

Baker County Library District
 Board of Directors
Regular Meeting Agenda
 Monday, Apr 10, 2017, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|---|---------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION) | Dielman |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications | Dielman |
| | In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | |
| V. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VI. | OLD BUSINESS | |
| | a. Board member election | Stokes |
| | b. 2017-18 Budget Committee Membership | Stokes |
| VII. | NEW BUSINESS | |
| | a. Janitorial Services bids / contract approval | Stokes |
| | b. 2016-2017 budget outlook | Stokes |
| | c. 2017-2018 budget proposal draft 1 review | Stokes |
| | d. Earthquake & Equipment insurance coverage | Stokes |
| VIII. | Agenda items for next regular meeting: May 8, 2017 | Dielman |
| IX. | ADJOURNMENT | Dielman |

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

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

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

Library Board Meeting – Annotated Agenda

Monday, Apr 10, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

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

Attachments:

- II.b. Board meeting minutes, Mar 13 2017

- | | |
|--|---------|
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| V. REPORTS | |
| a. Director | Stokes |

Friends & Foundation

At its March meeting, the Friends approved the district's request of \$4,000 to support children's programs and a large screen television for the StoryTime Room. We are grateful for their volunteer work and support.

No report from the Foundation.

Circulation services & Collections

No report.

Facilities

An RFQ for janitorial service at the Baker branch library was posted on the library website on Friday, March 24 2017. I found only two local janitorial services contractors listed under the industry code in the AtoZdatabase and invited each of them to bid. The bid period was open for two weeks, and closed at 5:00pm on Friday, April 7 2017. The board will approve the bid and contract at this meeting as one of the New Business agenda items.

Special Districts Insurance Services continues to await the soffit repair estimate from contractor Sid Johnson & Co.

Grants & gifts

A \$100 donation in support of the Summer Reading Program was received from a library supporter who provides this gift annually.

Marketing/Outreach

No report.

Personnel

The district has hired Mr. Edward Adamson as its new Facilities Specialist. He has extensive experience as a construction contractor and with maintenance of commercial

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Monday, Apr 10, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

facilities. I am looking forward to working with him on projects and plans for proper care of our sites.

Interviews have been conducted for branch staff at Haines and Halfway.

- Ms. Nola Huey was hired for Haines. She has an MLS degree and many years of work experience in libraries, primarily as youth services staff in Great Falls, MT.

I will be attending the Oregon Library Association conference next week with two youth services Baker staff, Missy Grammon and Courtney Snyder. It will be the first OLA conference for each, though Courtney has attended at least one other library conference. Brian Vegter, new Executive Director of Libraries of Eastern Oregon, will also be riding along with our group to attend his first library conference.

Public services

Four Baker teams, elementary to high school age, attended the regional Oregon Battle of the Books competition held on Saturday, March 18 at BMCC in Pendleton. Performance was varied. Some did not advance past the trial round while one made it to the second round of tournament play. Their coaches, library staff Courtney Snyder and Heather Spry, are very proud of all the participants' efforts. They all had fun reading and talking about books, which is the primary purpose of the event. A pizza party celebration to conclude this season is being planned.

Sage

Sage has approved its 2017-2018 budget. It has no significant changes. Member fees do increase by 3%.

The search for a Tech Support staff to replace Brent Mills is ongoing. Unfortunately, the initial job posting did not attract sufficient applicants so had to be revised and reposted. The job title was changed to Library Systems Specialist.

Security

Nothing to report. Disciplinary incidents during Spring Break were minor and few.

Statistics

Door traffic reports for 2017 Quarter 1 (Jan-Mar) show a significant increase over the last couple of years. Data is unavailable for several months of 2016, however, due to a system malfunction.

Technology

Jim White visited a branch of Boise Public Library in March for a demonstration of their innovative tech services, including 3D printers, virtual reality quests, and robotic gear. He was very impressed and is inspired to develop some of these programs for our community.

Library Board Meeting – Annotated Agenda

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Notes prepared by Library Director Perry Stokes

b. Finance

Hawes

Report documents to be distributed at the meeting.

VI. OLD BUSINESS

a. Board member election

Stokes

The Baker County Clerk confirms that three incumbent BCLD Board Members, Della Steele, Betty Palmer, and Kyra Rohner-Ingram, have filed for reelection in the May primary. The Clerk reports that Paul Dunkak (AKA Darby Dunkak) has filed to run for the position held by Steele. The filing deadline has passed. Palmer and Rohner-Ingram will be running unopposed. The positions of Board members Nellie Forrester and Gary Dielman will not expire for another two years.

b. 2017-2018 budget committee membership

Stokes

Attachments:

- VI.b.1. 2017-18 budget committee members

As discussed in the March meeting, we have one budget committee members whose term ended last year: Tom Hudson. A replacement for Tom will be needed. Budget committee members are appointed to 3-year terms.

I had recommended Mr. Dan Burton but he is unable to participate due to a schedule conflict. **I recommend inviting Bob Savage to return to budget committee service.** I have spoken with Bob. He has agreed to serve and is available for the meeting scheduled for May 24.

VII. NEW BUSINESS

a. Janitorial Services bids / contract approval

Stokes

Attachments:

- VII.a.1. Bids
- VII.a.2. Janitorial Services Contract

BCLD is in need of a new General Procurement contract for janitorial services at the Baker branch. As the statutory Contract Review Board, the library board is required to award bids and approve contracts.

An RFQ was posted on the library website on Friday, March 24 2017. I found only two local janitorial services contractors listed under the industry code in the AtoZdatabase and invited each of them to bid. The bid period was open for two weeks, and closed at 5:00pm on Friday, April 7 2017.

The previous contract amount with Timothy McMillan Janitorial was for \$860/mo. For the new contract, the scope of work was significantly expanded and detailed.

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Notes prepared by Library Director Perry Stokes

Bids were received from Cameron Guertzen Janitorial for \$1,495/mo and Hurley Building Maintenance for \$3,600/mo.

Per competitive bidding rules, the contract award should go to the lowest responsive responsible bidder. Other evaluation criteria considerations should include:

- Responsiveness: substantial compliance
- Responsibility:
 - Financial, material, equipment and personnel, or ability to obtain resources and expertise
 - Record of performance
 - Record of integrity
 - Legally qualified; not debarred
 - Supplied necessary qualification information

b. 2016-2017 budget outlook

Stokes

Attachments:

- VII.b.1. FY16-17 budget projection / 2017-2018 budget proposal
- VII.b.2. FY16-17 budget goals

Current year budget items of note

- **Total income** is projected at approximately \$6,000 greater than budgeted.
 - \$8,500 additional funds are projected in Prior Year Taxes due to receivables in Q3 that were greater than expected
 - Cash carryover was \$19,365 greater than expected
 - E-rate income shows as a deficit but that may be due to a posting discrepancy. To be reviewed with Christine.
- **Personnel Services** is projected to be significantly underspent by \$25,250. I will review budgeted staff pay rates and hours with Christine to make sure there are no payroll errors.
- **Materials & Services** overall is projected at \$11,800 over budget. However, this may be due to allocation discrepancies.
 - Building & Grounds is significantly over budget due to the LED light project. I will make a point to check whether that project should be posted as Capital Outlay (\$21,000 budgeted), with OTEC reimbursement posted as grant income.
- **Cash carryover** is projected at \$265,500, which is \$40,400 more than budgeted.
- I have highlighted several line items to review with Christine prior to final draft review at the May meeting.

Library Board Meeting – Annotated Agenda

Monday, Apr 10, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

c. 2017-2018 budget proposal draft 1 review

Stokes

Goals

- Retain prioritized allocations of prior year
- Increase Building & Grounds line to accomplish various project needs
- Increase cash carryover -- District goal is to grow base carryover to \$300,000 but we appear unable to advance that goal this fiscal year.

Proposed budget items of note

- Income
 - Projection based on 2.5% growth, 94% collection rate
 - FY16-17 saw a precipitous growth drop from 4.7% to 2.8%. The district's budget was based on an estimate of 3.5%. A 1% change equates to about \$10,000 revenue.
 - Local option levy income is flat due to rising compression
 - Prior tax revenue is proposed at \$40,000 (\$5,000 increase based on history & trend)
 - Total tax revenue increase over previous year budget is \$15,000
 - Overall income growth projected at \$23,500
- Personnel Services - 69.3% of operations budget
 - Salaries
 - 2% COLI proposed for staff, based on W-CPI data trends (WCPI for recent two years has been 1.9% and 2.5%)
 - With departure of Sara Durlinger, that management level position will be eliminated. Currently, to replace necessary hours, I have budgeted a new Library Technician position at 19 hours. That may change as I work with staff to determine how best to re-allocate those funds.
 - Two new staff, Haines Librarian & Facilities Maintenance, are proposed to be paid at step maximums due to advanced experience.
 - Overall, salaries increase by about \$7,000
 - Benefits
 - Primary increase is due to PERS costs, up by \$19,000 due to a significant spike in rates
 - Kevin Bell from Clark & Clark Insurance reports that health insurance rates will increase by around 4.3%
 - Overall, benefits increase by about \$20,000
- Materials & Services
 - Books – 8.7% of operations budget
 - Janitorial – increased by \$6,000 due to new & expanded contract
 - Insurance – still includes \$1,600 extra if earthquake or equipment coverage is added

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Notes prepared by Library Director Perry Stokes

- Publication/marketing – increased by \$900 for Eltrym advertising trial
- Utilities – the electric bill for Baker is down but heating is up by about the same figure. I'm unsure if the two are related, but am hoping that Ed, our new Facilities staff, can improve building energy efficiency.
- Telecommunications – Increased to add 4-line cell phone plan which will provide two phones for essential Baker staff and two for Sage staff.
- Overall, M&S increases by about \$12,000
- Transfers & Other
 - Capital Outlay – I've added \$5,000 for potential LED conversion project at one branch. We will aim for one branch conversion per year, starting with Richland.
 - Cash carryover is unchanged from the prior year budget.

d. Earthquake & Equipment insurance coverage

Stokes

At the meeting, I will provide insurance coverage quotes provided by Kevin Bell for earthquake and equipment failure. As previously mentioned, a small amount has been included in the proposed budget for coverage expansion.

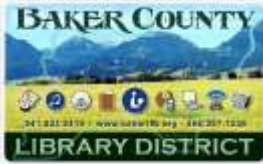
VIII. Agenda items for next regular meeting: Apr 10, 2017

Dielman

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

IX. ADJOURNMENT

Dielman



Baker County Library District

Board of Directors

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Call To Order	Gary Dielman, President called the meeting to order at 6:03 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary Dielman , Della Steele , Kyra Rohner-Ingram , and Nellie Forrester, Directors ; Perry Stokes , Library Director and Christine Hawes , Business Manager.
Consent Agenda	Dielman asked if there were any changes to items in the consent agenda including tonight's agenda and minutes from the previous meeting. There were no changes. Director's read through the minutes. Rohner-Ingram made a motion to approve the Consent Agenda; Forrester seconded; the motion passed unanimously.
Conflicts or Potential Conflicts of Interest	Dielman asked for any potential conflicts of interest; there were none.
Open Forum for general public	Dielman stated for the record that there were no members of the public present.
REPORTS: Director	<p>Stokes said that he would highlight a few items from the annotated agenda in the board packets. In <i>Facilities</i> – due to the severe winter snow/ice damage, the building soffits are looking ugly and will remain so until the insurance claim is complete and a contractor can be secured for the repairs. The temperature needs to be warmer and dryer for certain repairs to be done. The insurance claim is in progress. FEMA funds may be available to reimburse the district for its insurance deductible and other incidental expenses related to the January storm event. <i>Marketing</i> – Stokes is considering a subscription to the Eltrym theatre to advertise upcoming programs. The cost is \$75/mo (\$900/yr). He suspects it would reach a lot of people, particularly youth, which may not necessarily library users or newspaper readers.</p> <p><i>Personnel</i> – three longtime staff announced they are leaving BCLD. Linda Bergeron in Halfway is retiring at the end of April; Sara Durflinger will officially retire at the end of June; and Katie Ash our Haines Librarian will be leaving mid-March. Stokes is still working on an RFP to solicit public contracting bids for janitorial services; the district's current custodian has agreed to continue through March. The annual staff team-building event was held at the library Friday, March 3. The main activity was a trial run of devices we plan to use in future youth programs. There were about 15 staff and spouses who attended.</p> <p><i>Public Programs</i> – The library hosted a local tournament of Battle of the</p>



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	<p>Books in February. The Friends purchased the T-shirts for the teams and coaches. They will also support a pizza party at the end.</p> <p><i>Security</i> – Stokes reported he turned over drug paraphernalia evidence to law enforcement which was found hidden in a chair. He often checks under seat cushions to clean discarded litter. This time he found two glass pipes tucked away. He also reported that he has resolved the disappearing movie cases mystery. The individual confessed to the censorship and was trespassed for 6-months. A suspect in a Huntington incident in the city park was recently arrested in Baker City. Stokes drove out to Huntington to find that the security cameras were down; he was able to make the system operational again but unable to offer video coverage to law enforcement. Another possible security issue, in January a child reported seeing someone in the library with a holstered gun. He said someone with a permit and a concealed gun is legal, however open-carry is not allowed in public buildings. He looked into the report but didn't find anything.</p> <p><i>Statistics</i> – Total checkouts have declined for 2015 and 2016. Movie checkouts show the most significant downward trend while books and audiobooks remain steady or trending slightly upward. Visitation has increased in recent months although this past month was low. Magazine checkouts have dropped by nearly half as compared to 10 years ago. It is also a consideration that many people read them and put them back on the shelf rather than placing on the cart so we can track the usage. An in-house use report will be used to evaluate magazine titles to drop.</p> <p><i>Technology</i> – Technician, Jim White, had a long week. One of the core system servers experienced a catastrophic failure on Wednesday, March 7. The server hosted the SAM system, so most public workstations were down that day. The WiFi still worked so iPads were checked out as alternatives. Jim was able to implement a workaround to bring systems back online the next morning. Replacement equipment has been ordered. The Sandbox has been a popular item. Spillage is an issue but is more under control with placement of mats. The Powder River Watershed Counsel crafted an activity sheet and it is now posted beside the Sandbox. After the meeting, Stokes will give the board a demonstration.</p>
<p>Finance</p>	<p>Hawes passed out check packets for signatures and reported on financial highlights.</p> <p>The General Fund received tax turnovers of \$28,309 in March. It also</p>



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received \$2,195 in **E-Rate** program refunds with another \$610 to come. These refunds cover the first six months telecom expenses in the current fiscal year with an additional \$2,642 anticipated for the remaining six months to be filed in June. Hawes explained that we receive another \$7,632 for Internet services to the main library that are billed direct by the vendor for a total of \$13,078 in funding available for the current fiscal year.

Personnel in on target at 71.6% spent compared to 75% expected for the 9 month period. In **Materials & Services**, the book budget includes a check to Ingram for \$5,694.79. The book budget is 76.9% spent which means there are funds available for the fiscal year end months.

As a point of interest, the book expense line also includes total credits of (\$1,871) in collected reimbursements of lost books and other materials that are posted here to offset replacement costs.

Buildings Maintenance includes a check to Sid Johnson & Co \$1,425.02 the final payment on a building repair. The Liability **Insurance** annual longevity credit of \$1,148 that was recently received is posted to this expense line. The check to Visa is \$4,038.04 this month including a check order for 2000 laser checks for the General Fund checking of \$370.98. In Library Service Supplies, there are two items of interest; Demco \$782.31 for supplies including DVD hanging files, DVD album sleeves, and book cover materials; and Quill \$832.82 for printer cartridges for all library sites and copy paper. In **Youth Programs**, a check to the Alaska Zoo of \$50 for a Storytime Polar Bear program; this was an interactive Skype presentation for kids.

In **Utilities**, heating fuel totaling \$1,106.25 for two branches to Ed Staub & Sons. And a check to the University of Oregon, NERO Network of \$477 the quarterly Baker library Internet payment. Hawes explained that this is the vendor that bills the E-Rate program direct for services. The Baker County Public Library receives commercial Internet services valued at \$795 a month. The library pays 20% of that or \$159 a month; while E-Rate covers 80% of the cost. The savings to the District is \$7,632 this fiscal year.

On the last page, the budgeted **transfers** have been completed and debt service has one remaining payment of \$1,000 due in May. The current **cash balance in General Fund is \$473,610.**

In addition, Hawes said that she updated the Projected Retirement Severance Liability report. This fund has a current balance of \$62,000 which more than covers the potential retirees who are currently eligible



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	<p>to retire, although actual dates are unknown. She also referred to a report already handed out titled Monthly Electric Bill Comparison report. This report starts in October, the month following the LED light project completion. It shows a marked decrease in electric bills compared to the past three years. The District has saved over \$800 in the last five months as compared to the same time period last year.</p> <p>Other Funds received \$468.87 in Amazon book sales in February for a total of \$4,325.51 fiscal-year-to-date. The \$4,000 budgeted from these proceeds was transferred to the General Fund book budget as budgeted. The Visa invoice includes Amazon postage of \$78.68 and Memorial fund expense of \$276.25 for staff team-building event. A summary of grant activity, the Vroom Grant is still in progress with a recent transfer of \$310.26 to General Fund to reimburse for grant related wages; the grant balance is currently \$4,901.07. The E-Rate Internet Project that was part of the Other Funds – Technology Department for this fiscal year is complete. There were two refunds totaling \$15,364.80 which covered 70% of the cost to upgrade wiring and equipment in the main branch. Total current cash in Other Funds is \$160,899 with department balances written on the financial report for reference.</p> <p>Sage Fund wrote a check to the General Fund of \$1,095.82 to reimburse for the PERS expense paid on March 10. A check to the Hood River Library District of \$8,058.93 for the final paycheck and benefit payout for system librarian, Brent Mills, who has resigned. Another unusual check of \$1,000 was written to the Software Freedom Conservancy to support the Annual Evergreen Conference. And a check to Beth Longwell-Ross for mileage to attend a courier committee meeting in Portland. The current cash balance is \$233,427.</p> <p>Checks and approval lists were signed.</p>
<p>Old Business: Board Member Elections</p>	<p>Stokes asked if any of the board had applied for re-election. Della said that she had. Kyra said she applied today. Gary offered to contact Betty to make sure she remembered. Stokes reported that he had an inquiry over the weekend of someone interested in becoming a board member so there could be another person on the ballot.</p>
<p>New Business: 2017-2018 Budget Calendar and Committee</p>	<p>Stokes said that the budget committee will meet May 24 with a follow-up meeting scheduled for May 31, although it is usually not needed. We have one budget committee member whose term expired, Tom Hudson, and due to health issues we will need to replace him. Others on the</p>



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	<p>Committee are Aletha Bonebrake, Linda Collier, Joy LeaMaster, and MaryAlys Urey. Stokes recommends inviting Dan Burton to serve on the committee. He has served on the committee in the past and frequents the library. Dielman asked the board if there were any other suggestions. Dielman said he thought of Bob Savage, but believes he is already busy with other committee service. There were no other suggestions. Stokes will contact Mr. Burton. There was some discussion on the budget calendar which Stokes reviewed the deadline dates.</p>
<p>Big Eclipse Management Plan</p>	<p>Stokes said that thousands of people are anticipated to visit Baker County and eastern Oregon overall for the Solar Eclipse event on Monday, August 21, 2017.</p> <p>Stokes provided County eclipse borders marked on a map in the board packets. The impact for library branches was reviewed with the hot spot being Huntington with the longest duration of visibility, second Sumpter and then Baker areas. Stokes introduced items of concern including increased library visitation traffic, managing the parking area, condition of the library grounds, and possibly increased janitorial services for the weekend leading up to the event. He wants to work on a plan and asked if the board wanted to be involved or he can work with staff and bring back a proposal to the board.</p> <p>Stokes said that he attended a Director's meeting in Salem recently; many libraries plan to close that morning. Stokes proposed a special library closure for the morning of 8/21/17 with the library to open at 1:00pm. He plans to close all branches that morning.</p> <p>The eclipse will begin about 9:09am, ending at 11:46am. Opening at 1:00pm will allow for the crowds and traffic to disperse. He feels there will be a lot of visitor traffic the weekend before the event so additional staffing will be needed and possibly reducing computer session time to allow for more usage.</p> <p>There will be possible issues with people using the parking lot overnight and long-term parking creating issues for regular patrons; we may need to arrange for security enforcement. Another idea was renting parking spaces which would require re-striping the parking lot. We may want to order port-a-potties to be placed on the grounds; he plans to talk to the City about their suggestion. Three of the branches are really not our concern.</p> <p>The Huntington library is in the City park so the City will manage the parking and usage. The Sumpter and Richland libraries are tenants in their buildings so no concerns there. The Haines library only has a few</p>



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	<p>parking spaces on the street so minimal concerns there and the Halfway library is at the outer edge of the eclipse. The main concern is the main library in Baker City. The board agreed that Stokes could come up with a plan for them to review and approve. Rohner-Ingram suggested asking the City about any special permits needed.</p> <p>Stokes also reported that the Friends of the Library purchased 1,000 eclipse viewers that are being sold for \$1.00 each. They have sold about 400 so far.</p>
<p>Parking Lot Policy Revision</p>	<p>Stokes included 3 policy documents in the packets: the current policy and 2 drafts, one showing the proposed changes and a second with the changes. He included the statement that “BCLD reserves the right to restrict lot access and/or charge for parking area use for special purposes” with the Eclipse event in mind. But it would also apply to other events like Miners Jubilee; during this even the parking lot is reserved for handicap parking only and is free.</p> <p>Rohner-Ingram asked about the bullet on short-term parking restricted to one hour. Stokes replied he intends this for people using the wireless from the parking lot which happens a lot. The changes were all reviewed with some discussion. Rohner-Ingram stated that she didn’t like the word “recreational” added to the bullet addressing drugs and alcoholic beverages prohibited on library property. She declined to suggest a change to the word.</p> <p>With no further discussion, Dielman called for action on the revised Parking Lot Policy. Rohner-Ingram made a motion to approve the Parking Lot Policy with proposed revisions; Steele seconded; the motion passed unanimous.</p>
<p>Historic Photo Acquisition</p>	<p>Stokes said that he received an email about Sumpter historic photos being listed on eBay auction. Dielman said that he looked at the photos. They appeared to be legitimate photos with the exception of one of a dredge that was not one of the three in Sumpter. The photos were in a family album.</p> <p>Dielman said that he recommended offering that the man could donate the photos to the library. We have thousands of photos on the website and many more in the archives that are not scanned. We historically do not purchase photos with one exception a few years ago when the library paid \$25 for an amazing collection. There was discussion on photos acquired by the library. Dielman said there are many in the collection taken by a local photographer Jack Eng who owned the Royal Café in</p>



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	<p>Baker.</p> <p>The group agreed with Dielman's suggestion not to purchase the photos but rather suggest to the owner that they may be donated if they are not sold. Stokes will contact him.</p>
Next Meeting Date	<p>The next Board meeting will be April 10, 2017 at 6:00pm. Agenda items include insurance outlook, a supplemental budget and policies to review.</p> <p>Stokes reminded the board to stop at the Sandbox on the way out.</p>
Adjourn	<p>The meeting was adjourned at 7:28 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

DRAFT

Baker County Library District

Budget Committee Membership FY2017-2018

Appointive Members

	Name	City	Term start (3 years)	Term expiration
1	Aletha Bonebrake	Baker City	5/2016	6/2018
2	Linda Collier	Halfway	5/2016	6/2018
3	Tom Hudson	Baker City	5/2014	6/2016
3	Bob Savage	Baker City	5/2017	6/2019
4	Joy Leamaster	Baker City	5/2015	6/2017
5	MaryAlys Urey	Baker City	5/2015	6/2017
Alt	Nancy Johnson	Baker City		

Governing Body (Library Board) Members

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

Budget Officer

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

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

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

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

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

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

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

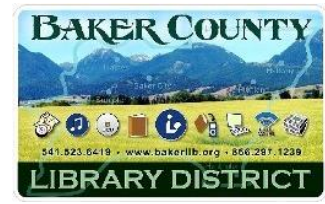
(7) If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.

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

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

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**CONTRACTOR BIDS
TO BE SHARED
AT MEETING**



Request for Proposals for Janitorial Services

Proposals due: Friday, April 7 2017, at 5.00p
Mailing address: 2400 Resort St, Baker City, OR 97814
Email: jobs@bakerlib.org
Fax: 541-523-9088

Baker County Library District is seeking a qualified cleaning firm to perform regular janitorial services at the Baker County Public Library at 2400 Resort Street in Baker City. Sealed proposals will be accepted through the above date and time. Proposal specifications as well as information and clarification on this RFP may be obtained by contacting:

Perry Stokes, Library Director
Baker County Library District
2400 Resort St, Baker City, OR 97814
jobs@bakerlib.org
541-523-6419

Questions must be in writing and must be received by 12.00p on Thursday, April 6, 2017.

Proposers are required to comply with all provisions of Oregon Revised Statutes and District policy.

The District reserves the right to:

1. Reject any or all proposals not in compliance with public proposal procedures,
2. To postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening,
3. To waive informalities in proposals,
4. To select the proposal which appears to be in the best interest of the District.

I. Statement of Work

A. Purpose of RFP

Baker County Library District is issuing a Request for Proposals (RFP) and invites qualified cleaning firms to submit proposals to perform regular janitorial services at the Baker County Public Library at 2400 Resort Street in Baker City, OR. Our objective is to select the firm best qualified to provide regular daily, weekly, and annual janitorial services for the Baker County Public Library.

The cleaning firm recommended by the Library Director will be awarded the contract. Contract award is contingent on approval by the Library District Board of Directors.

The term of the contract will be for one year and may be renewed annually thereafter at the option of the District.

B. Description of District

Baker County Library District serves all of Baker County, Oregon. The District facilities include the Baker County Public Library plus a Bookmobile and five smaller branches in Haines, Halfway, Huntington, Richland, and Sumpter. This proposal is only to clean the Baker County Public Library facility at 2400 Resort Street in Baker City.

C. Description of the Facility

The Baker County Public Library at 2400 Resort Street in Baker City is an approximately 18,000 square foot facility on a single level, with offices, reception areas, two large restrooms, six small restrooms, and multiple reading, research, and lounge areas. The facility is open seven days per week.

D. Scope of Janitorial Services Required

The contractor will be responsible for cleaning all areas of the building, as well as shutting off all designated lights and ensuring all doors and exits are locked before the end of the shift.

- 5 Days per week high traffic area service:
 - Clean and disinfect all bathrooms
 - Fill all soap and paper dispensers
 - Empty all wastebaskets, remove trash from building and replace soiled liners.
 - Vacuum high traffic areas (defined as entry areas, computer labs, pathways from entry areas to front desk and restrooms, hallways, and Reading Room)
 - Ensure all entrances and marked doors are locked and that non-emergency lights are off

- 3 days per week full building cleaning:
 - Sweep or vacuum all non-carpet areas
 - Wet mop all non-carpet areas or auto-scrub (restrooms, front/back entryways, StoryTime Room, YA room, staff break room)
 - Clean and disinfect all bathroom sinks and toilets
 - Fill all soap and paper dispensers
 - Empty all wastebaskets, remove trash from building and replace soiled liners.
 - Vacuum all carpet areas
 - Spot clean walls and toilet partitions
 - Spot clean carpet

- Sift all outside ashtrays of refuse
- Clean and sanitize all drinking fountains.
- Clean glass doors outside and inside
- Ensure all entrances and marked doors are locked and that non-emergency lights are off

- Weekly duties:
 - Remove spider webs up to 120"
 - Wash all work and public desks and tables (when cleared by staff)
 - Clean glass display case fronts (car exhibit, various cases in entry foyer)
 - Emptying exterior garbage bins near entry areas (3) and in north parking lot (2)
 - Clean around light switches and door handles, remove smudges and fingerprints from doors, doorframes, and all painted and chrome surfaces.
 - Vacuum upholstered furniture in computer labs and Reading Room
 - Clean and sanitize break room
 - Report low supplies needs to designated library staff
 - Report all lights out, plumbing problems and other related maintenance items to the designated library staff

- As-needed duties (to be performed during regularly-scheduled cleanings):
 - Remove broken glass or sharp material from all surfaces
 - Spot steam clean carpeted areas with visible stains/dirt
 - Apply stain remover to toilets or sinks
 - Empty all paper recycling material from designated stations into the central depository receptacle and replace each station with empty containers
 - Emptying exterior garbage bin before and after large downtown events including but not limited to Easter Egg Hunt in Park (April), Independence Day (July 4th), Miner's Jubilee festival (July), Library end of Summer Reading party (August), Community Night Out (August).
 - Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling

- Annual duties:
 - Deep scrub vinyl and tile floors in staff break room, children's story time room, and young adult room; recoat as necessary
 - Clean all windows inside and out.

Aside from the annual duties, the requirements stated above are to serve as guidelines. The actual requirements shall be performed as frequently as necessary to maintain the building in a clean and sanitary condition.

E. Contractor and District Expectations

The contractor must provide all essential cleaning products and equipment. The contractor must also have in place an OSHA-compliant MSDS program and provide the District with a copy to be made available on-site. The contractor must keep the program and the District updated if there are changes. Notification of changes must be made immediately.

The contractor is prohibited from sharing keys to the building with assistants or anyone else without

approval from the Library Director. The contractor must maintain at its own expense Worker's Compensation and General Liability Insurance and provide acceptable proof of such insurance to the District within thirty days of signing a contract.

The District reserves the right to reject any employee's privilege to work inside or outside the facilities.

The District will provide trash bags, toilet paper, soap, papers towels, toilet bowl blocks, feminine products, paper cups, and toilet seat covers.

F. Contract Period

The contract will cover one calendar year and will include a sixty-day cancellation provision. The District reserves the right to request proposals for janitorial services in future years.

II. Proposal Submission Procedures

A. Proposal Submission

The signed proposal must be received by Friday, April 7, 2017, 5:00 pm. Proposals must be clearly designated as "Janitorial Proposal". Emailed and faxed proposals are acceptable. Late proposals will not be accepted.

B. Summary of Cleaning Firm's Qualifications

Firms should describe their recent experience providing janitorial services in high-traffic, publicly-accessible buildings.

C. Facility Walkthrough

Potential bidders may request a walkthrough of the facility by contacting Library Director Perry Stokes. Walkthroughs must be performed before Wednesday, April 5, 2017, by 7.00p.

D. Fees Section

1. Provide not-to-exceed fee estimates for the scope of janitorial services requested. The not-to-exceed fees estimates are to include all fees, including travel and out-of-pocket costs.
2. Provide a brief description of any other services that your firm could provide the District and the hourly charge for each service of this type. Such services would be contracted for on an "as needed" basis, to be provided and billed for separately.

E. Opportunity to Comment

Firms may formally protest or comment on this proposal or selection process by submitting a written, signed statement to Perry Stokes, Library Director, Baker County Library District, at the contact information on page 1. Protests and comments must be received by 12.00p, Thursday, April 6, 2017, to be considered. No protest against award because of the content of specifications shall be considered after this deadline.

F. Addenda

Addenda, if any, will be issued prior to the proposal due date. To ensure receipt of addenda, verify that the District has the name, phone number, email, and fax number for a contact person for the

firm.

G. Equal Employment Compliance Requirement

By submitting this proposal, Proposer certifies conformance to the applicable federal acts, executive orders, and Oregon statutes and regulations concerning affirmative action toward equal employment opportunities.

H. Additional Information

Please provide any other information you feel would help the Library Director evaluate your firm for this engagement.

III. Proposal Evaluation Procedures

A. Evaluation of Proposals

Proposals will be evaluated to determine which proposal best meet the needs of the District. Proposals will be evaluated on the experience of the firm and fees. The District reserves the right to make the final selection by exercise of its own discretion.

B. Proposal Rejection

The District reserves the right to:

1. reject any or all proposals not in compliance with all public procedures and requirements;
2. reject any proposal(s) not meeting the specifications set forth herein;
3. waive any or all irregularities in proposals submitted;
4. reject all proposals;
5. award any or all parts of any proposal.
6. request references and other data to determine responsiveness.

C. Protest of Award

Any adversely affected Proposer has five calendar days from the date of the written notice of award to file a written protest.

IV. General Terms and Conditions

A. Submission and Signing of Proposals

The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

B. District Clarification of Proposals

The District reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the firm's proposal.

C. Cost of Preparing a Proposal

The RFP does not commit the District to paying any costs incurred by any Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

V. Proposal Certifications

Non-Discrimination Clause (ORS 279A.110)

Proposer hereby certifies they have not discriminated and will not discriminate against any minority, women, or emerging small business enterprise in obtaining any required subcontract.

It is further understood that any contractor who is in violation of this clause shall be barred from receiving awards of any contracts or purchases from the Library District unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Certified by: _____

Firm Name: _____

Address: _____

VI. Signature Page

The undersigned proposes to perform all work as listed in this RFP, for the prices stated; and that all articles supplied under any resultant contract will conform to the specifications herein.

The undersigned certifies that the proposal has been arrived at by the Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned certifies that the following addenda have been received and duly considered and that all associated costs have been included in this proposal:

Addenda: No. _____ to No. _____ inclusive.

The proposer has examined all parts of this Request For Proposal, including all requirements and contract terms and conditions thereof. If its proposal is accepted, Proposer agrees to execute a contract which incorporates the terms and conditions of this RFP.

Name of firm: _____

Address: _____

Telephone number: _____ Fax number: _____

Email address: _____

Submitted by: _____

Authorized Signer

Date

Printed Name

	TOTAL										REVISED Budget	\$ CHG	ACTUAL		VS ORIGINAL BGT		VS ACTUAL		OPS %
	Q1 Jul - Sep 16	Q2 Oct - Dec 16	Q3 Jan - Mar 17	Q1-3 TOTAL Jul '16 - Mar 17	Q4 EST Apr - Jun 17	Q4 Actual 2015-16	PROJECTED Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget			2015-2016	FY17-18 Budget	\$ chg	% chg	\$ chg	% chg	
6410 · Bookmobile Fuel	422.06	425.48	476.52	1,324.06	750.00	423.01	2,074	2,000	74.06	103.7%	2,000	0.00	1,690.72	2,000	0	0.0%	-74	-3.6%	
6420 · Bookmobile Maintenance	218.51	33.94	1,838.66	2,091.11	1,550.00	1,625.16	3,641	4,000	-358.89	91.03%	4,000	0.00	4,030.70	4,000	0	0.0%	359	9.9%	
6400 · Bookmobile Operations - Other	0.00	0.00	0.00	0.00	0.00	0.00	0		0.00	0.0%		0.00	0.00						
Total 6400 · Bookmobile Operations	640.57	459.42	2,315.18	3,415.17	2,300.00	2,048.17	5,715	6,000	-284.83	95.25%	6,000	0.00	5,721.42	6,000	0	0.0%	285	5.0%	
6600 · Corporate Costs																			
6610 · Insurance																			
6612 · Boiler	0.00	0.00	1,273.00	1,273.00	0.00	0.00	1,273	1,250	23.00	101.84%	1,250	0.00	1,198.99	1,250	0	0.0%	-23	-1.8%	
6613 · SDIS Liability	0.00	0.00	13,858.00	13,858.00	0.00	-1,148.00	13,858	15,600	-1,742.00	88.83%	15,600	0.00	13,534.00	15,600	0	0.0%	1,742	12.6%	
6614 · Flood Insurance	0.00	0.00	1,562.00	1,562.00	0.00	0.00	1,562	3,200	-1,638.00	48.81%	1,600	-1,600.00	1,532.00	3,200	0	0.0%	1,638	104.9%	
6610 · Insurance - Other	0.00	0.00	0.00	0.00	0.00	0.00	0	375	-375.00	0.0%	375	0.00	0.00	375	0	0.0%	375	#DIV/0!	
Total 6610 · Insurance	0.00	0.00	16,693.00	16,693.00	0.00	-1,148.00	16,693	20,425	-3,732.00	81.73%	18,825	-1,600.00	16,264.99	20,425	0	0.0%	3,732	22.4%	
6620 · Travel & Training	539.73	1,055.47	1,429.77	3,078.28	1,520.00	132.08	4,545	4,500	44.97	101.0%	4,500	0.00	2,421.95	4,600	100	2.2%	55	1.2%	
6621 · Special Contracts Travel	0.00	0.00	0.00	0.00	0.00	0.00	0	200	-200.00	0.0%	200	0.00	0.00	0					
6630 · Election	0.00	0.00	0.00	0.00	3,500.00	0.00	3,500	3,500	0.00	100.0%	3,500	0.00	0.00	3,500	0	0.0%	0	0.0%	
6640 · Auditor	0.00	0.00	8,165.00	8,165.00	0.00	0.00	8,165	8,200	-35.00	99.57%	8,200	0.00	7,905.00	8,573	373	4.6%	408	5.0%	
6641 · Bookkeeping Supplies & Services	0.00	0.00	424.48	424.48	705.00	596.25	1,129	900	229.48	125.5%	900	0.00	855.42	1,000	100	11.1%	-129	-11.5%	
6660 · Association Dues	1,493.24	706.10	375.00	2,574.34	265.00	445.00	2,839	2,750	89.34	103.25%	2,750	0.00	2,856.19	3,000	250	9.1%	161	5.7%	
6680 · Publication/marketing	0.00	414.36	578.78	874.05	700.00	671.61	1,693	1,600	93.14	105.82%	1,600	0.00	1,486.73	2,500	900	56.3%	807	47.7%	
6690 · Financial Mgmt Fees																			
6690.1 · Checking Account Fees	91.00	105.00	98.00	259.00	105.00	99.00	399	310	89.00	128.71%	310	0.00	325.00	400	90	29.0%	1	0.3%	
6690.2 · Pool 5291 Fees	52.45	54.92	64.15	149.52	66.00	55.85	238	175	62.52	135.73%	175	0.00	155.50	250	75	42.9%	12	5.3%	
6690.3 · PayPal Transaction Fees	34.90	25.34	30.75	86.06	42.00	22.79	133	150	-17.01	88.66%	150	0.00	110.72	150	0	0.0%	17	12.8%	
6690.4 · Quick Books Direct Deposit	152.50	152.50	158.50	405.50	156.00	153.75	620	575	44.50	107.74%	575	0.00	567.45	575	0	0.0%	-45	-7.2%	
6690 · Financial Mgmt Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0.0%	0	0.00	0.00	0	0				
Total 6690 · Financial Mgmt Fees	330.85	337.76	351.40	900.08	369.00	331.39	1,389	1,210	179.01	114.79%	1,210	0.00	1,158.67	1,375	165	13.6%	-14	-1.0%	
6691 · Legal Administration	0.00	0.00	0.00	0.00	250.00	0.00	250	250	0.00	100.0%	250	0.00	250.00	250	0	0.0%	0	0.0%	
6696 · Public Programs	437.00	630.09	174.48	1,241.57	1,300.00	402.19	2,542	2,500	41.57	101.66%	2,500	0.00	1,183.45	3,000	500	20.0%	458	18.0%	
Total 6600 · Corporate Costs	2,800.82	3,143.78	28,191.91	33,950.80	8,609.00	1,430.52	42,746	46,035	-3,289.49	92.85%	44,435	-1,600.00	34,382.40	48,223	2,188	4.8%	5,478	12.8%	
6700 · Other Operating Expenses																			
6720 · Branch Mileage	1,086.40	492.79	814.80	2,393.99	900.00	676.09	3,294	3,500	-206.01	94.11%	3,500	0.00	2,964.00	3,500	0	0.0%	206	6.3%	
6730 · Library Services Supplies	2,825.70	4,376.50	3,116.85	10,319.05	3,400.00	2,416.43	13,719	15,500	-1,780.95	88.51%	15,500	0.00	17,439.72	15,500	0	0.0%	1,781	13.0%	
6731 · Youth Programs																			
6731.2 · Summer Reading	375.48	225.00	-127.02	473.46	2,883.44	-52.71	3,357	3,400	-43.10	98.73%	3,400	0.00	1,801.31	3,400	0	0.0%	43	1.3%	
6731.22 · Haines Summer Reading	24.97	9.00	0.00	33.97	500.00	101.00	534	0	533.97	100.0%	0	0.00	101.00	600	600				
6731.23 · Sandbox Project	0.00	0.00	1,695.10	1,695.10	0.00	0.00	1,695		1,695.10	100.0%		0.00							
6731.3 · Storytime	0.00	93.49	157.86	251.35	2,200.00	473.05	2,451	3,200	-748.65	76.61%	3,200	0.00	714.00	3,200	0	0.0%	749	30.5%	
6731.4 · Other Youth Programs	14.99	95.88	0.00	110.87	1,500.00	111.62	1,611	1,800	-189.13	89.49%	1,800	0.00	1,392.14	1,800	0	0.0%	189	11.7%	
6731.42 · R2R Ready-To-Read progr	52.95	0.00	95.09	148.04	0.00	0.00	148		148.04	100.0%		0.00							
6731.5 · Teen Activities	0.00	262.40	0.00	262.40	0.00	0.00	262	1,500	-1,237.60	17.49%	1,500	0.00		1,500	0	0.0%	1,238	471.6%	
6731.6 · Makerspace Club	75.89	339.72	394.59	810.20	1,500.00	0.00	2,310	2,500	-189.80	92.41%	2,500	0.00		2,500	0	0.0%	190	8.2%	
6731 · Youth Programs - Other	0.00	0.00	0.00	0.00	0.00	146.50	0		0.00	0.0%		0.00	590.95						
Total 6731 · Youth Programs	544.28	1,025.49	2,215.62	3,785.39	8,583.44	779.46	12,369	12,400	-31.17	99.75%	12,400	0.00	4,599.40	13,000	600	4.8%	631	5.1%	
6740 · Postage & Freight	114.49	519.98	265.63	900.10	0.00	483.75	900	1,500	-599.90	60.01%	1,500	0.00	1,572.11	1,500	0	0.0%	600	66.6%	
6750 · Utilities																			
6751 · Garbage																			
6751.1 · Baker-Baker Sanitary	280.70	417.89	532.05	1,093.64	570.00	550.40	1,801	1,625	175.64	110.81%	1,625	0.00	1,653.00	1,800	175	10.8%	-1	0.0%	

	Q1 Jul - Sep 16	Q2 Oct - Dec 16	Q3 Jan - Mar 17	Q1-3 TOTAL Jul '16 - Mar 17	Q4 EST Apr - Jun 17	Q4 Actual 2015-16	PROJECTED Jul '16 - Jun 17	Budget	TOTAL \$ Over Budget	% of Budget	REVISD Budget	\$ CHG	ACTUAL 2015-2016	FY17-18 Budget	VS ORIGINAL BGT \$ chg	VS ORIGINAL BGT % chg	VS ACTUAL \$ chg	VS ACTUAL % chg	OPS %
6751.2 - Haines-Baker Sanitary	73.13	39.00	48.00	160.13	27.00	27.00	187	180	7.13	103.96%	180	0.00	135.00	190	10	5.6%	3	1.5%	
6751.3 - Halfway-LaRue Sanitary	31.96	0.00	0.00	31.96	16.00	15.98	48	55	-7.04	87.2%	55	0.00	31.96	55	0	0.0%	7	14.7%	
6751.4 - Richland-Eagle Cap San	0.00	0.00	0.00	0.00	45.00		45	45	0.00	100.0%	45	0.00		50	5	11.1%	5	11.1%	
6751.5 - Huntington-Baker Sanit:	64.00	32.00	64.00	160.00	32.00	32.00	192	210	-18.00	91.43%	210	0.00	160.00	210	0	0.0%	18	9.4%	
Total 6751 - Garbage	449.79	488.89	644.05	1,445.73	690.00	625.38	2,273	2,115	157.73	107.46%	2,115	0.00	1,979.96	2,305	190	9.0%	32	1.4%	
6752 - Heating Fuel												0.00							
6752.1 - Baker-Cascade Natural	734.37	1,284.91	2,700.52	4,719.80	2,150.00	2,243.70	6,870	3,600	3,269.80	190.83%	3,600	0.00	4,667.96	6,000	2,400	66.7%	-870	-12.7%	
6752.2 - Haines-Ed Staub	0.00	454.70	1,034.22	1,488.92	500.00	384.25	1,989	1,750	238.92	113.65%	1,750	0.00	1,733.93	2,000	250	14.3%	11	0.6%	
6752.3 - Halfway-Ed Staub	0.00	312.50	895.00	1,207.50	50.00	45.00	1,258	1,300	-42.50	96.73%	1,300	0.00	992.62	1,300	0	0.0%	43	3.4%	
6752.6 - Sumpster-City of Sumpste	0.00	0.00	0.00	0.00	1,000.00	897.50	1,000	1,000	0.00	100.0%	1,000	0.00	897.50	1,000	0	0.0%	0	0.0%	
Total 6752 - Heating Fuel	734.37	2,052.11	4,629.74	7,416.22	3,700.00	3,570.45	11,116	7,650	3,466.22	145.31%	7,650	0.00	8,292.01	10,300	2,650	34.6%	-816	-7.3%	
6753 - Water/Sewer												0.00							
6753.1 - Baker-City of Baker City	302.88	380.98	198.96	882.82	350.00	399.50	1,233	1,950	-717.18	63.22%	1,950	0.00	1,304.34	1,950	0	0.0%	717	58.2%	
6753.2 - Haines-City of Haines	152.00	228.00	228.00	608.00	302.00	292.00	910	910	0.00	100.0%	910	0.00	940.00	925	15	1.6%	15	1.6%	
6753.3 - Halfway-City of Halfway	293.83	159.68	233.79	687.30	352.00	311.27	1,039	910	129.30	114.21%	910	0.00	906.65	1,050	140	15.4%	11	1.0%	
6753.4 - Richland (NEOHA agree	99.87	92.46	146.65	338.98	186.00	185.15	525	550	-25.02	95.45%	550	0.00	440.22	550	0	0.0%	25	4.8%	
6753.5 - Huntington-City of Hunt	240.00	160.00	324.80	644.80	325.00	306.50	1,050	925	124.80	113.49%	925	0.00	910.50	1,100	175	18.9%	50	4.8%	
Total 6753 - Water/Sewer	1,088.58	1,021.12	1,132.20	3,161.90	1,515.00	1,494.42	4,757	5,245	-488.10	90.69%	5,245	0.00	4,501.71	5,575	330	6.3%	818	17.2%	
6754 - Electric												0.00							
6754.1 - Baker - OTEC	2,695.43	6,213.71	3,131.83	12,040.97	3,600.00	8,102.05	15,641	19,000	-3,359.03	82.32%	19,000	0.00	20,781.90	16,000	-3,000	-15.8%	359	2.3%	
6754.2 - Haines - OTEC	155.42	366.30	424.87	746.59	545.00	435.40	1,492	1,250	241.59	119.33%	1,250	0.00	1,261.05	1,500	250	20.0%	8	0.6%	
6754.3 - Halfway-Idaho Power	218.60	186.06	213.62	618.28	280.00	184.75	898	1,200	-301.72	74.86%	1,200	0.00	932.88	1,200	0	0.0%	302	33.6%	
6754.4 - Richland (NEOHA agree	363.01	339.58	1,699.06	2,401.65	1,050.00	1,026.27	3,452	2,800	651.65	123.27%	2,800	0.00	2,659.94	3,500	700	25.0%	48	1.4%	
6754.5 - Huntington-Idaho Powe	307.59	206.51	1,062.13	1,576.23	530.00	464.82	2,106	1,350	756.23	156.02%	1,350	0.00	1,369.82	2,100	750	55.6%	-6	-0.3%	
6754.6 - Sumpster-City of Sumpster(Shared)					600.00	572.32	600	600	0.00	100.0%	600	0.00	572.32	600	0	0.0%	0	0.0%	
Total 6754 - Electric	3,740.05	7,312.16	6,531.51	17,383.72	6,605.00	10,785.61	24,189	26,200	-2,011.28	92.32%	26,200	0.00	27,577.91	24,900	-1,300	-5.0%	711	2.9%	
6750 - Utilities - Other	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0.0%	0	0.00	0.00	0	0	0.0%	0	0.0%	
Total 6750 - Utilities	6,012.79	10,874.28	12,937.50	29,407.57	12,510.00	16,475.86	42,335	41,210	1,124.57	102.73%	41,210	0.00	42,351.59	43,080	1,870	4.5%	745	1.8%	
6756 - Telecommunications												0.00							
6756.0 - Telephone												0.00							
6756.1 - Baker - BendTel	443.21	254.02	531.53	1,228.76	435.00	468.05	1,664	1,600	63.76	103.99%	1,600	0.00	1,518.61	1,700	100	6.3%	36	2.2%	
6756.2 - Haines - Cascade/Reliar	191.36	190.80	190.85	573.01	192.00	189.03	765	800	-34.99	95.63%	800	0.00	758.53	800	0	0.0%	35	4.6%	
6756.3 - Halfway - Pine Telephor	104.34	123.36	108.92	336.62	111.00	117.41	448	450	-2.38	99.47%	450	0.00	446.43	450	0	0.0%	2	0.5%	
6756.4 - Richland - Eagle Teleph	66.73	109.88	104.69	281.30	111.00	144.44	392	400	-7.70	98.08%	400	0.00	421.58	400	0	0.0%	8	2.0%	
6756.5 - Huntington - CenturyTe	164.88	200.32	283.91	581.37	240.00	175.71	889	950	-60.89	93.59%	950	0.00	836.99	950	0	0.0%	61	6.8%	
6756.6 - Sumpster - CenturyLink/(184.98	155.05	102.04	442.07	150.00	148.83	592	600	-7.93	98.68%	600	0.00	551.67	600	0	0.0%	8	1.3%	
6756.8 - US Cellular (3 Lines)	320.69	614.38	369.29	1,304.36	465.00	573.44	1,769	1,850	-80.64	95.64%	1,850	0.00	1,748.30	2,300	450	24.3%	531	30.0%	
Total 6756.0 - Telephone	1,476.19	1,647.81	1,691.23	4,747.49	1,704.00	1,816.91	6,519	6,650	-130.77	98.03%	6,650	0.00	6,282.11	7,200	550	8.3%	681	10.4%	
6757.0 - Internet												0.00							
6757.1 - Baker - NERO Network	477.00	477.00	477.00	1,431.00	477.00	715.50	1,908	3,000	-1,092.00	63.6%	3,000	0.00	2,862.00	2,200	-800	-26.7%	292	15.3%	
6757.2 - Haines - Cascade/Reliar	182.88	182.82	182.76	548.46	183.00	182.46	731	760	-28.54	96.25%	760	0.00	729.37	760	0	0.0%	29	3.9%	
6757.3 - Halfway - Pine Tel	149.34	148.59	147.54	445.47	150.00	176.12	595	650	-54.53	91.61%	650	0.00	649.65	650	0	0.0%	55	9.2%	
6757.4 - Richland - Pine Tel	75.00	75.00	75.00	225.00	75.00	75.00	300	390	-90.00	76.92%	390	0.00	360.00	350	-40	-10.3%	50	16.7%	
6757.5 - Huntington -CenturyTel	428.01	487.62	642.02	1,395.16	495.00	370.11	2,053	1,375	677.65	149.28%	1,375	0.00	1,244.35	2,100	725	52.7%	47	2.3%	
6757.6 - Sumpster - CenturyLink/(515.21	347.81	209.88	1,072.90	315.00	297.82	1,388	1,325	62.90	104.75%	1,325	0.00	1,199.05	1,400	75	5.7%	12	0.9%	
Total 6757.0 - Internet	1,827.44	1,718.84	1,734.20	5,117.99	1,695.00	1,817.01	6,975	7,500	-524.52	93.01%	7,500	0.00	7,044.42	7,460	-40	-0.5%	485	6.9%	

	Q1 Jul - Sep 16	Q2 Oct - Dec 16	Q3 Jan - Mar 17	Q1-3 TOTAL Jul '16 - Mar 17	Q4 EST Apr - Jun 17	Q4 Actual 2015-16	PROJECTED Jul '16 - Jun 17	TOTAL			REVISED Budget	\$ CHG	ACTUAL 2015-2016	FY17-18 Budget	VS ORIGINAL BGT		VS ACTUAL		OPS %
								Budget	\$ Over Budget	% of Budget					\$ chg	% chg	\$ chg	% chg	
6756 · Telecommunications - Other	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0.00	0.0%	0	0.00	0						
Total 6756 · Telecommunications	3,303.63	3,366.65	3,425.43	9,865.48	3,399.00	3,633.92	13,495	14,150	-655.29	95.37%	14,150	13,326.53	14,660	510	3.6%	1,165	8.6%		
Total 6700 · Other Operating Expenses	13,887.29	20,655.69	22,775.83	56,671.58	28,792.44	24,465.51	86,111	88,260	-2,148.75	97.57%	88,260	82,253.35	91,240	2,980	3.4%	5,129	6.0%		
6900 · Grant Expenses																			
6900.1 · Vroom Grant Expenses	0.00	0.00	0.00	0.00	0.00		0				0.00								
6900 · Grant Expenses - Other	0.00	0.00	0.00	0.00	0.00	0.00	0				0.00	0.00							
Total 6900 · Grant Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0				0.00	0.00							
Total 6000 · Materials and Services	81,662.39	83,395.84	91,608.58	254,744.51	76,356.44	75,285.44	333,023	321,195	11,828.25	103.68%	319,595	299,859.63	332,863	11,668	3.6%	-160	0.0%	30.7%	
7000 · Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0	21,000	-21,000.00	0.0%	21,000	0.00	5,000	-16,000	-76.2%	5,000	#DIV/0!		
7500 · Debt Service	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00	2,000	2,000	0.00	100.0%	2,000	2,000.00	2,000	0	0.0%	0	0.0%		
8000 · Transfers & Contingency																			
8005 · Transfers																			
8005.1 · Transfer-Technology Fund	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000	1,000	0.00	100.0%	1,000	1,000.00	1,000	0	0.0%	0	0.0%		
8005.2 · Transfer-Severence Liab Fund	0.00	0.00	10,000.00	10,000.00	0.00	-7,500.00	10,000	10,000	0.00	100.0%	10,000	2,500.00	10,000	0	0.0%	0	0.0%		
Total 8005 · Transfers	0.00	0.00	11,000.00	11,000.00	0.00	-7,500.00	11,000	11,000	0.00	100.0%	11,000	3,500.00	11,000	0	0.0%	0	0.0%		
Total 8000 · Transfers & Contingency	0.00	0.00	11,000.00	11,000.00	0.00	-7,500.00	11,000	11,000	0.00	100.0%	11,000	3,500.00	11,000	0	0.0%	0	0.0%		
Total Expense	302,267.97	211,097.47	275,081.06	785,939.91	257,631.24	248,310.36	1,046,078	1,080,487	-34,409.26	96.82%	1,079,554	997,253.70	1,103,024	22,537	2.1%	56,946	5.4%		
Net Income	-32,665.61	613,208.69	-119,536.16	461,776.24	-195,495.24	-426,486.20	265,512	225,146	40,365.73	117.93%	260,726	35,579.57	20,147.80	226,168	1,022	0.5%	-39,344	-14.8%	

**FY2016-2017 GENERAL FUND
BUDGET OVERVIEW – HIGHLIGHTS**

REVENUE

• Tax resources projected at 3.5% growth	+\$32,922
• Sage fiscal agency fee at 2% of Sage budget less accounting costs	+\$2,560
• Special contracts: Tech manager outsourcing discontinued	-\$3,200
Total increase over prev. year	\$34,906
	eRate +17,000
	\$51,906

PERSONNEL

• General COLI 2% (LY = 1%. 2015 WCPI 1.8%; 2014, 1.3%.)	+\$11,512
• Staff re-classifications (1): LAII promotion to LAIII	+\$ 961
• Step increases (6): Librarian I, Lib Assoc, Lib Asst III (2), Lib Asst I (2)	+\$4,739
• In-lieu insurance payment ended. Staff salary increased to compensate (Lib Assoc)	
• Youth Services position restored to Full-time	+\$4,519
• Special contracts: Tech Mgr salary no longer subsidized by outsource visits	-\$2,800
• Temp pool hours increased (subs, seasonal asst)	+\$2,369
• Fish tank care hour added	+\$921
• Health insurance rates stable	
Total increase over prev. year	\$14,989

MATERIALS & SERVICES

• Book budget: 9.0% OPS budget to start (\$94,000)	+\$1,500
o Virtual magazine database	
o Database training module	
• OCLC ILL subscription added to Library Catalog contracts	+\$800
• Facilities maint. stable: (12-13, \$16,700; 13-14, \$20,374, 15-16, \$25,000)	+\$0
o HVAC maintenance contract	
o energy efficiency (LED conversion) project	
• Custodial: increase (consider facilities/custodial contract)	+\$1,000
• Computer maintenance stable, trial Maker club moved to programs	+\$500
• Travel & training: 2 staff to OLA & SDAO conf.	+\$0
• Insurance adjusted to actual + add to Earthquake coverage	+\$1,600
• Youth program expansion (Maker Club, YA geek/gamer box, HF Art Camp)	+\$4,120
• Utilities (LED light energy savings?)	
• Debt Service: \$2,000 for Resort St Project	+\$2,000
• Operating contingency: minimum \$220,000 (\$215,000+\$10,000)	+\$9,442
Total increase over prev. year	\$10,775

Other goals

- Marketing (Logo development; Boosted social media)
- Public printing – allow free page allotment (2 pgs/day)
- Collection agency

Resources	\$34,906
Personnel	(\$14,989)
Materials & Services	(\$10,775)
BALANCE	\$9,142