirements (Expenses). For this year, Stokes is projecting significant savings in salary expenditures primarily due to the delayed replacement of the retiring IT Systems Manager. Major increases on the new proposed budget are due to restoring that position back up to full-time, a 5% Cost-of-Living-Increase (COLI) for all staff, and boosting some administrative staff salaries which are below a competitive level relative to peer libraries. With inflation rates continuing to be high, he said, many Oregon local governments he surveyed report implementing a 5% COLI if not already bound by a union contract. Other major Personnel Services category increases are under employee benefits due to growth of PERS and health insurance rates.

Stokes proposes using surplus income from the current year to boost the Collection Development in the Supplemental budget. The goal is for collection investment to be at least 10% of the operating budget. Other allocation increases are in Facilities, Technology, and Library Operations categories. He described primary cost drivers in each. In Capital Outlay, he has increased this line from \$25k to \$35k to provide capacity for the staff workroom remodel.

Page 2 of Form LB30 lists Non Allocated funds. The amount listed in Debt Service is from the Resort Street project when the City buried electrical lines. Stokes proposes to pay the remainder of that debt off, which is just under \$13,000, in the next fiscal year due to rising interest rates. Transfers will include regular strategic savings amounts for Technology and Severance Reserves. Capital Improvements will increase by \$65,000 bringing that from \$80k to \$135k. The carryover will be maintained at around \$550,000 for Operating Reserve.

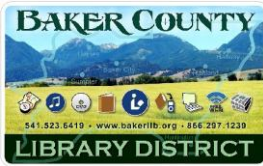
Form LB-31 depicts detailed allocations in Personnel Services. The category increases include a 5% COLI, several staff step increases, and two administrative staff being reclassified in order to keep pay for those positions at a competitive rate. The Business Manager is increasing her hours by 3 hours a week. Palmer





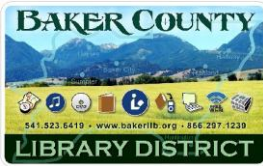
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	<p>asked about the group health increase of 1.8%. Stokes explained that changes in staff impacted that total amount; the insurance premium rate increase is anticipated at 6%.</p> <p>Form LB-31 depicts detailed allocations for Materials &amp; Services. Collection Development will be increased by \$32,000. Part of this increase is to start a new digital content delivery service called Hoopla. The Sage Library System increased its membership fees by a base rate of 8%, which is a \$1,300 increase for BCLD. The Facility Maintenance category is kept well-funded to support ongoing projects and roof issues. Identified strategic plan maintenance projects amount to over \$600,000. Computer maintenance is increasing due to increased costs for the new website, Wi-Fi hotspot funding, and workstation updates. With the Bookmobile aging, maintenance is more costly and gas prices are volatile, so that budget line is rising. The Debt Service increase was previously discussed. Library Service Supplies is based on historical average Youth Program allocation is kept strong as we work to expand programs, particularly at branches. Utilities will increase based on cost history.</p> <p>Stokes asked the board to provide guidance on two questions. First, he asked, is there support for paying off the LID note? With some discussion, everyone agreed that it should be paid off in the coming fiscal year. The second question was about the proposed 5% staff Cost of Living Increase. Other rates could be implemented, higher or lower, if they wished. He asked for direction from the board on these items and any others they may see.</p> <p>Bigelow asked what other libraries are doing with this. Stokes said that those that responded were at 5% COLI. Discussion ensued on the County and other factors in the financial sector. Palmer felt that 5% was a healthy increase, a good middle of the road. School Districts across the region are being conservative in their budget projections. Stokes said we will keep it at 5%. He didn't have the other fund worksheets ready for today. He will have those ready at the Budget Committee meeting. Palmer said that she appreciates the historical data on the worksheets.</p> <p>Rohner asked if he needed action on this agenda item. Stokes said that he just needed a consensus on these two topics.</p>
<p><b>Library of Things</b></p>	<p>Stokes said he wanted to inform the Board about new Library of Things items being considered and allow opportunity for input prior to launch.</p> <p>One is a Laser Battle Game set which enables players to engage in mock combat battles with laser toy weapons and vests embedded with sensors that alert if shot by the laser guns. The other is a set of MantisX-brand electronic devices</p>



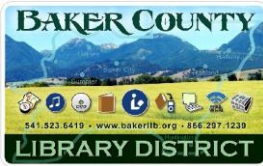
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	<p>which can be inserted or attached onto a borrower’s firearm or longbow to analyze and improve the shooter’s performance and accuracy.</p> <p>Given the plague of mass shootings in the US, he wants to acknowledge that there may be concerns about negative impact or reaction from the community and give the board an opportunity to discuss the matter before proceeding.</p> <p>In support of lending the MantisX devices, he reported that the units have been specifically requested by individuals in the community. He expects this kind of technology has potential to attract new users and demonstrate the value of libraries. He has heard the company advertise heavily on prominent talk radio programs. Many people in our region supplement their diet by hunting. Providing this technology will help make hunting and the hobby of target shooting more affordable given the recent rising cost of ammunition.</p> <p>The idea for the Laser Battle Sets came from the example of Hood River County Library District. They have had sets for a couple of years and they are in high demand.</p> <p>Biglow agreed with Stokes expectation of the devices being popular; this is a hunting community. McClay talked about what the Sheriff's department uses for shooting practice. Others liked the idea of offering the laser tag. Discussion ensued on how many would be offered and capacity of use. Rohner expressed concerns about the Laser Battle weapons being mistaken for firearms and potential legal liability to the district. Discussion ensued on the drawbacks and effectiveness of liability waiver forms. Stokes suggested that we could restrict this equipment to adults only with the waiver forms stipulating they assume responsibility for safe use of the materials. Rohner said she is on the fence about offering these. Palmer said she appreciates Rohner’s concern. We do like to respond to patron requests. She advised checking with the Sheriff’s department to get their take on this idea. And also suggested Stokes check with the school district. She wants us to talk with our community partners and ask questions. Stokes will talk to Hood River to see if they have experienced any blowback with their sets.</p> <p>Board members asked if Stokes had a video of how the MantisX devices work. Stokes had technical difficulties getting the video to play, so will include that at the next meeting along with feedback from local stakeholders.</p>
<p><b>REPORTS:</b> <b>Director</b></p>	<p>Facilities - Roof update: The roof is not yet water tight, as demonstrated by leaks after a recent heavy rainstorm. As soon as weather permits, Ed plans to remove some of the metal roofing and install a water repellent barrier he believes should have been in place with the building remodel in 2000. He also</p>



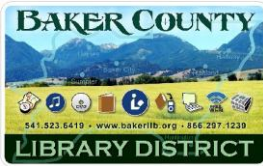
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	<p>plans to extend some roof flashing under which he believes water is intruding because it was installed too short.</p> <p>Telephones - Ed and Bryan are looking to convert the library's land line phone service to a Voice over IP (VOIP) system which will be more cost effective.</p> <p>Personnel - Staff participated in a fitness program titled Walk-To-Mordor. He said credit for the event goes to Melissa (Missy) Grammon, our Youth Programs Specialist. It also helped familiarize staff with the Beanstack software used for the Summer Reading Program and other youth activities.</p> <p>Hoopla Digital Platform – Stokes aims to subscribe to this digital content platform that specializes in library service. It is reportedly extremely popular with library users in other communities. Other regional libraries that currently offer it include La Grande, Oregon Trail Library District, and Harney County. Hoopla works by enabling users to borrow a designated number of items per month from its huge catalog of eBooks, eAudio, movies, music, magazines, and comics. It is a Pay Per Use (PPU) service, meaning the library is charged for each borrow. Fees vary according to the item, but the average is projected at around \$2 per borrow. He expects the service will appeal to users frustrated by lengthy wait times on Library2Go. He is currently coordinating setup of the service and a launch date is to be determined.</p> <p>Battle of the Books - Heather and Courtney took two youth teams to Salem for the State Competition. Neither team advanced from the preliminary round but they had a good time and a safe trip. Bigelow heard from one of the moms that they thought it was a good experience.</p> <p>Summer Reading Program - this summer's program theme is "Find Your Voice." Missy is gearing up for the summer.</p> <p>Free Comic Book Day – Stokes said the traffic count for the FCBD event was around 250, compared to a normal Saturday of around 150. All of the comics were gone by closing time. The door count last year was 280.</p> <p>People Counters data – Stokes shared a new graphical "heat map" display of historical data to show patron visitation seasonal trends and the overall recovery of usage since the pandemic.</p> <p>Volunteer appreciation event – Stokes invited the board to attend this reception in honor of our volunteers on Wednesday, May 17.</p> <p>New Website - the library's new website will be launched soon. All of the content has been transferred over. It is a much cleaner presentation and is</p>
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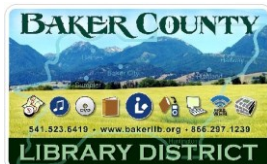
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	<p>ADA accessible.</p>
<p><b>Finance Report</b></p>	<p>Hawes shared print Financial Reports; a digital copy was displayed for those attending via Zoom.</p> <p>The <b>General Fund</b> received tax turnovers of \$5,824.99 for May. We also received grant funds of \$7,000 from the Roundhouse Foundation and another \$900 from ECF Funds for 2 months of hotspot services. The Interest rate for the Oregon Local Government Investment Pool (pool) is now at 3.75%. The general fund received interest income of \$2,740.53 in April, with a year-to-date total of \$19,008.30. In comparison, last fiscal year 2021-2022 the general fund received a total of \$3,601.56 of interest income for the entire year.</p> <p><b>Personnel Services</b> is on target with the budget in total, so nothing other to report there.</p> <p>The General Fund wrote several checks plus had online payments for a few utilities. Each packet includes some checks to sign and online payment receipts to review. <b>Materials &amp; Services</b> has several checks of interest including checks to Ingram of \$5,301.27 for the monthly book order, and Grey House Publishing \$1,028.10 for reference books for two different Guides to Stocks. In Facilities, checks to Eastern Oregon Rental of \$658.95 to rent a lift for the roof leak analysis done last month, and Stan’s Heating of \$276.25 for Huntington branch HVAC quarter maintenance. In the Computer budget, checks to Springhouse \$1,099 for room booking software, and Streamline \$200 for monthly website hosting fee. A check to Special Districts for \$9.00 was the additional auto insurance to cover the vehicle rented for the recent OBOB event for 3 days. In the Youth Program budget, a check to Traveling Lantern of \$395 for a kid’s program on June 7 which is part of the SRP. Highlights in the Utility budget, Cascade Natural Gas of \$1,856.30 was paid online for the Baker library heating. Checks were written to the City of Sumpter \$837.46 for quarter utility reimbursement and Northeast Oregon Housing, aka Richland Apartments, of \$436.33 for the Richland library utility reimbursement for March.</p> <p>The Other Funds received Amazon revenues of \$188.33 in April. Other Funds received pool interest totaling \$535.83 with the majority of that going to the Memorial Dept of \$222.83 and the Severance Dept of \$289.78 (rate 3.75%). Other Funds had no checks this month.</p> <p>The Capital Investment Fund had no activity other than pool interest of \$248.29 for April.</p> <p>The Sage Fund is still waiting on the LSTA grant funds that were filed April 5th.</p>



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	<p>It did receive pool interest of \$610.51 in April for funds that are now on deposit with the Oregon State Investment Pool. Checks were written for 6 small couriers totaling \$2,842.56 plus a check to Interactive Sciences of \$1,999.45 for the Wowbrary annual subscription.</p> <p>The Approved Bills Lists (ABL) printouts were passed around with the check packets. The checks were signed by board members present at the meeting who also initial the lists.</p> <p>Rohner left the meeting at 1:12pm for an appointment.</p>
<p><b>Next Meeting</b></p>	<p>The next meeting is May 24, for the budget committee meeting at 5:00pm          The next regular board meeting will be June 13, 2023 (Noon).</p> <p>Palmer asked for any other comments. There was none.</p>
<p><b>Adjourn</b></p>	<p>Palmer adjourned the meeting at 1:15 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes          Secretary to the Board          PS/ch</p>

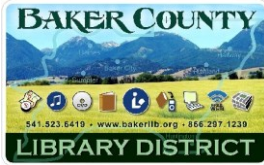


## Baker County Library District Budget Committee Meeting Minutes

May 24, 2023

<p><b>Call to Order</b></p>	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the Baker County Library District.</p> <p>Those attending in person are Directors Kyra <b>Rohner</b>, Beth <b>Bigelow</b>, Ashley <b>McClay</b> and Betty <b>Palmer</b>. Budget Committee members present included Jacque <b>Cobb</b> and Gary <b>Dielman</b>. Also attending is Perry <b>Stokes</b>, Director, and Christine <b>Hawes</b>, Business Manager. One guest attended, Jen <b>Albright</b>, from the Friends of the Library. One board member attended online via Zoom, Joan <b>Spriggs</b>. No other online guests.</p> <p><b>President of the board, Kyra Rohner, called the meeting to order at 5:17pm.</b> Stokes displayed the board packet on a large screen. Printed budget packets were provided for each member along with the Budget Message. An expanded version of the budget packet with extra documentation is available on the District website or by request.</p> <p>With a few budget committee members not able to attend, it was noted that a quorum is present. Everyone introduced themselves. Stokes announced that he is recording the meeting.</p>
<p><b>Elect Chair of Budget Committee</b></p>	<p>Rohner asked for nominations to chair the budget committee meeting.</p> <p>There were two nominations. Bigelow nominated Gary Dielman; Dielman nominated Palmer; to be the chair for the meeting. Rohner said that we have to start with the first motion with Gary Dielman being nominated as the chair; Palmer seconded the motion; motion passed unanimously (6 yea). There were no further nominations.</p> <p>Stokes has delegated the taking of minutes to Christine Hawes.</p> <p>Spriggs rejoined the meeting online after the connection was interrupted.</p>
<p><b>Agenda</b></p>	<p>Dielman asked for additions or deletions to the agenda. There were none.</p>
<p><b>Conflicts of Interest</b></p>	<p>Dielman asked if there were any perceived conflicts or potential conflicts of interest to be declared. There were none stated.</p>
<p><b>Presentation of Proposed Budget by Budget Officer</b></p>	<p>Dielman asked Stokes to present the proposed budget.</p> <p>Stokes thanked everyone for participating. He said this year's budget went over \$3 million mark. The general fund budget is \$2.25 million.</p> <p><u><i>Budget Message</i></u></p> <p>Stokes read highlights from the Budget Message through the last paragraph on page 1. On page 2, the Overview stipulates what he is required to present. He described the main goals for this year's budget. Page 3 is a Summary of</p>





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Significant Features and Changes in the Proposed Budget. The District reserves are at \$600,000. The Capital Investment Reserve Fund with \$159,000 is in a good position. The Operations Reserve is used to fund expenses from July through November when taxes come in. The district's main revenue stream is from property taxes. He has budgeted conservatively at 4% growth rate. The actual prior year rate is 5.5%. We are anticipating a reimbursement from FEMA for a final COVID-19 reimbursement which is budgeted under Other Financing Sources.

In Personnel Services, PERS rates increased slightly and health insurance rates are rising by 6%. He reviewed the main budget changes for personnel costs increasing by 8.7% to 67.5% of the operating budget. The goal is 65-70%, so we are well within the range. In Materials & Services, the collection development category will begin at 8.5% of the operating budget and is typically boosted later in the year. He reviewed major category changes in facilities, computer maintenance and public programs. Overall this category increases by 10% or \$47,500.

The District has four different funds: General Fund, a Reserve Fund for Capital Investment, and two Special Funds -- Other Funds for grants and miscellaneous reserves, and Sage Library System. There are negligible changes in Other Funds and the Capital Investment Reserve.

The Sage Fund has dipped into its reserves in recent years for upgrade of technology infrastructure. The membership dues are increasing to cover the replacement for the CEO. Dielman asked Stokes to describe how the Sage Fund works. Sage fund is self-funding and operates much like a non-profit.

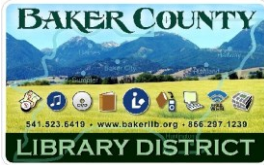
We will continue with the modified accrual basis of accounting.

### Budget Overview - Highlights

Stokes presented the main Goals which include adjusting payroll for inflation and market competitiveness, technology-related increases, pay-off of the LID debt to Baker City, increasing the bookmobile line for rising fuel and maintenance costs and public programs. He read through the list from the prepared report.

For budget figure highlights, Stokes encouraged everyone to follow along on the LB forms. Starting on the LB-20 General Fund - Resources, he described the various columns for historical actual data, the current budget, the proposed Supplemental budget and the proposed budget for the coming year. For income, the cash carryover increased to \$600,000.

Moving to LB-30 General Fund - Requirements Summary spreadsheet, Stokes highlighted major increases in Materials & Services. Collection Development will increase 6%, but may increase later in the year with availability of additional funds. The Library Consortium costs increase of 7% is primarily the



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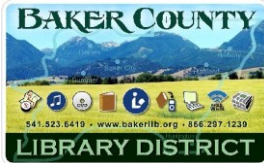
Sage membership. The IT budget is being increased by 14% to allow for upgrades and increased fees for the new website and email. Corporate costs are up by \$4,700. In Debt Service, we are budgeting to pay off existing debt at \$13,000. The budgeted transfers into reserve funds total \$76,000. The contingency fund includes a small contingency of \$5,000 to cover the health insurance deductible. Typically, we only have one or two claims of \$1,500 in a fiscal year. The Total Requirements is \$2.2 million.

With LB-31 General Fund - Personnel Services, Stokes said salaries include a 5% cost of living increase plus several employees due to receive step increases. He displayed an inflation report with a graph showing the history of district COLI increases compared to the Western Region CPI. Real wages have lagged and have been falling farther behind with high inflation rates. Stokes' "Heat Map" report of the Consumer Price Index history showed the seasonal CPI trends. He anticipates 5% to be the average rate of inflation for the year. Palmer asked about the increase in salary versus benefits; she noticed that the benefits increase is high in proportion to salaries. Cobb pointed out the graphs in the committee packets, pages 16 and 17 display that ratio. Stokes explained the ratio is skewed by the recent replacement of the semi-retired IT Manager, with benefits restored to the new employee. However, it is true that benefit costs outpacing the rise in salaries is a trend that is happening and anticipated to continue.

Pulling up a 2023 Library Salary Survey report, Stokes said that he researched library wage levels and compared BCLD pay rates to peer libraries. According to the data, BCLD salaries are at or below the 1st quartile, which is the lowest level. Cobb asked about the source of the salary data. Stokes displayed a portion of the most recent State Library of Oregon report with an aggregate of data libraries are required to report each year. Libraries report pay ranges for common staff positions. The salary survey was based on libraries with similar sized populations. Rohner asked Stokes if he aims to get the staff in the lower range up to the next quartile. Stokes confirmed as a goal; the greatest disparity currently is in senior administrative staff. The proposed increase will bump those positions up to the 2nd quartile. To recruit and retain quality staff, it is important to be able to provide competitive compensation. Stokes displayed the current Standardized Wage Scale that the District currently uses, which was inherited from the Baker County structure. He wants to re-work this scale and will be presenting a more simplified version to the board in the future. Discussion ensued on the reports and data presented. There were no further questions on personnel.

On the next detail sheet, LB-31 General Fund - Materials & Services, Stokes highlighted the large increases. Collection Development will start low at 8.5% of the Operating Budget but will be increased later in the year as additional funds become available. Our board member elections occur on odd-number years, so the Elections line is at zero or 2024. Library Service Supplies will





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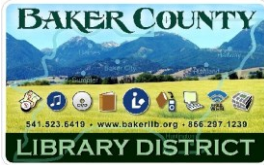
start at a level based on the current year actual. The Youth Programs will remain high to expand branch participation. Utilities are increasing based on the current cost levels.

LB-10 Special Fund – “Other Funds” is virtually unchanged. Looking at Resource, the interest income will increase due to rising rates. We will transfer in \$11,000 for the election and severance reserves. Donations are variable; it has been as high as \$22,000 but usually averages \$4,000. On Book Sales, staff and volunteers sort out books that have collectible value and post those on Amazon. Proceeds from those sales support the book budget. Stokes described some potential grants under consideration this next year. In Expenses, the Memorial category include designated and undesignated funds. The election costs can be as high as \$6,500, so we build a small reserve to offset the cost in the high years. Total Requirements amount to \$217,000.

Next is LB-11 Reserve Fund - Capital Investment; again, changes are negligible from the prior year. With some expenditures, an incoming transfer is allocated to replenishment capacity for upcoming projects. Total Requirements of \$159,250.

On LB-10 Special Fund - Sage Library System, Stokes said a big recent change was moving reserve funds into a pool account to earn interest. This year interest revenue is projected at near \$5,000. Sage Membership dues will increase. Stokes described how they determine member rates based on population. Sage receives a large restricted grant annually from federal LSTA funds administered by the state Library of Oregon that pays for the courier costs among the Eastern Oregon libraries. Miscellaneous revenues are money they collect from members for special cataloging needs. Total Resources are at \$539,500.

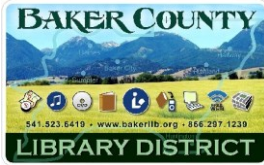
In Sage Fund - Requirements, Salaries include restoring insurance benefits to the System Administrator. The current person will fully retire after 25 years. Prior to leaving they were semi-retired and opted out of the district’s health insurance. The proposed budget assumes health insurance will be included in the benefits package for the new employee. The two Sage System Administrators can work remotely from anywhere in the northwest. One is a salaried position shown in Personnel and a second is a contracted position on line 38. The operating contingency continues to be about \$150,000. Cobb asked about the member credits. Discussion ensued on the Sage System and how it evolved. Previously Eastern Oregon University was the host of the system until it was forced to change its catalog system as part of the university network, which then required Sage to find a new host agency. BCLD was one of the few districts with capacity to be the fiscal agent. Cobb asked if the Sage budget operates on its own. Stokes confirmed Sage has its own governing body that is responsible for development and management of its budget, though he does much of that work. Discussion on what it means to be the fiscal agent. The bottom line is that Sage and BCLD funds cannot be



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	<p>comingled.</p>
<p><b>Public Comment Opportunity</b></p>	<p>Dielman asked if there are any public comments. There were none. The one guest had no comments, saying that she came to observe.</p>
<p><b>Budget Committee Questions and Deliberations</b></p>	<p>Rohner asked about the resolution details; it looks different this year. Stokes said that resolution she is looking at will be used at the Budget Hearing in June. The recommended motion for tonight is in the packets. He reviewed the various forms and what they mean.</p> <p>Cobb asked if projects Stokes mentioned are in the list of Capital improvements. Stokes said that some projects will be paid from the General Fund – Facilities and Capital Outlay lines for immediate action, while other special projects are in the strategic planning list for which Capital Reserve funds may be needed. Cobb asked about the replacement HVAC rooftop unit costs. Discussion on new projection for that and other capital projects. Palmer added that we discuss these topics almost every month. Stokes went through every item on the capital project list and the priorities (page 31 in the packets). Rohner asked about how we have built up the reserve funds. Stokes talked about tax amounts reportedly being withheld by the County due to litigation and when that may be resolved. Tax revenues are budgeted conservatively, he reiterated. Unanticipated surplus revenues can be directed into the Reserve Fund.</p> <p>Dielman asked if there were any further comments or discussion</p>
<p><b>Approval of the Budget</b></p>	<p>Dielman said there is a resolution example in the packet. He invited someone to make a motion.</p> <p><b>Rohner made a motion to approve the Baker County Library District budget as presented for Fiscal Year 2023-2024 for the total amount of \$3,149,762, reading the budget for each fund. The motion included approval of the permanent tax rate of \$0.5334 per \$1,000 of assessed value in support of the General Fund and the tax rate from the Local Option Levy of \$0.249 per \$1,000 of assessed value in support of the General Fund; Cobb seconded the motion.</b></p> <p>Dielman asked for any further discussion. With no further discussion, Dielman called for a vote; <b>Motion passed unanimously</b>; 7 yea votes, 0-abstained and 0-nay votes (Spriggs online, Rohner, Palmer, Mcclay, Cobb, Bigelow, Dielman).</p> <p>Dielman declared the motion passes. He signed the Resolution and gave it to Stokes.</p>



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<p><b>Other Discussion</b></p>	<p>Dielamn asked if there were any other comments.</p> <p>Stokes said that he will make corrections to the classifications as noted before filing the legal forms.</p>
<p><b>Next Meeting</b></p>	<p>It was noted that the second Budget Committee meeting, scheduled for the following day, Thursday May 25, 5:00-7:00pm, is canceled as the committee finished the review and approved the budget tonight.</p> <p>The budget will be presented at the June 13 regular library board of directors meeting where it will be adopted.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 6:36 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

DRAFT

**RESOLUTION No. FY2022-23.05**

**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Baker County Library District hereby adopts the SUPPLEMENTAL BUDGET 1 for fiscal year **2022-2023** in the total amount of **\$3,002,147 \*** This budget is now on file at Baker County Public Library in Baker City, Oregon.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

<b><u>General Fund</u></b>		<b><u>Debt Service Fund</u></b>	
<u>Organizational Unit or Program:</u>		Debt Service 0	
Personnel Services.....	935,864	<b>Total.....</b>	<b>\$0</b>
Materials & Services.....	530,740		
	0		
	0	<b>"Other Uses" Fund</b>	
<u>Not Allocated to Organizational Unit or Program:</u>		Org. Unit/Program: _____	205,000
Personnel Services.....	0	Special Payments.....	0
Materials & Services.....	0	Transfers Out.....	4,000
Capital Outlay.....	35,000	Contingency.....	0
Debt Service .....	2,120	<b>Total.....</b>	<b>\$209,000</b>
Special Payments.....	0		
Transfers Out.....	18,000	<b>Reserve Fund - Capital Investment</b>	
Contingency.....	30,000	Org. Unit/Program: _____	159,189
<b>Total.....</b>	<b>\$1,551,724</b>	Special Payments.....	0
		Transfers Out.....	0
		Contingency.....	0
		<b>Total.....</b>	<b>\$159,189</b>
		<b>Sage Library System Fund</b>	
		Org. Unit/Program: _____	332,274
		Special Payments.....	0
		Transfers Out.....	0
		Contingency.....	33,426
		<b>Total.....</b>	<b>\$365,700</b>
		<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>\$2,285,613</b>
		Total Unappropriated and Reserve Amounts, All Funds . . .	716,534
		<b>TOTAL ADOPTED BUDGET . . .</b>	<b>\$3,002,147 *</b>

(\*amounts with asterisks must match)

The above resolution statements were approved and declared adopted on June 13, 2023.

X \_\_\_\_\_  
Signature

**2023-2024 proposed**

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total	VS PREVIOUS
General Fund	\$1,060,549	\$509,400	\$15,000	\$13,000	\$80,000	\$25,000	\$0	\$556,063	\$2,259,012	\$145,755 6.45%
Other Uses Fund	\$3,750	\$223,250	\$0	\$0	\$4,000	\$0	\$0	\$0	\$231,000	\$17,000 7.36%
Reserve Fund - Capital Investment			\$159,250						\$159,250	\$61 0.04%
Sage Library System Fund	\$127,695	\$206,146	\$15,000	\$0	\$0	\$40,659	\$0	150,000	\$539,500	\$23,800 4.41%
<b>TOTALS</b>	<b>\$1,191,994</b>	<b>\$938,796</b>	<b>\$189,250</b>	<b>\$13,000</b>	<b>\$84,000</b>	<b>\$65,659</b>	<b>\$0</b>	<b>\$706,063</b>	<b>\$3,188,762</b>	<b>\$186,616 5.85%</b>
									\$ Change from prev.	\$186,616
									% Change from prev.	5.85%
										\$39,000

**2022-2023 supplemental 1**

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total	VS PREVIOUS
General Fund	\$935,864	\$530,740	\$35,000	\$2,120	\$18,000	\$30,000	\$0	\$561,534	\$2,113,258	\$83,021 3.93%
Other Uses Fund	\$4,500	\$200,500	\$0	\$0	\$4,000	\$0	\$0	\$5,000	\$214,000	\$20,000 9.35%
Reserve Fund - Capital Investment			\$159,189						\$159,189	\$0 0.00%
Sage Library System Fund	\$117,295	\$199,979	\$15,000	\$0	\$0	\$33,426	\$0	\$150,000	\$515,700	\$27,500 5.33%
<b>TOTALS</b>	<b>\$1,057,659</b>	<b>\$931,219</b>	<b>\$209,189</b>	<b>\$2,120</b>	<b>\$22,000</b>	<b>\$63,426</b>	<b>\$0</b>	<b>\$716,534</b>	<b>\$3,002,147</b>	<b>\$130,521 4.35%</b>
									\$ Change from prev.	\$130,521
									% Change from prev.	4.35%
										\$130,521

**2022-2023 adopted**

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total	VS PREVIOUS
General Fund	\$975,271	\$461,880	\$25,000	\$2,000	\$16,000	\$5,000	\$0	\$545,086	\$2,030,237	\$54,782 2.70%
Other Uses Fund	\$4,500	\$185,500	\$0	\$0	\$4,000	\$0	\$0	\$0	\$194,000	-\$1,000 -0.52%
Reserve Fund - Capital Investment			\$159,189						\$159,189	-\$33,100 -20.79%
Sage Library System Fund	\$117,045	\$199,479	\$15,000	\$0	\$0	\$21,676	\$0	\$135,000	\$488,200	\$23,700 4.85%
<b>TOTALS</b>	<b>\$1,096,816</b>	<b>\$846,859</b>	<b>\$199,189</b>	<b>\$2,000</b>	<b>\$20,000</b>	<b>\$26,676</b>	<b>\$0</b>	<b>\$680,086</b>	<b>\$2,871,626</b>	<b>\$44,382 1.55%</b>
									\$ Change from prev.	\$44,382
									% Change from prev.	1.55%
										\$0

**FORM  
LB-20**

**RESOURCES  
GENERAL FUND**

(Fund)

**BAKER COUNTY LIBRARY DISTRICT**

(Name of Municipal Corporation)

	Historical Data					Adopted Budget This Year Year 2022-2023	SUPPL Budget 1 This Year Year 2022-2023	\$ Change vs prev.	RESOURCE DESCRIPTION	Budget for Next Year <u>2023-2024</u>			Change		
	Actual									Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
	Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021	Prior Year Year 2021-2022										
1								1	Available cash on hand* (cash basis) or					1	
2	219,537	197,121	272,341	476,306	498,209	550,000	583,000	33,000	2	Net working capital (accrual basis)	600,000	600,000	625,000	25,000	2
3	29,006	26,751	137,586	45,595	47,892	55,000	58,000	3,000	3	Previously levied taxes estimated to be received	60,000	60,000	60,000	0	3
4	11,927	15,278	19,926	11,127	8,446	12,000	28,000	16,000	4	Interest	30,000	30,000	30,000	0	4
5	29,000	4,720	0	6,000	3,400	4,000	4,000	0	5	Transferred IN, from other funds	4,000	4,000	4,000	0	5
6									6	<b>OTHER RESOURCES</b>					6
7	19,736	19,158	14,474	10,212	12,109	13,000	14,500	1,500	7	Fines & Fees	14,000	14,000	14,000	0	7
8	7,412	7,582	7,890	7,889	8,094	8,500	8,500	0	8	State revenue (R2R Grant)	8,500	8,500	8,500	0	8
9	2,897	0	0	4,302	3,012	500	500	0	9	Other Tax Revenues	1,500	1,500	1,500	0	9
10	6,417	6,308	6,546	6,948	6,949	7,500	11,000	3,500	10	Federal revenue (E-rate)	7,600	7,600	7,600	0	10
11	1,686	0	0	0	0	0	0	0	11	Special Contracts (Tech support)				0	11
12	0	0	0	0	0	0	0	0	12	Job Training Programs				0	12
13	12,663	3,718	15,298	182,662	53,288	6,000	3,500	(2,500)	13	Donations, Grants, & Misc	6,500	6,500	6,500	0	13
14	0	0	0	0				0	14	Capital financing				0	14
15	2,560	2,000	2,200	1,857	2,160	2,235	2,235	0	15	Fiscal agency fee (Sage)	2,270	2,270	2,270	0	15
16	31,563	6,464	1,616	0	17,363	3,500	8,000		16	Other financing sources	52,000	52,000	52,000	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									27						27
28									28						28
29	374,404	289,100	477,877	752,898	660,922	662,235	721,235	59,000	29	Total resources, except taxes to be levied	786,370	786,370	811,370	25,000	29
30						1,368,002	1,392,023	24,021	30	Taxes estimated to be received	1,447,643	1,447,643	1,447,643	0	30
31	1,004,065	1,105,085	1,190,552	1,227,427	1,218,606				31	Taxes collected in year levied					31
32	1,378,469	1,394,185	1,668,429	1,980,325	1,879,528	2,030,237	2,113,258	83,021	32	<b>TOTAL RESOURCES</b>	<b>2,234,012</b>	<b>2,234,012</b>	<b>2,259,012</b>	<b>25,000</b>	<b>32</b>

**FORM  
LB-30**

**REQUIREMENTS SUMMARY**  
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**General Fund**  
(name of fund)

**Baker County Library District**  
(name of Municipal Corporation)

Line	Historical Data					Adopted Budget This Year Year 2022-2023	SUPPL Budget 1 This Year Year 2022-2023	\$ Change vs prev.	REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)	Budget For Next Year 2023-2024			Change
	Actual									Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021	Prior Year Year 2021-2022								
1									1 PERSONNEL SERVICES				
2	537,297	537,135	537,123	552,231	579,017	649,740	636,982	(12,757)	2 Salaries	706,867	706,867	707,535	668
3	212,305	218,436	225,038	256,121	282,925	325,531	298,882	(26,650)	3 Benefits	352,964	352,964	353,015	51
4									4 Special Contracts - Grants, Tech Support, Job Training				
5	22,380		0	0	996				5 Severance				
6									6 Payroll Expenses				
7									7				
8	771,982	755,571	762,161	808,352	862,938	975,271	935,864	(39,407)	8 TOTAL PERSONNEL SERVICES	1,059,830	1,059,830	1,060,549	719
9	14.70	15.20	14.85	14.85	15.20	15.58	15.20		9 Total Full-Time Equivalent (FTE)	15.70	15.70	15.70	
10									10 MATERIALS AND SERVICES				
11	91,538	113,472	106,399	97,097	110,210	126,000	158,000	32,000	11 Collection Development	133,500	133,500	133,500	0
12	13,042	13,383	13,827	15,172	14,843	17,600	16,600	(1,000)	12 Library Consortium	18,950	18,950	18,950	0
13	155,510	82,181	102,369	275,215	149,781	133,500	153,700	20,200	13 Facilities & IT Maintenance	153,200	153,200	153,200	0
14	40,881	45,274	39,416	51,688	55,925	63,080	68,480	5,400	14 Corporate Costs	67,800	67,800	67,800	0
15	96,394	97,463	103,166	106,174	103,713	121,700	133,960	12,260	15 Library Operations	135,950	135,950	135,950	0
16									16				
17									17				
18									18				
19									19				
20									20				
21									21				
22									22				
23									23				
24									24				
25									25				
26									26				
27	397,365	351,773	365,177	545,346	434,472	461,880	530,740	68,860	27 TOTAL MATERIALS AND SERVICES	509,400	509,400	509,400	0
28									28 CAPITAL OUTLAY				
29	0	0	10,283	7,864	0	25,000	35,000	10,000	29	15,000	15,000	15,000	0
30									30				
31									31				
32									32				
33									33				
34									34				
35	0	0	10,283	7,864	0	25,000	35,000	10,000	35 TOTAL CAPITAL OUTLAY	15,000	15,000	15,000	0
36	1,169,347	1,107,344	1,137,621	1,361,562	1,297,410	1,462,151	1,501,604	39,453	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,584,230	1,584,230	1,584,949	719

-5.3%      2.7%      19.7%      -4.7%      7.4%      2.7%      5.5%      5.6%

**REQUIREMENTS SUMMARY**  
 NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

**FORM  
LB-30**

**General Fund**

**Baker County Library District**

(name of fund)

(name of Municipal Corporation)

Line	Historical Data					Adopted Budget This Year Year 2022-2023	SUPPL Budget 1 This Year Year 2022-2023	\$ Change vs orig.	REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024			Change
	Actual									Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021	Prior Year Year 2021-2022								
1									1	PERSONNEL SERVICES NOT ALLOCATED			
2									2				
4	0			0		0	0	0	4	<b>TOTAL PERSONNEL SERVICES</b>			0
5									5	<b>Total Full-Time Equivalent (FTE)</b>			0
6									6	MATERIALS AND SERVICES NOT ALLOCATED			
7									7				
9	0			0		0	0	0	9	<b>TOTAL MATERIALS AND SERVICES</b>			0
10									10	CAPITAL OUTLAY NOT ALLOCATED			
11									11				
13	0			0		0	0	0	13	<b>TOTAL CAPITAL OUTLAY</b>			0
14									14	DEBT SERVICE			
15	2,000	2,000	2,000	2,000	2,000	2,000	2,120	120	15	Debt service - Baker City LID Resort St Project			13,000
16									16				
17	2,000	2,000	2,000	2,000	2,000	2,000	2,120	120	17	<b>TOTAL DEBT SERVICE</b>			13,000
18									18	SPECIAL PAYMENTS			
19									19				
20									20				
21	0	0	0	0	0	0	0	0	21	<b>TOTAL SPECIAL PAYMENTS</b>			0
22									22	INTERFUND TRANSFERS			
23	0	2,500	2,500	1,000	2,500	1,000	3,000	2,000	23	Transfer - Technology & Election			1,000
24	10,000	10,000	10,000	10,000	10,000	0	0	0	24	Transfer - Severance Liability			10,000
25			40,000	107,555	32,289	15,000	15,000	0	25	Transfer - Capital Improvement Fund			65,000
28	10,000	12,500	52,500	118,555	44,789	16,000	18,000	2,000	28	<b>TOTAL INTERFUND TRANSFERS</b>			76,000
29						5,000	30,000	25,000	29	<b>OPERATING CONTINGENCY</b>			5,000
30						545,086	561,534	16,448	30	<b>RESERVED FOR FUTURE EXPENDITURE</b>			555,782
31						0	0	0	31	<b>UNAPPROPRIATED ENDING BALANCE</b>			0
32	12,000	14,500	54,500	120,555	46,789	568,086	611,654	43,568	32	<b>Total Requirements NOT ALLOCATED</b>			649,782
33	1,169,347	1,107,344	1,137,621	1,361,562	1,297,410	1,462,151	1,501,604	39,453	33	Total Requirements for ALL Org.Units/Programs within fund			1,584,230
34	197,121	272,341	476,306	498,209	535,329				34	Ending balance (prior years)			
35	1,378,468	1,394,185	1,668,427	1,980,326	1,879,528	2,030,237	2,113,258	83,021	35	<b>TOTAL REQUIREMENTS</b>			2,234,012

1.1% 19.7% 18.7% -5.1% 2.5% 4.1%

5.7% 6.9%

10.0% 11.3%



FORM  
LB-31

DETAILED REQUIREMENTS

GENERAL FUND  
(Name of Fund)

Historical Data									REQUIREMENTS FOR: <b>Personnel Services</b>				Budget For Next Year 2023-2024			Change		
Actual					Adopted Budget	SUPPL Budget 1	\$ Change vs prev.	1	Object Classification	Detail	HRS	FTE	Proposed by Budget Officer	Approved by Budget Committee	Adopted by			
Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021	Prior Year Year 2021-2022	This Year Year 2022-2023	This Year Year 2022-2023									Governing Body			
1								1								1		
2	75,362	76,869	84,721	84,721	86,417	88,585	88,396	(188)	2	MGTS	Library Director	40	1.0	90,781	90,781	90,781	0	2
3	40,053	41,207	18,912	16,994	19,003	50,123	39,866	(10,257)	3	19/4	IT Network and Systems Administrator	32	0.8	53,464	53,464	53,464	0	3
4	28,488	28,951	29,907	31,642	32,935	34,371	34,507	137	4	16/5	Admin Assistant - Business Mgr	28	0.7	40,406	40,406	42,439	2,033	4
5	43,250	25,103	30,100	35,785	39,075	43,090	42,743	(347)	5	11/5	Admin Assistant - Main Branch Library Mgr	40	1.0	47,492	47,492	47,492	0	5
6	39,229	42,014	43,065	43,495	47,504	49,861	49,665	(196)	6	14/5	Librarian II - Tech Svcs / Cataloging	40	1.0	57,723	57,723	54,993	-2,730	6
7	7,190	7,566	7,635	9,213	9,446	16,460	10,830	(5,630)	7	5/5	Library Asst III - Public Services / Outreach (Bookmobile)	20	0.5	16,460	16,460	16,460	0	7
8	37,361	38,108	37,458	39,451	38,979	34,472	34,326	(147)	8	10/5	Library Assoc II - Coll Mgmt / Serials Specialist	32	0.8	34,472	34,472	34,472	0	8
9	32,274	32,919	33,742	34,080	35,443	37,215	37,064	(152)	9	7/5	Library Tech II - Public Services / Youth Svcs Specialist	40	1.0	39,072	39,072	41,037	1,966	9
10	9,760	9,966	1,275		1,243	5,012	8,779	3,767	10	6/5	Library Tech I - IT Asst							10
11	6,360	0	4,450	0			14,373	14,373	11	5/3-5	Library Asst III - Public & Tech Services	19	0.5	16,038	16,038	16,038	0	11
12	26,231	31,703	24,443	31,607	34,374	25,719	26,106	387	12	6/5	Library Tech I - Coll Mgmt / Processing	32	0.8	28,362	28,362	28,362	0	12
13	25,762	27,928	29,741	30,092	31,590	35,446	35,443	(3)	13	6/4	Library Tech I - Col Mgmt / Processing & Media Specialist	40	1.0	37,215	37,215	37,215	0	13
14	32,685	37,163	38,960	39,076	42,858	44,875	44,347	(528)	14	14/5	Librarian II - Community Services + Coll Mgmt	36	0.9	51,951	51,951	49,494	-2,457	14
15								0	15	5/5	Library Asst III - Public Services / Outreach (Bookmobile)							15
16	68,399	64,533	67,096	65,806	72,725	83,094	82,227	(866)	16	5/3-5	Library Asst III - Public Services / Outreach (Branch Leads)	101	2.5	84,965	84,965	84,965	0	16
17	26,638	28,869	32,259	32,457	33,746	35,446	35,399	(48)	17	7/5	Library Tech II - Facilities Maintenance	40	1.0	37,215	37,215	39,072	1,856	17
18	0							0	18	13/5	Library Asst (prev Admin Asst - Lib Mgr)							18
19	10,387	10,885	15,457	22,573	18,812	21,387	15,436	(5,951)	19	4/5	Library Asst II - Public Services (Subs)	13	0.3	10,551	10,551	10,551	0	19
20	15,067	17,888	21,043	23,367	20,104	28,357	22,078	(6,279)	20	3/3-5	Library Asst I - Pages	48	1.2	37,980	37,980	37,980	0	20
21	11,370	13,109	16,188	10,688	13,574	12,982	18,657	5,675	21	X	Temp Staff / Special Project Pool	24	0.6	19,473	19,473	19,473	0	21
22	1,431	2,354	672	1,184	1,189	3,245	1,259	(1,987)	22	X	Staff training	4	0.1	3,245	3,245	3,245	0	22
23	75,203	78,853	88,786	97,009	108,759	123,905	116,172	(7,733)	23	BENEFITS	Retirement (PERS)			143,834	143,834	143,828	-6	23
24	41,507	39,464	39,874	41,000	42,013	49,705	48,090	(1,615)	24	BENEFITS	Social Security (FICA)			54,075	54,075	54,126	51	24
25	518	2,797	2,291	1,802	577	3,898	2,043	(1,855)	25	BENEFITS	State Unemployment Tax (SUTA @ .001) + Payroll Exp			4,241	4,241	4,245	4	25
26	91,556	94,508	91,169	113,678	128,963	145,034	130,190	(14,844)	26	BENEFITS	Group Health Insurance			147,652	147,652	147,652	0	26
27	2,569	1,751	1,899	1,631	1,566	1,949	1,297	(652)	27	BENEFITS	Workers Comp Insurance			2,121	2,121	2,123	2	27
28	952	1,063	1,020	1,001	1,047	1,040	1,090	50	28	BENEFITS	Life Insurance			1,040	1,040	1,040	0	28
29	22,380		0	0	996	0			29	BENEFITS	Severance							29
30									30		Payroll expenses							30
31									31									31
32	14.7	15.2	14.8	14.8	15.2	15.6	15.2		32	<b>Total Full Time Equivalent (FTE)*</b>		<b>628</b>	<b>15.7</b>				0.0	32
33									33	Ending balance (prior years)								33
34									34	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>								34
35	<b>771,982</b>	<b>755,571</b>	<b>762,161</b>	<b>808,352</b>	<b>862,938</b>	<b>975,271</b>	<b>940,382</b>	<b>(34,890)</b>	<b>35</b>	<b>TOTAL REQUIREMENTS</b>				<b>1,059,830</b>	<b>1,059,830</b>	<b>1,060,549</b>	<b>719</b>	<b>35</b>

150-504-031 (Rev 10-16)

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

75,203	78,853	88,786	97,009	108,759	123,905	116,172		PERS	143,834	143,834	143,828	-6
91,556	94,508	91,169	113,678	128,963	145,034	130,190		Group health & life	147,652	147,652	147,652	0
45,546	45,075	45,083	45,434	45,203	56,593	52,521		Payroll taxes + ins	61,477	61,477	61,534	57
537,297	537,135	537,123	552,231	579,017	649,740	641,500	(8,240)	SALARIES	706,867	706,867	707,535	668
234,685	218,436	225,038	256,121	283,921	325,531	298,882	(26,650)	BENEFITS	352,964	352,964	353,015	51

FORM  
LB-31

DETAILED REQUIREMENTS

GENERAL FUND

(Name of Fund)

Historical Data										REQUIREMENTS FOR: <u>Materials &amp; Services</u>		Budget For Next Year 2023-2024			Change	
Actual					Adopted Budget This Year	SUPPL Budget 1 This Year	\$ Change vs prev.	Object Classification	Detail	Proposed by	Approved by	Adopted by				
Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021	Prior Year Year 2021-2022	Year 2022-2023	Year 2022-2023				Budget Officer	Budget Committee	Governing Body				
1									1	Object Classification	Detail				1	
2	91,538	113,472	106,399	97,097	110,210	126,000	158,000	32,000	2		Collection Development (Books, audiovisual, digital, etc)	133,500	133,500	133,500	0	2
3	13,042	13,383	13,827	15,172	14,843	17,600	16,600	(1,000)	3		Library Catalog (Sage)	18,950	18,950	18,950	0	3
4	99,761	37,891	57,695	211,200	60,179	61,500	64,000	2,500	4		Facilities Maintenance	63,500	63,500	63,500	0	4
5	17,937	16,284	17,522	21,792	22,500	25,000	25,000	0	5		Janitorial Contract	25,000	25,000	25,000	0	5
6	2,692	2,615	3,537	5,866	2,092	3,000	3,200	200	6		Janitorial Supplies	3,200	3,200	3,200	0	6
7	2,545	2,244	2,262	2,083	2,323	2,500	3,000	500	7		Equipment Maintenance Services / Lease	3,000	3,000	3,000	0	7
8	32,575	23,147	21,353	34,274	62,687	41,500	58,500	17,000	8		Computer Maintenance	58,500	58,500	58,500	0	8
9	9,051	9,260	6,587	8,167	12,411	14,500	13,500	(1,000)	9		Bookmobile & Vehicle Operations	16,000	16,000	16,000	0	9
10	18,005	18,830	20,619	21,493	20,493	22,000	22,800	800	10		Insurance	23,500	23,500	23,500	0	10
11	5,837	5,033	808	2,132	3,519	4,000	5,000	1,000	11		Travel and Training	5,000	5,000	5,000	0	11
12	0	3,210	0	6,221	0	3,500	3,500	0	12		Election	0	0	0	0	12
13	8,400	8,900	7,500	7,700	7,900	8,500	8,500	0	13		Audit	9,500	9,500	9,500	0	13
14	1,347	1,286	1,456	1,569	1,821	2,000	3,000	1,000	14		Bookkeeping	3,000	3,000	3,000	0	14
15	3,022	3,148	3,300	3,246	2,385	3,600	4,200	600	15		Dues and subscriptions	4,500	4,500	4,500	0	15
16	2,000	2,000	2,000	2,000	2,000	2,000	2,120	120	16		Debt Service	13,000	13,000	13,000	0	16
17	1,778	1,249	2,528	5,761	3,483	10,000	10,000	0	17		Marketing/Publication	8,000	8,000	8,000	0	17
18	1,172	1,273	1,211	1,169	1,066	1,380	1,380	0	18		Financial Mgt Fees	1,500	1,500	1,500	0	18
19	250	895	801	189	630	3,600	3,600	0	19		Legal Administration	3,600	3,600	3,600	0	19
20				628	808	1,200	1,200	0	20		Professional services	1,200	1,200	1,200	0	20
21	1,070	1,450	1,193	1,580	13,820	3,300	5,300	2,000	21		Public Programs	8,000	8,000	8,000	0	21
22	4,193	4,271	4,335	2,538	2,817	4,500	4,000	(500)	22		Branch Mileage / BCLD Courier	4,500	4,500	4,500	0	22
23	15,973	18,934	24,845	26,377	17,678	20,500	20,000	(500)	23		Library Services Supplies	20,000	20,000	20,000	0	23
24	10,611	7,803	8,221	8,928	10,595	15,000	21,200	6,200	24		Youth Programs (Summer Reading, storytime, teen)	18,500	18,500	18,500	0	24
25	1,206	895	885	928	943	1,500	1,500	0	25		Postage/Freight	1,500	1,500	1,500	0	25
26	39,790	40,128	41,655	42,098	42,018	47,400	54,950	7,550	26		Utilities	57,150	57,150	57,150	0	26
27	15,570	16,172	16,638	17,138	17,251	18,300	18,810	510	27		Telecommunications	18,300	18,300	18,300	0	27
28	0								28		Special contracts - grants, tech support travel					28
29									29		Miscellaneous					29
31									31							31
32									32		<b>Total Full Time Equivalent (FTE)*</b>					32
33									33		Ending balance (prior years)					33
34									34		<b>UNAPPROPRIATED ENDING FUND BALANCE</b>					34
<b>35</b>	<b>399,365</b>	<b>353,773</b>	<b>367,177</b>	<b>547,346</b>	<b>436,472</b>	<b>463,880</b>	<b>532,860</b>	<b>68,980</b>	<b>35</b>		<b>TOTAL REQUIREMENTS</b>	<b>522,400</b>	<b>522,400</b>	<b>522,400</b>	<b>0</b>	<b>35</b>

150-504-031 (Rev 10-16)

\* 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 | BAKER COUNTY LIBRARY DISTRICT  
(Name of Municip: (Name of Municipal Corporation)

Historical Data										DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023-2024			Change	
Actual					Adopted Budget	Projected actual	SUPPL Budget 1	\$ Change vs prev.	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body			
Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021	Prior Year Year 2021-2022	This Year Year 2022-2023	This Year Year 2022-2023	This Year Year 2022-2023								
1										1	RESOURCES				
2										2	Cash on hand * (cash basis), or				
3	161,309	131,428	159,265	167,979	164,792	165,000	180,912	181,000	16,000	3	Working Capital (accrual basis)	185,000	185,000	195,000	10,000
4										4	Previously levied taxes estimated to be received				
5	2,519	3,122	3,244	1,282	909	2,000	3,859	5,000	3,000	5	Interest	5,000	5,000	5,000	0
6	10,000	12,500	12,500	11,000	12,500	1,000	1,000	3,000	2,000	6	Transferred IN, from other funds	11,000	11,000	15,000	4,000
7	0	10,000	500	10,000	3,900	20,000	13,890	15,000	(5,000)	7	Grants and Loans	10,000	10,000	10,000	0
8	4,669	22,238	1,285	2,675	1,100	2,000	5,533	6,000	4,000	8	Donations	2,000	2,000	2,000	0
9	5,196	6,633	4,695	3,712	5,413	4,000	3,227	4,000	0	9	Book Sales	4,000	4,000	4,000	0
10										10	Other financing sources				
11	183,693	185,921	181,489	196,648	188,614	194,000	208,421	214,000	20,000	11	Total Resources, except taxes to be levied	217,000	217,000	231,000	14,000
12										12	Taxes estimated to be received				
13										13	Taxes collected in year levied				
14	183,693	185,921	181,489	196,648	188,614	194,000	208,421	214,000	20,000	14	<b>TOTAL RESOURCES</b>	<b>217,000</b>	<b>217,000</b>	<b>231,000</b>	<b>14,000</b>
15										15	REQUIREMENTS **				
16										16	Org Unit or Prog & Activity	Object Classification	Detail		
17	1,087	580	0	0	-	4,000	0	4,000	0	17	Personnel		Wages		1,500
18	135	30	0	0	-	500	0	500	0	18	Personnel		Payroll taxes & related		2,250
19										19					0
20	21,954	21,326	3,510	25,856	7,972	83,950	9,900	92,300	8,350	20	M&S		Memorial & Grants Dept.		92,050
21	0	0	0	0	-	0	0	4,500	4,500	21	M&S		Election reserve		2,500
22	89	0	0	0	-	2,000	0	2,000	0	22	M&S		Literacy Dept.		2,000
23	0	0	0	0	-	6,500	0	6,500	0	23	M&S		Technology Dept. Reserve		7,500
24	0	0	0	0	-				0	24	M&S		Capital Projects - MOVED TO SPEC FUND		
25	0	0	0	0	-	93,000	0	95,000	2,000	25	M&S	CONT.	Severance Liability Dept. Contingency		105,000
26	0	0	0	0	-	50	150	200	150	26	M&S		Corporate Costs (Bank & sales fees)		200
27	29,000	4,720	10,000	6,000	3,400	4,000	4,000	4,000	0	27	TRANSFER		Transfer Out		4,000
28										28					
29										29					
30	131,428	159,265	167,979	164,792	177,242					30	Ending balance (prior years)				
31						0	194,371	5,000	5,000	31	UNAPPROPRIATED ENDING FUND BALANCE			0	
32	183,693	185,921	181,489	196,648	188,614	194,000	208,421	214,000	20,000	32	<b>TOTAL REQUIREMENTS</b>	<b>217,000</b>	<b>217,000</b>	<b>231,000</b>	<b>14,000</b>

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-11**

This fund was authorized and established by resolution / ordinance number  
FY18-19 R.003 on (date) 6/10/19 for the following specified purp  
Major anticipated maintenance and repairs of district facilities or other capital  
assets.

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2024

**CAPITAL INVESTMENT**  
(Fund)

**BAKER COUNTY LIBRARY DISTRICT**  
(Name of Municipal Corporation)

Historical Data							DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 -24			Change		
Actual			Adopted Budget	Projected	SUPPL Budget 1	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body				
Second Preceding Year 2019-2020	Prior Year Year 2020-2021	Prior Year Year 2021-2022	This Year Year 2022-2023	This Year Year 2022-2023	This Year Year 2022-2023								
1							1	RESOURCES			1		
2	-			121,189		121,189	2	Cash on hand * (cash basis), or	85,000	85,000	85,000	0	2
3	-	50,382	158,594	0	104,638		3	Working Capital (accrual basis)				0	3
4	-	0	0	0	0		4	Previously levied taxes estimated to be received				0	4
5	382	657	818	1,000	3,000	1,000	5	Interest	4,000	4,000	4,000	0	5
6	55,000	107,555	32,289	15,000	15,000	15,000	6	Transferred IN, from other funds	65,000	65,000	65,000	0	6
7				22,000	5,250	22,000	7	Grants and Loans	5,250	5250	5250	0	7
8							8						8
9							9						9
10	55,382	158,594	191,701	159,189	127,888	159,189	10	Total Resources, except taxes to be levied	159,250	159,250	159,250	0	10
11							11	Taxes estimated to be received					11
12							12	Taxes collected in year levied					12
13	<b>55,382</b>	<b>158,594</b>	<b>191,701</b>	<b>159,189</b>	<b>127,888</b>	<b>159,189</b>	13	<b>TOTAL RESOURCES</b>	<b>159,250</b>	<b>159,250</b>	<b>159,250</b>	<b>0</b>	<b>13</b>
14							14	<b>REQUIREMENTS **</b>					<b>14</b>
15							15	Org. Unit or Prog. & Activity					15
16	-	0	87,063	159,189	48,000	159,189	16	Object Classification					16
17							17	Detail					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	55,382	158,594	104,638				29	Ending balance (prior years)					29
30				0	79,888	0	30	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>
31	<b>55,382</b>	<b>158,594</b>	<b>191,701</b>	<b>159,189</b>	<b>127,888</b>	<b>159,189</b>	31	<b>TOTAL REQUIREMENTS</b>	<b>159,250</b>	<b>159,250</b>	<b>159,250</b>	<b>0</b>	<b>31</b>

\*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.

											SPECIAL FUND					
FORM											RESOURCES AND REQUIREMENTS					
LB-10											SAGE LIBRARY SYSTEM			BAKER COUNTY LIBRARY DISTRICT		
											(Fund)			(Name of Municipal Corporation)		
Historical Data											DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2023-2024		
Actual						Adopted Budget	Actual	SUPPL Budget 1	Proposed By Budget Officer	Approved By Budget Committee				Adopted By Governing Body		
Preceding	Preceding	Preceding	First Preceding	Prior Year	Prior Year	This Year	YTD	This Year							\$ Change vs orig.	
Year 2016-2017	Year 2017-2018	Year 2018-2019	Year 2019-2020	Year 2020-2021	Year 2021-2022	Year 2022-2023	Year 2022-2023	Year 2022-2023								
1											1 RESOURCES					
2											2 Cash on hand * (cash basis), or					
153,263	179,053	202,559	202,800	186,611	183,501	175,000	195,672	196,000	21,000	3 Working Capital (accrual basis)			200,000	200,000	200,000	
4											4 Previously levied taxes estimated to be received					
0	0	0	0	0	0	0	693	1,500	1,500	5 Interest			5,000	5,000	5,000	
203,697	209,006	203,300	217,125	221,836	227,556	245,000	246,892	250,000	5,000	6 Membership dues			263,000	263,000	263,000	
7											7 Transferred IN, from other funds					
47,700	57,240	58,300	58,300	61,101	60,950	64,700	0	64,700	0	8 Restricted grants			68,000	68,000	68,000	
1,580	1,260	1,668	3,597	1,195	2,529	3,500	303	3,500	0	9 Miscellaneous revenue			3,500	3,500	3,500	
10											10 Proceeds from prior fiduciary account					
11											11					
406,240	446,559	465,827	481,822	470,743	474,536	488,200	443,560	515,700	27,500	12 Total Resources, except taxes to be levied			539,500	539,500	539,500	
13											13 Taxes estimated to be received					
14											14 Taxes collected in year levied					
406,240	446,559	465,827	481,822	470,743	474,536	488,200	443,560	515,700	27,500	15 TOTAL RESOURCES			539,500	539,500	539,500	
16											16 REQUIREMENTS **					
17											Org Unit or Prog & Activity	Object Classification	Detail			
18											18 PERSONNEL SERVICES					
56,823	57,981	59,118	67,037	67,397	67,689	80,500	60,681	80,500	0	PERSONNEL	SALARIES	Systems administrator	77,000	77,000	77,000	
5,114	5,632	5,857	6,050	6,319	6,547	6,955	5,920	6,955	0	PERSONNEL	SALARIES	Admin Assistant - Business Mgr	7,325	7,325	7,325	
61,937	63,613	64,975	73,087	73,716	74,236	87,455	66,601	87,455	0	Total Salaries			84,325	84,325	84,325	
22											22					
23											PERSONNEL	BENEFITS	Retirement	18,100	18,100	18,100
24											PERSONNEL	BENEFITS	Social Security	6,500	6,500	6,500
25											PERSONNEL	BENEFITS	Worker's compensation	200	200	200
26											PERSONNEL	BENEFITS	Health insurance	17,700	17,700	17,700
27											PERSONNEL	BENEFITS	Unemployment insurance	600	600	600
28											PERSONNEL	BENEFITS	Life insurance	120	120	120
29											PERSONNEL	BENEFITS	Payroll expenses	150	150	150
21,985	25,712	26,831	34,563	23,076	24,671	29,590	20,691	29,840	250	Total benefits			43,370	43,370	43,370	
83,922	89,325	91,806	107,650	96,792	98,907	117,045	87,292	117,295	250	TOTAL PERSONNEL SERVICES			127,695	127,695	127,695	
32											32					
33											33 MATERIALS & SERVICES					
316	234	384	352	234	234	400	0	400	0	Telecommunications			150	150	150	
3,233	5,113	8,232	5,003	11,116	4,211	6,000	1,441	6,000	0	Technology			6,000	6,000	6,000	
0	0	0	0	0	0	0	0	0	0	Accounting and auditing			0	0	0	
2,560	2,560	2,000	2,200	1,857	2,160	2,231	0	2,231	0	Administrative services (BCLD)			2,270	2,270	2,270	
45,926	48,000	61,000	63,250	64,190	66,450	71,563	58,855	71,563	0	System support (contracted)			75,141	75,141	75,141	
0	3,233	2,000	3,865	2,552	3,403	5,500	3,940	5,500	0	Technical services			5,500	5,500	5,500	

FORM LB-10											SPECIAL FUND RESOURCES AND REQUIREMENTS							
SAGE LIBRARY SYSTEM (Fund)											BAKER COUNTY LIBRARY DISTRICT							
Historical Data											Budget for Next Year 2023-2024							
Actual							Adopted Budget	Actual	SUPPL Budget 1	\$ Change vs orig.	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
Preceding Year 2016-2017	Preceding Year 2017-2018	Preceding Year 2018-2019	First Preceding Year 2019-2020	Prior Year Year 2020-2021	Prior Year Year 2021-2022	This Year Year 2022-2023	YTD	This Year Year 2022-2023										
40	94	0	0	0	0	0	0	0	0	0	40			Legal services	0	0	0	40
41	3,736	1,554	3,146	4,832	1,756	6,458	5,000	5,118	5,500	500	41			Dues and subscriptions	5,000	5,000	5,000	41
42	59	39	50	61	47	59	60	9	60	0	42			Postage/freight	60	60	60	42
43	0	0		0	0	0	25		25	0	43			Printing	25	25	25	43
44	0	297	368	1,250	756	390	500	444	500	0	44			Supplies, Office	500	500	500	44
45	2,254	2,967	3,127	2,488	84	0	2,000		2,000	0	45			Travel	2,000	2,000	2,000	45
46	1,369	937	861	175	55	55	1,000	1,250	1,000	0	46			Training & Professional Developmt	1,000	1,000	1,000	46
47	83,512	82,129	87,091	89,084	94,027	99,107	105,200	89,094	105,200	0	47			Courier	108,500	108,500	108,500	47
48	206	6,931	2,962	15,000	2,624	0	0		0	0	48			Misc (Member credits)	0	0	0	48
49	143,265	153,994	171,221	187,560	179,298	182,527	199,479	160,151	199,979	500	49			TOTAL MATERIALS & SERVICES	206,146	206,146	206,146	49
50											50							50
51											51	RESERVE		RESERVE FUNDS				51
52	0	2,182	0	0	11,152	0	15,000	15,000	15,000	0	52			Capital outlay	15,000	15,000	15,000	52
53	0	0	0	0	0	0	21,676	21,676	33,426	11,750	53			RFE (Operating Contingency)	40,659	40,659	40,659	53
54											54							54
55											55							55
56	179,053	201,058	202,800	186,612	183,501	193,102					56			Ending balance (prior years)				56
57							135,000	159,441	150,000	15,000	57			UNAPPROPRIATED ENDING FUND BALANCE	150,000	150,000	150,000	57
58	406,240	446,559	465,827	481,822	470,743	474,536	488,200	443,560	515,700	27,500	58			TOTAL REQUIREMENTS	539,500	539,500	539,500	58
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.							
	0	0	0	0	0	0	0	0	0						0	0	0	
	179,053	201,058	202,800	186,612	183,501	193,102	171,676	196,117	198,426					TOTAL RESERVES	205,659	205,659	205,659	
	177,907	184,819	203,059	233,313	213,794	217,955	248,324		249,074					MEMBER DUES NEED (OPS LESS GRANT/F	262,341	262,341	262,341	
	252,977	267,506	263,268	279,022	284,132	291,035	313,200		319,700					TOTAL REVENUES	339,500	339,500	339,500	
	227,187	243,319	263,027	295,210	276,090	281,434	316,524		317,274					TOTAL OPERATIONS EXPENSES	333,841	333,841	333,841	
	25,790	22,005	241	-16,188	-3,110	9,601	-3,324		2,426					GROSS (REVENUES LESS OPERATIONS	5,659	5,659	5,659	

Original adopted vs Suppl 1

**General Fund**

	Original Budget	Supplemental Budget 1	Adjustments to Budget	Adj. % to Original
Personnel Services	\$975,271	\$935,864	-39,407	-4.04%
Materials & Services	\$461,880	\$530,740	68,860	14.91%
Capital Outlay	\$25,000	\$35,000	10,000	40.00%
Debt Service	\$2,000	\$2,120	120	6.00%
<b>Total Expenditures</b>	<b>1,464,151</b>	<b>1,503,724</b>	<b>39,573</b>	<b>2.70%</b>
Interfund Transfers	16,000	18,000	2,000	12.50%
Operating Contingency	5,000	30,000	25,000	500.00%
	<b>1,485,151</b>	<b>1,551,724</b>	<b>66,573</b>	<b>4.48%</b>
UEFB Reserve	545,086	561,534	16,448	3.02%
<b>Total - General Fund</b>	<b>2,030,237</b>	<b>2,113,258</b>	<b>83,021</b>	<b>4.09%</b>

**Other Fund**

	Original Budget	Supplemental Budget 1	Adjustments to Budget	Adj. % to Original
Personnel Services	\$4,500	\$4,500	0	0.00%
Materials & Services	\$185,500	\$200,500	15,000	8.09%
Capital Outlay	\$0	\$0		
Debt Service	\$0	\$0		
<b>Total Expenditures</b>	<b>190,000</b>	<b>205,000</b>	<b>15,000</b>	<b>7.89%</b>
Interfund Transfers	\$4,000	\$4,000	0	0.00%
Operating Contingency	\$0	\$0	0	
	<b>194,000</b>	<b>209,000</b>	<b>15,000</b>	<b>7.73%</b>
UEFB Reserve	0	5,000	5,000	#DIV/0!
<b>Total - Other Fund</b>	<b>194,000</b>	<b>214,000</b>	<b>20,000</b>	<b>10.31%</b>

**Sage Fund**

	Original Budget	Supplemental Budget 1	Adjustments to Budget	Adj. % to Original
Personnel Services	\$117,045	\$117,295	250	0.21%
Materials & Services	\$199,479	\$199,979	500	0.25%
Capital Outlay	\$15,000	\$15,000	0	0.00%
Debt Service	\$0	\$0		
<b>Total Expenditures</b>	<b>331,524</b>	<b>332,274</b>	<b>750</b>	<b>0.23%</b>
Interfund Transfers	\$0	\$0		
Operating Contingency	\$21,676	\$33,426	11,750	54.21%
	<b>353,200</b>	<b>365,700</b>	<b>12,500</b>	<b>3.54%</b>
UEFB Reserve	135,000	150,000	15,000	11.11%
<b>Total - Sage Fund</b>	<b>488,200</b>	<b>515,700</b>	<b>27,500</b>	<b>5.63%</b>

**Reserve - Capital Investment**

	Original Budget	Supplemental Budget 1	Adjustments to Budget	Adj. % to Original
Personnel Services				
Materials & Services				
Capital Outlay	\$159,189	\$159,189	0	0.00%
Debt Service				
<b>Total Expenditures</b>	<b>159,189</b>	<b>159,189</b>	<b>0</b>	<b>0.00%</b>
Interfund Transfers				
Operating Contingency				
	<b>159,189</b>	<b>159,189</b>	<b>0</b>	<b>0.00%</b>
UEFB Reserve				
<b>Total - Reserve Fund</b>	<b>159,189</b>	<b>159,189</b>	<b>0</b>	<b>0.00%</b>



**RESOLUTION No. FY2022-23.06**

**RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Baker County Library District hereby adopts the budget for fiscal year **2023-2024** in the total amount of **3,188,762 \***  
 This budget is now on file at Baker County Public Library in Baker City, Oregon.

**RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2023, for the following purposes:

<b><u>General Fund</u></b>		<b><u>Debt Service Fund</u></b>	
<u>Organizational Unit or Program:</u>		Debt Service 0	
Personnel Services.....	1,060,549	<b>Total.....</b>	<b>\$0</b>
Materials & Services.....	509,400		
 <u>Not Allocated to Organizational Unit or Program:</u>		<b><u>"Other Uses" Fund</u></b>	
Personnel Services.....	0	Org. Unit/Program: _____	227,000
Materials & Services.....	0	Special Payments.....	0
Capital Outlay.....	15,000	Transfers Out.....	4,000
Debt Service .....	13,000	Contingency.....	0
Special Payments.....	0	<b>Total.....</b>	<b>\$231,000</b>
Transfers Out.....	80,000		
Contingency.....	25,000	<b><u>Reserve Fund - Capital Investment</u></b>	
<b>Total.....</b>	<b>\$1,702,949</b>	Org. Unit/Program: _____	159,250
		Special Payments.....	0
		Transfers Out.....	0
		Contingency.....	0
		<b>Total.....</b>	<b>\$159,250</b>
		<b><u>Sage Library System Fund</u></b>	
		Org. Unit/Program: _____	348,841
		Special Payments.....	0
		Transfers Out.....	0
		Contingency.....	40,659
		<b>Total.....</b>	<b>\$389,500</b>
		<b>Total APPROPRIATIONS, All Funds . . .</b>	
		<b>\$2,482,699</b>	
		Total Unappropriated and Reserve Amounts, All Funds . . .	
		706,063	
		<b>TOTAL ADOPTED BUDGET . . .</b>	
		<b>\$3,188,762 *</b>	

(\*amounts with asterisks must match)

**RESOLUTION IMPOSING THE TAX**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2023- 2024 :

- (1) In the amount of \$ \_\_\_\_\_ **OR** at the rate of \$ 0.5334 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$ \_\_\_\_\_ **OR** at the rate of \$ 0.249 per \$1000 of assessed value for local option tax; and
- (3) In the amount of \$ \_\_\_\_\_ for debt service on general obligation bonds;

**RESOLUTION CATEGORIZING THE TAX**

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**Subject to the General Government Limitation**

Permanent Rate Tax.....\$ \_\_\_\_\_ **OR** \$ 0.5334 /\$1,000  
 Local Option Tax.....\$ \_\_\_\_\_ **OR** \$ 0.249 /\$1,000

**Excluded from Limitation**

General Obligation Bond Debt Service.....\$ \_\_\_\_\_

The above resolution statements were approved and declared adopted on June 13, 2023.

X \_\_\_\_\_  
 Signature

FORM LB-1		NOTICE OF BUDGET HEARING		
<p>A public meeting of the Baker County Library District will be held on June 13, 2023 at 12:00 pm PST. Remote attendance details for access by Internet or phone will be provided on the library website <a href="http://www.bakerlib.org">www.bakerlib.org</a> at least 24 hours in advance of the meeting. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023 as approved by the Baker County Library District Budget Committee. If special physical, technical, or language accommodations are needed for this public session, please notify Baker County Library District by email or calling (541) 523-6419 at least 24 hours prior to the session.</p> <p>A summary of the budget is presented below.</p> <p>A copy of the budget may be inspected or obtained at Baker County Public Library (2400 Resort St, Baker City), during library business hours or viewed online at <a href="http://bakerlib.org/about/budget.html">http://bakerlib.org/about/budget.html</a>. This budget is for an annual budget period.</p> <p>This budget was prepared on a basis of accounting that is the same as than used the preceding year.</p>				
Contact: Kyra Rohner (Board Pres.); Perry Stokes (Library Director) Telephone: 541-523-6419 Email: <a href="mailto:krohner@bakerlib.org">krohner@bakerlib.org</a> ; <a href="mailto:librarian@bakerlib.org">librarian@bakerlib.org</a>				
FINANCIAL SUMMARY - RESOURCES				
TOTAL OF ALL FUNDS	Actual Amount 2021-2022	Adopted Budget This Year 2022-2023	Approved Budget Next Year 2023-2024	
Beginning Fund Balance/Net Working Capital	1,005,096	1,011,189	1,070,000	
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	241,825	260,235	279,270	
Federal, State & all Other Grants, Gifts, Allocations & Donations	151,644	112,200	154,600	
Revenue from Bonds and Other Debt	0	0	0	
Interfund Transfers / Internal Service Reimbursements	48,189	20,000	80,000	
All Other Resources Except Current Year Property Taxes	69,019	100,000	118,250	
Current Year Property Taxes Estimated to be Received	1,218,606	1,368,002	1,447,643	
<b>Total Resources</b>	<b>2,734,379</b>	<b>2,871,626</b>	<b>3,149,762</b>	
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION				
Personnel Services	961,845	1,096,816	1,191,275	
Materials and Services	624,971	753,859	819,796	
Capital Outlay	87,063	199,189	189,250	
Debt Service	2,000	2,000	13,000	
Interfund Transfers	48,189	20,000	80,000	
Contingencies	0	119,676	150,659	
Special Payments				
Unappropriated Ending Balance and Reserved for Future Expenditure	1,010,311	680,086	705,782	
<b>Total Requirements</b>	<b>2,734,379</b>	<b>2,871,626</b>	<b>3,149,762</b>	
FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *				
Name of Organizational Unit or Program	FTE for that unit or program			
Library Services	862,938	975,271	1,059,830	
FTE	15.2	15.6	15.7	
Sage Library System	98,907	117,045	127,695	
FTE	1.1	1.1	1.1	
Not Allocated to Organizational Unit or Program				
FTE				
<b>Total Requirements</b>	<b>961,845</b>	<b>1,092,316</b>	<b>1,187,525</b>	
<b>Total FTE</b>	<b>16.3</b>	<b>16.7</b>	<b>16.8</b>	
STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *				
<p>The BCLD FY23-24 General Fund budget assumes a 4.0% rate of TAV growth for Baker County. This approved budget is a picture of the District in increasingly sound financial health, with stable funding from taxable property value growth, a reserve pool sufficient for debt-free operations, and a modest reserve fund for strategic maintenance projects. Budget cost drivers for the coming year are primarily from restoration of the IT Manager position to near full-time, inflation pressure on wages, health and retirement benefits, expansion of digital content and access services, numerous building maintenance projects, and increased investment in digital collections and strategic marketing. General staff are granted a 5.0% COLI proportionate to the latest inflation projections. Any surplus revenues will be prioritized for Unappropriated Ending Fund Balance / Operating Reserves to maintain debt-free operation, facilities improvement projects, and collection development.</p>				
PROPERTY TAX LEVIES				
	Rate or Amount Imposed 2021-2022	Rate or Amount Imposed This Year 2022-2023	Rate or Amount Approved Next Year 2023-2024	
Permanent Rate Levy (rate limit _____ per \$1,000)	0.5334	0.5334	0.5334	
Local Option Levy	0.249	0.249	0.249	
Levy For General Obligation Bonds				
STATEMENT OF INDEBTEDNESS				
LONG TERM DEBT	Estimated Debt Outstanding on July 1.		Estimated Debt Authorized, But Not Incurred on July 1	
General Obligation Bonds				
Other Bonds				
Other Borrowings	\$12,750			
<b>Total</b>	<b>\$12,750</b>		<b>\$0</b>	

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of **BAKER** County

Check here if this is an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The **Baker County Library District** has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of **Baker** County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

<b>2400 Resort St</b> <small>Mailing Address of District</small>	<b>Baker City</b> <small>City</small>	<b>OR</b> <small>State</small>	<b>97814</b> <small>ZIP code</small>	<b>7/1/2023</b> <small>Date</small>
<b>Perry Stokes</b> <small>Contact Person</small>	<b>Library Director/CEO/Budget Officer</b> <small>Title</small>	<b>541-523-6419</b> <small>Daytime Telephone</small>	<b>director@bakerlib.org</b> <small>Contact Person E-Mail</small>	

**CERTIFICATION** - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

		<b>Subject to General Government Limits</b>		
		Rate -or- Dollar Amount		
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.5334		<b>Excluded from Measure 5 Limits</b> Dollar Amount of Bond Levy
2. Local option operating tax . . . . .	2	0.249		
3. Local option capital project tax . . . . .	3			
4. City of Portland Levy for pension and disability obligations . . . . .	4			
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	5a.			
5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.			
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	5c.	<b>0</b>		

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	<b>0.5334</b>
7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated district</b> . . . . .	8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

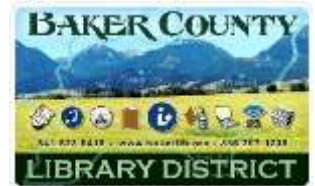
Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
OPERATING	MAY 18 2021	2022-2023	2026-2027	0.249

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES**

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS \_\_\_\_\_ (Must be completed if you have an entry in Part IV)



# Request to use Equipment and Supplies

**\*You must be 18 years of age or older to complete this form.**

I request to use a Library of Things (LOT) equipment or supplies, the use of which is administrated by Baker County Library District (BCLD).

I acknowledge that I have read or will read the directions for the equipment and supplies provided and will use the equipment and supplies in accordance with manufacturer specifications and safe practices.

If any equipment is damaged during my use or is not returned in the reasonably required time, I agree to pay to BCLD, the full replacement cost of such equipment damaged or not returned within one year of the item due date.

In furtherance of this request, I hereby agree to the following Release, Hold Harmless, and Agreement Not to Sue: **RELEASE, HOLD HARMLESS AND AGREEMENT NOT TO SUE**

Please initial

- I fully understand that my use of LOT equipment and supplies exposes me to the risk of personal injury, death, or property damage.

- I hereby acknowledge that I am using the equipment and supplies for my personal benefit and agree to assume any risks.

- I hereby release, discharge and agree not to sue BCLD or its and partnership agencies, including the entities' officers, agents, and employees for any injury, death, or damage to or loss of personal property arising out of or in connection with my use of BCLD LOT equipment and/or supplies from whatever cause, including the active or passive negligence of BCLD or partnership agencies, including the entities' officers, agents, and employees.

- In consideration for using the equipment and supplies, I hereby agree, for myself, my heirs, administrators, executors, and assigns, that I shall indemnify and hold harmless BCLD and its partnership agencies, including the entities' officers, agents, and employees from any and all claims, demands, actions, or suits arising out of or in connection with my use of the equipment and supplies.

I HAVE CAREFULLY READ THIS RELEASE, HOLD HARMLESS, AND AGREEMENT NOT TO SUE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND SIGN IT ON MY OWN FREE WILL.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date