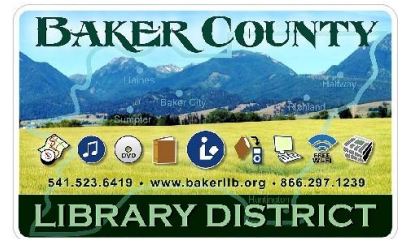


Baker County Library District
 Board of Directors
Regular Meeting Agenda
 Monday, Mar 13, 2017, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|---|---------|
| I. | CALL TO ORDER | Dielman |
| II. | CONSENT AGENDA (ACTION) | Dielman |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| III. | CONFLICTS or potential conflicts of interest | Dielman |
| IV. | OPEN FORUM for general public, comments & communications | Dielman |
| | In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | |
| V. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VI. | OLD BUSINESS | |
| | a. Board member election | Stokes |
| VII. | NEW BUSINESS | |
| | a. 2017-2018 budget calendar (ACTION) | Stokes |
| | b. Big Eclipse management plan | Stokes |
| | c. Parking Lot policy (ACTION) | Stokes |
| | d. Historic photo acquisition | Stokes |
| VIII. | Agenda items for next regular meeting: Apr 10, 2017 | Dielman |
| IX. | ADJOURNMENT | Dielman |

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

ORS 192.660 (2) (d) Labor Negotiations
 ORS 192.660 (2) (h) Legal Rights

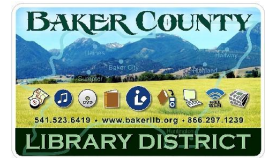
ORS 192.660 (2) (e, j) Property
 ORS 192.660 (2) (a, b, i) Personnel

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Library Board Meeting Agenda Notes

Monday, Mar 13, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes



Consent Agenda procedure reminder:

A Consent Agenda allows an assembly to move quickly through non-controversial issues with unanimous consent, so that more time can be spent on controversial issues. In general, ours will consist of the meeting agenda, previous meeting minutes, and any other non-controversial items. Any Board member can request that an item be removed from the consent agenda and transferred to the regular agenda for consideration and vote. The remaining consent agenda items are then unanimously approved as a unit without discussion.

ANNOTED AGENDA

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

Attachments:

- ❖ II.b.1 Board meeting minutes, Feb 13 2017

- | | | |
|------|---|----------------|
| III. | CONFLICTS or potential conflicts of interest | Dielman |
| IV. | OPEN FORUM for general public, comments & communications | Dielman |
| V. | REPORTS | |
| | a. Director | Stokes |

Friends & Foundation

Eclipse Viewers are selling very well. The Sumpter Valley RailRoad (SVRR) made a bulk purchase of 300 units for a planned eclipse event. To date, nearly half the Friends' capital outlay for the project has been recovered and it's been less than 3 weeks. There are 24 weeks to go until the eclipse date of August 21 2017. The group expects to net approximately \$2,000 from the sales.

No report from the Foundation.

Circulation services & Collections

No report

Facilities

An estimate to support the insurance claim is being compiled by contractor Sid Johnson & Co. I met with representatives of FEMA and the Oregon Emergency Management Department for possible funding assistance which, if granted, could offset the insurance deductible and miscellaneous out-of-pocket expenses related to the severe weather incident of 1/10/17 – 1/20/17.

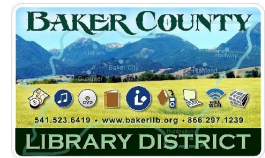


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Library Board Meeting Agenda Notes

Monday, Mar 13, 2017, 6:00 pm

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Haines staff reported minor water intrusion that appears to be coming from a window seal at their branch. A few items received light water damage. Early indications are that reapplication of some window sealant may resolve the issue.

I am working on an RFP to post for custodial service at the Baker branch library. The current custodian Timothy McMillan submitted a notice of contract termination due to personal reasons. He is working through the end of March.

Grants & gifts

Nothing to report. I have not yet found time to order shelving for the Record Courier project.

Marketing/Outreach

I am considering a subscription for monthly Eltrym Theater advertisements. The cost is \$75/mo for \$900/year.

Personnel

Three longtime staff announced their departure from BCLD employment.

- Linda Bergeron, Halfway branch lead, is retiring at the end of April.
- Katie Ash, Haines branch lead, has given notice she is leaving this month primarily for family reasons.
- Sara Durlfing, Baker branch co-manager, will retire fully at the end of June to better enjoy her free time. She has been with Baker County Library for 39 years.

The annual staff team-building event was held at the Baker County Public Library on Friday, 3/3/17. This year's theme was 2017 Fish & Potato Bowl. Spouses were invited. About 15 people attended. The main activity was a relay race of balloon fish drones through the library. This was a trial of the devices which we plan to use in a future youth program. Everyone had a good time.

Unfortunately, Friday evenings were not convenient for branch staff to attend. I'll continue to seek an activity and date that is inclusive to everyone's abilities & schedules.



On February 22, I went to the semi-annual Oregon public library directors meeting. We discussed several topics including homelessness, digital privacy, libraries as "neutral" places, and the role libraries serve in fighting misinformation.

Public services

A local tournament of Oregon Battle of the Books teams was held at the library on Saturday, February 25. Four teams will be competing in the Regional Tournament this year. It is scheduled for March 18,

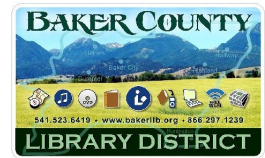


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Library Board Meeting Agenda Notes

Monday, Mar 13, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes



2017 at BMCC in Pendleton. The Friends purchased custom t-shirts for each team member and coaches.

- South Baker 4-5th grade
- South Baker 6th grade
- Middle School
- High School

The Oregon Humanities sponsored Conversation Program on March 11 was well attended at the Baker branch. The program was titled Good Food, Bad Food and revolved around the food industry economics, health, and sustainability.

Sage

Sage's budget committee has prepared its first draft of the Sage 2017-2018 budget. A Strategic Planning committee is preparing a satisfaction & goals survey for Sage members.

Brent Mills, Tech Support staff has submitted notice of resignation effective mid-February due to being hired away by a Portland firm. We anticipate he will be difficult to replace.

Security

Two glass pipes suspected to be for meth drug use were found hidden under a seat cushion in the reading room on 3/1/17. The devices were reported to law enforcement and turned over for destruction.



Huntington staff reported a child molestation incident occurred in the city park there on Friday, 3/10/17. The suspect had briefly visited the library. I drove over to Huntington that afternoon to collect any security camera files that could assist with apprehension of the individual. Unfortunately, I found the system to be down due to an unknown glitch. I was able to make it operational again. Huntington staff reported the next day the suspect was rumored to have been arrested in Baker City.

The perpetrator in the case of obstruction of access to LGBTQ films confessed to the actions upon being questioned. I applied a 6-month exclusion order with a warning that any future censorship activity will result in being trespassed indefinitely from Baker County libraries.



That case is part of a rash of new exclusions in recent weeks. Five juveniles and 2 adults have earned exclusions due to serious violations of the Code of Conduct. Most are for disorderly conduct.

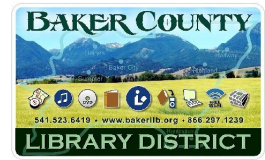
Statistics

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Library Board Meeting Agenda Notes

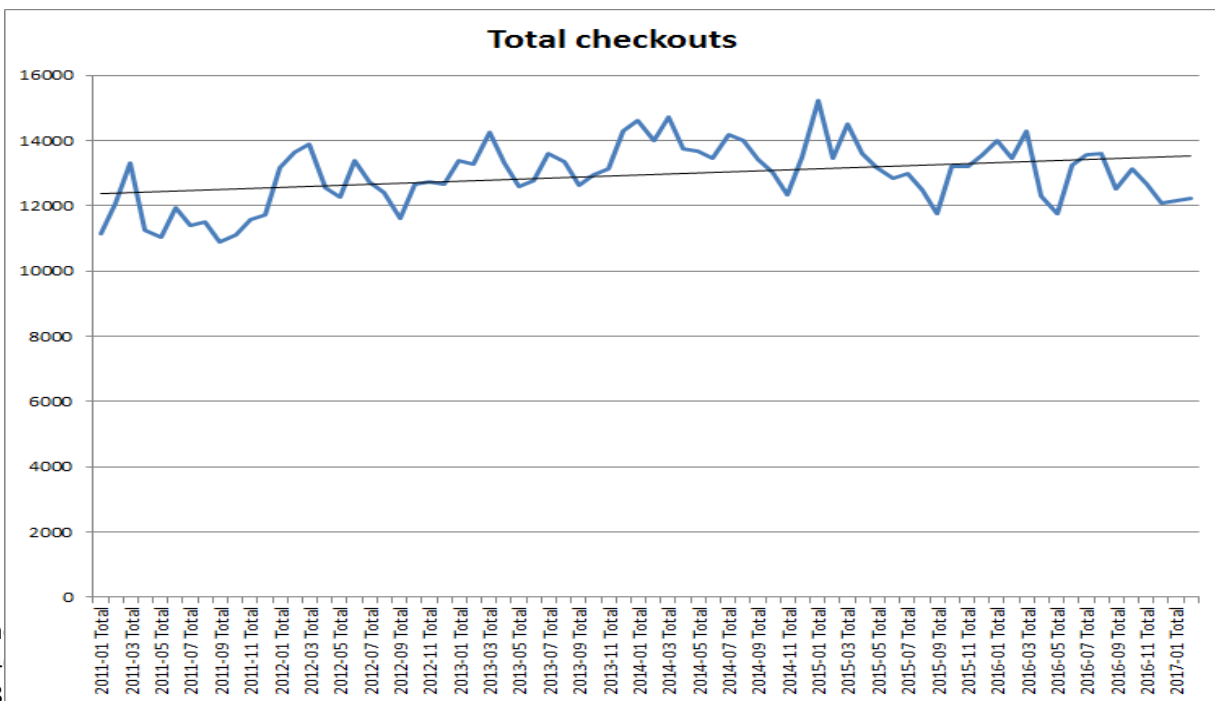
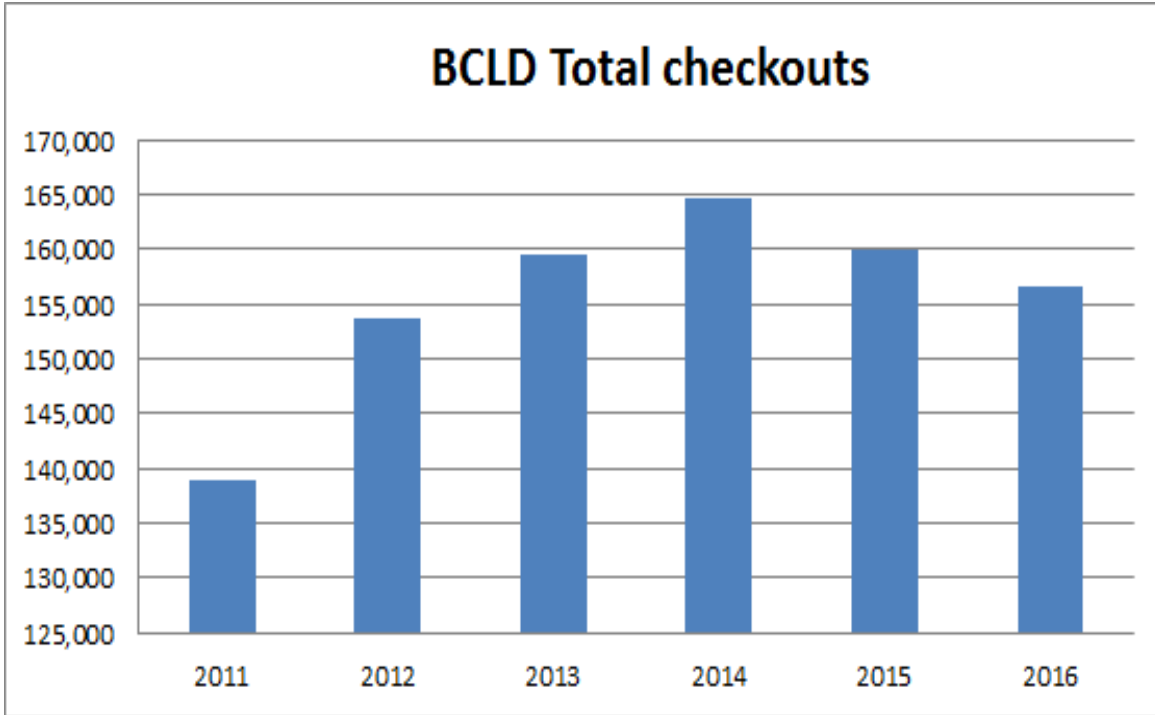
Monday, Mar 13, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes



To be distributed at meeting.

- Total checkouts have declined the past 2 years from a 2014 peak.
- That decline trend appears to be continuing. For Jan-Feb 2017, checkouts are down 12.6% compared to 2016.
- Movie checkouts show the most significant downward trend while books and audiobooks remain steady or are trending slightly upward.
- Visitations for recent months have increased by 10+%.

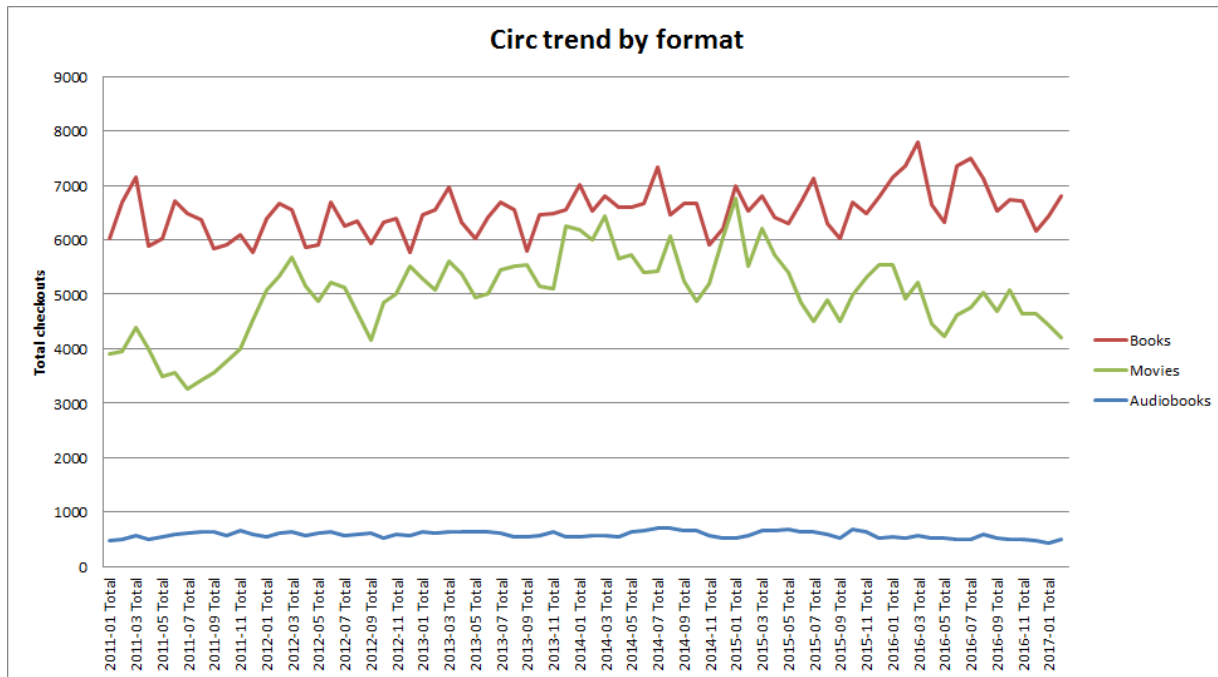
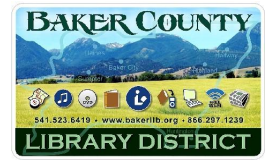


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Library Board Meeting Agenda Notes

Monday, Mar 13, 2017, 6:00 pm

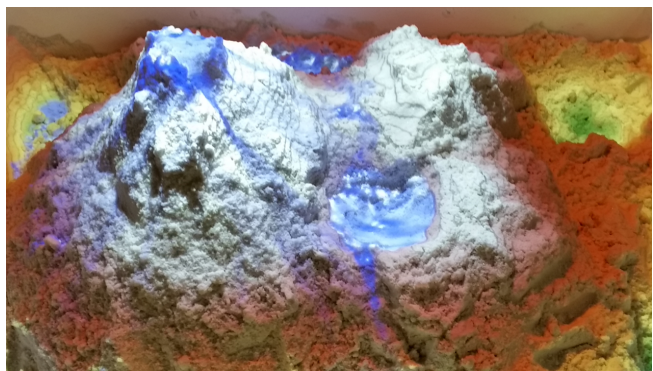
Notes prepared by Library Director Perry Stokes



Technology

A core systems server for the SAM computer management system experienced a catastrophic failure on Wednesday, 3/7/17. Most public workstations were down for that day. Since the WiFi was operational we were able to check out iPads as alternatives. Jim was able to implement a workaround to bring systems back online the next morning. Replacement parts for the failed units are being acquired. The new setup will add RAID5 support and have 6 times redundancy to prevent future system failure.

The “[Augmented Reality Sandbox](#)” was launched for public access on 2/23/17. I encourage the board to try it out tonight after the meeting. It has been very popular with visitors.



This is an interactive exhibit which uses a projector, gaming graphics technology, and open source software to teach about topographic maps, geology, the water cycle, and watershed flow. It will

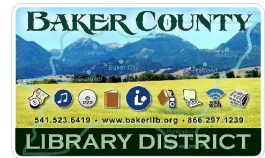
be a hallmark of this year’s Summer Reading Program theme “Build a Better World.” We are partnering with Baker Technical Institute and Powder Basin Watershed Council to craft educational activities and future programs. Jim has also had inquiries from area schools seeking consultation on how to build such a device for their programs.

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Library Board Meeting Agenda Notes

Monday, Mar 13, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes



We have been working out operational issues such as spillage of sand which makes the floor slippery and tampering with the computer gear. Use of a special mat has helped greatly with the spillage problem. There is still spillage but the sand falls down into the mat. It can be vacuumed out and perhaps recycled later.

b. Finance

Hawes

Report documents to be distributed at the meeting.

VI. OLD BUSINESS

a. Board member election

Stokes

The Baker County Clerk reports having received no election filings yet for any of the three BCLD board members' whose terms will be expiring this June: Della, Betty & Kyra. Filing for re-election is open Feb 4 – Mar 16 2017.

VII. NEW BUSINESS

a. 2017-2018 budget calendar & membership

Stokes

Attachments:

- VII.a.1. 2017-18 budget calendar
- VII.a.2. 2017-18 budget committee members

With the start of the new year comes the start of the next fiscal year's budget process. It begins with approving the budget calendar, which delineates when the budget committee will meet, when notices are published in the paper, and when the budget is approved by the Board. Our budget is reviewed by the budget committee, a group consisting of the Board of Directors and an equivalent number of community members.

Budget committee members are appointed to 3-year terms. We have one budget committee members whose term ended last year: Tom Hudson. A replacement for Tom will be needed. **I recommend inviting Dan Brown to return to budget committee service.**

I will confirm the interest and availability of other members given the draft calendar. At next meeting, we can approve the committee roster and appoint the Budget Officer, which typically is the Library Director. I will present a draft budget calendar. The date for the Budget Committee meeting is proposed as Wed, May 24 at 5pm with a secondary meeting tentatively scheduled for the following Wed, May 31 at 5pm. Please let me know if these dates work for you.

b. Big Eclipse management plan

Stokes

Five out of 6 BCLD libraries will be in the path of solar eclipse totality on August 21 2017. Tens of thousands of tourists are projected to be in Baker County for the event. I expect the library will see a large number of eclipse visitors. In preparation for that influx, I think it would be wise to formulate

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April '17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

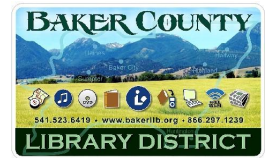
May '17						
Su	M	Tu	W	Th	F	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '17						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

Library Board Meeting Agenda Notes

Monday, Mar 13, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes



a management plan so the library can best serve these guests and continue to serve our locals.

Would the Board like to organize a special committee for this purpose or would it prefer planning and management to be handled by staff?

Considerations

- ❖ Increased visitation traffic
- ❖ Parking/property squatters
- ❖ Condition of grounds
 - Littering
- ❖ Condition of library
 - Custodial services
 - Janitorial supplies

I propose a special library closure for the morning of 8/21/17 morning, with the library to open at 1:00pm.

Start of eclipse	9:09 am
Totality	10:24 am – 10:26 am
End of eclipse	11:46 am

To coordinate

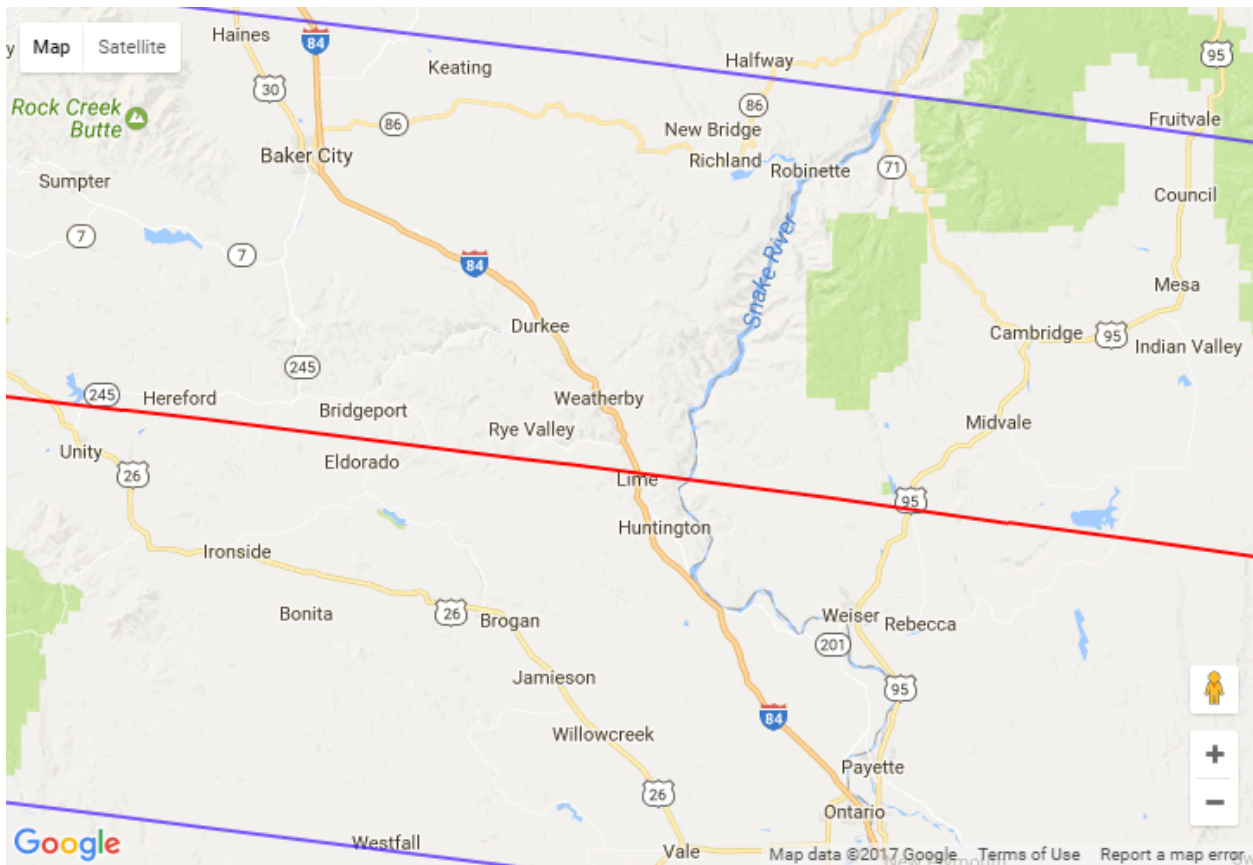
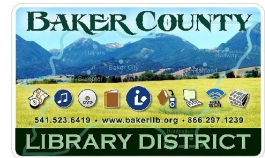
- ❖ Schedule additional staff on weekend?
- ❖ Arrange for parking/security enforcement?
- ❖ Portable toilets – provided by Cities?
- ❖ Should BCLD rent camping/parking spaces?
 - Hotel rooms are booked, many increased prices from \$100 to \$300 - \$600/night
 - Dry camping spaces are being rented for \$25+
 - Proposal:
 - \$150 for camping + parking space (Sat-Sun-Mon, \$50/day),
 - \$25/day for parking space (Sat-Sun-Mon)
- ❖ Need to have parking lot re-striped, spaces numbered

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Notes prepared by Library Director Perry Stokes



Red line - peak totality

Blue lines - totality borders

Huntington – *most central in totality path. Duration of Totality: 2m08.4s. City park plan?

Sumpter – Duration of Totality: 1m48.0s. Tenant. Visitation issues only.

Baker – Duration of Totality: 1m38.8s. Grounds & parking spaces

Richland – Duration of Totality: 1m20.6s. Tenant. Visitation issues only.

Haines – Duration of Totality: 0m50.2s. parking spaces on street. Visitation issues only.

Halfway – Partial Solar Eclipse. Garden grounds & parking spaces

c. Parking Lot policy (ACTION)

Stokes

Attachments:

- ❖ VII.c.1. Current policy, approved 10/2012
- ❖ VII.c.2. Draft policy (with markup)
- ❖ VII.c.3. Draft policy (changes accepted)

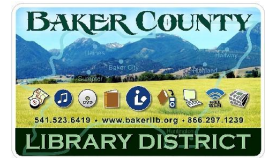
This policy was adopted in 2012 and has had no revisions since. It is due for review. I propose some minor editorial changes, an update and expansion of the list of wheeled devices prohibited from being used for stunts on library grounds, and new segments allowing short-term parking at night and special use of parking areas for community

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Notes prepared by Library Director Perry Stokes



events, including charging for use of the lots.

d. Historic photo acquisition

Stokes

An individual in Forest Grove, Oregon alerted the library to their eBay auction listing of an album of historic photos of the Sumpter area. There are approximately 69 photos in the album. "The earliest photos are from 1905 and the last two pages contain photos from 1934, 1935, 1943, and 1959."

Gary would like to request the seller to donate the album to the library, as nearly all the library's photo collection has been. The topic of actively bidding on items desired for the library collection is open to discussion. I look forward to hearing your recommendation.

VIII. Agenda items for next regular meeting: Apr 10, 2017

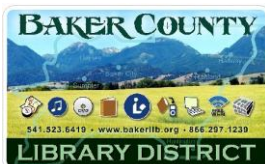
Dielman

- ❖ Insurance outlook
- ❖ FY2016-2017 Supplemental budget
- ❖ FY2017-2018 Budget proposal preview
- ❖ Overtime Rules
- ❖ Policy review/revision
 - Social Software
 - Staff Use of Collection Materials
 - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object

IX. ADJOURNMENT

Dielman

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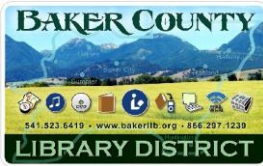
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Feb 13, 2017

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:05 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary Dielman, Della Steele, Kyra Rohner-Ingram, Nellie Forrester, and Betty Palmer, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager. And Guest Kent Bailey from Guyer & Associates to deliver the audit.</p>
<p>Consent Agenda</p>	<p>Dielman asked if there were any changes to items in the consent agenda including tonight's agenda and minutes from two prior meetings. There were no changes to the agenda. Director's read through the minutes.</p> <p>Rohner-Ingram moved to approve the Agenda and Regular Meeting Minutes for November 14, 2016 as she was not at the December meeting; Forrester seconded.</p> <p>Dielman moved to approve the Meeting Minutes for December 12, 2016; Forrester seconded. Following a short discussion, Dielman called for the vote for both motions; Both motions passed unanimously.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Rohner-Ingram stated that she felt she had a potential conflict with the video security records policy that would be discussed later on the agenda. As an attorney who on occasion needs this kind of evidence, she feels she has an interest in the policy. The group agreed that she has stated her potential conflict and can participate in discussion but may opt out of voting on the policy.</p>
<p>Open Forum for general public</p>	<p>Dielman stated for the record that there were no members of the public present for the comment period. Kent Bailey, representing the CPA firm contracted to perform the district's financial audit, is present for that Agenda item.</p>
<p>REPORTS: Director</p>	<p>Stokes said that he is going to give highlights of the written notes attached to the agenda in the board packets. In 2017, three Directors will be up for re-election in May including Della Steele, Betty Palmer and Kyra Rohner-Ingram. Their terms will expire in June. The Friends had a successful Winter Book Sale (held 1/27-2/4/17) that raised about \$1,200. The Foundation elected officers at a meeting last week. Aletha Bonebrake is President. Damien Yervasi is Vice-President. The Foundation is planning to do fundraising soon to bring the Dolly Parton Imagination program to Baker.</p> <p>Stokes has submitted an insurance claim with Special Districts for</p>



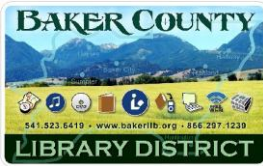
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Feb 13, 2017

	<p>damage to the building on the main library due to the heavy snow and ice buildup this winter. The roof has had several leaks on the building interior in addition to significant exterior damage to eaves and soffits.</p> <p>Stokes reported the hiring of two part-time people that will both have a short weekly shift and be trained as substitute Bookmobile staff. He was pleased about the high quality of applicants but that does make it harder to have to turn down strong candidates.</p> <p>Library Technology Manager, Jim White, was on the front page of the paper featuring his latest creation, an Augmented Reality Sandbox that will eventually be on exhibit in the Library. It will be the hallmark of this year's summer reading program. It can also be a tool for science education such as geography, water cycles and watershed systems. White has also reported that since the final phase of Network System upgrade that took place on 12/26/2016 when the library was closed there has been a ten-fold increase in network capacity.</p>
<p>Finance</p>	<p>Hawes passed out check packets for signatures and gave a brief financial report. General Fund received tax turnovers of \$31,767 in February and \$82,566 in January. The District has collected 93.3% of budgeted current tax revenues to-date. Checks written include \$165.77 to The Friends to remit net visa sales from the January Winter Book Sale. The book budget includes \$5,487.04 to Ingram and the Visa includes Abebooks book purchases of \$380.46, Amazon book purchases of \$119.62 and Amazon DVD movie purchases of \$1,789.02. Building Maintenance snow removal has been summarized by branch in the margin. You will note that the building expenses are over budget due to the LED Lighting project net cost of \$26,822 (the total project cost in November 2016 was \$48,865 less the OTECC rebate received 12/27/2016 of \$22,044). Also included in branch building expenses on Visa were 2 vacuums at \$284.99 each (Halfway and Huntington branches). The bookmobile repairs are tonight's highlight with the recent repairs by Mike Bork Auto Repair of \$652.15 in February and \$674.90 in January. The repair invoices were read to the group including those in prior months for the fiscal year. A check to Guyer & Associates for audit services of \$8,140 plus \$25 bank confirm fees are included in the Auditor budget line. Under Programs, The Friends reimbursed the District for solar eclipse viewers of \$915 and comic books \$300 for upcoming programs which were posted to this line to offset the expenses. In Youth Programs, the Sandbox project cost to-date is \$1,587.</p> <p>In Insurance expenses, the Special Districts annual general liability</p>



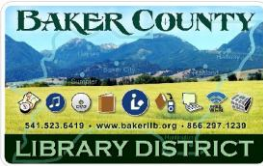
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Feb 13, 2017

	<p>insurance of \$16,218 was paid on 02/01/2017 and tonight a check to CNA Surety Company for \$350 for annual officer bonds (for Stokes and Hawes). Hawes requested a quote for additional insurance for earthquake coverage and equipment breakdown Stokes had requested. Stokes told the board that he did hear back on the quote: Earthquake coverage would cost \$3,150 annually and Equipment Breakdown would cost \$1,600 for a cumulative total of \$4,750 annual. He will have this on a future meeting agenda as part of budget discussions. Stokes noted that fines and fees revenues are coming in a regular pace despite a recent discovery that the software had reverted to an old rate. Late fines for adult accounts should accrue at 20 cents a day but the system was charging only 10 cents a day; he assumes this happened with the recent system update in January. The problem has been corrected. However, items checked out prior to the correction will continue to have the reduced rate assessed.</p> <p>Other Funds received its final E-Rate reimbursement of \$5,925.60 for the Technology Internet Network update that has been completed. Amazon book sale revenues for the past three months were \$871.72 in January, \$605.21 in December, and \$541.85 in November; revenues have averaged \$548 a month in sales for the current fiscal-year-to-date. These funds support the book budget. Budgeted transfers of \$11,000 were received on 02/09/2017 from the General fund (Severance \$10,000 and Tech Dept \$1,000). Expenses included Amazon sales commissions totaling \$234.01 and Visa \$142.79 postage to mail books sold. A check was written to The Friends for \$150 to transfer undesignated donations received this past year. Total cash in this fund is \$165,180; with Technology Dept recently restored to a positive balance with the refunds and transfer received of \$1,892.47.</p> <p>Sage Fund has an accounts receivable of \$1,580.13 for CatExpress Reimbursement invoices recently sent out. Expenses include courier expenses totaling \$2,481.48 this month and Visa supplies for courier labels \$316.25 and computer repair \$71.99. A check was written to Library Technology for annual record processing of \$2,224.30 (last year \$2,500). And finally, a check for the monthly tech contract \$4,673.44 reimbursed to the Hood River Library District.</p> <p>Checks and approval lists were signed.</p>
<p>New Business: District Audit Delivery FY15-16</p>	<p>Kent Bailey, Guyer & Associates, thanked the board for choosing them to do the audit. He thanked Christine Hawes for her professionalism working with them. Beginning with the Independent Auditor's Report on page 20,</p>



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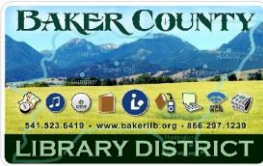
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Bailey read the first two paragraphs, commenting that management (Hawes) is responsible for the preparation of the financial reports, and the auditors are responsible to obtain reasonable assurance that the financial statements are free from material misstatement. He continued on to read the final Opinion paragraph stating that the Library District has a clean report.

Management's Discussion and Analysis, page 4, reading highlights from the first 2 paragraphs. The District's net position is \$1.6 million which decreased by \$294,784 over the prior year. That decrease is primarily due to a change in the PERS liability. The asset we reported last fiscal year reversed to a liability this fiscal year as he predicted it would. However, on an operating basis the District had a net income of \$18,984, which is the amount that we are concerned with tonight. The ending fund balance on the modified accrual basis was \$368,622. On page 9 of the MD&A, highlighting the second paragraph, he read through the current PERS rates and the significant increase in rates for the coming fiscal year, anticipated to cost the district \$19,000, a 32% increase. PERS has adjusted the rates to pay the liability over 16 years; we won't see a change in rates until the liability is paid.

Moving to the statements prepared by the Auditing firm, pages 10 and 11. The Statement of Net Position shows a small increase in current assets of \$1,596. The pension asset from last fiscal year became a pension liability this fiscal year, a swing of \$472,000 in liability. Capital assets decreased due to depreciation. Current liabilities decreased by \$21,000 which is a good change. The bottom line shows the current net position of \$1,688,901. He pointed out that the unrestricted funds reported in the Net Position portion, is still a positive number even with the PERS liability. For other audits he has delivered this is not always the case. He felt that was positive note for the District. Looking at the Statement of Activities, the change in Net Assets column shows library net expenses of \$1,300,447, which includes the net pension expense, compared to the prior year number of \$826,805. The increase of \$473,642 in net expense is primarily due to the increase in the PERS liability of \$472,000. General Revenues increased \$44,136. The Change in Net Assets decreased by \$294,784.

The statements prepared by the District, looking at the Balance Sheet on page 12, shows what district operations really did. Total Assets increased by \$1,596. Liabilities and deferred inflows decreased by \$17,000 which was good. Fund Balance increased by \$18,984. Notice that the General



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fund unassigned fund balance of \$216,851 increased by \$42,766 over the prior fiscal year. Governmental Funds on page 14, the total governmental funds column shows a net increase of \$18,984. Total Revenues increased over the prior fiscal year by \$77,379. Total Expenditures also increased primarily due to volume of grant activity. On page 16, Sage Fund Assets of \$174,800 increased by \$4,580 over the prior fiscal year. Highlights in the footnotes, starting on page 21 looking at Note 2 Cash and Investments, Governmental Funds total cash and investments is \$386,956 while the Sage Fund total cash is \$148,803. Note 9 Long Term Debt on page 24, the District has debit of \$21,217 for the street improvements.

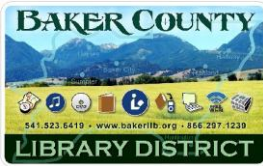
Bailey directed attention to the footnotes on Page 28 in Note 11 Pensions. In the table showing assumptions, PERS assumes an investment rate of return of 7.75%. This means that PERS projects their investments to increase 7.75% annually. He looked at the stock market for the last three years; it has averaged a return on investment (ROI) of 9.01% over the last three years. Bailey feels that PERS is using a reasonable estimate. The Discount Rate Sensitivity, at the bottom of the page, the current rate of 7.75% is used to project the liability of \$342,879. If the rate is actually one percent lower, or 6.75%, then our liability will double. If they have not earned what they thought, then the rates will go up again. If the rate is actually 1% better, or 8.75% which he feels is possible, then we would have an asset of \$65,501 rather than a liability. The investment return affects the liability over the next 30 years and the anticipated retirements. The pay back is estimated with the rate adjusted over 16 years. He explained in more detail why he believes the numbers are reasonable. On the next page, states the District recognized pension expense of \$264,586.

The compliance report on page 35, Bailey ready through the legal compliance requirements they look at. There were a couple over expenditures that are reported, but these are minor compared to most he sees. They did not find any compliance issues to report.

Bailey said that Guyer & Associates are pleased to have Linda Cyr (who worked on our audit) on their team. She worked at a large CPA firm in Portland for 10 years and is highly qualified.

Palmer thanked Bailey for the through explanation he gave.

Bailey passed out the Management Letter. He said there is nothing to report. He is legally required to make a report to the board.



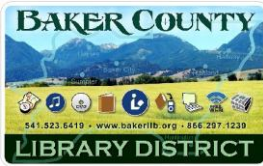
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	<p>The board thanked Bailey for presenting the audit. Bailey left the meeting.</p>
<p>2017 Holiday Closure</p>	<p>Stokes told the board that Special Districts Best Practices recommends we prepare a holiday closure schedule annually. The group reviewed the schedule. There were no recommended changes. Rohner-Ingram made a motion to approve the 2017 Holiday Closure Schedule as presented; Forrester passed; motion passed unanimous.</p>
<p>Video Security Policy Update</p>	<p>Stokes is proposing significant changes to the Video Security & Records Policy. The policy needs to be updated for current preferred practices, to better improve the organization of policy elements, to simply the purpose, address audio recording, clarify usage to assist law enforcement investigations, address public inquiries, establish a liability disclaimer and provide appeal/review procedures.</p> <p>Rohner-Ingram again wanted to state for the record that as an attorney she feels she has a general interest in the policy. The group discussed the extent of her interest and determined that it was not a potential conflict of interest. She does not have a pecuniary interest. The consensus was she could participate in the policy setting actions.</p> <p>The policy was read through in its entirety and the changes reviewed. Stokes described regular uses of video records. The most common occasion of video footage are to keep an eye on areas prone to disruptive or hazardous behavior such as the young adult and children’s computer labs. Recordings have been valuable for accident investigation and documentation of criminal incidents such as assault, harassment, theft, trespassing, and criminal mischief.</p> <p>Rohner-Ingram asked about video storage, the policy refers to 30 days. Stokes said the main library has 30 days storage capacity, but branch DVR units are smaller and may have only about 7 days. The policy was revised to say “up to 30 days” to avoid being held liable for footage it is not able to preserve. Rohner-Ingram recommended signage stating that there are video cameras on site; people should know they are being recorded. Stokes reported that signage is up at one of the entrances and agreed that additional signage is needed.</p> <p>Forrester asked who can request information. Stokes said access is reserved for law enforcement investigations. The board discussed the</p>



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	<p>potential for a citizen to have a legitimate need to request and access the information. Forrester recommending keeping access restricted in the interest of library user privacy. It was agreed that access should be restricted in general but that the Library Director has discretion to provide special access for circumstances such as citizens representing themselves in legal cases. Dielman was concerned that the phrase “criminal investigations” was too broad. Rohner-Ingram recommended a verbiage change to allow records to be given to an attorney or investigator so that we are assisting both sides rather than just law enforcement. A defense attorney could also use the same evidence. Revisions were agreed upon. Stokes made notes of the recommended revisions.</p> <p>Dielman asked for any further comments, there were none.</p> <p>Rohner-Ingram made a motion to approve the Video Security & Records Policy as revised and amended; Forrester seconded; the motion passed unanimously.</p>
<p>Next Meeting Date</p>	<p>The next Board meeting will be March 13, 2017 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:30 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

Baker County Library District Profit & Loss Budget Performance July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Income				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	681,746.66			
4006 · Local Option Levy	244,193.00			
4000 · Current Year Tax Levy - Other	0.00	962,853.00	-962,853.00	0.0%
Total 4000 · Current Year Tax Levy	925,939.66	962,853.00	-36,913.34	96.2%
4005 · Prior Year Taxes				
4011 · Levy 1st year prior	13,572.88			
4012 · Levy 2nd year prior	9,015.22			
4013 · Levy 3rd year prior	8,347.12			
4014 · Levy 4th year prior	7,780.56			
4015 · Levy 5th year prior	180.47			
4016 · Levy 6th year prior	106.79			
4017 · Levy 7+ prior years	0.17			
4005 · Prior Year Taxes - Other	0.00	35,000.00	-35,000.00	0.0%
Total 4005 · Prior Year Taxes	39,003.21	35,000.00	4,003.21	111.4%
4020 · Other Taxes/Bond Priors-LandSale	0.00	2,500.00	-2,500.00	0.0%
4060 · State Ready-2-Learn Grant	6,727.00	7,000.00	-273.00	96.1%
4066 · Grant Revenue	0.00	25,000.00	-25,000.00	0.0%
4100 · Fines and Fees	10,418.89	17,500.00	-7,081.11	59.5%
4200 · Interest Income	1,941.11	10,000.00	-8,058.89	19.4%
4300 · Other Revenues				
4301.1 · VocRehab Reimb/ODHS	0.00	10.00	-10.00	NA 0.0%
4302 · Donations	307.30	1,500.00	-1,192.70	20.5% Recd #2,195
4307 · E-Rate Refunds	2,805.84	22,000.00	-19,194.16	12.8% of \$2,805.84
4309 · Friends Booksale Income	67.64			billed 2/23;
4315 · Amazon book sales	39.66			One invoice in review #610.81
4320 · Other Revenues - Miscellaneous	1,387.91			
Total 4300 · Other Revenues	4,608.35	23,510.00	-18,901.65	19.6%
4310 · Technology Mgr Contract Income	0.00	10.00	-10.00	NA 0.0%
4312 · Sage Fiscal Agency Fee	0.00	2,560.00	-2,560.00	0.0%
4500 · Transfer Income	4,000.00	9,700.00	-5,700.00	41.2%
4999 · Beginning Cash	254,365.85	235,000.00	19,365.85	108.2%
Total Income	1,247,004.07	1,330,633.00	-83,628.93	93.7%
Expense				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · PS-Library Director	55,292.45	73,874.00	-18,581.55	74.8%

*Tax Turnovers Recd
3/07 \$28,309.26*

*16,500 of recd -1,192.70
5500 current year
utility reimb. +7632
billed direct from HERO
=13,078 funding %E-Rate*

*NA 0.0% E-Rate Reimb.
20.5% Recd #2,195
12.8% of \$2,805.84
billed 2/23;
One invoice in review #610.81*

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Baker County Library District
Profit & Loss Budget Performance
 July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
5104 · SD-Administrative Assistant	14,212.42	18,996.00	-4,783.58	74.8%
5105 · CH-Business Manager	20,818.67	27,833.00	-7,014.33	74.8%
5120 · CW-Lib Admin/Supplies Mgr, ILL	31,732.20	42,411.00	-10,678.80	74.8%
5124 · CA-Lib Asst/Shelver,Volntr Mgr				
5124.2 · Severance Pkg CA	0.00	0.00	0.00	0.0%
5124 · CA-Lib Asst/Shelver,Volntr Mgr - Other	294.55	0.00	294.55	100.0%
Total 5124 · CA-Lib Asst/Shelver,Volntr Mgr	294.55	0.00	294.55	100.0%
5126 · MS-Lib Tech/Childrens Programs	0.00	0.00	0.00	0.0%
5129 · SB-Lib Tech/Periodicals Mgr	27,268.97	36,619.00	-9,350.03	74.5%
5131 · DP-Reference Services	23,856.98	31,733.00	-7,876.02	75.2%
5132 · HS-Lib Asst/Processing	13,530.95	20,090.00	-6,559.05	67.4%
5133 · CS Lib Asst/Media Processing	16,493.07	24,399.00	-7,905.93	67.6%
5134 · JB-Catalog Specialist	28,632.43	38,465.00	-9,832.57	74.4%
5136 · Library Assistants	4,789.27	9,028.00	-4,238.73	53.0%
5137 · MG Youth Services	22,600.77	30,127.00	-7,526.23	75.0%
5138 · Library Page/Shelving (New)	6,695.14	16,506.00	-9,810.86	40.6%
5140 · Vacation Subs & Special Project	6,238.81	11,869.00	-5,630.19	52.6%
5142 · Library Asst, Sunday Desk				
5142.5 · CL-Library Asst, Sunday	2,733.47	7,670.00	-4,936.53	35.6%
5142.8 · LR-Library Asst, Sunday	1,734.21			
Total 5142 · Library Asst, Sunday Desk	4,467.68	7,670.00	-3,202.32	58.2%
5150 · Bookmobile/Maintenance				
5150.5 · Bookmobile Driver5	0.00	0.00	0.00	0.0%
5150.8 · Bookmobile Driver8	1,715.26	4,800.00	-3,084.74	35.7%
5150.9 · Bookmobile Driver9	4,450.06	5,300.00	-849.94	84.0%
Total 5150 · Bookmobile/Maintenance	6,165.32	10,100.00	-3,934.68	61.0%
5152 · JW-Technology Manager	36,733.99	49,094.00	-12,360.01	74.8%
5174 · Facilities Maintenance	6,150.47	10,413.00	-4,262.53	59.1%
5195 · Staff Training	159.63	1,500.00	-1,340.37	10.6%
Total 5100 · Baker Branch	326,133.77	460,727.00	-134,593.23	70.8%
5200 · Branch Attendants				
5202 · Haines	8,908.59			
5203 · Halfway	10,138.14			
5204 · Richland	10,135.55			
5205 · Huntington	8,879.28			
5206 · Sumpter	10,227.03			
5209 · Branch Training	1,032.59			

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Baker County Library District Profit & Loss Budget Performance July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
5200 · Branch Attendants - Other	0.00	65,783.00	-65,783.00	0.0%
Total 5200 · Branch Attendants	49,321.18	65,783.00	-16,461.82	75.0%
5700 · Grant Wages & Related Expense				
5701 · VRoom Grant Wage Expense	313.92			
5702 · Pre-K Links Grant	417.90			
Total 5700 · Grant Wages & Related Expense	731.82			
Total 5001 · District salaries	376,186.77	526,510.00	-150,323.23	71.4%
5300 · Special Contracts				
5153 · JW-Tech Contracts	0.00	0.00	0.00	0.0%
Total 5300 · Special Contracts	0.00	0.00	0.00	0.0%
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	65,140.81 ✓	93,932.00	-28,791.19	69.3%
5401.3 · Group Insurance Liability	3,310.11			
Total 5401 · Group Insurance	68,450.92	93,932.00	-25,481.08	OK 72.9% - includes 9 months prnts
5403 · Life Insurance	655.32	780.00	-124.68	84.0%
5404 · PERS	43,783.76 ✓	60,835.00	-17,051.24	OK 72.0% - includes 9 months prnts
5405 · S.S. Employer Portion	27,758.96	40,276.00	-12,517.04	68.9%
5406 · SUTA Employer Portion	372.54	527.00	-154.46	70.7%
5407 · Workmans Comp	2,413.50	2,422.00	-8.50	OK 99.6%
Total 5400 · Payroll Taxes & Benefits	143,435.00	198,772.00	-55,337.00	72.2%
6560 · Payroll Expenses	0.00	10.00	-10.00	0.0%
Total 5000 · Personal Services	519,621.77	725,292.00	-205,670.23	9mo / 12mo = 75% (71.6%) OK in Total
6000 · Materials and Services				
6100 · Books & Periodicals				
6110 · Adult Books	28,658.33 ③			
6120 · Childrens & Juvenile Books	7,749.38			
6130 · Reference Books	5,973.03			
6134 · Electronic Subscriptions	9,441.78			
6140 · Periodicals	9,891.58			
6150 · Audio	3,183.30			
6160 · Video/DVD	7,295.10			
6171 · Music	21.83			
6176 · Ready-2-Learn Program	86.62			
6100 · Books & Periodicals - Other	0.00	94,000.00	-94,000.00	0.0%

when post accruals this will clear. <731.82> = 0

includes 9 months prnts

includes 9 months prnts

Ingram \$ 5694.79

③ Also includes credits collected thru PayPal, front desk + branches; reumb. of lost books/materials <\$ 1122.83> 01/01/17 - To date <\$ 748.12> July - Dec 2016 <\$ 1870.95> total collected

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Baker County Library District Profit & Loss Budget Performance July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget	
Total 6100 · Books & Periodicals	72,300.95	94,000.00	-21,699.05	76.9%	<i>9 mo 12 mo = 75% Book Budget</i>
6200 · Library Consortium					
6201 · SAGE Network	11,567.00				
6204 · OCLC/ILL Referral	679.89				
6200 · Library Consortium - Other	0.00	13,050.00	-13,050.00	0.0%	
Total 6200 · Library Consortium	12,246.89	13,050.00	-803.11	93.8%	
6300 · Building Eq. & Supplies					
6310 · Building & Grounds Maintenance					<i>① unusual - Sid Johnson + Co \$1425.02 final bill on work done last May \$3595.29 124.8% Total cost \$ 5020.31</i>
6311 · Branch building expenses	1,651.32				
6312 · Snow Removal	2,805.00				
6310 · Building & Grounds Maintenance - Other	41,182.31 ^①	33,000.00	8,182.31	138.3%	
Total 6310 · Building & Grounds Maintenance	45,638.63	33,000.00	12,638.63	138.3%	
6320 · Janitorial Supplies					
6321 · Cleaning contract	6,120.00	12,000.00	-5,880.00	51.0%	
6322 · Supplies	2,045.18	3,250.00	-1,204.82	62.9%	
Total 6320 · Janitorial Supplies	8,165.18	15,250.00	-7,084.82	53.5%	
6340 · Equipment Lease	1,743.03	2,600.00	-856.97	67.0%	
6345 · Computer Maintenance					
6345.1 · Computer - Maintenance	3,139.46	6,000.00	-2,860.54	52.3%	
6345.2 · Software subscriptions	6,619.21	6,000.00	619.21	110.3%	
6345.3 · Comp Tech - Branch Travel	1,465.68	2,500.00	-1,034.32	58.6%	
6345.4 · Computer - Hardware	8,813.00	8,500.00	313.00	103.7%	
6345.6 · Makerspace project supplies	0.00	0.00	0.00	0.0%	
6345 · Computer Maintenance - Other	0.00	0.00	0.00	0.0%	
Total 6345 · Computer Maintenance	20,037.35	23,000.00	-2,962.65	87.1%	
Total 6300 · Building Eq. & Supplies	75,584.19	73,850.00	1,734.19	102.3%	
6400 · Bookmobile Operations					
6410 · Bookmobile Fuel	1,210.92				
6420 · Bookmobile Maintenance	2,091.11				
6400 · Bookmobile Operations - Other	0.00	6,000.00	-6,000.00	0.0%	
Total 6400 · Bookmobile Operations	3,302.03	6,000.00	-2,697.97	55.0%	
6600 · Corporate Costs					
6610 · Insurance					<i>② Includes credit need of <\$1148 -> from SDIS for annual longevity credit</i>
6612 · Boiler	1,273.00				
6613 · SDIS Liability	13,858.00 ^②				
6614 · Flood Insurance	1,562.00				
6610 · Insurance - Other	0.00	20,425.00	-20,425.00	0.0%	

paid 16,218 <

Baker County Library District Profit & Loss Budget Performance July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Total 6610 · Insurance	16,693.00	20,425.00	-3,732.00	
6620 · Travel & Training	2,971.66	4,500.00	-1,528.34	
6621 · Special Contracts Travel	0.00	200.00	-200.00	
6630 · Election	0.00	3,500.00	-3,500.00	
6640 · Auditor	8,165.00	8,200.00	-35.00	
6641 · Bookkeeping Supplies & Services	424.46 ^⑤	900.00	-475.52	
6660 · Association Dues	2,574.34	2,750.00	-175.66	
6680 · Publication	874.05	1,600.00	-725.95	
6690 · Financial Mgmt Fees				
6690.1 · Checking Account Fees	259.00			
6690.2 · Pool 5291 Fees	149.52			
6690.3 · PayPal Transaction Fees	81.26			
6690.4 · Quick Books Direct Deposit Fees	412.00			
6690 · Financial Mgmt Fees - Other	0.00	1,210.00	-1,210.00	
Total 6690 · Financial Mgmt Fees	901.78	1,210.00	-308.22	
6691 · Legal Administration	0.00	250.00	-250.00	
6696 · Public Programs	1,241.57	2,500.00	-1,258.43	
Total 6600 · Corporate Costs	33,845.88	46,035.00	-12,189.12	
6700 · Other Operating Expenses				
6720 · Branch Mileage	2,383.32	3,500.00	-1,116.68	68.1%
6730 · Library Services Supplies	10,304.35 ^{①②}	15,500.00	-5,195.65	66.5%
6731 · Youth Programs				
6731.2 · Summer Reading	473.46 ^③			
6731.22 · Haines Summer Reading	33.97			
6731.23 · Sandbox Project	1,695.10			
6731.3 · Storytime	251.35 ^④			
6731.4 · Other Youth Programs	110.87			
6731.42 · R2R Ready-To-Read program	148.04			
6731.5 · Teen Activities	262.40			
6731.6 · Makerspace Club	810.20	2,000.00	-1,189.80	40.5%
6731 · Youth Programs - Other	0.00	10,400.00	-10,400.00	0.0%
Total 6731 · Youth Programs	3,785.39	12,400.00	-8,614.61	30.5%
6740 · Postage & Freight	900.10	1,500.00	-599.90	60.0%
6750 · Utilities				
6751 · Garbage				
6751.1 · Baker-Baker Sanitary	1,093.64			
6751.2 · Haines-Baker Sanitary	160.13			
6751.3 · Halfway-LaRue Sanitary	31.96			
6751.5 · Huntington-Baker Sanitary	160.00			

Visa Payment
 \$ 4038.94
 66.0%
 ⑤ On Visa - Intuit
 laser check
 order 99.6% \$ 370.98
 2000 checks
 47.2%
 93.6%
 54.6%
 ① Demco \$ 782.31
 supplies include,
 DVD charging files,
 DVD album sleeves
 book cover materials
 0.0%
 ② Quill \$ 832.82
 74.5%
 printer cartridges
 copy paper
 misc office
 49.7%
 73.5%
 ③ Includes donation \$ 300-
 Elks for "Books for books"
 program - SKP
 ④ Alaska Zoo \$ 50-
 Storytime "Polar Bear" program
 Interactive skype presentation

CA 3/13/17

Baker County Library District Profit & Loss Budget Performance July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Total 6751 · Garbage	1,445.73			
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	4,069.52			
6752.2 · Haines-Ed Staub	1,488.92			
6752.3 · Halfway-Ed Staub	1,207.50			
Total 6752 · Heating Fuel	6,765.94			
6753 · Water/Sewer				
6753.1 · Baker-City of Baker City	882.82			
6753.2 · Haines-City of Haines	608.00			
6753.3 · Halfway-City of Halfway	687.30			
6753.4 · Richland (NEOHA agreement)	303.65			
6753.5 · Huntington-City of Huntingtn	644.80			
Total 6753 · Water/Sewer	3,126.57			
6754 · Electric				
6754.1 · Baker - OTEC	10,991.70			
6754.2 · Haines - OTEC	746.59			
6754.3 · Halfway-Idaho Power	549.86			
6754.4 · Richland (NEOHA agreement)	2,018.31			
6754.5 · Huntington-Idaho Power	1,576.23			
Total 6754 · Electric	15,882.69			
6750 · Utilities - Other	0.00	41,210.00	-41,210.00	0.0%
Total 6750 · Utilities	27,220.93	41,210.00	-13,989.07	66.1%
6756 · Telecommunications				
6756.0 · Telephone				
6756.1 · Baker - BendTel	1,086.48			
6756.2 · Haines - Cascade/Reliance	573.01			
6756.3 · Halfway - Pine Telephone	336.62			
6756.4 · Richland - Eagle Telephone	281.30			
6756.5 · Huntington - CenturyTel	581.37			
6756.6 · Sumpter - CenturyLink/Qwest	442.07			
6756.8 · US Cellular (3 Lines)	1,149.56			
Total 6756.0 · Telephone	4,450.41			
6757.0 · Internet				
6757.1 · Baker - NERO Network	1,431.00			
6757.2 · Haines - Cascade/Reliance	548.46			
6757.3 · Halfway - Pine Tel	445.47			
6757.4 · Richland - Pine Tel	225.00			
6757.5 · Huntington -CenturyTel	1,395.16			

⑦ Ed Staub + Sons
heating fuel for 2
branches
\$ 1106.25

⑥ Univ. of Oregon/NERO
\$477-
quarterly internet pmt.
- this vendor bills E-Rate direct
for \$7032.00
- monthly cost of \$795/mo
E-Rate pays 80%
BCLD pays 20% = \$159/mo
x 3 mo = \$477.00

Ch 3/13/2017

Baker County Library District Profit & Loss Budget Performance July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
6757.6 · Sumpter - CenturyLink/Qwest	1,072.90			
Total 6757.0 · Internet	5,117.99			
6756 · Telecommunications - Other	0.00	14,150.00	-14,150.00	0.0%
Total 6756 · Telecommunications	9,568.40	14,150.00	-4,581.60	67.6%
Total 6700 · Other Operating Expenses	54,162.49	88,260.00	-34,097.51	61.4%
6900 · Grant Expenses				
6900.1 · Vroom Grant Expenses	0.00			
6900 · Grant Expenses - Other	0.00			
Total 6900 · Grant Expenses	0.00			
Total 6000 · Materials and Services	251,442.43	321,195.00	-69,752.57	78.3%
7000 · Capital Outlay	0.00	71,000.00	-71,000.00	0.0%
7500 · Debt Service	1,000.00	2,000.00	-1,000.00	
8000 · Transfers & Contingency				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	1,000.00	1,000.00	0.00	ok 100.0%
8005.2 · Transfer-Severance Liab Fund	10,000.00	10,000.00	0.00	ok 100.0%
Total 8005 · Transfers	11,000.00	11,000.00	0.00	100.0%
Total 8000 · Transfers & Contingency	11,000.00	11,000.00	0.00	100.0%
Total Expense	783,064.20	1,130,487.00	-347,422.80	69.3%
Net Income	463,939.87	200,146.00	263,793.87	231.8%

ok 50.0% one more \$1000- payment due in May

transferred 2/9/17

Current GF Cash Balance

Checking Pool = \$473,620.36 as of 3/05/17

prior year on same date - comparison: 3/15/14 = \$459,441.41

CA 3/13/2017

Baker Co Library - Other Funds Profit & Loss Budget Performance July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Income				
4400.0 · Other Uses Funds				
4415.0 · Literacy Department				
4415.1 · Beginning Cash Literacy	841.89	900.00	-58.11	93.5%
4415.9 · Interest Income Literacy	6.63	50.00	-43.37	13.3%
Total 4415.0 · Literacy Department	848.52	950.00	-101.48	89.3%
4420.0 · Memorial Department				
4420.1 · Beginning Cash Memorial	79,802.35	94,000.00	-14,197.65	84.9%
4420.2 · Contributions				
4420.21 · Baker Contributions	312.44			
4420.2 · Contributions - Other	0.00	1,000.00	-1,000.00	0.0%
Total 4420.2 · Contributions	312.44	1,000.00	-687.56	31.2%
4420.5 · Grant Income				
4420.55 · Leo Adler Grants	2,050.00 ^x			
4420.66 · LSTA Pre-K Links Grant	20,622.50 ^x			
4420.67 · VROOM Grant	5,000.00 ^x			
4420.5 · Grant Income - Other	0.00	10,000.00	-10,000.00	0.0%
Total 4420.5 · Grant Income	27,672.50	10,000.00	17,672.50	276.7%
4420.7 · Other Revenue				
4420.71 · Amazon Book Sales	4,325.51 ⁽²⁾			
4420.7 · Other Revenue - Other	0.00	4,000.00	-4,000.00	0.0%
Total 4420.7 · Other Revenue	4,325.51	4,000.00	325.51	108.1%
4429.9 · Interest Income Memorial	450.17	600.00	-149.83	75.0%
Total 4420.0 · Memorial Department	112,562.97	109,600.00	2,962.97	102.7%
4430.0 · Severance Liability Dept				
4430.1 · Beginning cash Severance Liab	51,945.65	58,500.00	-6,554.35	88.8%
4430.8 · Transfer from General Fund	2/9/17 -10,000.00	10,000.00	0.00	100.0%
4430.9 · Interest Income Severance Liab	300.53	50.00	250.53	601.1%
Total 4430.0 · Severance Liability Dept	62,246.18	68,550.00	-6,303.82	90.8%
4524.0 · Technology Department				
4524.1 · Beginning cash Technology	0.00	100.00	-100.00	0.0%
4524.15 · USAC E-Rate Program Reimb	15,364.80			
4524.8 · Transfer from General Fund	2/9/17 -1,000.00			
4524.9 · Interest income Technology	12.95	50.00	-37.05	25.9%
Total 4524.0 · Technology Department	16,377.75	1,150.00	15,227.75	1,424.2%
Total 4400.0 · Other Uses Funds	192,035.42	180,250.00	11,785.42	106.5%

Cash donations at counter \$187.44 = misc memorial

② Amazon book sales in Feb = \$468.87 (monthly average over prior 6 months) = \$612/month

Recd refunds: 11/29 \$5925.80 100.00
12/08 \$94300.00

CR 3/13/2017

Baker Co Library - Other Funds Profit & Loss Budget Performance July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Total Income	192,035.42	180,250.00	11,785.42	106.5%
Expense				
6000 · Other Uses Fund				
6100 · Capital Projects Department	0.00	5,000.00	-5,000.00	0.0%
6200 · Literacy Department	0.00	500.00	-500.00	0.0%
6300 · Memorial Department				
6350 · General Memorial M&S	944.51 ③			
6364.5 · Amazon Book Sales Expenses	1,461.54 ③			
6380 · Grants Dept				
6380.51 · Grant-Pre-K Links expenses	20,360.62 +			
6380.52 · Grant-Vroom Grant expenses	2,267.73 ①			
Total 6380 · Grants Dept	22,628.35			
6398 · Transfer to GF Election Reserve	0.00	500.00	-500.00	0.0%
6399 · Transfer to General Fund	3/1/17 - 4,000.00 ②	9,700.00	-5,700.00	41.2%
6300 · Memorial Department - Other	0.00	104,200.00	-104,200.00	0.0%
Total 6300 · Memorial Department	29,034.40	114,400.00	-85,365.60	25.4%
6400 · Technology Department				
6400.15 · E-Rate Project	21,041.00			
6400 · Technology Department - Other	0.00	1,500.00	-1,500.00	0.0%
Total 6400 · Technology Department	21,041.00	1,500.00	19,541.00	1,402.7%
6850.0 · Severance Liability Dept	0.00	58,500.00	-58,500.00	0.0%
6900 · Misc. bank charges				
6900.2 · Bank Fees-Memorial Fund	207.68			
6900.3 · Bank Fees-Technology	1.58			
6900.4 · Bank Fees-Literacy Fund	0.75			
6900.6 · Bank Fees-Severance	31.24			
6900 · Misc. bank charges - Other	0.00	350.00	-350.00	0.0%
Total 6900 · Misc. bank charges	241.25	350.00	-108.75	68.9%
Total 6000 · Other Uses Fund	50,316.65	180,250.00	-129,933.35	27.9%
Total Expense	50,316.65	180,250.00	-129,933.35	27.9%
Net Income	141,718.77	0.00	141,718.77	100.0%

③ Visa payment \$349.93

0.0% Amazon postage 73.68
0.0% Staff party 276.25 = general memorial

① Transferred \$310.26 TO GF for grant wage reimb.

20,360.62 + - grant completed July 2016
2,267.73 ① In progress (balance \$4901.07)

② Budget Transfer of \$4000 - 3/1/17 TO GF book budget from Amazon sales [balance after net transfer \$1835.19]

(equip) Davis Computer \$9242.00
Alpine Alarm \$11,799.00
(currup) Project Completed. 1,500.00

Current Cash Balances:
Memorial \$95,942.74
Technology 1893.97
Literacy 847.77
Severance Liability \$62,214.94
\$160,899.42

CH 3/13/2017

Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget
Income				
4000 · Membership Dues	203,696.80	205,000.00	-1,303.20	99.4%
4010 · Grant Revenue				
4011 · LSTA Grant #1 - Courier	45,242.11	50,000.00	-4,757.89	90.5%
Total 4010 · Grant Revenue	45,242.11	50,000.00	-4,757.89	90.5%
4200 · Interest Income	0.00	10.00	-10.00	0.0%
4300 · Other Revenues	1,580.13	3,000.00	-1,419.87	52.7%
4999 · Beginning Cash	148,801.19	110,000.00	38,801.19	135.3%
Total Income	399,320.23	368,010.00	31,310.23	108.5%
Expense				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · BL - System Administrator	42,524.20	56,816.00	-14,291.80	74.8%
5102 · CH - Business Manager	3,438.43	5,600.00	-2,161.57	61.4%
Total 5100 · Sage Staff Salaries & Wages	45,962.63	62,416.00	-16,453.37	73.6%
5200 · Sage Payroll Taxes & Benefits				
5201 · Group Health Insurance	5,419.71	7,900.00	-2,480.29	68.6%
5203 · Life Insurance	48.40	100.00	-51.60	48.4%
5204 · PERS Retirement	7,018.06	9,796.00	-2,777.94	71.6%
5205 · SS Employer Portion	3,516.14	5,180.00	-1,663.86	67.9%
5206 · SUTA Employer Portion	43.40	63.00	-19.60	68.9%
5207 · Workmans Comp	25.23	76.00	-50.77	33.2%
Total 5200 · Sage Payroll Taxes & Benefits	16,070.94	23,115.00	-7,044.06	69.5%
Total 5000 · Sage Personal Services	62,033.57	85,531.00	-23,497.43	72.5%
5700 · LSTA Grant #2 - Cataloger				
5701 · DS - Cataloger Salary	3,825.14			
5710 · Grant Payroll Taxes & Benefits	555.12			
Total 5700 · LSTA Grant #2 - Cataloger	4,380.26			
6000 · Materials & Services				
6100 · Accounting & Auditing	0.00	1,500.00	-1,500.00	0.0%
6110 · Administrative Svc (personnel)	0.00	2,558.00	-2,558.00	0.0%
6130 · Courier Services & Supplies				
6131 · LSTA Grant #1 - Courier	47,700.00	47,700.00	0.00	100.0%
6132 · Sage Courier Expense	13,628.46 ✓	36,165.00	-22,536.54	37.7%
6133 · Courier Supplies	1,255.75			
6130 · Courier Services & Supplies - Other	0.00	0.00	0.00	0.0%
Total 6130 · Courier Services & Supplies	62,584.21	83,865.00	-21,280.79	74.6%

*BCLD
\$ 1095.82
PERS Reimb.
for march
Paid 3/10/17*

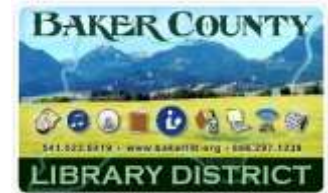
*Courier expense
Feb
\$ 1999.15
2 invoices to come
(prior month)
(\$ 2597.88)*

CH 3/13/2017

Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2016 through March 2017

	Jul '16 - Mar 17	Budget	\$ Over Budget	% of Budget	
6135 · LSTA Grant #2 Other Expenses					
6135.1 · Travel	205.45				
6135 · LSTA Grant #2 Other Expenses - Other	0.00	2,500.00	-2,500.00	0.0%	
Total 6135 · LSTA Grant #2 Other Expenses	205.45	2,500.00	-2,294.55	8.2%	
6140 · Dues & Subscriptions	3,521.15	3,750.00	-228.85	93.9%	
6160 · Legal Services	0.00	50.00	-50.00	0.0%	
6180 · Postage & Freight	27.26	100.00	-72.74	27.3%	
6190 · Printing	0.00	50.00	-50.00	0.0%	
6200 · Supplies, Office	93.79	500.00	-406.21	18.8%	
6210 · Technical Services & Maint					
6210.1 · System Librarian (Brent Mills)	41,701.27	56,100.00	-14,398.73	74.3%	
6210.3 · LTI Authority Control expense	2,224.30				
Total 6210 · Technical Services & Maint	43,925.57	56,100.00	-12,174.43	78.3%	Hood River Lib. Dues \$8058.93 Brent final paycheck + benefit payout
6220 · Technology					
6220.2 · Development	732.89				
6220 · Technology - Other	0.00	4,500.00	-4,500.00	0.0%	
Total 6220 · Technology	732.89	4,500.00	-3,767.11	16.3%	Software Freedom Conserv = Evgenia
6240 · Telecommunications	263.79	250.00	13.79	105.5%	
6250 · Training	1,330.00	4,500.00	-3,170.00	29.6%	
6260 · Travel	1,031.38	3,000.00	-1,968.62	34.4%	\$1000 - conference support
Total 6000 · Materials & Services	113,715.49	163,223.00	-49,507.51	69.7%	
66000 · Payroll Expenses	52.00	100.00	-48.00	52.0%	Beth
7000 · Capital Outlay	0.00	21,000.00	-21,000.00	0.0%	\$338.38
8000 · Contingency	0.00	11,000.00	-11,000.00	0.0%	Travel to Portland - Orbis Courier committee meeting
Total Expense	180,181.32	280,854.00	-100,672.68	64.2%	
Net Income	219,138.91	87,156.00	131,982.91	251.4%	

Current Cash Balance
\$ 233,427.95



2017-2018 Budget Calendar

A. Wednesday, Apr 26, 2017

Publish 1st Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

B. Monday, May 8, 2017, 6.00 – 8.00p, at Baker County Public Library

Final draft proposal review at Regular Board Meeting

C. Wednesday, May 10, 2017

Publish 2nd Notice of First Budget Committee Meeting
(5 - 30 days before hearing, at least 5 days apart)

D. Wednesday, May 24, 2017, 5.00 - 7.00p, at Baker County Public Library

First Budget Committee Meeting

- Receive budget message
- Presentation of budget document
- Budget Committee deliberations and questions
- Public comment

E. Wednesday, May 31, 2017, 5.00 - 7.00p, at Baker County Public Library

Second Budget Committee Meeting (*if necessary*)

- Budget Committee deliberations and questions

F. Wednesday, June 7, 2017

Publish financial summaries and Notice of Budget Hearing
(*one publication, 5 – 30 days before hearing*)

G. Monday, June 12, 2017, 6.00p, at Baker County Public Library

Public Hearing and Annual Fiscal Meeting

- Meeting to adopt budget, appropriate funds, and levy property taxes

H. Tuesday, July 5, 2017

Deliver notice of property tax form LB-50 to County Tax Assessor
(*by July 15*)

April '17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '17						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June '17						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Baker County Library District

Budget Committee Membership FY2017-2018

Appointive Members

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2016	6/2018
2	Linda Collier	Halfway	5/2016	6/2018
3	Tom Hudson	Baker City	5/2014	6/2016
4	Joy Leamaster	Baker City	5/2015	6/2017
5	MaryAlys Urey	Baker City	5/2015	6/2017
Alt	Nancy Johnson	Baker City		

Governing Body (Library Board) Members

	Name		Term start (4 years)	Term expiration
6	Gary Dielman	Baker City	7/1/2015	6/30/2019
7	Nellie Forrester	Baker City	7/1/2015	6/30/2019
8	Kyra Rohner-Ingram	Baker City	7/1/2013	6/30/2017
9	Betty Palmer	Baker City	7/1/2013	6/30/2017
10	Della Steele	North Powder	7/1/2013	6/30/2017

Budget Officer

	Perry Stokes	Baker City	N/A	N/A
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ORS 294.414 Budget committee.

(1) Except as provided in ORS 294.423, the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.

(2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.

(3) The members of the budget committee shall receive no compensation for their services as members of such committee.

(4) Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation.

(5) Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

(6) Appointive members of a budget committee that prepares a biennial budget shall be appointed for terms of four years. The terms shall be staggered so that, as near as practicable, one-fourth of the terms of the appointive members end each year.

(7) If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.

(8) If the number of members of the governing body is reduced or increased by law or charter amendment, the governing body of the municipal corporation shall reduce or increase the number of appointive members of the budget committee so that the number thereof shall be equal to but not greater than the number of members of the governing body. To effect a reduction, the governing body of the municipal corporation may remove such number of appointive members as may be necessary. The removals shall be made so that the number remaining will be divided into three, if the terms of the appointive members are governed by subsection (5) of this section, or four, if the terms of the appointive members are governed by subsection (6) of this section, equal or approximately equal groups as to terms. In case of an increase, additional appointive members shall be appointed for such terms so that they, together with the members previously appointed, will be divided into three or four, as appropriate under this section, equal or approximately equal groups as to terms.

(9) The budget committee shall at its first meeting after its appointment elect a presiding officer from among its members.

Parking Lot Policy

Baker County Library District welcomes everyone who is using the Libraries, enjoying the library grounds or attending a library program to use its parking lots. The parking needs of library employees and patrons are the first priority in regard to available parking space. Those attending library-related programs and meetings, Friends of the Library programs and meetings, and programs and meetings of nonprofit, not-for-profit civic, educational, cultural or governmental organizations are given the next priority.

To maintain safety and library operations:

- Park within the lined spaces;
- No parking in handicapped spaces without a valid permit;
- Park in such a manner as to provide ample room for vehicles to enter or exit the parking lot;
- Use of wheeled devices or vehicles for stunts or sport rather than transportation is prohibited on library property. This includes roller skates, rollerblades, scooters, skateboards and other coasting device.
- Drugs and / or alcoholic beverages are not permitted on library property including the parking lot.
- Use of the parking lot for commercial purposes is prohibited.
- No overnight parking is allowed between the hours of 11:00 pm and 6:00 am, except by permission of the Library Director

The Library does not at any time or under any condition assume any responsibility for damage to or theft of any privately-owned vehicle in the parking lot or for personal injury, from any cause whatsoever, to any person or persons utilizing the lot.

Persons violating these rules, or engaging in any unlawful activity on Library premises, may be subject to law enforcement action. Vehicles in violation of this policy may be towed at owner's expense.

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- No parking in handicapped spaces without a valid permit;
- Park in such a manner as to provide ample room for vehicles to enter or exit the parking lot;
- Do not use~~Use of~~ wheeled devices or vehicles for stunts or sport rather than transportation ~~is prohibited~~ on library property. This includes bicycles, motorcycles, skateboards, hoverboards, scooters, roller skates, rollerblades, ~~scooters, skateboards~~ and any other coasting device vehicles;
- Recreational Ddrugs and / or alcoholic beverages are not permitted on library property including the parking ~~areas~~ lot.
- Use of the parking ~~lot areas~~ for commercial purposes is prohibited.
- No overnight parking is allowed between the hours of 11:00 pm and 6:00 am, except by permission of the Library Director
- Short term parking of up to one hour in aggregate is permitted between the hours of 11:00 pm and 6:00 am

BCLD reserves the right to restrict lot access and/or charge for parking area use for special purposes.

Special parking arrangements for a specific non-profit purpose or community event within a limited time period may be negotiated through the library director with the approval of the Board. Permission to use the parking lot for public events does not imply endorsement by the Library District.

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- Park within the lined spaces
- No parking in handicapped spaces without a valid permit
- Park in such a manner as to provide ample room for vehicles to enter or exit the parking lot
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- Recreational drugs and / or alcoholic beverages are not permitted on library property including the parking areas
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BCLD reserves the right to restrict lot access and/or charge for parking area use for special purposes.

Special parking arrangements for a specific non-profit purpose or community event within a limited time period may be negotiated through the library director with the approval of the Board. Permission to use the parking lot for public events does not imply endorsement by the Library District.

The Library does not at any time or under any condition assume any responsibility for damage to or theft of any privately-owned vehicle in the parking lot or for personal injury, from any cause whatsoever, to any person or persons utilizing the lot.

Persons violating these rules, or engaging in any unlawful activity on Library premises, may be subject to law enforcement action. Vehicles in violation of this policy may be towed at owner's expense.