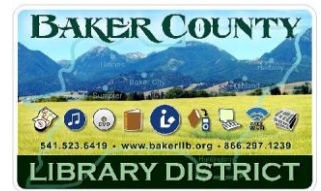


Baker County Library District
 Board of Directors
Budget Hearing / Regular Meeting Agenda
 Monday, Jun 11, 2018, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|--|-----------------------------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION)
a. Additions/deletions from the agenda
b. Minutes of previous regular and Budget Committee meetings | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications
In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | Dielman |
| V. | REPORTS
a. Director
b. Finance | Stokes
Hawes |
| VI. | OLD BUSINESS
a. Roof repair status | Adamson/Stokes |
| VII. | NEW BUSINESS
a. Budget Hearing
i. 2017-18 year-end supplementary budget adoption (ACTION)
ii. 2018-19 budget adoption (ACTION)
b. Personnel Policy revision (ACTION)
c. Discussion of 2018-19 officers & regular meeting day/time | Dielman
Stokes
Stokes |
| VIII. | Agenda items for next regular meeting: Jul 9, 2018 | Dielman |
| IX. | ADJOURNMENT | Dielman |

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

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

Library Board Meeting – Annotated Agenda

Monday, Jun 11, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

- 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
- V. **REPORTS**
 - a. **Director** Stokes

Attachments:

- II.b.i. Board meeting minutes, May 14 2018
- II.b.ii. Board meeting minutes, May 30 2018

Friends & Foundation

The Foundation met in May. Primary business was appointment of officers and hearing a progress report on the Dolly Parton Imagination Library.

Facilities

- **Window broken at riverside entrance**

On Friday, May 18, after being out of town for a day I discovered a shattered window panel at the riverside entrance near the door. On review of the security system, I found no obvious mischief or hazardous activity. It's possible a rock was thrown from some distance away, but I suspect the break was an accident, possibly from a dropped bicycle, scooter, or skateboard hitting the glass. The repair of this one window panel cost approximately \$600.

- **Surplus furniture acquired & disposed**

The children's round table is being advertised for surplus sale. We acquired a couple of desks, a display case, and cabinets that will be primarily used at Halfway & Richland. A glass display case currently in the Baker branch lobby will be donated to the Orpheum Theater to make room for the new display case that will be used for either books or pamphlets.

- **Sprinkler head repairs**

Ed has been adjusting the sprinkler system to work more efficiently. He reports repeat breakage of sprinkler heads along Campbell Street which he suspects may be criminal mischief.



Library Board Meeting – Annotated Agenda

Monday, Jun 11, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

Personnel

- **New Managing Librarian hired**

Haines branch staff Nola Huey was selected to take over for Carmen Wickam as Managing Librarian of Circulation & Operations. We received only a few external applications for this position despite wide advertisement, which suggests the pay rate offered is substandard.

Ms. Huey will strengthen the Management Team with her library degree and experience.

- MLS from Emporia, KS
- B.S., Elementary Ed from Lewis & Clark
- 11 years of experience as a Youth Services Librarian at Great Falls Public Library, MT.
- Haines branch lead since April 2017

Security

- **Theft of computer part in Teen Room**

The video security system was crucial to identifying the suspected culprit of a theft of computer part in the Teen Room on 6/1/18. I have contacted the individual's parent, am working with law enforcement, and am imposing a trespass penalty.

Technology

- **Archive Room**

Now has [Digital media lab](#) professional equipment optimized for sound and video editing, photo editing, gaming and video production. It features a high-end, powerful computer designed to handle professional equipment and software. The room will be kept locked for security until a patron checks out the room from front desk.

- **UniFi Public Address System glitch**

The PA system has been malfunctioning recently with recorded messages and system chimes playing at unscheduled times or on loops throughout the day. IT staff are working with the vendor to troubleshoot the issue.

- **Virtual Reality Experience system**

VR systems are a trending new technology public libraries across the country are helping to introduce to their communities. Jim saw a system in use at Boise Public Library last year. The Friends funded a system for BCLD to offer this year.

The concept is to allow public to have immersive VR experiences such as deepwater ocean, climbing Everest, inside human body, outer space, etc. This will help develop tech literacy, awareness of the library as an innovative tech resource, increased visitation and engagement, and possibly career inspiration.



Library Board Meeting – Annotated Agenda

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Notes prepared by Library Director Perry Stokes

Our system was generously funded by the Friends of the Library. It will be set up for staff trials on Thursday morning for next few weeks before rollout to public. Public programs are envisioned to be weekly, by reservation, possibly featuring a particular VR experience.

Several details need to be worked out such as reservation procedure, legal waiver form, sanitary protocols, staffing.

b. Finance

Hawes

Report documents to be distributed at the meeting.

VI. OLD BUSINESS

a. Roof repair status

Adamson/Stokes

This item is to share information submitted by the district's Facilities Specialist Ed Adamson, who has crafted a memo documenting repair work accomplished to date on the Baker building roof and drainage system. The memo states that pursuing the recommended additional roof layer is recommended as soon as funding can be secured. Delaying the work may be manageable with preventative maintenance but is risky given the instability of weather patterns, and could leave the building vulnerable in another severe weather event.

Our current strategy is to have set aside \$50,000 in the upcoming FY18-19 budget for possible use on a roof repair. That work, however, is contingent upon a formal bid process in which a qualifying bid would be received at below that amount and accepted. At this point, Adamson is investigating the quality of the possible roofing materials various contractors have proposed.

My recommendation is to manage the roof condition with proactive maintenance until funding is secured and we have evidence supporting long-term viability of the proposed roofing product.

VII. NEW BUSINESS

a. Budget Hearing

i. 2017-18 year-end supplementary budget adoption (**ACTION**)

Attachments:

- VII.a.i.1. Resolution No. 2017-18.005
- VII.a.ii.2-8. Legal budget documents

I am proposing a second supplementary budget for FY17-18. The resolution document authorizes transfer between funds for employee severance payout and adjusts various line items that are under or overspent.

ii. 2018-19 budget adoption (**ACTION**)

Dielman

Attachments:

- VII.a.ii.1. Resolution No. 2017-18.006
- VII.a.ii.2. LB-20 Resources
- VII.a.ii.3. LB-30 Requirements summary - Allocated

Library Board Meeting – Annotated Agenda

Monday, Jun 11, 2018, 6:00 pm

Notes prepared by Library Director Perry Stokes

- VII.a.ii.4. LB-30 Requirements summary - Unallocated
- VII.a.ii.5. LB-31 Personnel Services
- VII.a.ii.6. LB-31 Materials & Services
- VII.a.ii.7. LB-10 Other Funds
- VII.a.ii.8. LB-10 Sage Fund
- VII.a.ii.9. LB-1 Notice of Budget Hearing
- VII.a.ii.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 approve the budget and tax rate for the coming fiscal year. The proposed 2018-19 budget, as approved by the Budget Committee at its May 30 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."

For final adoption, I have proposed a minor change in categorization of General Fund reserve allocations from what the Budget Committee approved. Funds marked as "Reserved for future expenditure" are being moved to the "Unappropriated ending fund balance" which better meets the definition of the allocation. The change has no effect on the budget total.

Final 2018-19 budget adoption requires passage of Resolution 2017-18.006. Following approval, I submit the proper paperwork to the County.

b. Personnel Policy revision (ACTION)

Stokes

The proposed change addresses the district's hiring practice for open positions of 20+ hours/week. Currently, the policy stipulates that an open 20+ hour position will only be advertised externally if it cannot be filled by internal staff. I must confess that I have twice now neglected to follow that policy due to oversight since it is a rare occasion, once for the Cataloger position and now for the Managing Librarian position.

I propose that such positions be advertised both internally and externally to allow recruitment of skilled personnel with diverse library experience and advanced qualifications from outside our system. The recruitment of Mr. Brockman from California is exemplary of how this practice adds value to our organization.

c. Discussion of 2018-19 officers & regular meeting day/time

Stokes

At the July meeting, the Board will elect a new President and Vice President. For this agenda item, the Board will discuss who is willing to do those positions.

Library Board Meeting – Annotated Agenda

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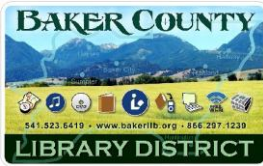
Notes prepared by Library Director Perry Stokes

Also, the Board must annually adopt a resolution setting its regular meeting time. The Board's current regular meeting time is the second Monday of the month at 6.00p. The Board will discuss whether to continue or adjust the meeting schedule so that a resolution can be passed during the July meeting.

VIII. **Agenda items for next regular meeting: Jul 9, 2018** Dielman

- Board officers & meeting times
- Policy review/revision
 - Discussion of pro-rated benefits for part-time employees
 - Fee schedule
 - Library Card Eligibility
 - Social Software
 - Staff Use of Collection Materials
 - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object
- Board Training: Discussion of ALA State of America's Libraries 2017 report

IX. **ADJOURNMENT** Dielman



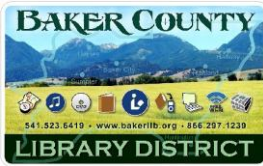
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<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:03. The meeting was held in the Riverside Meeting Room. Also present at the beginning of the meeting were Kyra Rohner-Ingram, Nellie Forrester and Della Steele, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager.</p>
<p>Consent Agenda</p>	<p>Dielman asked if there were any changes or additions the consent agenda. There were no changes to the agenda or the minutes. Forrester made a motion to approve the Consent Agenda; Steele seconded; the motion passed.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any potential conflicts of interest. There were none stated.</p>
<p>Open Forum for general public</p>	<p>Dielman stated there were no members of the public present for the open forum. Stokes said he did receive one complaint about Huntington staff. It is being investigated.</p>
<p>REPORTS: Director</p>	<p>Stokes reported on recent activity of interest:</p> <p>Fountain Project – The fountain area out front is being put to use. The fountain has not worked for long before Stokes has been director. Various ideas have been tried but none have been successful long term. Stokes found a simple ornamental outdoor fountain insert from Costco. District Facility Maintenance staff is installing it and will be adding decorative rocks and plants.</p> <p>Job Posting –With retirement of veteran employee Carmen Wickam planned for the end of June, Stokes has begun advertising the job opportunity on Facebook, library profession email listservs in both Oregon and Idaho , and on the library website. Applications are due May 25.</p> <p>Virtual Reality System – The Friends have approved up to \$2,000 to support the addition of a Virtual Reality (VR) system. The VR system will mostly be staged in the Riverside Meeting Room but may be used occasionally in the StoryTime or Teen Rooms. The program details are in development but Stokes anticipates the system will be made available by appointment for 15-30 minute sessions. At an OLA workshop on this type of program, the presenting libraries reported their systems were immensely popular, even older patrons who are initially reluctant</p>



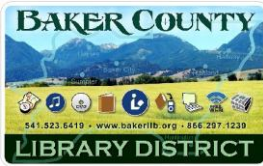
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	<p>become enthralled when they try it.</p> <p>VR Sandbox on Loan – The VR Sandbox is on long-term loan to the Powder River Basin Watershed (PRBW). The partnership is regulated by a Memorandum of Understanding (MOU). PRBW purchased computer equipment (approx. \$600) to replace parts BCLD needed to remove and repurpose for other library projects. The MOU specifies that PRBW owns the computer equipment installed while BCLD retains ownership of the frame and other peripheral equipment. Library IT staff will make periodic repairs and improvements as needed.</p> <p>Free Comic Book Day Event – The annual Free Comic Book Day (FCBD) event was held on Saturday May 1st and was once again a success. This was the second year the library has participated in this national event. Stokes said the first couple of hours were the busiest. One major change this year was to remove the limit of four comics issues per-person. Participants enjoyed the “all-you-can-read” comics feast concept. On Saturday, over 80% of the 1,400 issues were distributed. By the end of the day Monday, there were less than 50 left.</p>
<p>Finance</p>	<p>Hawes passed out financial reports and check packets for signatures.</p> <p>The General Fund received tax turnovers totaling \$5,586.99 on May 2. Another \$3,586 will be invoiced to the USAC E-Rate program in late June bringing that income line up to about \$6,433. A payment from the Sage Fund will cover the district’s Fiscal Agency fee of \$2,560 budgeted for this fiscal year in June. Total income is currently at 96% of budgeted. In Personal Services, year-to-date total expenditures are on target with the budget at 89% spent. The remaining budget balance of \$78,014 is sufficient to cover June’s payroll leaving about \$15,000 buffer for accruals. However, a retirement severance expense estimated at \$24,920 will also be accrued with regular payroll which would cause this category to be over spent. Stokes will address this in the June year-end budget resolution.</p> <p>There is a lot to cover in Materials & Services this month. Starting on page 4 of the financial report with <i>Building Maintenance</i>. This category includes checks to Don Phillips of \$60 the final rent for storage space in the building across the street, Sid Johnson & Co \$7,442.24 for soffit work (paid on May 1st), Arros Electric \$1,123.85 for wiring on the fountain project and teen room outlets added, Scott’s Heating of \$3,250.70</p>



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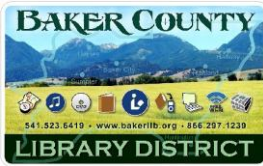
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includes annual maintenance agreements (\$3,115.70) for the Baker Library and 4 branch locations as well as repairs (\$775.80) to the Baker library heating unit. Other checks included Airfilco \$438.63 for filters and Eastern Oregon Rental \$122 for equipment used to work on the fountain project. The *Computer Maintenance* line is overspent due to the Safety & Security project; a matching grant of \$5,000 was provided by SDAO for that task. The total project cost was \$10,189.70 to install and/or update cameras in the main library and all 5 branches. The *District Visa statement* totaled \$4,930.68 this month including Sandbox project expenses of \$588.25 (billed to the Watershed), director travel of \$664.32 to attend an OLA conference and grounds care equipment of \$329.97 (weed wacker, brush cutter, blower attachment). The *Travel & Training* line is overspent with the reimbursement for Hawes trip to Josephine County Library in December being recorded in revenues; taking that into account the line is overspent by about \$627. The Bookmobile Operations line is also overspent due to recent large repairs. A check to Mike Bork Auto Repair of \$1,034.24 for diagnostics and replacing sensors. *Bookkeeping Supplies* budget line is overspent; The line includes the Quickbooks annual payroll subscription renewed in April of \$610 (\$565 prior year, an increase of \$45) and the purchase of a document scanner for use in the Business Manager's office \$349.99 purchased at the beginning of the fiscal year which put the line over budget.

The *Youth Programs* budget includes a donation of \$100 for the summer reading program. A check to the Museum of Natural History of \$660 for "Oregon Rocks!" program at 3 locations and a Storyteller performance June 26 \$100. Expenses for the recently completed Battle of the Books program was sponsored by Friends, who reimbursed the Library \$379.50 for program costs. The Makers Club made purchases of \$548.34, included on this month's Visa, for supplies to make 10 new Maker Kits available for checkout. The 10 kits currently available will be going out to the branches.

Under *Utilities*, the Halfway branch garbage service line is at 240% of budget; in reviewing the history, the vendor has inconsistently billed us for the service. It appears they are now billing monthly. The Sumpter utilities are usually paid in June, reimbursing the City for our share for that branch library. An email will be sent to request the billing for timely payment. And finally, under Debt Service, the \$1,000 payment due in May has been posted to Accounts Payable but we are still waiting on the statement to come from the City. Current cash balances are written on



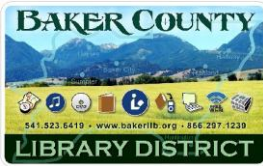
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	<p>the last page for your information.</p> <p>Rohner-Ingram asked if the summary attached to the Visa payment and statement has always been included. Hawes says she does that occasionally when the month is complicated and hard to follow. Rohner-Ingram said she likes the summary; it is much easier to read and review the expenses being paid. Hawes agreed to apply the practice.</p> <p>Other Funds received Amazon book sales revenue of \$234.94 and an additional donation of \$100 in memory of Fran Burgess. Expenses included a check to visa of \$130.96 for postage to mail books sold. Current cash balances by department are written on the report.</p> <p>Sage Fund account payments include courier expense totaling \$2,054.68 and Visa for courier labels \$187.70 and services of \$1,969.15. The monthly electronic payment of \$5,000 was sent to the System Specialist on the first; Sage reimburses General Fund for this payment as it goes through the payroll system. The check written to Visa totaled \$2,153.70 this month including travel of \$1,427.20 for Beth attending the OLA and Evergreen conferences recently and training \$362. The current cash balance is written on the report.</p> <p>With no further questions, the checks were signed and check lists approved for all three funds.</p>
<p>Old Business: Request for Parking Lot Special Purpose Use</p>	<p>Stokes said this item can be tabled as he has not had any more contact from the interested parties. They were encouraged to attend a meeting to appeal to the board on this Special Use request. He assumes they have made other arrangements.</p>
<p>New Business: Discussion on Battle of Books Controversy</p>	<p>Stokes said Dielman requested this item be on the agenda for discussion. Dielman said he read the article about the Oregon Battle of the Books (OBOB) controversy in the Baker City Herald issued May 9, 2018. Dielman felt our staff represented the library well. Stokes said there are copies of the article in the packets. It was a lengthy article covering protests about a particular book selected for the elementary group next school year.</p> <p>Two BCLD staff are involved as coaches and volunteer on extracurricular committees to support of the program. The district initiated our local schools' participation in the program about 5 years ago. One staff is</p>



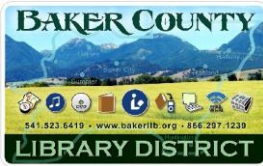
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	<p>currently Chair of the OBOB selection committee and is also website manager. The other staff is on the title nomination committee for grades 3-5. Both were interviewed by a BCH reporter about their roles and opinions. Stokes felt they did a great job of explaining the library position supporting intellectual freedom but also of sensitivity to the conservative views in our region which would likely result in drawing conflict and animosity to OBOB.</p> <p>Two rural school districts recently announced their decision to withdraw from OBOB for grades 3-5 over objections to alleged mature content in the book <i>George</i> by Alex Gino. There was discussion about the allegations of mature content and parental rights and responsibilities. Stokes highlighted that OBOB rules do not require every child to read every book on the roster. A team can strategize who reads which books. A child can read all of them or a select few. Stokes proposed that engaging teammates about their reading preferences and coming to agreement about who will be responsible for particular books is one of the strategic thinking and social skills benefits of OBOB.</p> <p>Dielman said he wanted the board to be aware of this issue and to commend the staff for their representing the library program. Dielman suggested Stokes give each of the two employees a letter of commendation on behalf of the board. The proposal was unanimously supported.</p>
<p>Contract Review Board – Approve Janitorial Service Contract</p>	<p>Stokes said the janitorial contract was up for renewal. The contract was open for public bids from April 3 to April 13. He directly notified two other potential contractors about the bid opportunity. No bids were submitted besides the one from the current contractor. He did reduce the scope of work by one day. The contract is now four nights a week requiring Sunday night so the facility starts fresh each week. The reduction saved us \$1,740 annually. We will need to check stock on paper products on Friday afternoon. The board reviewed the packets that were passed around. He added that the contract needs to be approved and signed by the board. Forrester asked if they have been doing a good job. Stokes said yes they are. They also check in with him to see if they are doing a good job and ask if there are any requests. He appreciates that. With no further discussion, Dielman called for a motion. Rohner-Ingram made a motion to approve the bid for Janitorial Services from Goertzen Janitorial for \$1,350 a month; Forrester seconded; motion passed.</p>



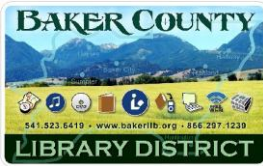
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<p>Organizational Chart Review</p>	<p>Stokes said that with the retirement of the Baker branch Office Manager at the end of June, he is taking the opportunity to reexamine and revise supervisory lines. He wants to establish a Management Team of three Managing Librarians plus select staff that should be involved in decisions. His proposal is based on the current Departments organization chart (adopted August 11, 2014) and adjustments are intended to clarify supervisory chains. In prior years the district has had one primary Administrative Manager, Sara, then two when duties were shared with Carmen upon Sara's retirement to part-time, then one again when Sara retired fully. The Facilities Specialist has been tried under various persons, IT Manager, Office Manager and Director with the latter seeming to be the best structure. Library operations were essentially in two departments; Circulation and Public Services. Most of the staff was under Public Services.</p> <p>The revised Organizational Chart establishes a team of 3 Managing Librarians: Circulation & Operations Manager (current office manager position), Tech Services (cataloging, processing), and Community Services Manager (collection development, branch supervisor). The new position would be the Tech Services Manager and we do have a person on staff that is qualified for this position and has expressed interest in greater responsibility. This change would also strengthen the cataloging team, making it more efficient. The IT Manager and CFO positions remain the same and reports to the Director. The Facilities specialist also reports to the Director.</p> <p>Steele asked if the Community Services Manager position would be equal not greater to the other managers; Stokes replied that is correct. The three managers would be equal. With the Office Manager position opening, he anticipates a couple staff moving to new positions. There was discussion on the management team idea and individual positions. Hawes stated a concern that the chart shows that Page staff has 2 supervisors rather than one. Stokes suggested having them report to the Community Service Manager. Others agreed with the change.</p> <p>Stokes said that he had shown this to the current and proposed managers; all liked the changes. He said we have not had the Organization Chart in the Personnel Policy in the past, but suggested it be included there. It has been shared with staff as part of new hire packets.</p>
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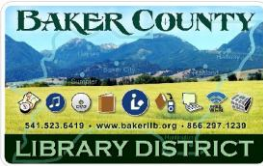
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	<p>Dielman asked for a motion. Rohner-Ingram made a motion to approve the Revised BCLD Organizational Chart with the one change; Steele seconded; motion passed.</p>
<p>2018-2019 Budget Proposal - Draft</p>	<p>Stokes said he was chagrined to discover a catastrophic corruption and loss of computer files he had completed working on over the weekend, so he is unable to present the legal budget document details. He suspects the file corruption was due to his laptop overheating from a heavy load on the system RAM caused by linking several spreadsheets and will have to re-create the majority of the work. All is not lost, however, since he has a backup from a few weeks ago to work from. The detailed proposal will be presented at the budget committee meeting.</p> <p>For tonight, he is presenting the report titled “Budget Overview – Highlights” report for the FY2018-2019 General Fund. Starting with Personnel, he has budgeted a 2% cost-of-living increase (COLI) for all staff. The current Western Consumer Price Index (WCPI) for the last 12 months has been 3.2%, so an increase is needed to avoid loss of real wages due to inflation. He reviewed the District’s COLI history for the past 3 years. With Carmen retiring, the salary from that position will be redistributed mostly to her replacement but which starts at a lower wage, also adding 4 hours to the IT Manager and Facilities Specialist (from 32 to 36 hours a week), and allow for reclassification of a few targeted staff. The Business Manager has recommended doing away with the Non-PERS wage rate, moving staff to the PERS rate levels, and simplifying the wage scale. He referenced the “Library Salary Survey 2016-17” report in the packets; leading discussion on District wage levels in comparison to other libraries. He also spoke of an increased pressure on wages because of the state mandated increase to minimum wage. Over the next several years, the minimum wage rate is required to be increased up to \$12.50 ultimately. Other major factors remain flat with PERS costs similar this year as the rate is bi-annual and health insurance rates increasing only 2%. He anticipates a total increase of around \$15,000 in Personnel Services which is about half of the tax levy revenue projected increase.</p> <p>In Materials & Services, the book budget will start out at \$85,000 (8.5% of OPS). And Facility maintenance will be increased \$50,000 for the roof repair. Stokes said the good news is Ed Adamson has been doing research on roofing options. It appears that instead of taking off the old roof, an additional layer can be added on top of the existing membrane.</p>



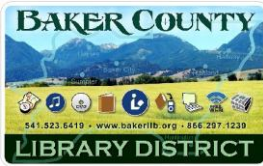
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	<p>This will extend the life of the roof 15 years. Ed has received approval from the building inspector for this idea, confirming the building is rated as a class 2 commercial facility rather than class 3. The cost could be around \$45,000 - rather than the original \$80-100,000 estimate. The RFQ has been revised and put back out for bid.</p> <p>In total, the budget will increase \$85,000 over the previous year and the district can maintain the \$200,000 contingency target. Rohner-Ingram asked about increasing the contingency over the \$200K. Stokes agreed that the goal is to increase it to \$300,000. He wants to be setting funds aside for future repairs and planned capital projects, but covering current repairs takes all available funds. There was discussion on the operating contingency. Hawes added that cash flow projections show we will need a Tax Anticipation Note (TAN) this year for the month of October, estimated at \$100,000.</p> <p>Discussion went back to wage increases. Stokes said he is concerned that with the increases in the minimum wage, skilled staff wages are effectively going down as their pay rate gets closer to minimum wage. In order to retain a good work force the district will need to stay competitive. Rohner-Ingram agreed that this is a good reason to reward the COLI annually; there were years when staff have sacrificed COLI in the best interest of the library. Stokes agreed and believes that 2% is a reasonable amount. He hasn't heard back from the County on their rate. Stokes said that despite the emergency roof expenses, he is pleased with the carryover projected for this year that can be funneled over to the maintenance line. He believes the staffing and operational structure is becoming more solid. The complete report will be ready for the Budget Committee Meeting next Wednesday, May 30.</p>
<p>Discussion of Juvenile Late Fines Forgiveness</p>	<p>Stokes introduced the idea of forgiving late fines on Juvenile accounts as a way of boosting participation in Summer Reading. He explained that this concept is trending in libraries across the country. Some libraries do not fine children's accounts or materials and some have no late fees at all. Those that have no fines point to studies that it disadvantages the poorest in one's community and discourages library use. He also said several patrons have recommended replication of a "Read-Away Fine" program model, where kids could come to the library to read for a set amount of time to have fines forgiven. Stokes said we do currently have a one-time "Clean Slate" policy that isn't advertised, but staff may offer patrons when appropriate. The District also did purge all outstanding</p>



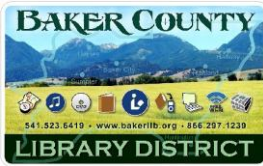
Baker County Library District

Board of Directors

Regular Meeting Minutes

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	<p>late fines in 2010 when migrating to new catalog software. Charges for lost/damaged materials are not cleared. He asked the board if they like the forgiveness concept as Summer Reading promotion.</p> <p>He estimates that current outstanding juvenile late fees amount to \$4,300. Discussion ensued with the board mostly in favor of holding people accountable for returning borrowed items with fee accrual as incentive. Stokes thanked the board for their comments and understands their feelings on the idea. No further action on late fine forgiveness.</p>
Next Meeting Date	<p>Wednesday, May 30 is the budget committee meeting, which is next week, 5:00-7:00pm.</p> <p>The next regular Board meeting will be June 11, 2018 at 6:00pm.</p>
Adjourn	<p>The meeting was adjourned at 7:55 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>



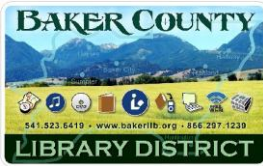
Baker County Library District

2018-2019 Budget Committee

Meeting Minutes

Monday, May 30, 2017

<p>Call To Order</p>	<p>Gary Dielman, President of the Library Board of Directors called the meeting to order at 5.03pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon.</p> <p>All five of the Library Board of Directors was present including Gary Dielman, Kyra Rohner-Ingram, Della Steele, Nellie Forrester, and Betty Palmer. Budget Committee Members present included Aletha Bonebrake, Bob Savage, Linda Collier, Joy LeaMaster and Anne Mehaffy. Also present at the meeting was Perry Stokes, Budget Officer and Library Director; and Christine Hawes, Business Manager. All of the budget committee members were present. There were no other persons present.</p>
<p>Elect Budget Committee Chair</p>	<p>Dielman asked for nominations for the Committee Chair position. Bob Savage nominated Linda Collier to be the chair; Aletha Bonebrake seconded. Dielman asked for other nominations. There were no further nominations given. Nominations were closed. Dielman called for a vote on the motion appointing Collier as the Chair for the Budget Committee Meeting; motion passed unanimously. Dielman passed the meeting to Collier.</p>
<p>Agenda</p> <p>Conflict or Potential Conflicts of Interest</p>	<p>Collier asked for additions or changes to the agenda. None were given.</p> <p>Collier asked if there were any conflicts or potential conflicts of interest to be declared. Bonebrake said that her daughter works at the Library but she has no bearing on her position. All agreed this was not a conflict pertinent to this meeting. Mehaffy asked what was meant by a conflict. Stokes replied that a person could not benefit by their position on the board or committee either by direct financial gain or avoidance of an expense. The topic of what constituted a benefit was discussed amongst the group. No further potential conflicts were declared.</p>
<p>Presentation of Proposed Budget by Budget Officer</p>	<p>Collier asked Stokes to present the materials in the packets.</p> <p>Stokes thanked everyone for coming and welcomed the new member, Anne Mehaffy. Stokes pointed out refreshments available and invited everyone to help themselves. Various office supplies and calculators are also available on tables for the committee's convenience.</p> <p>Stokes began the presentation stating that there are many layers of fine</p>



Baker County Library District

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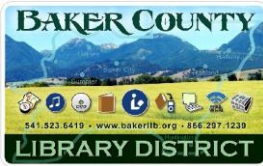
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detail in the materials presented. Some of them overlap and can appear to be redundant. His intent is that members won't have to dig to find the information. He said the district seeks to provide transparency to the general public that supports the library. The Budget Message gives a comprehensive look at the budget and goals for the District. Assuming that everyone has read the materials, he will touch this evening just on highlights in the proposed budget document.

First, he noted a discrepancy on the legal budget sheets. The Adopted Budget FY2017-2018 column on some sheets reflects the original budget and in others the revised budget adopted in November 2017. The heading on the "Revised FY17-18 budget" column should read "Proposed June 2018 revised budget". The first three columns are actual historical data. And he has added columns on the right side presenting the changes (dollar and percentage) from both the Adopted Budget and the Revised Budget columns. He feels this information is helpful in looking at the Proposed Budget numbers highlighted in gold.

Starting with LB-20 General Fund Resources. He anticipates ending the current year with \$247,000 cash carryover, essentially the same number as the prior year carryover. He went through each line on the Resource sheets. Highlights include previously levied taxes are budgeted similar to the prior year. The State continues to fund the Ready-To-Read grant anticipated at \$7,500. Miscellaneous Grants anticipated is \$1,000 from the Rotary and unanticipated donations at \$500. The Fiscal Agency Fee from Sage will increase to \$3,500. Mehaffy asked why the decrease of \$39,000 on the Grants line. Stokes replied this was insurance proceeds for the roof and soffit damage. Stokes continued with the tax revenues which he has based on an assumed 3.5% TAV projected growth; the County is using 2.5% which is customary for their budget practice. Compression has abated somewhat. LeaMaster asked if this was the county tax limit. Stokes replied yes and briefly explained how compression works. He said without compression, the District would receive approximately another \$100,000 in operating funds.

Moving to LB-30 General Fund Requirements Summary. You will note this sheet is now 2-pages; the first page summarizes Personnel Services, Materials & Services, and Capital Outlay, the second page has the Interfund Transfers and Operating Contingency. Personnel Services is increasing by \$14,608 compared to the November revised budget. In salaries, he is proposing a cost-of-living increase of 2%; the County is



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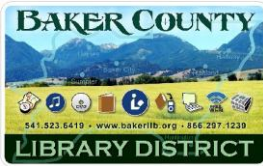
giving 2.1%. Reviewing significant changes coming this year, the district's veteran staff person of 30 years is retiring at the end of June. The position replacement will be classified at a lower salary and funds redistributed. The Organizational Chart has been reorganized creating a team of 3 managing librarians which includes promoting 2 staff to supervisory levels.

PERS remains flat as this is the second year of the biennium. However, next year he projects the PERS costs will increase \$17,000 based on the "Advisory Rates" currently posted. It may be less, but certainly is a concern for next year. If this is the case, it will likely absorb a significant portion of tax levy revenue increase.

Last year, the IT Admin voluntarily reduced his hours to 32 hours a week due to health issues and to provide hours for an IT assistant. He has asked for some hours to be restored. Stokes proposes to restore 4 hours, increasing his weekly hours to 36. The Facility Manager was hired at 19 hours a week. With additional funds received from tax growth according to the Assessor report last fall, his hours were bumped to 32 hours a week which put him in the benefits category. The position is proposed to increase to 36 hours a week next year. Stokes said that the district should seek to retain a highly skilled staff person in this position by offering an adequate salary. Our staff has received other offers already but has thus far chosen to stay with the District. Bonebrake agreed that it is important to retain a skilled individual given the building repairs needed.

Two staff are getting classification increases due to promotions recognizing their work. The Director's salary remains frozen. The Wage Scale has been revised this year with the goal of restructuring it this next fiscal year. One revision implemented this year is to eliminate the "non-PERS rate" in order to simplify the wage scale. He stated that the state-mandated increases in minimum wage continue to put pressure on wage rates for other staff. He referenced the Library Salary Survey included in the committee packets. BCLD Employee salaries have been assessed as comparatively low, being in the lowest two quartiles. He hopes to increase wage levels over time to strengthen the District's ability to retain skilled staff and to achieve the goal to remain competitive as compared to peer libraries.

In Benefits, Stokes said PERS challenges were previously addressed. The



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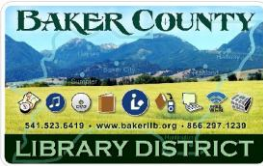
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District group health insurance is through Special Districts; the increase was a nominal 2% for the upcoming year. Special Districts has done a great job of managing increases by being self-insured. An employee severance payout has been budgeted for the retiring staff which will be transferred from the savings in the Other Funds - Severance account. This number skews the comparison numbers. Personnel Services is increasing approximately \$14,000 in total.

Materials & Services - moving down to line 10 & 11 on the same page, the book budget will start at \$83,000 or 7.3% of the general fund operating budget. Compared to last year, the book budget started low at \$73,100 and was increased through the year as funds were available, ending at \$88,650 (7.5% OPS). The book budget started low last year due to building improvement needs. He anticipates it will increase throughout the fiscal year. Sage Library System membership dues are relatively stable, increasing by 3% this year. Stokes explained that the stability is largely due to adoption of the Evergreen open source catalog in 2010. Previously, a proprietary vendor's catalog charges were forcing cost increases on average of 10% each year. He briefly went over what the membership fees cover. The Facility & IT Maintenance budget decreased by \$50,000 due to timing and cost savings on the roof repairs. He kept an additional \$50,000 in the building budget this year for potential repairs, but it may not be used. The Facility Manager has received informal estimates ranging from \$45,000 to \$150,000. Of course, the district will want to go with the lowest cost but must first verify the quality of the proposed materials. Stokes said the district gives preference to local contractors bidding on public contracts. He hopes that the lower estimate proves to be valid and will provide a 15 year warrant. If so, the district may be able to manage growing enough of a savings pool to add that roof layer. The district achieved its goal of debt free operations about five years ago and seeks to maintain that status.

The Corporate Costs and Utilities budgets are relatively unchanged. Debt Service increased from \$2,000 to \$4,000; \$2,000 is for the LID Resort Street payable for another 10 years, the other \$2,000 is to cover fees and interest on a short-term loan that the district may incur for operating in October.

On the second page of Requirements Summary are the Interfund Transfers and Operating Contingency. Transfers totaling \$11,000 are budgeted for Technology and Severance Liability. Operating Contingency



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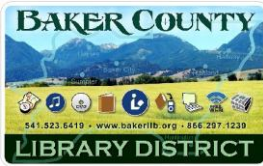
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of \$5,000 is to cover any medical deductible claims from staff. The District pays one-half of the \$3,000 deductible, up to \$1,500 per person covered. Historically there has been one to three per year so these funds should be sufficient to cover usual claims. The Cash Reserve is budgeted at \$221,000, which is above the original goal of \$200,000 that was achieved a few years ago but may now be insufficient given growth of expenses and reductions in the Other Uses Fund pool. Progress toward the new reserve goal of \$300,000 was being made with \$237,000 secured, but the district was forced to dip into the fund for emergency roof and building repairs after a severe winter in 2016-2017. Stokes said that the fact that the district's buildings are aging is a major factor in the district now needing a near full-time professional Facilities Specialist. A backlog of deferred maintenance projects has accumulated. In the long run, he reasoned, the district will save money by having an employee do preventative maintenance.

LB-31 Detail Personnel Services – the next page is the details for employees. Bonebrake asked for the number of hours to be included in a column on this sheet for the budget committee to look at in the future. Stokes agreed that would be an improvement. Stokes said that some lines are retiring out and being moved. This is why you will see large changes and blank lines. He is increasing hours in Vacation Subs & Special Projects budget. Most of the changes were already discussed. PERS is projected to decrease a little, mostly due to retiring staff at Tier 1 and incoming staff at a lower tier. Health insurance costs remained flat with a 2% increase. However, the overall insurance costs decreased are due to changes in employee coverage elections.

LB-31 Detail Materials & Services – the next page is the operating costs. These lines are mostly the same. Stokes reiterated that the big increase is in facilities for roof repairs that carried over into the next fiscal year. The Janitorial budget decreased a little due to reducing the scope of work one day a week. Public Programs and Youth Services were decreased a little. Stokes said that adult programs have not been well attended if at all, so he is divesting in the category. The youth services staff is very efficient and has not been spending the entire youth budget. He has reduced it a little but wants to leave room to continue expansion of services in that area. Bonebrake asked about the Travel & Training budget, she wanted to know if there is enough in this budget line to adequately provide training for employees. Stokes described the staff training plans for the coming fiscal year and pointed out that staff



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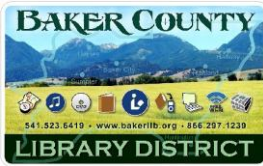
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training is budgeted in a couple places. Hawes said that Stokes is very supportive of training when an employee requests it, in addition to what he has planned for. Stokes said that he would ideally like to double the budget. He would especially like to take more staff to the OLA conference for training. But feels that this budget is adequate. Overall, Materials & Services is 35% of the budget.

The next sheet is the LB-10 Other Uses budget. This fund is where grant funds and designated savings are allocated. Stokes noted that the cash carry over has decreased due to accomplishing the teen room remodel project of about \$13,000 and a large Severance payout is planned for a retiring employee. These contributed to capital being reduced to \$120,000 compared to the prior year of \$153,000. Other funds capital does include a bequest of \$65,000 being held. The Grants and Loans line is his best guess of what is planned to be requested. The bottom part, Requirements, is broken out into departments. From the Election Reserve, \$1,500 will be transferred back to General Fund for expenses this year, supplementing the \$1,500 retained rather than transferred out to Other Fund for a total Elections budget of \$3,000. The Literacy Department funds may be paid out to the Literacy Coalition or used to support the Dolly Parton Imagination program. The Technology Reserve category was depleted recently for large project and need to be rebuilt. Generally, the funds are intended as reserve for planned or unplanned server replacement. These funds were used to secure matching subsidy offered by the Federal E-Rate program, enabling an update of the server room equipment and rewire of the building to improve the efficiency of the Internet bandwidth delivery. The Capital Projects Department is a token amount at this point but is intended to be built up for future projects.

The last budget sheet is LB-10 Sage Library System. BCLD is the fiscal agent for the Sage system. Sage has its own governing body, the User Council, that approves and adopts a budget. Sage generally has two employees and when one left about a year ago, it took 6 months to fill the position that is now under contract. The membership dues will increase 3% this coming year. They receive restricted Federal funds through the State Library LSTA grants to fund about half of the courier costs. Personnel wages and benefits are the same as Library District staff. Reviewing the Materials & Services detail, Sage not has an IT Assistant working out of the Seattle area remotely. The Lead IT Administrator is expected to retire in the next few years. The Admin position salary plus



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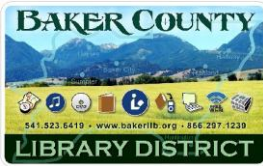
benefits is about \$90,000. Sage has been able to retain staff by allowing them to work remotely. Stokes will advocate strategic planning to increase member fees to ensure a competitive salary for a new administrator when she retires.

Stokes summarized the challenges for the District. PERS is probably the biggest challenge. He hopes to position the district to afford the future increases. Sustaining debt free status by increasing the operations reserve is another huge challenge. And finally, he asked, how can the district also accomplish meet facilities maintenance project needs which must draw from the operations pool of funds? The focus is currently on the roof but there are many other project needs identified. The LED project is done in the main branch; he hopes to do the same projects in the branches. The other option to fund repairs and improvements would be to do a bond. He recommended that be a last-ditch option bundled with a major remodeling project.

Rohner-Ingram said that she sees the need for increasing the contingency funds. But we also have a need for a separate building deferred maintenance savings; every 10-20 years we will need to make large repairs. The long-term goal would be to have both.

Stokes talked about the roof and the factors that contributed to the damage. The drains under the sidewalk had collapsed, backing up the gutters, pooling water on the roof and leaking through onto the soffits. The expectation is that with the drainage system fixed, we won't have the water backing up and pooling on the roof. The severe winter was the primary factor. The idea of a spray foam layer on the roof will help seal it and may come with a 15-year warranty. Informal bids were at least \$45,000 to \$80,000. The facility manager has gotten the approval from the building inspector and is researching the materials offered in the bids. A contractor can provide some preventative maintenance before and after winter. The facility manager believes this will get us through a couple years while we focus on building the maintenance reserve pool. There was discussion on the building repairs and long term theory. Rohner-Ingram said that she is glad that the buildings are being taken care of it. We don't want it to appear they are falling into disrepair.

Bonebrake added that the bookmobile probably also needs a sinking fund for future replacement. Dielman talked about the idea of getting a smaller bus that costs less. Bonebrake agreed that the large one was



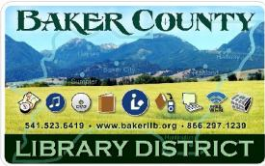
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	<p>used for people coming onto the bus. She gave history on the bookmobile and its use.</p> <p>Stokes said that his main goal is to operate debt free. We do borrow from the Other Funds and put it back in November. Dielman said that the voters support the 5-year operating levy consistently. The district needs to beware of not overextending taxpayer support for the library. Stokes said that we are in year two of the 5-year levy; the next levy measure campaign will be in two years. Mehaffy said that it appears the District operates much like a household. The income keeps us afloat with the usual expenses, until we have an emergency. We need to consider a campaign for legacy giving. There was discussion on gifts and legacy giving with the Foundation set up for that purpose, but no active solicitation campaign. LeaMaster asked if the Leo funds can be used for building maintenance; Stokes replied not usually, but the Ford Family Foundation may be an option. He will look into grants they offer. Stokes believes that the public wants to see its public agencies operate sustainably, both operating within its means and wisely setting aside funds for projected needs. Mahaffy commented that she sees the district's debt free achievement as a fiscal success. Bonebrake said it would be nice to have both a capital reserve and operations reserve well established.</p>
<p>Approval of Budget</p>	<p>With no further discussion, Stokes recommended adoption of the budget. Bob Savage moved to approve the Baker County Library District budget for the 2018-2019 fiscal year for the total amount of \$1,992,322 and the amounts per fund. The General Fund \$1,379,641, Other Fund \$150,500, and Sage Library System Fund \$462,181. I also move to approve 1) a tax rate of \$0.5334 per \$1,000 of assessed value in support of the General Fund; and 2) a tax rate from the Local Option Levy of \$0.249 per \$1,000 of assessed value in support of the General Fund. Rohner-Ingram seconded the motion. Collier asked for discussion. There was none. Collier called for a vote; the motion passed unanimously by the board and committee members present (10 votes yea; no votes no). Stokes had the motion signed by Linda Collier, Budget Committee Chairperson and signed himself as the Budget Officer.</p>
<p>Public Comment Opportunity</p>	<p>Collier noted that there were no members of the public present for public comment period.</p>
<p>Budget Committee</p>	<p>Collier asked the committee if there were any further questions. There</p>



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Questions and Deliberations	were none.
Next Meeting Date	The second Budget Committee Meeting scheduled for May 31, 2018 will not be needed and was cancelled.
Adjourn	The meeting was adjourned at 6:20pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch

DRAFT

Baker County Library District Profit & Loss Budget Performance July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Income				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	731,991.73	725,956.00	6,035.73	100.8%
4006 · Local Option Levy	269,278.98	267,058.00	2,220.98	100.8%
4000 · Current Year Tax Levy - Other	0.00	0.00	0.00	0.0%
Total 4000 · Current Year Tax Levy	1,001,270.71	993,014.00	8,256.71	100.8%
4005 · Prior Year Taxes				
4011 · Levy 1st year prior	15,764.78			
4012 · Levy 2nd year prior	6,519.00			
4013 · Levy 3rd year prior	5,681.01			
4014 · Levy 4th year prior	3,180.94			
4015 · Levy 5th year prior	408.98			
4016 · Levy 6th year prior	258.41			
4017 · Levy 7+ prior years	126.64			
4005 · Prior Year Taxes - Other	0.00	40,000.00	-40,000.00	0.0%
Total 4005 · Prior Year Taxes	31,939.76	40,000.00	-8,060.24	79.8%
4020 · Other Taxes/Bond Priors-LandSale	0.00	5,000.00	-5,000.00	0.0%
4060 · State Ready-2-Read Grant	7,412.00	6,800.00	612.00	109.0%
4066 · Grant Revenue	500.00	0.00	500.00	100.0%
4100 · Fines and Fees				
4101 · Fines	9,638.26			
4102 · Copies	5,015.60			
4103 · Fax	892.60			
4104 · Lost/damaged item reimb	2,217.21			
4105 · Library card replacement	318.00			
4106 · Non-resident card fees	338.00			
4110 · Misc and weekly over/short	294.88			
4100 · Fines and Fees - Other	0.00	17,500.00	-17,500.00	0.0%
Total 4100 · Fines and Fees	18,714.55	17,500.00	1,214.55	106.9%
4200 · Interest Income	5,066.22	9,500.00	-4,433.78	53.3%
4300 · Other Revenues				
4301.1 · VocRehab Reimb/ODHS	0.00	0.00	0.00	0.0%
4302 · Donations	456.10	500.00	-43.90	91.2%
4306 · Value of gifts	5.75			
4307 · E-Rate Refunds	<u>2,846.99</u> *	7,300.00	-4,453.01	39.0%
4309 · Friends Booksale Income	95.45			
4315 · Amazon book sales	187.80			
4316 · Friends Eclipse viewer sales	0.00			
4317 · Literacy Income	0.00			
4318 · Insurance Proceeds	31,563.39	30,000.00	1,563.39	105.2%

*Received Tax Turnovers
6/04/18 \$ 27,735.86*

*Received \$588.25
Powder River watershed
for expense reimb - sandbox expenses
posted to computer lines*

** Anticipate requests of \$ 3,584
to be posted end of June*

Ch 6/11/2018

Baker County Library District Profit & Loss Budget Performance July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
4320 · Other Revenues - Miscellaneous	1,612.61			
Total 4300 · Other Revenues	36,768.09	37,800.00	-1,031.91	97.3%
4310 · Contract Income	1,686.44			
4312 · Sage Fiscal Agency Fee — Sage check deposited 5/31	2,560.00 OK	2,600.00	-40.00	98.5%
4500 · Transfer Income	4,000.00 **	4,000.00	0.00	100.0%
4999 · Beginning Cash	262,456.21	262,456.00	0.21	100.0%
Total Income	1,372,373.98	1,378,670.00	-6,296.02	99.5%
Expense				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · Library Director	75,238.89	75,362.00	-123.11	99.8%
5104 · Admin Assistant-SD	2,117.47	0.00	2,117.47	100.0%
5105 · Business Manager	28,594.95	28,376.00	218.95	100.8%
5120 · Lib Admin I, Office Mgr & ILL	43,179.59	43,259.00	-79.41	99.8%
5129 · Lib Assoc II, Periodicals Mgr	37,300.10	37,361.00	-60.90	99.8%
5131 · Librarian I Collection/Branches	32,775.21	32,363.00	412.21	101.3%
5132 · Lib Asst II, Book Processing	25,888.41	26,351.00	-462.59	98.2%
5133 · Lib Asst III, Media Processing	25,529.28	28,546.00	-3,016.72	89.4%
5134 · Librarian I Catalog Specialist	39,165.20	39,228.00	-62.80	99.8%
5136 · Library Asst I, Desk Clerks	10,227.56	18,196.00	-7,968.44	56.2%
5137 · Lib Tech II, Youth Services	32,095.70	32,270.00	-174.30	99.5%
5138 · Library Asst II, Pages, Shelving	13,950.22	15,897.00	-1,946.78	87.8%
5140 · Vacation Subs & Special Projects	12,263.44	8,522.00	3,741.44	143.9%
5142 · Library Asst I, Sunday Clerks	6,154.38	7,845.00	-1,690.62	78.4%
5150 · Lib Asst I Bookmobile				
5150.8 · Bookmobile Driver8	0.00	0.00	0.00	0.0%
5150.9 · Bookmobile Lead	7,535.90	13,590.00	-6,054.10	55.5%
Total 5150 · Lib Asst I Bookmobile	7,535.90	13,590.00	-6,054.10	55.5%
5152 · IT Systems Manager	40,805.27	40,054.00	751.27	101.9%
5156 · IT Assistant & Intern	9,242.56			
5174 · Facilities Maintenance	26,311.09	27,105.00	-793.91	97.1%
5195 · Staff Training	696.20	2,500.00	-1,803.80	27.8%
Total 5100 · Baker Branch	469,071.42	476,825.00	-7,753.58	98.4%
5200 · Branches, Lib Asst III				
5202 · Haines	14,012.19	13,175.00	837.19	106.4%
5203 · Halfway	12,172.99	11,380.00	792.99	107.0%

*** Transferred in on 6/4/18*

*99.8% this will be accrued out
100.0%*

Baker County Library District Profit & Loss Budget Performance July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
5204 · Richland	13,478.45	13,175.00	303.45	102.3%
5205 · Huntington	12,713.61	11,739.00	974.61	108.3%
5206 · Sumpter	14,058.64	13,175.00	883.64	106.7%
5209 · Branch Training	2,089.50	2,000.00	89.50	104.5%
5200 · Branches, Lib Asst III - Other	0.00	0.00	0.00	0.0%
Total 5200 · Branches, Lib Asst III	68,525.38	64,644.00	3,881.38	106.0%
5700 · Grant Wages & Related Expense				
5701 · VRoom Grant Wage Expense	120.00			
5702 · Pre-K Links Grant	0.00			
Total 5700 · Grant Wages & Related Expense	120.00			
Total 5001 · District salaries	537,716.80	541,469.00	-3,752.20	99.3%
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	89,845.32	91,818.00	-1,972.68	97.9%
5401.3 · Group Insurance Liability	1,710.48	5,000.00	-3,289.52	34.2%
Total 5401 · Group Insurance	91,555.80	96,818.00	-5,262.20	94.6%
5403 · Life Insurance	952.02	808.00	144.02	117.8%
5404 · PERS	75,358.80	79,303.00	-3,944.20	95.0%
5405 · S.S. Employer Portion	39,789.62	41,423.00	-1,633.38	96.1%
5406 · SUTA Employer Portion	518.01	541.00	-22.99	95.8%
5407 · Workmans Comp	2,058.57	2,490.00	-431.43	82.7%
Total 5400 · Payroll Taxes & Benefits	210,232.82	221,383.00	-11,150.18	95.0%
Total 5000 · Personal Services	747,949.62	762,852.00	-14,902.38	98.0%
6000 · Materials and Services				
6100 · Books & Periodicals				
6110 · Adult Books	28,545.49	21,000.00	7,545.49	135.9%
6120 · Childrens & Juvenile Books	15,839.08	9,500.00	6,339.08	166.7%
6130 · Reference Books	5,513.13	7,000.00	-1,486.87	78.8%
6134 · Electronic Subscriptions	12,721.71	13,500.00	-778.29	94.2%
6140 · Periodicals	11,897.24	10,000.00	1,897.24	119.0%
6150 · Audio	3,912.53	4,000.00	-87.47	97.8%
6160 · Video/DVD	8,479.57	7,000.00	1,479.57	121.1%
6171 · Music	0.00	100.00	-100.00	0.0%
6176 · Ready-2-Learn Program	0.00	1,000.00	-1,000.00	0.0%
6100 · Books & Periodicals - Other	0.00	0.00	0.00	0.0%
Total 6100 · Books & Periodicals	86,908.75	73,100.00	13,808.75	118.9%
6200 · Library Consortium				

120.00 To transfer to VRoom
+ OF to reimb for this

June
PERS -
Paid 6/12/18

Ingram
\$4,312.62

Ch 6/11/2018

Baker County Library District Profit & Loss Budget Performance July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6201 · SAGE Network	11,914.00	12,000.00	-86.00	99.3%
6204 · OCLC/ILL Referral	1,026.97	1,400.00	-373.03	73.4%
Total 6200 · Library Consortium	12,940.97	13,400.00	-459.03	96.6%
6300 · Building Eq. & Supplies				
6310 · Building & Grounds Maintenance				
6310.1 · Roof Repair Expense	11,860.00			
6310.2 · Soffit & Gutter Repair Expense	40,855.48			
6310.3 · Teen Room Remodel Expense	490.74			
6311 · Branch building expenses	7,878.83	6,000.00	1,878.83	131.3%
6312 · Snow Removal	572.17	2,500.00	-1,927.83	22.9%
6310 · Building & Grounds Maintenance - Other	31,398.72	120,000.00	-88,601.28	26.2%
Total 6310 · Building & Grounds Maintenance	93,055.94	128,500.00	-35,444.06	72.4%
6320 · Janitorial Supplies				
6321 · Cleaning contract	16,442.00	18,450.00	-2,008.00	89.1%
6322 · Supplies	2,692.05	3,250.00	-557.95	82.8%
Total 6320 · Janitorial Supplies	19,134.05	21,700.00	-2,565.95	88.2%
6340 · Equipment Lease	2,259.11	2,600.00	-340.89	86.9%
6345 · Computer Maintenance				
6345.1 · Computer - Maintenance	2,110.28	4,000.00	-1,889.72	52.8%
6345.2 · Software subscriptions	5,767.15	7,000.00	-1,232.85	82.4%
6345.3 · Comp Tech - Branch Travel	2,385.23	2,500.00	-114.77	95.4%
6345.4 · Computer - Hardware	5,670.84	6,250.00	-579.16	90.7%
6345.41 · SDAO Safety & Security Project	5,401.67			
6345.42 · VR Virtual Reality Project	1,908.89			
6345.7 · Tech Programs	3,089.09	3,250.00	-160.91	95.0%
Total 6345 · Computer Maintenance	26,333.15	23,000.00	3,333.15	114.5%
Total 6300 · Building Eq. & Supplies	140,782.25	175,800.00	-35,017.75	80.1%
6400 · Bookmobile Operations				
6410 · Bookmobile Fuel	1,782.12	2,000.00	-217.88	89.1%
6420 · Bookmobile Maintenance	6,820.90	4,000.00	2,820.90	170.5%
Total 6400 · Bookmobile Operations	8,603.02	6,000.00	2,603.02	143.4%
6600 · Corporate Costs				
6610 · Insurance				
6612 · Boiler	1,254.00	1,250.00	4.00	100.3%
6613 · SDIS Liability	15,119.50	14,250.00	869.50	106.1%
6614 · Flood Insurance	1,631.00	1,600.00	31.00	101.9%
6610 · Insurance - Other	0.00	375.00	-375.00	0.0%

6/01/18
 Mike Bark
 auto repair
 \$1434.62
 Bookmobile
 (generator repair,
 water pump
 cooling system)

Baker County Library District Profit & Loss Budget Performance July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget	
Total 6610 · Insurance	18,004.50	17,475.00	529.50	103.0%	
6620 · Travel & Training	5,097.71	2,500.00	2,597.71	203.9%	
6621 · Special Contracts Travel	0.00	0.00	0.00	0.0%	
6630 · Election	0.00	3,500.00	-3,500.00	0.0%	
6640 · Auditor	8,400.00	8,573.00	-173.00	98.0%	
6641 · Bookkeeping Supplies & Services	1,347.48	1,000.00	347.48	134.7%	
6660 · Association Dues	3,022.02	2,900.00	122.02	104.2%	
6680 · Publication	1,384.33	1,600.00	-215.67	86.5%	
6690 · Financial Mgmt Fees					
6690.1 · Checking Account Fees	311.99	400.00	-88.01	78.0%	
6690.2 · Pool 5291 Fees	43.70	250.00	-206.30	17.5%	
6690.3 · PayPal Transaction Fees	129.60	150.00	-20.40	86.4%	
6690.4 · Quick Books Direct Deposit Fees	539.50	575.00	-35.50	93.8%	
6690 · Financial Mgmt Fees - Other	0.00	0.00	0.00	0.0%	
Total 6690 · Financial Mgmt Fees	1,024.79	1,375.00	-350.21	74.5%	
6691 · Legal Administration	250.00	250.00	0.00	100.0%	
6696 · Public Programs	1,070.59	1,500.00	-429.41	71.4%	
Total 6600 · Corporate Costs	39,601.42	40,673.00	-1,071.58	97.4%	Demo, Inc \$820.33 (417 book cover) (403 YA book ends)
6700 · Other Operating Expenses					
6720 · Branch Mileage	3,813.26	3,600.00	213.26	105.9%	Quill \$618.90
6730 · Library Services Supplies	14,734.96	15,500.00	-765.04	95.1%	Printer Cartridges + some o/c supplies
6731 · Youth Programs					
6731.2 · Summer Reading	2,225.21	3,000.00	-774.79	74.2%	
6731.22 · Haines Summer Reading	500.81	600.00	-99.19	83.5%	
6731.25 · Halfway Summer Reading program	560.18				
6731.3 · Storytime	572.50	2,400.00	-1,827.50	23.9%	
6731.4 · Other Youth Programs	1,054.39	1,500.00	-445.61	70.3%	Demo Software \$1094.50 6/01/18 for Windows Reader Subscription
6731.42 · R2R Ready-To-Read program	1,242.94				
6731.5 · Teen Activities	494.19	1,000.00	-505.81	49.4%	
6731.6 · Makerspace Club	2,006.50	2,500.00	-493.50	80.3%	
6731.7 · Battle of the Books Program	0.00				
Total 6731 · Youth Programs	8,656.72	11,000.00	-2,343.28	78.7%	
6740 · Postage & Freight	1,219.68	1,500.00	-280.32	81.3%	Traveling Lantern \$700 2 programs in June
6750 · Utilities					
6751 · Garbage					
6751.1 · Baker-Baker Sanitary	1,592.17	1,800.00	-207.83	88.5%	
6751.2 · Haines-Baker Sanitary	162.00	190.00	-28.00	85.3%	
6751.3 · Halfway-LaRue Sanitary	132.00	55.00	77.00	240.0%	
6751.4 · Richland-Eagle Cap Sanitation	0.00	50.00	-50.00	0.0%	
6751.5 · Huntington-Baker Sanitary	192.00	210.00	-18.00	91.4%	

Baker County Library District
Profit & Loss Budget Performance
 July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Total 6751 · Garbage	2,078.17	2,305.00	-226.83	90.2%
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	4,104.52	5,500.00	-1,395.48	74.6%
6752.2 · Haines-Ed Staub	1,563.76	2,000.00	-436.24	78.2%
6752.3 · Halfway-Ed Staub	1,177.30	1,300.00	-122.70	90.6%
6752.6 · Sumpter-City of Sumpter(Shared)	0.00	1,000.00	-1,000.00	0.0%
Total 6752 · Heating Fuel	6,845.58	9,800.00	-2,954.42	69.9%
6753 · Water/Sewer				
6753.1 · Baker-City of Baker City	1,616.88	1,610.00	6.88	100.4%
6753.2 · Haines-City of Haines	880.00	925.00	-45.00	95.1%
6753.3 · Halfway-City of Halfway	784.58	1,050.00	-265.42	74.7%
6753.4 · Richland (NEOHA agreement)	394.61	550.00	-155.39	71.7%
6753.5 · Huntington-City of Huntingtn	747.45	1,100.00	-352.55	68.0%
Total 6753 · Water/Sewer	4,423.52	5,235.00	-811.48	84.5%
6754 · Electric				
6754.1 · Baker - OTEC	14,843.08	16,000.00	-1,156.92	92.8%
6754.2 · Haines - OTEC	1,323.60	1,500.00	-176.40	88.2%
6754.3 · Halfway-Idaho Power	753.38	1,200.00	-446.62	62.8%
6754.4 · Richland (NEOHA agreement)	2,554.05	2,900.00	-345.95	88.1%
6754.5 · Huntington-Idaho Power	1,348.23	1,600.00	-251.77	84.3%
6754.6 · Sumpter-City of Sumpter(Shared)	0.00	600.00	-600.00	0.0%
Total 6754 · Electric	20,822.34	23,800.00	-2,977.66	87.5%
6750 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 6750 · Utilities	34,169.61	41,140.00	-6,970.39	83.1%
6756 · Telecommunications				
6756.0 · Telephone				
6756.1 · Baker - BendTel	1,532.87	1,700.00	-167.13	90.2%
6756.2 · Haines - Cascade/Relliance	784.90	800.00	-15.10	98.1%
6756.3 · Halfway - Pine Telephone	480.51	450.00	30.51	106.8%
6756.4 · Richland - Eagle Telephone	408.84	400.00	8.84	102.2%
6756.5 · Huntington - CenturyTel	704.24	950.00	-245.76	74.1%
6756.6 · Sumpter - CenturyLink/Qwest	526.41	600.00	-73.59	87.7%
6756.8 · US Cellular (Mgmt cell phones)	1,571.00	2,300.00	-729.00	68.3%
Total 6756.0 · Telephone	6,008.77	7,200.00	-1,191.23	83.5%
6757.0 · Internet				
6757.1 · Baker - NERO Network	1,431.00	2,000.00	-569.00	71.6%
6757.2 · Haines - Cascade/Relliance	741.71	760.00	-18.29	97.6%
6757.3 · Halfway - Pine Tel	611.04	650.00	-38.96	94.0%
6757.4 · Richland - Pine Tel	300.00	350.00	-50.00	85.7%

Baker County Library District Profit & Loss Budget Performance July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6757.5 · Huntington -CenturyTel	3,870.07	5,100.00	-1,229.93	75.9%
6757.6 · Sumpter - CenturyLink/Qwest	1,154.34	1,400.00	-245.66	82.5%
Total 6757.0 · Internet	8,108.16	10,260.00	-2,151.84	79.0%
6756 · Telecommunications - Other	0.00	0.00	0.00	0.0%
Total 6756 · Telecommunications	14,116.93	17,460.00	-3,343.07	80.9%
Total 6700 · Other Operating Expenses	76,711.16	90,200.00	-13,488.84	85.0%
6900 · Grant Expenses				
6900.1 · Vroom Grant Expenses	0.00			
6900.2 · R2R Grant Expense	1,074.98			
Total 6900 · Grant Expenses	1,074.98			
Total 6000 · Materials and Services	366,622.55	399,173.00	-32,550.45	91.8%
7000 · Capital Outlay	0.00	1,000.00	-1,000.00	0.0%
7500 · Debt Service	2,000.00	2,000.00	0.00	100.0%
8000 · Transfers & Contingency				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	0.00	0.00	0.00	0.0%
8005.2 · Transfer-Severence Liab Fund	10,000.00	10,000.00	0.00	100.0%
Total 8005 · Transfers	10,000.00	10,000.00	0.00	100.0%
Total 8000 · Transfers & Contingency	10,000.00	10,000.00	0.00	100.0%
Total Expense	1,126,572.17	1,175,025.00	-48,452.83	95.9%
Net Income	245,801.81	203,645.00	42,156.81	120.7%

w/o
City of
Baker
check
written
\$1000-

Baker Co Library - Other Funds Profit & Loss Budget Performance July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Income				
4400.0 · Other Uses Funds				
4415.0 · Literacy Department				
4415.1 · Beginning Cash Literacy	851.19	800.00	51.19	106.4%
4415.2 · Contributions	100.00			
4415.9 · Interest Income Literacy	12.63			
Total 4415.0 · Literacy Department	963.82	800.00	163.82	120.5%
4420.0 · Memorial Department				
4420.1 · Beginning Cash Memorial	96,850.01	89,000.00	7,850.01	108.8%
4420.2 · Contributions				
4420.21 · Baker Contributions	570.00			
4420.2 · Contributions - Other	0.00	1,000.00	-1,000.00	0.0%
Total 4420.2 · Contributions	570.00	1,000.00	-430.00	57.0%
4420.5 · Grant Income	0.00	20,000.00	-20,000.00	0.0%
4420.7 · Other Revenue				
4420.71 · Amazon Book Sales	4,382.97			
4420.80 · Other Revenues	1,500.00			
4420.7 · Other Revenue - Other	0.00	5,000.00	-5,000.00	0.0%
Total 4420.7 · Other Revenue	5,882.97	5,000.00	882.97	117.7%
4429.9 · Interest Income Memorial	1,060.87	550.00	510.87	192.9%
Total 4420.0 · Memorial Department	104,363.85	115,550.00	-11,186.15	90.3%
4430.0 · Severance Liability Dept				
4430.1 · Beginning cash Severance Liab	62,465.81	62,000.00	465.81	100.8%
4430.8 · Transfer from General Fund	10,000.00	10,000.00	0.00	100.0%
4430.9 · Interest Income Severance Liab	902.28	400.00	502.28	225.6%
Total 4430.0 · Severance Liability Dept	73,368.09	72,400.00	968.09	101.3%
4524.0 · Technology Department				
4524.1 · Beginning cash Technology	1,179.73	1,200.00	-20.27	98.3%
4524.8 · Transfer from General Fund	0.00	2,500.00	-2,500.00	0.0%
4524.9 · Interest Income Technology	17.02	50.00	-32.98	34.0%
Total 4524.0 · Technology Department	1,196.75	3,750.00	-2,553.25	31.9%
Total 4400.0 · Other Uses Funds	179,892.51	192,500.00	-12,607.49	93.5%
Total Income	179,892.51	192,500.00	-12,607.49	93.5%
Expense				
6000 · Other Uses Fund				

*Transfers 62,000.00
in per budget
6/10/18*

Ch 6/11/2018

Baker Co Library - Other Funds Profit & Loss Budget Performance July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
6100 - Capital Projects Department	0.00	5,000.00	-5,000.00	0.0%
6200 - Literacy Department				
6200.1 - Literacy Program Expense				
6220 - Materials and Services	88.85			
Total 6200.1 - Literacy Program Expense	88.85			
6200 - Literacy Department - Other	0.00	850.00	-850.00	0.0%
Total 6200 - Literacy Department	88.85	850.00	-761.15	10.5%
6300 - Memorial Department				
6350 - General Memorial M&S	2,956.17			
6364.5 - Amazon Book Sales Expenses	1,383.46			
6380 - Grants Dept				
6380.52 - Grant- Vroom Grant expenses	1,709.14			
6380.53 - Teen Room Remodel Grant	13,449.18			
6380.80 - Other Misc Grant	1,274.99			
Total 6380 - Grants Dept	16,433.31			
6398 - Transfer to GF Election Reserve	0.00	3,000.00	-3,000.00	0.0%
6399 - Transfer to General Fund	4,000.00	4,000.00	0.00	100.0%
6300 - Memorial Department - Other	0.00	109,300.00	-109,300.00	0.0%
Total 6300 - Memorial Department	24,772.94	116,300.00	-91,527.06	21.3%
6400 - Technology Department	0.00	2,500.00	-2,500.00	0.0%
6850.0 - Severance Liability Dept	0.00	67,500.00	-67,500.00	0.0%
6900 - Misc. bank charges				
6900.2 - Bank Fees-Memorial Fund	225.17			
6900.6 - Bank Fees-Severance	0.08			
6900 - Misc. bank charges - Other	0.00	350.00	-350.00	0.0%
Total 6900 - Misc. bank charges	225.25	350.00	-124.75	64.4%
Total 6000 - Other Uses Fund	25,087.04	192,500.00	-167,412.96	13.0%
Total Expense	25,087.04	192,500.00	-167,412.96	13.0%
Net Income	154,805.47	0.00	154,805.47	100.0%

*transferred
to GF*

*visa check
\$198.75
Amazon postage \$109.90
Literacy domain registration \$88.85*

Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2017 through June 2018

	Jul '17 - Jun 18	Budget	\$ Over Budget	% of Budget
Income				
4000 · Membership Dues	209,506.00	211,000.00	-1,494.00	99.3%
4010 · Grant Revenue				
4011 · LSTA Grant #1 - Courier	53,562.13	50,000.00	3,562.13	107.1%
Total 4010 · Grant Revenue	53,562.13	50,000.00	3,562.13	107.1%
4200 · Interest Income	0.00	10.00	-10.00	0.0%
4300 · Other Revenues	1,259.66	2,575.00	-1,315.34	48.9%
4999 · Beginning Cash	190,980.90	160,350.00	30,630.90	119.1%
Total Income	455,308.69	423,935.00	31,373.69	107.4%
Expense				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · System Administrator- ER	57,886.62	58,000.00	-113.38	99.8%
5102 · Business Manager- CH	5,686.88	5,750.00	-63.12	98.9%
Total 5100 · Sage Staff Salaries & Wages	63,573.50	63,750.00	-176.50	99.7%
5200 · Sage Payroll Taxes & Benefits				
5201 · Group Health Insurance	7,537.92	7,550.00	-12.08	99.8%
5203 · Life Insurance	71.10	100.00	-28.90	71.1%
5204 · PERS Retirement	12,746.21	13,100.00	-353.79	97.3%
5205 · SS Employer Portion	4,863.41	4,900.00	-36.59	99.3%
5206 · SUTA Employer Portion	63.52	150.00	-86.48	42.3%
5207 · Workmans Comp	29.41	80.00	-50.59	36.8%
66000 · Payroll Expenses	92.00			
Total 5200 · Sage Payroll Taxes & Benefits	25,403.57	25,880.00	-476.43	98.2%
Total 5000 · Sage Personal Services	88,977.07	89,630.00	-652.93	99.3%
6000 · Materials & Services				
6100 · Accounting & Auditing	0.00	0.00	0.00	0.0%
6110 · Administrative Svc (personnel)	2,560.00	2,560.00	0.00	100.0%
6130 · Courier Services & Supplies				
6131 · LSTA Grant #1 - Courier	54,012.74	54,000.00	12.74	100.0%
6132 · Sage Courier Expense	9,921.34	34,000.00	-24,078.66	29.2%
6133 · Courier Supplies	5,307.60	2,000.00	3,307.60	265.4%
6130 · Courier Services & Supplies - Other	0.00	0.00	0.00	0.0%
Total 6130 · Courier Services & Supplies	69,241.68	90,000.00	-20,758.32	76.9%
6140 · Dues & Subscriptions	1,536.18	3,750.00	-2,213.82	41.0%
6160 · Legal Services	0.00	50.00	-50.00	0.0%
6180 · Postage & Freight	38.95	50.00	-11.05	77.9%
6190 · Printing	0.00	25.00	-25.00	0.0%
6200 · Supplies, Office	274.23	500.00	-225.77	54.8%

June PERS was posted & Pd 6/12/18

Pd 6/11 to GF per budget

0.0% 100.0% ok 7 checks totaling \$1,978.10 for couriers

VISA \$ 576.19 includes courier expense \$226.80 courier supplies \$369.39

Ch 6/11/2018

Baker Co Library - Sage Fund
Profit & Loss Budget Overview
 July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6210 · Technical Services & Maint				
6210.1 · System Specialist Contract	43,000.00	57,783.00	-14,783.00	74.4%
6210.3 · LTI Authority Control expense	5,112.90	2,500.00	2,612.90	204.5%
Total 6210 · Technical Services & Maint	48,112.90	60,283.00	-12,170.10	79.8%
6220 · Technology				
6220.1 · Equinox expense	2,500.00			
6220.2 · Development	732.89			
6220 · Technology - Other	0.00	4,500.00	-4,500.00	0.0%
Total 6220 · Technology	3,232.89	4,500.00	-1,267.11	71.8%
6240 · Telecommunications	234.00	250.00	-16.00	93.6%
6250 · Training	937.00	5,000.00	-4,063.00	18.7%
6260 · Travel	2,966.87	2,500.00	466.87	118.7%
6263 · Member Credits Expense	6,244.61	12,520.00	-6,275.39	49.9%
Total 6000 · Materials & Services	135,379.31	181,988.00	-46,608.69	74.4%
7000 · Capital Outlay	2,182.13	21,000.00	-18,817.87	10.4%
8000 · Contingency	0.00	11,000.00	-11,000.00	0.0%
Total Expense	226,538.51	303,618.00	-77,079.49	74.6%
Net Income	228,770.18	120,317.00	108,453.18	190.1%

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2017-18.005

Resolution adopting Supplemental Budget 2

Jun 11, 2018

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

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

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

WHEREAS transfers between funds are needed to accommodate unplanned expenditures; and

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

WHEREAS the cumulative General fund changes result in budget increase in the amount of **\$49,706 (+3.6%)**; and

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

WHEREAS the cumulative Sage fund changes result in budget increase in the amount of **\$34,640 (+8.2%)**; and

WHEREAS the cumulative fund changes result in total budget increase in the amount of **\$81,846 (+4.1%)**; and

WHEREAS, changes within each fund and the cumulate total increase represents less than 10% of the adopted FY17-18 budget of \$1,992,605;

Adopting the budget

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Baker County Library District hereby **adopts Supplemental Budget 2** for the fiscal year 2017-18 in the total of **\$2,074,451** as defined in the Legal Budget form attachments (LB-20, LB-30, LB-31 PS, LB-31 M&S, LB-10 Other, LB-10 Sage), now on file in the Baker County Public Library :
and;

Making appropriations

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

and;

Authorizing transfers

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

Adopted by the Board of Directors of Baker County Library District this 11th day of June, 2018.

FOR THE BOARD:

Signature: Gary Dielman,
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2017-18.005

Resolution adopting Supplemental Budget 2

Jun 11, 2018

Attachments:

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

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2017-18.005

Resolution adopting Supplemental Budget 2

Jun 11, 2018

EXHIBIT A. Fund Appropriations

REVISED BUDGET Suppl. Budget 2 (06/11/18)											
<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>	VS LAST REVISED	
General Fund	\$784,462	\$388,065	\$1,000	\$2,000	\$10,000	\$0	\$0	\$242,849	\$1,428,376	\$49,706	3.61%
Other Uses Fund	\$0	\$152,500	\$5,000	\$0	\$30,000	\$0	\$0	\$0	\$187,500	-\$2,500	-1.3%
Sage Library System Fund	\$89,695	\$180,305	\$21,000	\$0	\$0	\$11,000	\$0	\$156,575	\$458,575	\$34,640	8.2%
TOTALS	\$874,157	\$720,870	\$27,000	\$2,000	\$40,000	\$11,000	\$0	\$399,424	\$2,074,451	\$81,846	4.1%
CURRENT Suppl. Budget 1 (11/13/17)											
<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>		
General Fund	\$762,852	\$399,173	\$1,000	\$2,000	\$10,000	\$3,645	\$0	\$200,000	\$1,378,670	\$59,777	4.53%
Other Uses Fund	\$0	\$181,000	\$5,000	\$0	\$4,000	\$0	\$0	\$0	\$190,000	-\$2,500	-1.3%
Sage Library System Fund	\$89,630	\$181,988	\$21,000	\$0	\$0	\$11,000	\$0	\$120,317	\$423,935	\$0	0.0%
TOTALS	\$852,482	\$762,161	\$27,000	\$2,000	\$14,000	\$14,645	\$0	\$320,317	\$1,992,605	\$57,277	3.0%
2017-2018 original											
<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>		
General Fund	\$734,988	\$326,573	\$1,000	\$2,000	\$12,500	\$6,832	\$0	\$235,000	\$1,318,893		
Other Uses Fund	\$0	\$183,500	\$5,000	\$0	\$4,000	\$0	\$0	\$0	\$192,500		
Sage Fund	\$89,630	\$181,988	\$21,000	\$0	\$0	\$11,000	\$0	\$120,317	\$423,935		
TOTALS	\$824,618	\$692,061	\$27,000	\$2,000	\$16,500	\$17,832	\$0	\$355,317	\$1,935,328		

RESOLUTION No. FY2017-18 R.006

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 **2018-2019** in the total amount of **\$1,992,822 ***
 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, 2018, for the following purposes:

<u>General Fund</u>		<u>Debt Service Fund</u>	
<u>Organizational Unit or Program:</u>		Debt Service	
Personnel Services.....	773,965		0
Materials & Services.....	361,566	Total.....	\$0
	0		
	0	"Other Uses" Fund	
<u>Not Allocated to Organizational Unit or Program:</u>		Org. Unit/Program: _____	149,500
Personnel Services.....	0	Special Payments.....	0
Materials & Services.....	0	Transfers Out.....	1,500
Capital Outlay.....	1,000	Contingency.....	0
Debt Service	4,000	Total.....	\$151,000
Special Payments.....	0		
Transfers Out.....	11,000	Sage Library System Fund	
Contingency.....	5,000	Org. Unit/Program: _____	284,076
Total.....	\$1,156,531	Special Payments.....	0
		Transfers Out.....	0
		Contingency.....	48,105
		Total.....	\$332,181
		Total APPROPRIATIONS, All Funds . . .	\$1,639,712
		Total Unappropriated and Reserve Amounts, All Funds . . .	353,110
		TOTAL ADOPTED BUDGET . . .	\$1,992,822 *

(*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 2018- 2019 :

- (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 11, 2018.

X _____
 Signature

2018-2019 proposed

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total
General Fund	\$773,965	\$361,566	\$1,000	\$4,000	\$11,000	\$5,000	\$0	\$223,110	\$1,379,641
Other Uses Fund	\$0	\$144,500	\$5,000	\$0	\$1,500	\$0	\$0	\$0	\$151,000
Sage Library System Fund	\$92,457	\$191,619	\$25,000	\$0	\$0	\$23,105	\$0	\$130,000	\$462,181
TOTALS	\$866,422	\$697,685	\$31,000	\$4,000	\$12,500	\$28,105	\$0	\$353,110	\$1,992,822

VS LAST REVISED		VS ORIGINAL	
-\$48,735	-3.53%	\$60,748	4.40%
-\$36,500	-24.17%	-\$41,500	-27.48%
\$3,606	0.78%	\$38,246	8.28%
-\$81,629	-4.10%	\$57,494	2.89%

\$ Change from prev. -\$81,629
% Change from prev. -4.10%

2017-2018 revision 2

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total
General Fund	\$784,462	\$388,065	\$1,000	\$2,000	\$10,000	\$0	\$0	\$242,849	\$1,428,376
Other Uses Fund	\$0	\$152,500	\$5,000	\$0	\$30,000	\$0	\$0	\$0	\$187,500
Sage Library System Fund	\$89,695	\$180,305	\$21,000	\$0	\$0	\$11,000	\$0	\$156,575	\$458,575
TOTALS	\$874,157	\$720,870	\$27,000	\$2,000	\$40,000	\$11,000	\$0	\$399,424	\$2,074,451

\$49,706	3.61%
-\$2,500	-1.3%
\$34,640	8.2%
\$81,846	4.1%

\$ Change from prev. \$81,846
% Change from prev. 4.11%

\$353,110

2017-2018 revision 1

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

\$59,777	4.53%
-\$2,500	-1.3%
\$0	0.0%
\$57,277	3.0%

\$ Change from prev. \$57,277
% Change from prev. 2.96%

2017-2018 original

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

FORM
LB-20

RESOURCES
GENERAL FUND
(Fund)

BAKER COUNTY LIBRARY DISTRICT
(Name of Municipal Corporation)

Historical Data							RESOURCE DESCRIPTION	Budget for Next Year 2018-2019				
Actual			Adopted Budget	Adopted Budget	REVISED Budget	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body			
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017	This Year (orig) Year 2017-2018	This Year (Nov) Year 2017-2018	This Year (Jun) Year 2017-2018							
1							1	Available cash on hand* (cash basis) or				1
2	158,124	191,061	216,851	247,770	262,456	262,456	2	Net working capital (accrual basis)	247,004	247,004	247,004	2
3	30,897	28,954	38,070	40,000	40,000	35,000	3	Previously levied taxes estimated to be received	35,000	35,000	35,000	3
4	9,051	7,450	12,307	9,500	9,500	12,000	4	Interest	12,000	12,000	12,000	4
5	4,000	11,500	9,700	4,000	4,000	30,000	5	Transferred IN, from other funds	6,500	6,500	6,500	5
6							6	OTHER RESOURCES				6
7	15,974	16,551	15,923	17,500	17,500	20,000	7	Fines & Fees	18,000	18,000	18,000	7
8	7,045	6,773	6,922	6,800	6,800	7,420	8	State revenue (R2R Grant)	7,500	7,500	7,500	8
9	1,906	3,929	2,719	5,000	5,000	4,000	9	Other Tax Revenues	4,000	4,000	4,000	9
10	5,782	4,346	20,789	7,300	7,300	6,600	10	Federal revenue (E-rate)	7,300	7,300	7,300	10
11	5,088	0	0	0	0	1,700	11	Special Contracts (Tech support)	0	0	0	11
12	0	0	0	0	0	0	12	Job Training Programs	0	0	0	12
13	951	2,040	29,481	500	30,500	39,600	13	Donations, Grants, & Misc	1,500	1,500	1,500	13
14	0						14	Capital financing				14
15		300	2,560	2,600	2,600	2,600	15	Fiscal agency fee (Sage)	3,500	3,500	3,500	15
16							16					16
17							17					17
18							18					18
19							19					19
20							20					20
21							21					21
22							22					22
23							23					23
24							24					24
25							25					25
26							26					26
27							27					27
28							28					28
29	238,818	272,904	355,322	340,970	385,656	421,376	29	Total resources, except taxes to be levied	342,304	342,304	342,304	29
30				977,924	993,014	1,007,000	30	Taxes estimated to be received	1,037,337	1,037,337	1,037,337	30
31	887,323	943,059	964,477				31	Taxes collected in year levied				31
32	1,126,142	1,215,963	1,319,799	1,318,893	1,378,670	1,428,376	32	TOTAL RESOURCES	1,379,641	1,379,641	1,379,641	32

150-504-020 (rev 10-16)

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

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

General Fund

(name of fund)

1	Historical Data						REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)	Budget for Next Year 2018-2019			1	
	Actual			Adopted Budget This Year (orig) Year 2017-2018	Adopted Budget This Year (Nov) Year 2017-2018	REVISED Budget This Year (Jun) Year 2017-2018		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017									
1							1	PERSONNEL SERVICES			1	
2	445,567	493,233	512,454	527,054	541,473	545,366	2	Salaries	554,511	554,511	554,511	2
3	178,759	193,018	189,357	207,934	221,379	214,096	3	Benefits	219,454	219,454	219,454	3
4	0	0	0	0			4	Special Contracts - Grants, Tech Support, Job Training	0	0	0	4
5	0	0				25,000	5	Severance				5
6	0	0	10	0			6	Payroll Expenses	0	0	0	6
7							7					7
8	624,326	686,252	701,821	734,988	762,852	784,462	8	TOTAL PERSONNEL SERVICES	773,965	773,965	773,965	8
9	13.9	13.9	14.0	14.7	15.0	15.0	9	Total Full-Time Equivalent (FTE)	15.2	15.2	15.2	9
10							10	MATERIALS AND SERVICES			10	
11	100,810	95,908	99,802	90,000	73,100	88,650	11	Collection Development	83,000	83,000	83,000	11
12	10,676	12,603	12,579	13,400	13,400	13,250	12	Library Consortium	13,521	13,521	13,521	12
13	60,369	68,992	72,918	80,800	175,800	145,550	13	Facilities & IT Maintenance	125,700	125,700	125,700	13
14	42,546	34,382	45,698	44,173	40,673	42,390	14	Corporate Costs	43,430	43,430	43,430	14
15	81,852	87,975	84,140	98,200	96,200	98,225	15	Library Operations	95,915	95,915	95,915	15
16	2,000	2,000	2,000	2,000	2,000	2,000	16	Debt Service	4,000	4,000	4,000	16
17							17					17
18							18					18
19							19					19
20							20					20
21							21					21
22							22					22
23							23					23
24							24					24
25							25					25
26							26					26
27	298,254	301,860	317,137	328,573	401,173	390,065	27	TOTAL MATERIALS AND SERVICES	365,566	365,566	365,566	27
28							28	CAPITAL OUTLAY			28	
29	0	0	70,314	1,000	1,000	1,000	29		1,000	1,000	1,000	29
30							30					30
31							31					31
32							32					32
33							33					33
34							34					34
35	0	0	70,314	1,000	1,000	1,000	35	TOTAL CAPITAL OUTLAY	1,000	1,000	1,000	35
36	922,580	988,112	1,089,272	1,064,561	1,165,025	1,175,527	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,140,531	1,140,531	1,140,531	36

150-504-030 (Rev 10-16)

**FORM
LB-30**

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General Fund

(name of fund)

Historical Data							REQUIREMENTS DESCRIPTION	Budget For Next Year 2018-2019			
Actual			Adopted Budget	Adopted Budget	REVISED Budget	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017	This Year (orig) Year 2017-2018	This Year (Nov) Year 2017-2018	This Year (Jun) Year 2017-2018						
1							1	PERSONNEL SERVICES NOT ALLOCATED			1
2							2				2
3							3				3
4	0	0		0	0		4	0	0	0	4
5							5	Total Full-Time Equivalent (FTE)			5
6							6	MATERIALS AND SERVICES NOT ALLOCATED			6
7	0	0		0	0		7				7
8							8				8
9	0	0		0	0	0	9	0	0	0	9
10							10	CAPITAL OUTLAY NOT ALLOCATED			10
11	0	0					11				11
12							12				12
13	0	0		0	0	0	13	0	0	0	13
14							14	DEBT SERVICE			14
15							15				15
16							16				16
17	0	0		0	0	0	17	0	0	0	17
18							18	SPECIAL PAYMENTS			18
19							19				19
20							20				20
21	0	0		0	0	0	21	0	0	0	21
22							22	INTERFUND TRANSFERS			22
23	2,500	1,000	1,000	2,500	0	0	23	1,000	1,000	1,000	23
24	10,000	10,000	10,000	10,000	10,000	10,000	24	10,000	10,000	10,000	24
25							25				25
26							26				26
27							27				27
28	12,500	11,000	11,000	12,500	10,000	10,000	28	11,000	11,000	11,000	28
29				6,832	3,645	0	29	5,000	5,000	5,000	29
30	12,500	11,000	11,000	19,332	13,645	10,000	30	16,000	16,000	16,000	30
31	922,580	988,112	1,089,272	1,064,561	1,165,025	1,175,527	31	1,140,531	1,140,531	1,140,531	31
32							32	223,110	223,110	0	32
33	191,061	216,851	219,537				33				33
34				235,000	200,000	242,849	34	0		223,110	34
35	1,126,141	1,215,963	1,319,809	1,318,893	1,378,670	1,428,376	35	1,379,641	1,379,641	1,379,641	35

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND
(Name of Fund)

Historical Data				Adopted Budget		REVISIED Budget		REQUIREMENTS FOR: <u>Personnel Services</u>				Budget for Next Year 2018-2019			
Actual			Adopted Budget	Adopted Budget	REVISIED Budget	1	Object Classification	Detail	HRS	FTE	Proposed by Budget Officer	Approved by Budget Committee	Adopted by	1	
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017	This Year (orig) Year 2017-2018	This Year (Nov) Year 2017-2018	This Year (Jun) Year 2017-2018								Adopted by Governing Body		
1															
2	71,718	72,436	73,884	75,362	75,362	75,362	2	MGT4	Library Director	40	1.0	76,866	76,866	76,866	2
3	47,653	48,123	49,086	49,927	40,054	41,000	3	16/5	IT Network and Systems Administrator	36	0.9	45,960	45,960	45,960	3
4	23,214	27,539	27,820	28,376	28,376	28,800	4	14/5	Admin Assistant - Business Mgr	25	0.6	28,947	28,947	28,947	4
5	41,159	41,570	42,402	43,259	43,259	43,259	5	10/1	Admin Assistant - Library Mgr	40	1.0	31,357	31,357	31,357	5
6	8,522	35,910	38,460	39,228	39,228	39,228	6	12/5	Librarian II - Tech Svcs / Cataloging	40	1.0	42,008	42,008	42,008	6
7	6,045	4,060	8,506	13,590	13,590	8,500	7	5/4	Library Asst I - Public Services / Outreach (Bookmobile)	19	0.5	13,504	13,504	13,504	7
8	30,722	34,200	36,628	37,361	37,361	37,361	8	10/5	Library Tech II - Coll Mgmt / Serials Specialist	40	1.0	38,104	38,104	38,104	8
9	24,099	22,930	30,134	32,270	32,270	32,200	9	7/5	Library Tech I - Public Services / Youth Svcs Specialist	40	1.0	32,927	32,927	32,927	9
10						9,500	10	6/4	Library Tech I - IT Asst	16	0.4	11,940	11,940	11,940	10
11	12,183	8,102	5,236	8,136	7,846	6,500	11	5/5	Library Asst I - Public Services						11
12	12,575	18,035	19,286	20,495	26,350	26,351	12	6/5	Library Asst I - Coll Mgmt / Processing	34	0.9	26,654	26,654	26,654	12
13	18,833	21,053	22,837	24,886	28,546	26,000	13	6/5	Library Asst II - Col Mgmt / Processing & Eval. Specialist	34	0.9	26,654	26,654	26,654	13
14	28,962	32,715	31,903	32,363	32,363	33,000	14	12/5	Librarian II - Community Services + Coll Mgmt	36	0.9	37,807	37,807	37,807	14
15	4,290	4,971					15	5/5	Library Asst I - Public Services / Outreach (Bookmobile)						15
16	58,418	62,091	67,413	64,645	64,645	70,450	16	5/1-5	Library Asst I - Public Services / Outreach (Branch Leads)	93	2.3	66,356	66,356	66,356	16
17	6,370	7,096	11,060	14,602	27,106	27,105	17	6/5	Facilities Maintenance	36	0.9	28,222	28,222	28,222	17
18	18,585	18,699	19,646	10,625	0	0	18	13/5	Library Asst (prev Admin Asst - Lib Mgr)						18
19	6,088	3,907	7,838	5,007	18,196	10,500	19	3/4	Library Asst I - Public Services	17	0.4	10,688	10,688	10,688	19
20	15,171	14,412	10,394	15,897	15,897	15,000	20	3/2	Library Pages	40	1.0	22,277	22,277	22,277	20
21	9,875	8,654	9,761	8,522	8,522	12,750	21	X	Temp staff	16	0.4	12,465	12,465	12,465	21
22	1,085	244	160	2,500	2,500	2,500	22	BENEFITS	Staff training	6	0.1	1,777	1,777	1,777	22
23	45,409	62,364	56,200	77,201	79,298	77,000	23	BENEFITS	Retirement (PERS)			77,139	77,139	77,139	23
24	33,617	36,202	37,862	40,320	41,423	40,000	24	BENEFITS	Social Security (FICA)			42,420	42,420	42,420	24
25	434	536	354	527	541	541	25	BENEFITS	State Unemployment Tax (SUTA @ .001) + Payroll Exp			555	555	555	25
26	94,705	92,606	91,730	86,653	96,818	93,500	26	BENEFITS	Group Health Insurance			95,838	95,838	95,838	26
27	3,872	542	2,349	2,424	2,491	2,100	27	BENEFITS	Workers Comp Insurance			2,551	2,551	2,551	27
28	723	768	862	808	808	955	28	BENEFITS	Life Insurance			952	952	952	28
29		6,488				25,000	29	BENEFITS	Severance						29
30							30		Payroll expenses						30
31							31								31
32	13.9	13.9	14.0	14.7	15.0	15.0	32	Total Full Time Equivalent (FTE)*		608	15.2	15.2	15.2	15.2	32
33							33	Ending balance (prior years)							33
34							34	UNAPPROPRIATED ENDING FUND BALANCE							34
35	624,326	686,253	701,811	734,986	762,852	784,462	35	TOTAL REQUIREMENTS				773,965	773,965	773,965	35

150-504-031 (Rev 10-16)

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

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND
(Name of Fund)

Historical Data							REQUIREMENTS FOR: <u>Materials & Services</u>		Budget for Next Year 2018-2019			
Actual			Adopted Budget	Adopted Budget	REVISED Budget	1	Object Classification	Detail	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	1
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017	This Year (orig) Year 2017-2018	This Year (Nov) Year 2017-2018	This Year (Jun) Year 2017-2018							
1						1						
2	100,810	95,908	99,802	90,000	73,100	88,650	2	Collection Development (Books, audiovisual, digital, etc)	83,000	83,000	83,000	2
3	10,676	12,603	12,579	13,400	13,400	13,250	3	Library Catalog (Sage)	13,521	13,521	13,521	3
4	21,236	27,399	32,094	33,500	128,500	95,800	4	Facilities Maintenance	80,500	80,500	80,500	4
5	11,270	10,420	12,325	18,450	18,450	17,000	5	Janitorial Contract	16,800	16,800	16,800	5
6	2,660	2,121	2,768	3,250	3,250	2,800	6	Janitorial Supplies	2,800	2,800	2,800	6
7	2,851	3,078	2,690	2,600	2,600	2,400	7	Equipment Maintenance Services / Lease	2,600	2,600	2,600	7
8	22,352	25,974	18,952	23,000	23,000	27,550	8	Computer Maintenance	23,000	23,000	23,000	8
9	7,001	5,721	5,271	6,000	6,000	8,500	9	Bookmobile Operations	7,000	7,000	7,000	9
10	15,812	16,265	16,672	17,475	17,475	18,110	10	Insurance	18,350	18,350	18,350	10
11	6,361	2,422	6,019	4,500	2,500	6,500	11	Travel and Training	4,000	4,000	4,000	11
12	2,567	0	5,827	3,500	3,500	0	12	Election	3,500	3,500	3,500	12
13	7,650	7,905	8,165	8,573	8,573	8,400	13	Audit	8,650	8,650	8,650	13
14	813	855	1,080	1,000	1,000	1,400	14	Bookkeeping	1,300	1,300	1,300	14
15	2,420	2,856	2,744	2,900	2,900	3,000	15	Dues and subscriptions	2,900	2,900	2,900	15
16	2,000	2,000	2,000	2,000	2,000	2,000	16	Debt Service	4,000	4,000	4,000	16
17	1,549	1,487	1,908	1,600	1,600	1,600	17	Publication	1,600	1,600	1,600	17
18	1,042	1,159	1,315	1,375	1,375	1,380	18	Financial Mgt Fees	1,380	1,380	1,380	18
19	250	250	0	250	250	250	19	Legal Administration	250	250	250	19
20	2,958	1,183	1,968	3,000	1,500	1,750	20	Public Programs	1,500	1,500	1,500	20
21	2,955	2,964	3,970	3,600	3,600	4,200	21	Branch Mileage	4,200	4,200	4,200	21
22	11,647	17,440	13,672	15,500	15,500	15,000	22	Library Services Supplies	15,000	15,000	15,000	22
23	4,133	4,599	6,086	13,000	11,000	11,700	23	Youth Programs (Summer Reading, storytime, teen)	10,500	10,500	10,500	23
24	1,494	1,572	1,445	1,500	1,500	1,500	24	Postage/Freight	1,500	1,500	1,500	24
25	41,528	42,352	40,215	41,140	41,140	40,645	25	Utilities	40,975	40,975	40,975	25
26	13,095	13,327	13,480	17,460	17,460	16,680	26	Telecommunications	16,740	16,740	16,740	26
27	1,125	0	0	0	0		27	Special contracts - grants, tech support travel				27
28							28	Miscellaneous				28
29							29					29
30							30					30
31							31	Total Full Time Equivalent (FTE)*				31
32							32	Ending balance (prior years)				32
33							33	UNAPPROPRIATED ENDING FUND BALANCE				33
34	298,254	301,860	313,047	328,573	401,173	390,065	34	TOTAL REQUIREMENTS	365,566	365,566	365,566	34

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

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

OTHER USES
(Fund)

BAKER COUNTY LIBRARY DISTRICT
(Name of Municipal Corporation)

Historical Data							DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2018-2019</u>			
Actual			Adopted Budget	Adopted Budget	REVISED Budget	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017	This Year (orig) Year 2017-2018	This Year (Nov) Year 2017-2018	This Year (Jun) Year 2017-2018						
1							1	RESOURCES			1
2							2	Cash on hand * (cash basis), or			2
3	148,998	158,577	151,771	153,000	153,000	162,000	3	Working Capital (accrual basis)			3
4							4	Previously levied taxes estimated to be received			4
5	688	871	1,445	1,000	1,000	2,000	5	Interest			5
6	12,500	11,000	11,000	12,500	10,000	10,000	6	Transferred IN, from other funds			6
7	8,000	27,835	27,672	20,000	20,000	5,000	7	Grants and Loans			7
8	1,220	1,977	522	1,000	1,000	1,000	8	Donations			8
9	3,279	3,935	5,500	5,000	5,000	7,500	9	Book Sales online			9
10		6,562					10	Program reimbursements			10
11	174,684	210,757	197,910	192,500	190,000	187,500	11	Total Resources, except taxes to be levied			11
12							12	Taxes estimated to be received			12
13							13	Taxes collected in year levied			13
14	174,684	210,757	197,910	192,500	190,000	187,500	14	TOTAL RESOURCES			14
15							15	REQUIREMENTS **			15
16							16	Org Unit or Prog & Activity	Object Classification	Detail	
17			1,476				17	Personnel		Wages	
18			146				18	Personnel		Payroll taxes & related	
19							19				
20	9,060	38,065	25,229	109,300	109,300	105,800	20	M&S		Memorial & Grants Dept.	86,900
21	0	0	0	3,000	3,000	3,000	21	M&S		Election reserve	3,000
22	1	1	1	850	850	850	22	M&S		Literacy Dept.	1,000
23	3,005	9,375	2	2,500	0	0	23	M&S		Technology Dept. Reserve	1,000
24		0	0	5,000	5,000	5,000	24	M&S		Capital Projects Dept. Contingency	5,000
25	41	45	47	67,500	67,500	42,500	25	M&S		Severance Liability Dept. Contingency	52,500
26		0	0	350	350	350	26	M&S		Corporate Costs (Bank & sales fees)	100
27	4,000	11,500	9,700	4,000	4,000	30,000	27	TRANSFER		Transfer Out	1,500
28							28				
29							29				
30	158,577	151,771	161,309				30	Ending balance (prior years)			30
31							31	UNAPPROPRIATED ENDING FUND BALANCE			31
32	174,684	210,757	197,910	192,500	190,000	187,500	32	TOTAL REQUIREMENTS			32

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.

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

SAGE LIBRARY SYSTEM
(Fund)

BAKER COUNTY LIBRARY DISTRICT
(Name of Municipal Corporation)

FORM
LB-10

Historical Data						DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2018-2019						
Actual			Adopted Budget	REVISED Budget	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body					
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017	This Year Year 2017-2018	This Year Year 2017-2018									
1					1	RESOURCES			1				
2					2	Cash on hand * (cash basis), or			2				
3	95,000	135,422	148,801	160,350	191,000	3	Working Capital (accrual basis)	190,000	190,000	190,000	3		
4						4	Previously levied taxes estimated to be received			4			
5			0	10	0	5	Interest			10	10	10	5
6	193,160	197,097	203,697	211,000	211,000	6	Membership dues			214,571	214,571	214,571	6
7						7	Transferred IN, from other funds						7
8	118,811	95,404	45,242	50,000	54,000	8	Restricted grants			55,000	55,000	55,000	8
9	6,030	772	1,580	2,575	2,575	9	Miscellaneous revenue			2,600	2,600	2,600	9
10	7,118					10	Proceeds from prior fiduciary account						10
11						11							11
12	420,119	428,695	399,320	423,935	458,575	12	Total Resources, except taxes to be levied			462,181	462,181	462,181	12
13						13	Taxes estimated to be received						13
14						14	Taxes collected in year levied						14
15	420,119	428,695	399,320	423,935	458,575	15	TOTAL RESOURCES			462,181	462,181	462,181	15
16						16	REQUIREMENTS **						16
17						17	Org Unit or Prog & Activity	Object Classification	Detail				17
18						18	PERSONNEL SERVICES						18
19	49,643	55,708	56,730	58,000	58,000	19	PERSONNEL	SALARIES	Systems administrator	59,700	59,700	59,700	19
20	5,165	5,310	4,936	5,750	5,750	20	PERSONNEL	SALARIES	Admin Assistant - Business Mgr	5,850	5,850	5,850	20
21	54,808	61,018	61,666	63,750	63,750	21			Total Salaries	65,550	65,550	65,550	21
22						22							22
23	7,206	8,069	8,600	13,100	13,100	23	PERSONNEL	BENEFITS	Retirement	13,840	13,840	13,840	23
24	4,096	4,240	4,717	4,900	4,900	24	PERSONNEL	BENEFITS	Social Security	5,011	5,011	5,011	24
25	30	47	33	80	80	25	PERSONNEL	BENEFITS	Worker's compensation	80	80	80	25
26	9,810	7,215	7,226	7,550	7,550	26	PERSONNEL	BENEFITS	Health insurance	7,725	7,725	7,725	26
27	48	47	57	65	65	27	PERSONNEL	BENEFITS	Unemployment insurance	66	66	66	27
28	72	95	72	100	100	28	PERSONNEL	BENEFITS	Life insurance	100	100	100	28
29	96	1,652	72	85	150	29	PERSONNEL	BENEFITS	Payroll insurance	85	85	85	29
30	21,358	21,365	20,777	25,880	25,945	30			Total benefits	26,907	26,907	26,907	30
31	76,166	82,383	82,443	89,630	89,695	31			TOTAL PERSONNEL SERVICES	92,457	92,457	92,457	31
32						32							32
33						33	MATERIALS & SERVICES						33
34	745	260	294	250	250	34			Telecommunications	250	250	250	34
35	5,309	1,733	3,233	4,500	4,500	35			Technology	4,500	4,500	4,500	35
36	0	0	0	0	0	36			Accounting and auditing	0	0	0	36
37	0	300	0	2,560	2,560	37			Administrative services (BCLD)	3,494	3,494	3,494	37
38	59,505	54,908	45,925	57,783	43,000	38			System support (contracted)	61,800	61,800	61,800	38
39	45,835	45,922	4,585	2,500	5,500	39			Technical services	2,500	2,500	2,500	39
40	0	0	0	50	50	40			Legal services	250	250	250	40
41	2,583	1,013	3,661	3,750	3,750	41			Dues and subscriptions	3,750	3,750	3,750	41
42	91	64	27	50	50	42			Postage/freight	50	50	50	42
43	0	0	0	25	25	43			Printing	25	25	25	43
44	624	586	94	500	5,500	44			Supplies, Office	500	500	500	44
45	3,489	2,460	2,112	2,500	4,000	45			Travel	2,500	2,500	2,500	45

46	2,961	4,115	1,330	5,000	5,000	46			Training & Professional Developmt	5,000	5,000	5,000	46
47	87,389	81,689	68,602	90,000	93,600	47			Courier	95,000	95,000	95,000	47
48	0	0	0	12,520	12,520	48			Member credits	12,000	12,000	12,000	48
49	208,531	193,050	129,863	181,988	180,305	49			TOTAL MATERIALS & SERVICES	191,619	191,619	191,619	49
50						50							50
51						51	RESERVE		RESERVE FUNDS				51
52	0	0	0	21,000	21,000	52			Capital outlay	25,000	25,000	25,000	52
53	0	0	0	11,000	11,000	53			Contingency	23,105	23,105	23,105	53
54						54							54
55						55							55
56	135,422	153,263	187,014			56			Ending balance (prior years)				56
57				120,317	156,575	57			UNAPPROPRIATED ENDING FUND BALANCE	130,000	130,000	130,000	57
58	420,119	428,696	399,320	423,935	458,575	58			TOTAL REQUIREMENTS	462,181	462,181	462,181	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.

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Baker County Library District will be held on June 11, 2018 at 6:00 pm PST at Baker County Public Library located at 2400 Resort Street, Baker City, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the Baker County Library District Budget Committee. A summary of the budget is presented below.

A copy of the budget may be inspected or obtained at Baker County Public Library (2400 Resort St, Baker City), during regular library hours or viewed online at http://bakerlib.org/about/budget.html. This budget is for an annual budget period.

This budget was prepared on a basis of accounting that is the same as than used the preceding year.

Contact: Gary Dielman (Board Pres.); Perry Stokes (Library Director) Telephone: 541-523-6419 Email: tubingen@eoni.com; librarian@bakerlib.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2016-2017	Adopted Budget This Year 2017-2018	Approved Budget Next Year 2018-2019
Beginning Fund Balance/Net Working Capital	517,423	575,806	557,004
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	222,180	231,100	236,071
Federal, State and all Other Grants, Gifts, Allocations and Donations	130,628	115,600	82,300
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	20,700	14,000	17,500
All Other Resources Except Current Year Property Taxes	61,621	63,085	60,610
Current Year Property Taxes Estimated to be Received	964,477	993,014	1,037,337
Total Resources	1,917,029	1,992,605	1,990,822

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	785,876	852,482	868,340
Materials and Services	466,141	694,661	637,185
Capital Outlay	74,404	22,000	26,000
Debt Service	2,000	2,000	4,000
Interfund Transfers	20,700	14,000	17,500
Contingencies	47	87,145	86,605
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	567,860	320,317	351,192
Total Requirements	1,917,029	1,992,605	1,990,822

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	703,433	762,852	775,883
FTE	14	15	15
Sage Library System	82,443	89,630	92,457
FTE	1	1	1
Total Requirements	785,876	852,482	868,340
Total FTE	15	16	16

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The BCLD FY18-19 budget assumes a 3.5% growth of County TAV. It focuses on investment in facilities and skilled personnel with allocations for significant building repair projects and organizational restructuring. All staff are granted a 2% COLI. Sustaining debt-free operation will be a challenge as fund pools have been reduced from retiring staff benefit payouts, grant projects and property maintenance costs.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2016-2017	Rate or Amount Imposed This Year 2017-2018	Rate or Amount Approved Next Year 2018-2019
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	\$17,850	
Total	\$17,850	

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

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

To assessor of **BAKER** County

FORM LB-50 2018-2019

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

<u>2400 Resort St</u> <small>Mailing Address of District</small>	<u>Baker City</u> <small>City</small>	<u>OR</u> <small>State</small>	<u>97814</u> <small>ZIP code</small>	<u>6/13/2018</u> <small>Date</small>
<u>Perry Stokes</u> <small>Contact Person</small>	<u>Library Director/CEO/Budget Officer</u> <small>Title</small>	<u>541-523-6419</u> <small>Daytime Telephone</small>	<u>director@bakerlib.org</u> <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

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

PART II: RATE LIMIT CERTIFICATION

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

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 17 2016	2017-2018	2021-2022	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)

Baker County Library District
PERSONNEL POLICY MANUAL

5.1 Job Openings

Job openings for positions of 20 or more hours per week shall be advertised and posted in-house for at least seven (7) days prior to public listing. ~~If unfilled such job openings will then be listed with the State Employment Division and advertised in a newspaper of general circulation in Baker County. If a suitable internal candidate is approved for the position, external promotion of the opportunity shall not be required.~~ Applications on file in the Library Director's office will be considered current for six (6) months. Job openings of less than 20 hours per week may be filled in any reasonable manner.

5.2 Method of Hire

It is the policy of the Library District to give first consideration for job openings to District employees. For internal promotions, external publication is not required.

The Library Director, or designate(s), shall publish the vacancy, take applications and conduct interviews. ~~Subject to Board approval, the~~The Director shall hire the most suitable candidate based on the following criteria:

- a. Level of training and education relative to the position; past work experience may be considered in place of formal training and/or education according to the judgment of the Library Director;
- b. Extent of previous work experience relevant to the position;
- c. Applicant's mental and physical fitness to perform the functions of the position;
- d. Information placed on application, quality of application regarding completeness, aptness, neatness and accuracy;
- e. Verification of past employment, including option to view applicant's personnel file with past employers (for which standard release form is provided in *Appendix A*);
- f. Responses of references provided by applicant;
- g. A written examination or other demonstration of job-related skills prior to employment at employer's discretion; and
- h. Oral interview.

5.3 Physical and Psychological Examinations

Any applicant or current employee may be required to take a physical or psychological examination to determine their ability to perform the functions of a position. When such an examination is required, it shall be conducted by a licensed physician approved by the District and the District shall pay the cost of such examination.