



Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, Apr 8, 2013, 7:00 – 8:30 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

7:00	I. CALL TO ORDER	Dielman
	II. Additions/deletions from the agenda (ACTION) <i>Related documents (1):</i> Agenda.	Dielman
	III. Conflicts or potential conflicts of interest	Dielman
	IV. Approval of minutes from previous Board Meeting (ACTION) <i>Related documents (1):</i> Board Meeting Minutes 03/11/13.	Dielman
	V. 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.	
	VI. PREVIOUS BUSINESS	
	i. Computer Policies Revision (ACTION)	Stokes
7:10	VI. ANNUAL / RECURRING BUSINESS	
	i. Circulation & Facility Traffic Reports, 2012 – 2013 Q1	Stokes
	ii. Budget Projection	Stokes
7:45	VIII. NEW BUSINESS	
	i. Volunteer Policy (ACTION)	Stokes
8:00	IX. ADMINISTRATIVE REPORTS	
	i. Director's Report <i>Related documents:</i> To be distributed at meeting.	Stokes
	ii. Business and Financial Report <i>Related documents:</i> To be distributed at meeting.	Hawes
	X. Agenda items for next regular meeting: May 13, 2013	Dielman
8:30	XI. 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 (1) (d) Labor Negotiations
ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (e) Property
ORS 192.660 (1) (i) Personnel

**Baker County Library District
Board of Directors
Regular Meeting Minutes
Monday, March 11, 2013**

Call To Order	Betty Palmer, Vice-President called the meeting to order at 7:07 pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Betty Palmer, Della Steele and Kyra Rohner-Ingram, Directors; Perry Stokes, Library Director; and Christine Hawes, Business Manager.
Agenda Approved	Palmer confirmed the presence of three members of the Board of Directors constituted a quorum to conduct business. Palmer called for changes to the agenda. None were given. Palmer also confirmed that there were no conflicts of interest to be declared. None were stated.
Minutes Approved	Palmer asked the Directors to read the minutes. Stokes had one correction to the minutes under New Business – Art Gift Consideration. The artist was Henry Davis; the artwork was being offered by his brother Les Davis. With no further corrections, Steele made a motion to approve the Regular Meeting Minutes of February 11, 2013 as corrected; Palmer seconded; 2 yea, 1 abstained (Rohner-Ingram was not at the meeting).
Public Comment	Palmer stated for the record that there were no members of the public present for comments.
2013-14 Budget Committee	Palmer asked for an update on the budget committee nominees. Stokes said he had received confirmations from Linda Collier (Halfway), MaryAlys Urey (Baker City), and Aletha Bonebrake (Baker City). Confirmations are still forthcoming from Tom Hudson or Joy LeaMaster. Rohner-Ingram made a motion to approve the roster of budget nominees: Tom Hudson, Joy LeaMaster, Aletha Bonebrake, Linda Collier, and MaryAlys Urey; Steele seconded; passed unanimously.
2013 Directors Election	Stokes asked for verification that the three directors whose terms are up do plan to re-run for election. Steele stated she filed her paperwork with the County today. Palmer and Rohner-Ingram said that they intend to run and will get their paperwork completed. Stokes reminded that the last day to file is March 21 2013.
Internet and Computer Use Policy	Stokes stated that the Library District currently has three computer related policies and that he would like to consolidate them. The policies include Appropriate Use of Information Systems, Public Access Computer Information & Guidelines, and Library Computer & Internet Workstation Policy. On review, he found much of the content from the Library Computer & Internet Workstation Policy to be already included in other policies. There is a disclaimer regarding copyright in paragraph 2 that he would like to include in one of the other policies. The sentence in paragraph 6, reading "Parents and children are encouraged to [review] the Library's Online Safety Guide..." can be added to the website. A few statements not found in other policies are unnecessary. He recommends retiring this policy for the purpose of house cleaning. Rohner-Ingram recommended to first move any content desired to be retained before retiring the policy in order to avoid policy issues that may arise during the interim. Palmer agreed and tabled the matter until the next meeting.

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	<p>A newly proposed policy, Library Use Restrictions, is essentially an addendum to the Code of Conduct. It is modeled after Hood River County Library policy and provides staff guidance on dealing with misconduct in a one-page, quick-reference policy that can also be used as a handout. Stokes reviewed current disciplinary procedures for dealing with policy violations. With the Code of Conduct recently being changed to allow some food and covered drinks, he anticipates fewer disciplinary incidents. Rather than food, he expects noise disturbances to continue to be the most common violations. Rohner-Ingram moved to approve Resolution 2012-13.005 adopting the Library Use Restriction Policy as presented; Steele seconded; passed unanimously. Stokes said he would get Board President Dielman's signature on the resolution.</p>
<p>Mandatory Reporting Policy</p>	<p>Stokes introduced a new Mandatory Reporting Policy that follows a sample obtained from the Special Districts of Oregon. As of January 1, 2013, Libraries were added to the list of mandatory reporting agencies. The reporting requires staff to be "on duty" 24 hours a day, even when not at the work site. This policy will be added into the Personnel Policy, Article 13 – Safety. The new requirements were introduced to staff in October 2012 at the annual staff training event. A representative from Oregon Department of Human Services presented the material. Rohner-Ingram asked if SDAO legal council reviewed the policy. Stokes affirmed. Rohner-Ingram moved to adopt Personnel Policy Section 13.3 Suspected Child Abuse Reporting Policy as presented; Steele seconded; passed unanimously.</p>
<p>Director's Report</p>	<p>Stokes reported on facility maintenance. The prison crew visited last Friday and under direction of John Watson, Facility Maintenance staff, spread fresh bark and planted two new shrubs out front. Watson and Stokes are seeking contractor opinions on solutions for the chronic gutters and eaves problem at the Baker library building. Johnson & Sons did repairs last year, but winter has caused more damage. It was recommended to have Four Seasons, which specializes in gutters, to assess the situation. The recurring damage is due to the metal gutter contracting and expanding with weather and causing perennial leaks in seams. This is a fault of architecture and engineering which makes a permanent fix difficult to find. The library pickup had transmission repair work done totaling \$1,700 which is expensive but considered cheaper than obtaining a new pickup. Hawes and Stokes are working on getting the Richland building utilities transferred to NEOHA responsibility.</p> <p>In other news, Stokes attended a workshop on managing social media. He will be incorporating recommended best practices into library policies.</p> <p>In Youth Programs, Stokes passed around two Thank You cards for the board to sign. One is for Melissa Shafer for her work on the new sign and puppet tree in the children's areas. The second one is for Courtney Snyder on successfully coaching the first ever Oregon Battle of the Books team. The competition was held at Eastern Oregon University where the team made it to the second round. For the upcoming school spring break, Melissa is organizing an educational nature walk of Leo Adler Pathway and Courtney is planning a teen movie series.</p> <p>The District is considering a new bookmobile stop at Brookside Manor after 9 residents there submitted a petition requesting the service.</p>

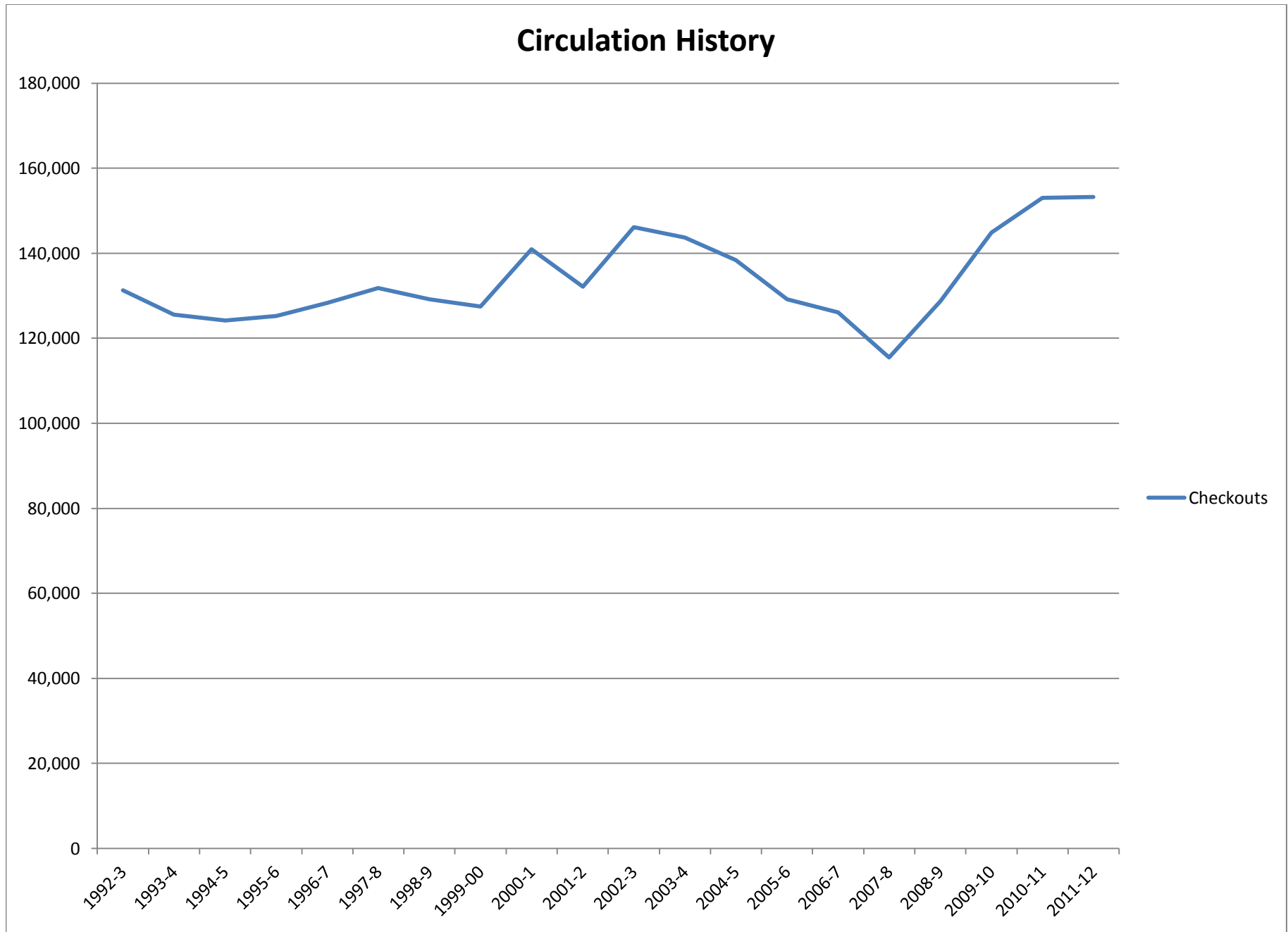
Baker County Library District
Board of Directors
Regular Meeting Minutes
Monday, March 11, 2013

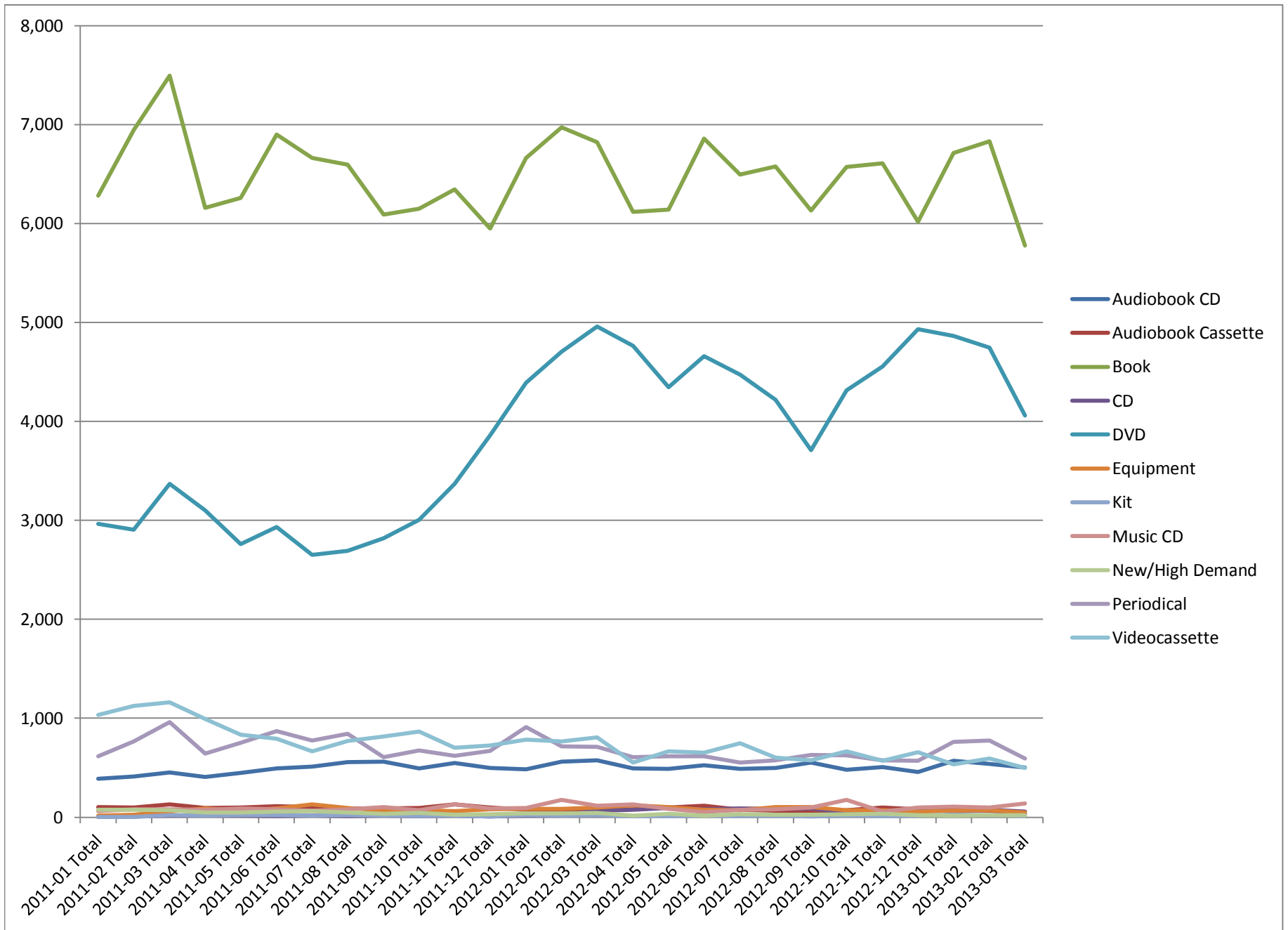
	<p>Computers with the Windows 7 operating system have been installed in the Adult Computer Lab. Unfortunately, IT staff Jim White is finding Windows 7 to not be working smoothly with other library software systems but he is making progress with testing and working through the bugs. White is seeking to replace all Windows XP stations as that operating system won't be supported by Microsoft much longer.</p> <p>The first credit card payment was accepted through the Library using the new iPad. A payment of \$250 for lost materials processed successfully. Testing will continue until Stokes is confident he, Carmen and Christine can perform the process effectively before training staff.</p> <p>Ryder Brothers presented Stokes with a 60-month (5 year) contract offer to renew the copier lease. The old copier recently had the main paper tray malfunction. The District would receive an upgraded model with the lease. Stokes is reviewing options.</p> <p>Palmer asked for an update on Philip Charette. Stokes stated that Charette emailed he has a financial advisor working to consolidate his debts. Discussion was held on the next step options which included sending a creditor letter stating we will be seeking legal council, the possibility of small claims court, and the original offer to pay in artwork. Palmer confirmed that board consensus was to contact him again and state that the District wishes to resolve the matter and avoid legal proceedings.</p> <p>Steele asked for an update on services to Malheur County. Stokes said that services to Malheur County were discontinued; patron feedback to bookmobile staff is that they understand the District's position.</p>
Business Manager's Report	<p>Christine passed out the financial statements and checks for signatures. The General Fund received \$32,921.98 in tax turnovers on March 4. Personal Services percentage is a little high for the time of year primarily due to medical reimbursements totaling \$15,029 year-to-date. The budget of \$15,000 for this line will be moved from contingency when Stokes works on year-end planning. In the books budget, notable checks include Ingram \$6,187, US Bank Visa \$3,921 with the majority of this bill being Books & Periodicals; under building maintenance, Outpost Electric \$151.72 for Haines Branch repair, Grass Growers \$341 for bark and two new shrubs; under vehicle maintenance, Paul's Transmission \$1,675.61 pickup repair, Commercial Tire \$288.54 two new pickup tires, and Windshield Doctor \$194 pickup window replaced; and in utilities, Ed Staub \$1,234.44 for Haines (monthly delivery) and Halfway (2 big deliveries annually) branches heating fuel. The Other Funds has made \$1,120.59 in the last three months for Amazon.com and Half.com book sales revenues. Other Funds reimbursed General Fund \$106.49 in postage.</p> <p>Checks were signed and approved by Directors present.</p>
Next Meeting Date	<p>Palmer thanked Stokes for keeping the policies up to date and Hawes for the business report. Palmer asked for suggestions for agenda items for the next meeting; none were suggested.</p> <p>The next Board meeting will be April 8, 2013.</p>

Baker County Library District
Board of Directors
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Adjourn	The meeting was adjourned at 7:50 pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch

DRAFT





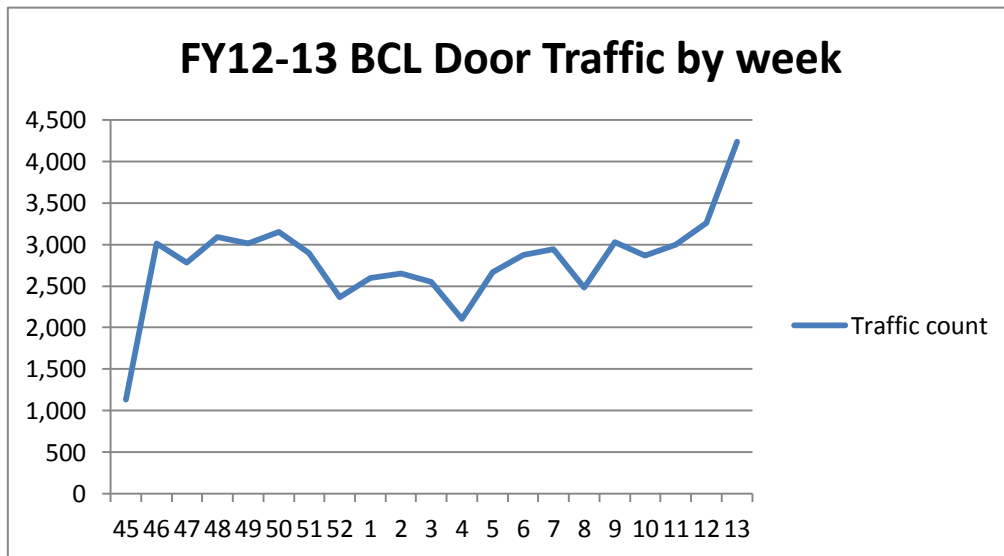
Baker County Public Library
Door Traffic Report

FY12-13 Monthly

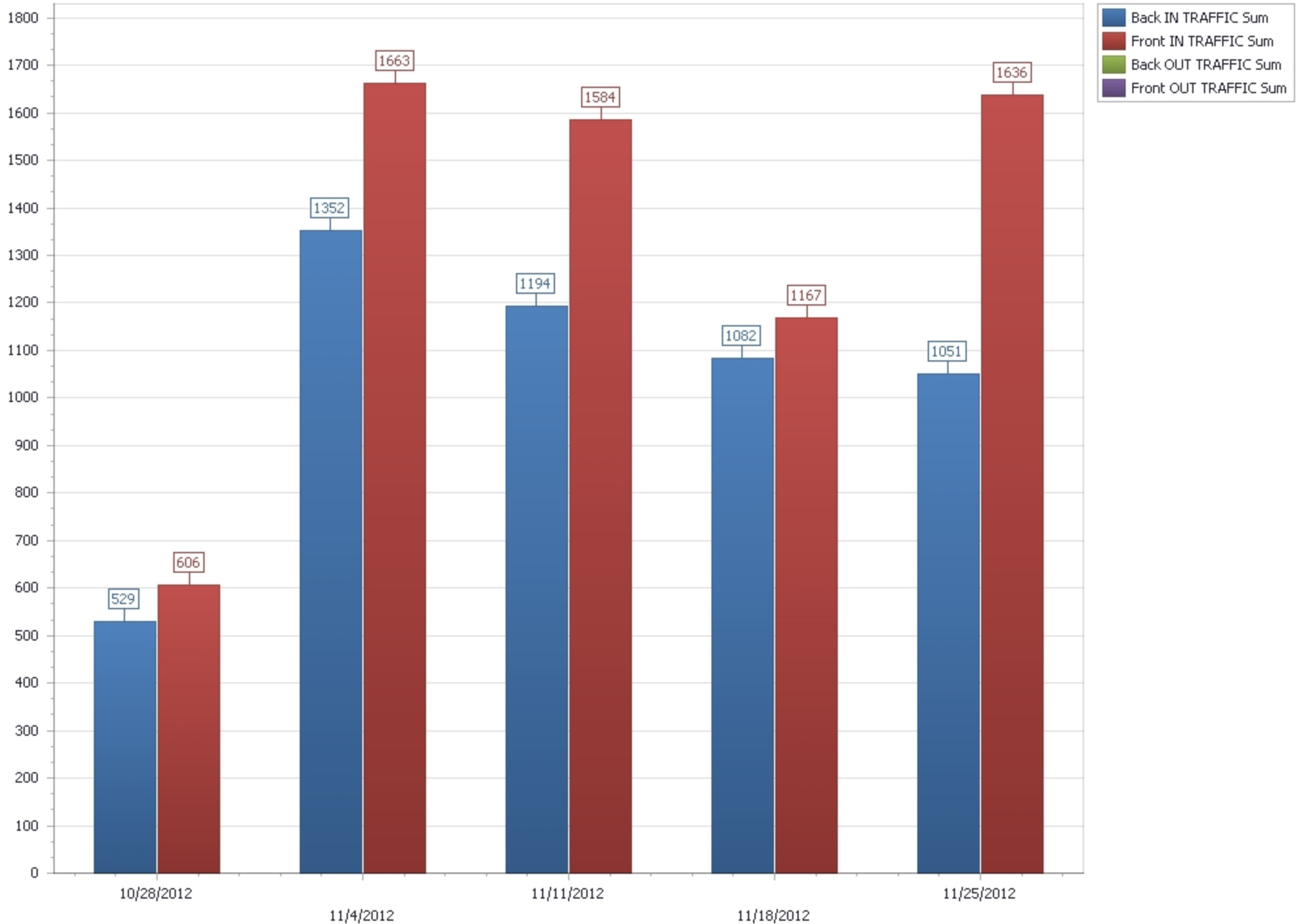
	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	
wk1	1,135	405	1,819	845	961				
wk2	3,015	3,014	2,654	2,877	2,864				
wk3	2,778	3,150	2,549	2,942	2,999				
wk4	2,687	2,893	2,103	2,481	3,260				
wk5		2,363	1,820	2,068	4,240				
wk6		781			148				
TOTAL	9,615	9,462	9,125	9,145	10,084	0	0	0	47,431

Weekly

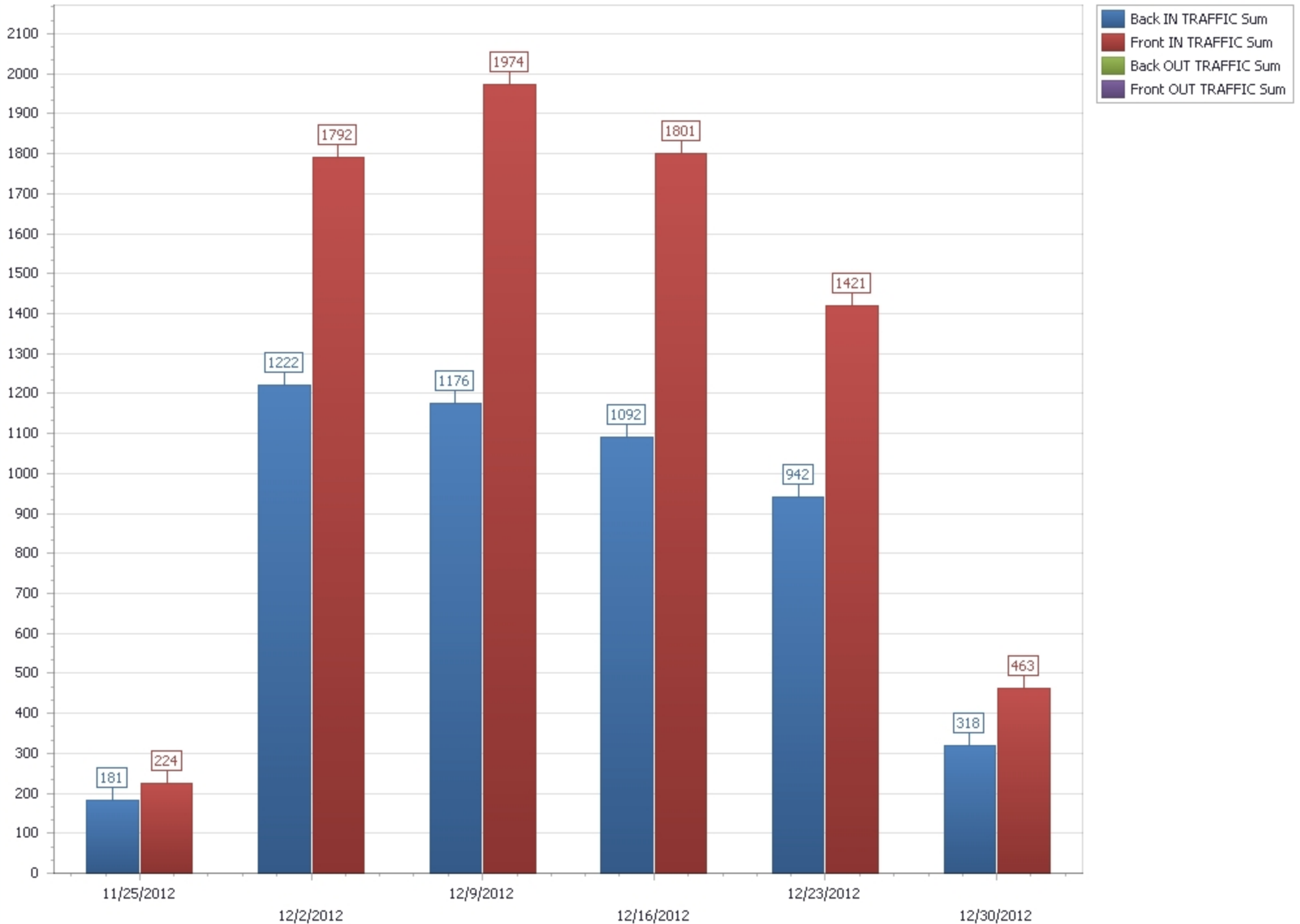
2012	Nov	45	1,135
		46	3,015
		47	2,778
		48	3,092
	Dec	49	3,014
		50	3,150
		51	2,893
		52	2,363
2013	Jan	1	2,600
		2	2,654
		3	2,549
		4	2,103
		5	2,665
	Feb	6	2,877
		7	2,942
		8	2,481
		9	3,029
	Mar	10	2,864
		11	2,999
		12	3,260
		13	4,240



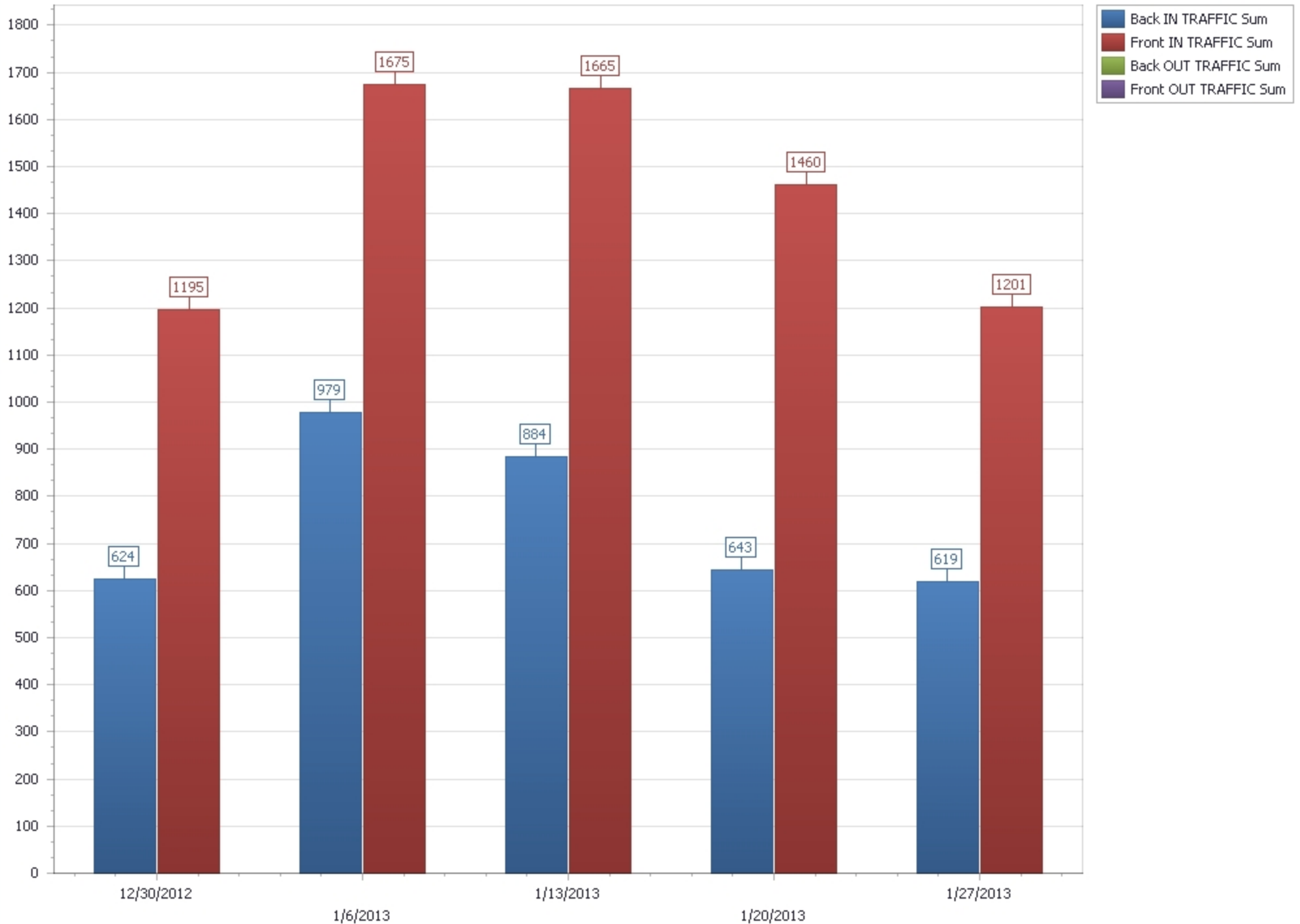
Traffic Report
11/1/2012 through 12/1/2012 each Week



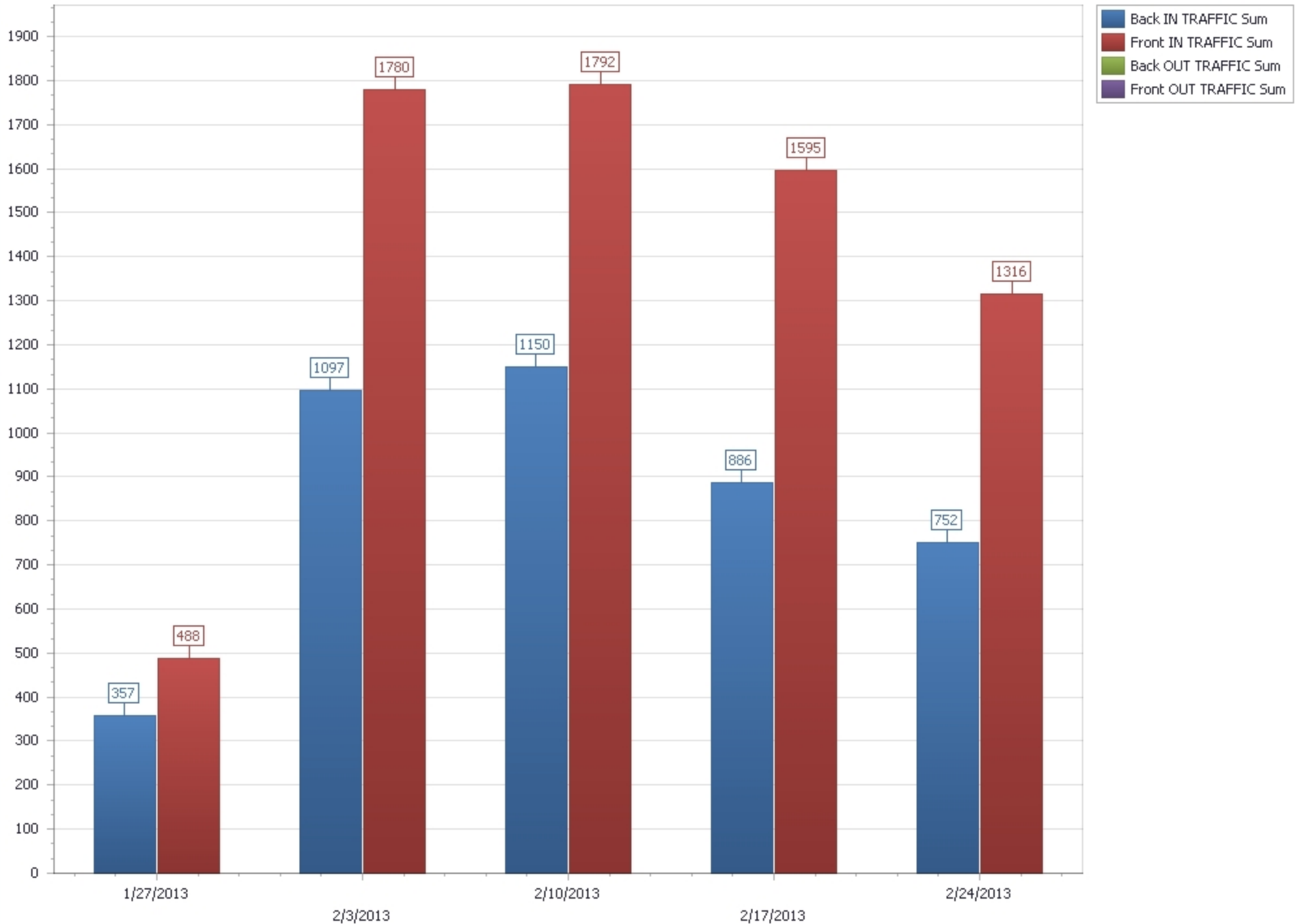
Traffic Report
12/1/2012 through 1/1/2013 each Week



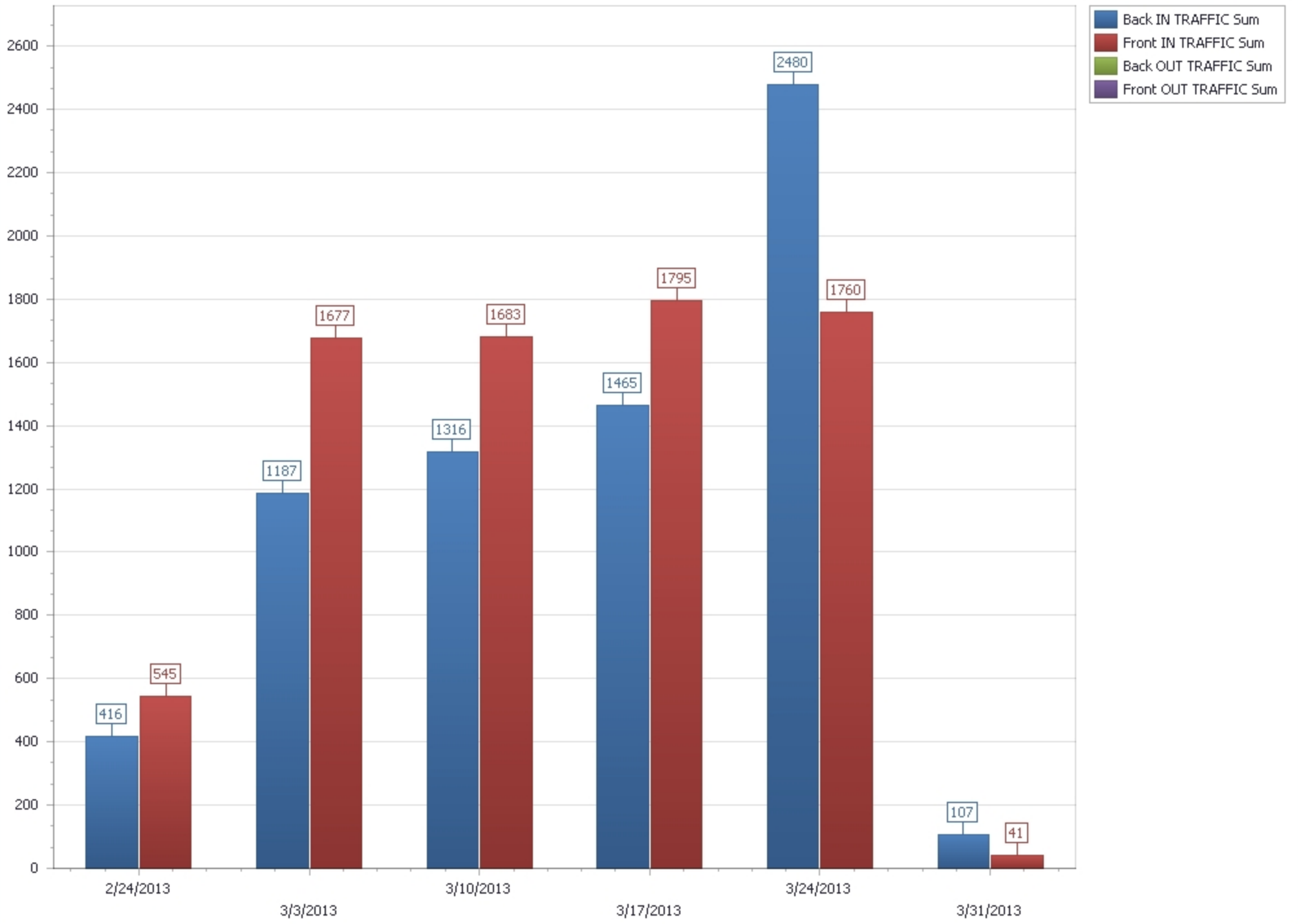
Traffic Report
1/1/2013 through 2/1/2013 each Week



Traffic Report
2/1/2013 through 3/1/2013 each Week



Traffic Report
3/1/2013 through 4/1/2013 each Week



					PROJECTED TOTAL					FY13-14	\$ CHG Projected	% CHG Budget			
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget						
Income															
4000 - Current Year Tax Levy															
4001 - Current Tax Levy	0	480,928	100,183	581,111	32,271	613,382	604,200	9,182	101.52%	624,545	11,163	1.8%	20,345		
4006 - Local Option Levy															
4006.1 - Current Local Option Levy	0	0	39,146	39,146	1,669	40,815									
4006 - Local Option Levy - Other	0	187,923	294	188,217	13,000	201,217									
Total 4006 - Local Option Levy	0	187,923	39,441	227,364	14,669	242,032	242,238	-206	99.92%	239,338	-2,694	-1.1%	-2,900		
4000 - Current Year Tax Levy - Other	0	0	0	0	0	0									
Total 4000 - Current Year Tax Levy	0	668,850	139,624	808,474	46,940	855,414	846,438	8,976	101.06%	863,883	8,469	1.0%	17,445	2.1%	
4005 - Prior Year Taxes															
4011 - Levy 1st year prior	3,348	7,014	3,919	14,281	2,700	16,981									
4012 - Levy 2nd year prior	2,335	4,889	2,691	9,915	636	10,551									
4013 - Levy 3rd year prior	851	3,442	1,508	5,801	1,300	7,101									
4014 - Levy 4th year prior	4,118	198	7	4,322	-800	3,522									
4015 - Levy 5th year prior	66	72	7	145	0	145									
4016 - Levy 6th year prior	6	3	15	24	1	25									
4017 - Levy 7+ prior years	0	0	14	14	0	14									
4005 - Prior Year Taxes - Other	0	0	0	0	0	0	35,000	-35,000	0.0%	38,000					
Total 4005 - Prior Year Taxes	10,723	15,618	8,161	34,502	3,837	38,339	35,000	3,339	109.54%	38,000	-339	-0.9%	3,000	8.6%	
4020 - OtherTaxes/Bond Priors-LandSale	0	0	0	0	3,200	3,200	1,200	2,000	266.67%	3,000	-200	-6.3%	1,800	150.0%	
4021 - Transfer of Bond II balance	0	0	0	0											
4022 - Transfer of Flex Lease Balance	0	0	0	0											
4060 - State Resource Sharing	0	0	5,838	5,838	0	5,838	6,000	-162	97.3%	6,000					
4065 - LEOelection support	0	0	0	0											
4066 - Grant Revenue	0	0	0	0											
4100 - Fines and Fees	4,976	3,761	4,700	13,437	4,000	17,437	13,000	4,437	134.13%	15,000	-2,437	-14.0%	2,000	15.4%	
4200 - Interest Income															
4200.1 - Flex-Tan Interest	0	0	0	0											
4200 - Interest Income - Other	141	369	615	1,125	6,500	7,625	9,000	-1,375	84.72%	7,000	-625	-8.2%	-2,000	-22.2%	
Total 4200 - Interest Income	141	369	615	1,125	6,500	7,625	9,000	-1,375	84.72%	7,000	-625	-8.2%	-2,000	-22.2%	
4300 - Other Revenues															
4301.1 - VocRehab Reimb/ODHS	3,704	1,657	0	5,361	3,400	8,761	5,000	3,761	175.23%	5,000	-3,761	-42.9%	0	0.0%	CHECK
4301.5 - Leo Adler Parkway gift	0	0	0	0											
4302 - Donations	150	0	30	180	-30	150	200	-50	75.0%	200	50	33.3%	0	0.0%	
4302.2 - Gates Opporntny Matching Grant	0	0	0	0											
4303 - Program Support	163	222	0	385	0	385		385							
4303.2 - Workshop Income	0	0	0	0											
4305 - Adopt-A-Magazine	0	0	0	0											
4306 - Value of gifts	0	0	0	0											
4307 - E-Rate Refunds	1,339	0	0	1,339	6,000	7,339	6,500	839	112.91%	7,500	161	2.2%	1,000	15.4%	
4309 - Other Revenues - Miscellaneous	0	280	0	280	0	280									
4300 - Other Revenues - Other	0	0	0	0	0	0									
Total 4300 - Other Revenues	5,356	2,160	30	7,546	9,370	16,916	11,700	5,216	144.58%	12,700	-4,216	-24.9%	1,000	8.5%	
4310 - Technology Mgr Contract Income	924	0	0	924	1,800	2,724	2,700	24	100.89%	4,000	1,276	46.8%	1,300	48.1%	
4311 - Technology Mgr Services Income	0	0	0	0											
4400 - Contributions	0	0	0	0											
4500 - Transfer Income	0	0	0	0	2,000	2,000	2,060	-60	97.09%						
4800 - Proceeds on Xerox 16P Cap Lease	0	0	0	0											
4998 - Severance carryover	0	0	0	0											

					PROJECTED TOTAL					FY13-14	\$ CHG		% CHG		
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget		Projected	Budget			
5153.3 · Lakeview Library District	0	0		0											
5153 · JW-Tech Contracts - Other	0	0	0	0	0	0	1,700	-1,700	0.0%						
Total 5153 · JW-Tech Contracts	0	0	0	0	0	0	1,700	-1,700	0.0%						
5160 · Jobs Plus/Vocation Programs	3,780	2,191	0	5,971	0	5,971	2,076	3,895	287.61%	CHECK					
5300 · Special Contracts - Other	0	0		0											
Total 5300 · Special Contracts	3,780	2,191	0	5,971	0	5,971	3,776	2,195	158.13%						
5400 · Payroll Taxes & Benefits				0											
5401 · Group Insurance				0											
5401.1 · Health Insurance	18,572	18,572	11,322	48,465	18,572	67,037	73,294	-6,257	91.46%	CHECK	85,026				
5401.2 · Insurance benefit	1,447	1,447	1,447	4,341	1,447	5,788	4,288	1,500	134.98%	CHECK					
5401.3 · Group Insurance Liability	5,600	1,030	8,400	15,030	3,000	18,030		18,030							
5401 · Group Insurance - Other	0	0		0											
Total 5401 · Group Insurance	25,619	21,049	21,169	67,836	23,019	90,855	77,582	13,273	117.11%	\$18,000 covere	85,026	-5,829	-6.4%	7,444	9.6%
5402 · Health Insurance Contingency	0	0		0											
5403 · Life Insurance	455	236	238	929	236	1,165	900	265	129.46%	CHECK	952	-213	-18.3%	52	5.8%
5404 · PERS	11,498	19,092	11,402	41,991	11,402	53,393	47,309	6,084	112.86%	CHECK	70,772	17,379	32.5%	23,463	49.6%
5405 · FICA S.S. Employer Portion	8,747	8,902	9,467	27,116	8,902	36,018	35,480	538	101.52%	CHECK	36,478	460	1.3%	998	2.8%
5406 · SUTA Employer Portion	97	102	135	334	102	436	459	-23	94.96%		477	41	9.4%	18	3.9%
5407 · Workmans Comp	1,798	103	191	2,092	103	2,195	2,110	85	104.04%		2,193	-2	-0.1%	83	4.0%
5408 · Bob's termination benefit	0	0		0											
5409 · Direct Deposit Fees	0	0		0											
5400 · Payroll Taxes & Benefits - Other	0	0		0											
Total 5400 · Payroll Taxes & Benefits	48,213	49,484	42,601	140,298	43,764	184,062	163,840	20,222	112.34%		195,899	11,837	6.4%	32,059	19.6%
6560 · Payroll Expenses	97	108	100	305	0	305									
5000 · Personal Services - Other	0	0		0											
Total 5000 · Personal Services	164,103	167,609	156,693	488,406	161,243	649,649	627,900	21,749	103.46%		672,736	23,087	3.6%	44,836	7.1%
6000 · Materials and Services				0											
6100 · Books & Periodicals				0											
6110 · Adult Books	4,801	12,948	16,039	33,788	7,000	40,788	33,766	7,022	120.8%		25,000	-15,788	-38.7%	-8,766	-26.0%
6120 · Childrens & Juvenile Books	3,264	5,346	2,398	11,007	2,000	13,007	12,000	1,007	108.39%		7,000	-6,007	-46.2%	-5,000	-41.7%
6125 · Benchmark Book Purchases	0	0		0											
6130 · Reference Books				0											
6135 · CD Roms	0	0		0											
6130 · Reference Books - Other	770	2,615		3,385											
Total 6130 · Reference Books	770	2,615	371	3,756	1,700	5,456	7,500	-2,045	72.74%		5,000	-456	-8.3%	-2,500	-33.3%
6134 · Electronic Subscriptions	4,550	4,646	689	9,885	0	9,885	9,000	885	109.83%		10,000	115	1.2%	1,000	11.1%
6140 · Periodicals	2,824	2,368	4,318	9,510	2,500	12,010	12,000	10	100.08%		12,000	-10	-0.1%	0	0.0%
6150 · Audio	1,199	1,526	1,419	4,144	1,200	5,344	6,000	-656	89.06%		5,000	-344	-6.4%	-1,000	-16.7%
6160 · Video/DVD	1,802	3,862	4,928	10,592	1,500	12,092	6,000	6,092	201.54%		6,000	-6,092	-50.4%	0	0.0%
6169 · Ready-2-Read Grant Purchases	0	0	0	0	0	0	1,000	-1,000	0.0%						
6170 · Bindery	0	0		0											
6171 · Music	0	191	426	617	0	617	500	117	123.42%		500	-117	-19.0%	0	0.0%
6100 · Books & Periodicals - Other	0	0		0											
Total 6100 · Books & Periodicals	19,209	33,501	30,588	83,299	15,900	99,199	87,766	11,433	113.03%		70,500	-28,699	-28.9%	-17,266	-19.7%
6200 · OPAC Services				0											
6201 · SAGE Network	0	10,000	0	10,000	0	10,000	10,500	-500	95.24%		11,000	1,000	10.0%	500	4.8%
6202 · Supercat Subscription	0	0		0											
6203 · Leased Line Exp	0	0		0											
6204 · OCLC/ILL Referral	113	16	6	135	200	335	600	-265	55.86%		400	65	19.3%	-200	-33.3%

					PROJECTED TOTAL					FY13-14	\$ CHG		% CHG		
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget		Projected	Budget			
6205 · Cataloging Utilities	0	0		0											
6200 · OPAC Services - Other	0	0		0											
Total 6200 · OPAC Services	113	10,016	6	10,135	200	10,335	11,100	-765	93.11%	11,400	1,065	10.3%	300	2.7%	
6300 · Building Eq. & Supplies				0											
6310 · Building & Grounds Maintenance				0											
6311 · Branch building expenses	1,375	714	3,713	5,803	0	5,803	5,000	803	116.05%	5,000	-803	-13.8%	0	0.0%	
6312 · Snow Removal	0	0	742	742	17	759	2,000	-1,242	37.93%	2,000	1,242	163.7%	0	0.0%	
6310 · Building & Grounds Maintenance - Other	1,992	4,161	4,115	10,267	3,000	13,267	20,000	-6,733	66.34%	15,000	1,733	13.1%	-5,000	-25.0%	
Total 6310 · Building & Grounds Maintenance	3,368	4,875	8,570	16,812	3,017	19,828	27,000	-7,172	73.44%	22,000	2,172	11.0%	-5,000	-18.5%	
6320 · Janitorial Supplies				0											
6321 · Cleaning contract	2,580	2,580	2,580	7,740	2,580	10,320	10,500	-180	98.29%	11,000	680	6.6%	500	4.8%	
6322 · Supplies	389	506	484	1,379	700	2,079	2,000	79	103.93%	2,100	21	1.0%	100	5.0%	
6320 · Janitorial Supplies - Other	0	0		0											
Total 6320 · Janitorial Supplies	2,969	3,086	3,064	9,119	3,280	12,399	12,500	-101	99.19%	13,100	701	5.7%	600	4.8%	
6340 · Equipment Maint. & Supplies	928	1,212	779	2,919	1,000	3,919	3,800	119	103.12%	3,500	-419	-10.7%	-300	-7.9%	
6345 · Computer Maintenance				0											
6345.1 · Computer - Maintenance	1,739	1,279	221	3,240	700	3,940	5,000	-1,060	78.79%	5,000	1,060	26.9%	0	0.0%	
6345.2 · Software subscriptions	59	1,851	2,160	4,070	500	4,570	5,000	-430	91.41%	5,000	430	9.4%	0	0.0%	
6345.3 · Comp Tech - Branch Travel	544	565	636	1,745	636	2,381	2,000	381	119.07%	2,500	119	5.0%	500	25.0%	
6345.4 · Computer - Hardware	3,017	1,619	638	5,274	1,000	6,274	5,000	1,274	125.47%	6,000	-274	-4.4%	1,000	20.0%	
6345 · Computer Maintenance - Other	0	0		0											
Total 6345 · Computer Maintenance	5,359	5,314	3,656	14,328	2,836	17,165	17,000	165	100.97%	18,500	1,335	7.8%	1,500	8.8%	
6300 · Building Eq. & Supplies - Other	0	0		0											
Total 6300 · Building Eq. & Supplies	12,623	14,487	16,068	43,178	10,133	53,310	60,300	-6,990	88.41%	57,100	3,790	7.1%	-3,200	-5.3%	
6400 · Bookmobile Operations				0											
6410 · Bookmobile Fuel	822	839	798	2,459	850	3,309	4,000	-691	82.71%	3,500	191	5.8%	-500	-12.5%	
6420 · Bookmobile Maintenance	1,077	986	2,272	4,336	800	5,136	3,500	1,636	146.73%	4,000	-1,136	-22.1%	500	14.3%	
6421 · Outreach Mileage	0	0		0											
6400 · Bookmobile Operations - Other	0	0		0											
Total 6400 · Bookmobile Operations	1,899	1,825	3,070	6,794	1,650	8,444	7,500	944	112.59%	7,500	-944	-11.2%	0	0.0%	
6600 · Corporate Costs				0											
6610 · Insurance				0											
6612 · Boiler	0	0	1,068	1,068	0	1,068	1,100	-32	97.09%	1,100	32	3.0%	0	0.0%	
6613 · SDAO Liability	0	0	10,725	10,725	0	10,725	10,100	625	106.18%	11,000	276	2.6%	900	8.9%	
6614 · Flood Insurance	0	0	1,314	1,314	0	1,314	1,250	64	105.12%	1,400	86	6.5%	150	12.0%	
6610 · Insurance - Other	0	0		0											
Total 6610 · Insurance	0	0	13,107	13,107	0	13,107	12,450	657	105.27%	13,500	394	3.0%	1,050	8.4%	
6620 · Travel & Training				0											
6620.1 · Comp Tech - Branch Travel	0	0		0											
6620.2 · Tech Services Travel	0	0		0											
6620.3 · PLA Conference 2010	0	0		0											
6620 · Travel & Training - Other	1,335	452		1,786	1,000		3,000			3,000	3,000		0	0.0%	
Total 6620 · Travel & Training	1,335	452	254	2,040	1,000	3,040	3,000	40	101.34%	3,000	-40	-1.3%	0	0.0%	
6621 · Special Contracts Travel	0	0	0	0	400	400	1,000	-600	40.0%	500	100	25.0%	-500	-50.0%	
6630 · Election	0	0	0	0	3,200	3,200	3,200	0	100.0%	0	-3,200	-100.0%	-3,200	-100.0%	
6640 · Auditor	0	0	7,283	7,283	0	7,283	7,250	33	100.46%	7,500	217	3.0%	250	3.4%	
6641 · Bookkeeping Supplies & Services	0	0	60	60	1,200	1,260	900	360	139.97%	500	-760	-60.3%	-400	-44.4%	
6660 · Association dues	423	190	270	883	800	1,683	2,100	-417	80.15%	1,700	17	1.0%	-400	-19.0%	
6670 · Debt Service	0	0		0		0									

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					PROJECTED TOTAL					FY13-14	\$ CHG		% CHG		
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget		Projected	Budget			
6752 - Heating Fuel - Other	0	0		0											
Total 6752 - Heating Fuel	448	2,570	4,776	7,794	4,100	11,894	12,600	-706	94.4%	12,150	256	2.1%	-450	-3.6%	
6753 - Water/Sewer				0											
6753.1 - Baker-City of Baker City	1,107	425	404	1,936	300	2,236	2,000	236	111.78%	2,400	164	7.4%	400	20.0%	
6753.2 - Haines-City of Haines	201	201	201	603	205	808	800	8	101.0%	820	12	1.5%	20	2.5%	
6753.3 - Halfway-City of Halfway	257	277	210	743	220	963	850	113	113.33%	1,000	37	3.8%	150	17.6%	
6753.4 - Richland (Pine Eagle agreemt)	188	192	128	508	180	688	800	-112	86.0%	750	62	9.0%	-50	-6.3%	
6753.5 - Huntington-City of Huntingtn	176	176	176	527	175	702	680	22	103.16%	725	24	3.3%	45	6.6%	
6753.6 - Sumpter-City of Sumpter(Shared)	0	0	0	0	0	0	500	-500	0.0%	0	0		-500	-100.0%	
6753 - Water/Sewer - Other	0	0		0											
Total 6753 - Water/Sewer	1,928	1,270	1,119	4,316	1,080	5,396	5,630	-234	95.85%	5,695	299	5.5%	65	1.2%	
6754 - Electric				0											
6754.1 - Baker - OTEC	5,452	4,277	3,863	13,592	5,400	18,992	16,500	2,492	115.11%	19,000	8	0.0%	2,500	15.2%	
6754.2 - Haines - OTEC	241	446	212	899	350	1,249	1,100	149	113.57%	1,300	51	4.1%	200	18.2%	
6754.3 - Halfway-Idaho Power	329	162	177	668	220	888	900	-12	98.65%	900	12	1.4%	0	0.0%	
6754.4 - Richland (Pine Eagle agreemt)	522	1,082	2,235	3,839	1,300	5,139	3,500	1,639	146.83%	5,500	361	7.0%	2,000	57.1%	
6754.5 - Huntington-Idaho Power	345	299	519	1,163	260	1,423	1,400	23	101.66%	1,500	77	5.4%	100	7.1%	
6754.6 - Sumpter-City of Sumpter(Shared)	0	0	0	0	600	600	1,200	-600	50.0%	600	0		-600	-50.0%	
6754 - Electric - Other	0	0		0											
Total 6754 - Electric	6,888	6,267	7,007	20,162	8,130	28,292	24,600	3,692	115.01%	28,800	508	1.8%	4,200	17.1%	
6755 - Telephone service	0	0		0											
6750 - Utilities - Other	0	0		0											
Total 6750 - Utilities	9,786	10,606	13,455	33,847	13,866	47,713	45,045	2,668	105.92%	48,925	1,212	2.5%	3,880	8.6%	
6756 - Telecommunications															
6756.0 - Telephone															
6756.1 - Baker Tel - BendTel	571	421	408	1,400	420	1,820	2,000	-180	91.02%	2,000	180	9.9%	0	0.0%	
6756.2 - Haines Tel- Reliance(Cascade)	191	191	185	566	190	756	750	6	100.85%	775	19	2.5%	25	3.3%	
6756.3 - Halfway Tel- Pine Telephone	99	116	103	318	120	438	480	-42	91.32%	460	22	4.9%	-20	-4.2%	
6756.4 - Richland Tel- Eagle Telephone	81	81	85	248	90	338	325	13	103.99%	350	12	3.6%	25	7.7%	
6756.5 - Huntington Tel- CenturyTel	170	172	174	517	175	692	625	67	110.68%	725	33	4.8%	100	16.0%	
6756.6 - Sumpter - Qwest	152	151	144	447	153	600	600	-1	99.92%	625	26	4.3%	25	4.2%	
6756.8 - US Cellular (3 Lines)	522	494	505	1,520	520	2,040	1,200	840	169.97%	2,100	60	3.0%	900	75.0%	
6756.9 - E-Rate Reimb-Telephone	0	0		0											
6756.0 - Telephone - Other	0	0		0											
Total 6756.0 - Telephone	1,786	1,626	1,604	5,016	1,668	6,684	5,980	704	111.77%	7,035	351	5.3%	1,055	17.6%	
6757.0 - Internet				0											
6757.1 - Baker - NERO Network	0	0	0	0	2,800	2,800	2,800	0	100.0%	2,800	0	0.0%	0	0.0%	
6757.2 - Haines - Reliance(Cascade)	180	180	180	540	180	720	740	-20	97.24%	750	30	4.2%	10	1.4%	
6757.3 - Halfway - Pine Telephone	129	129	129	386	130	516	540	-24	95.57%	540	24	4.6%	0	0.0%	
6757.4 - Richland - Eagle Telephone	114	114	114	342	115	457	480	-23	95.12%	470	13	2.9%	-10	-2.1%	
6757.5 - Huntington -SkyeVista/Sch Dist	401	626	401	1,429	405	1,834	1,380	454	132.91%	1,900	66	3.6%	520	37.7%	
6757.6 - Sumpter - Qwest	180	180	180	540	180	720	780	-60	92.31%	750	30	4.2%	-30	-3.8%	
6757.9 - E-Rate Reimb-Internet	0	0		0											
6757.0 - Internet - Other	0	0		0											
Total 6757.0 - Internet	1,004	1,229	1,004	3,236	3,810	7,046	6,720	326	104.86%	7,210	164	2.3%	490	7.3%	
6756 - Telecommunications - Other	0	0		0											
Total 6756 - Telecommunications	2,790	2,855	2,608	8,252	5,478	13,730	12,700	1,030	108.11%	14,245	515	3.7%	1,545	12.2%	
6700 - Other Operating Expenses - Other	0	0		0											
Total 6700 - Other Operating Expenses	18,552	18,248	20,192	56,991	25,787	82,778	81,545	1,233	101.51%	86,070	3,292	4.0%	4,525	5.5%	

					PROJECTED TOTAL				
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget
6000 · Materials and Services - Other	0	0		0					
Total 6000 · Materials and Services	54,914	79,271	91,202	225,387	61,740	287,127	285,271	1,856	100.65%
6696.5 · Transfer resale to capital	0	0		0					
7000 · Capital Outlay				0					
7010 · Value of gifts	0	0		0					
7000 · Capital Outlay - Other	0	0		0					
Total 7000 · Capital Outlay	0	0	0	0	0	0	100	-100	0.0%
7500 · Debt Service	0	952	0	952	0	952	100	852	951.56%
8000 · Transfers & Contingency				0					
8005 · Transfers				0					
8005.1 · Transfer-Technology Fund	0	0	0	0	1,000	1,000	1,000	0	100.0%
8005.2 · Transfer-Severence Liab Fund	0	0	0	0	10,000	10,000	10,000	0	100.0%
8005.3 · Transfer-Election Fund	0	0		0					
8005 · Transfers - Other	0	0		0					
Total 8005 · Transfers	0	0	0	0	11,000	11,000	11,000	0	100.0%
8999 · Contingency									
8999.1 · Operating Contingency						0	7,000		
8999.2 · Group Insurance Liability						0	15,000		
8999.4 · Contingency Reserve					200,000	200,000	200,000		
Total 8999 · Contingency					200,000	200,000	222,000		
8000 · Transfers & Contingency - Other	0	0		0					
Total 8000 · Transfers & Contingency	0	0	0	0	211,000	211,000	233,000	-22,000	90.56%
Total Expense	219,017	247,832	247,895	714,745	433,983	1,148,728	1,146,371	2,357	100.21%
Net Income	22,445	442,926	-88,927	376,444	-356,336	20,109	0	20,109	100.0%

FY13-14	\$ CHG	% CHG		
	Projected	Budget		
266,255	-20,872	-7.3%	-19,016	-6.7%
100	100		100	
100	100		0	0.0%
1,000	0	0.0%	0	0.0%
10,000	0	0.0%	0	0.0%
1,500	1,500		1,500	
12,500	1,500	13.6%	1,500	13.6%
10,000	10,000		3,000	42.9%
15,000	15,000		0	0.0%
200,000	0		0	0.0%
225,000	25,000	12.5%	3,000	1.4%
237,500	26,500	12.6%	4,500	1.9%
1,176,691	27,964	2.4%	30,320	2.6%
0				

Volunteer Policy – proposed 4/8/13

The Baker County Library District recognizes that volunteers are a valuable resource for the District. Their energy and talents help the District meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the District in making the best use of its fiscal resources and help connect the District to other community groups and organizations.

Volunteers can also be valuable advocates for the Library in the community. The District and its volunteers must work together to ensure a successful relationship. District staff will continually work to recognize the contributions of volunteers and seek to expand the volunteer group as needed.

Baker County Library District volunteers are coordinated by the Library Director, or designee, and must be at least 14 years of age. Each volunteer must complete the “Volunteer Interest Form,” which will be kept on file. Forms are available at the public service desks at all locations. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments.

Baker County Library District volunteers are bound by the rules contained in all District policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees. In addition, provisions of the District's Personnel Policies related to Non-Discrimination, Harassment, Safety and Health, and general behavior also apply to volunteers.

Volunteers work with the status of “at will” employees and the Baker County Library District has the right to terminate the volunteer’s working association with the District at any time, for any reason. Volunteers working in the library are covered by Baker County Library District’s Property, Liability, and Workers' Compensation Insurance policies.

Volunteers are asked to record their hours of service using a designated form. The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director, or designee, prior to being accepted for service.

Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteers must sign a consent form for their children to perform volunteer service hours for the District. Members of the Board of Directors serving as volunteers for the District in other capacities are subject to the same rules and expectations of other volunteers.

Approved by the Board of Directors, xxx xx, 20xx