

Baker County Library District

Board of Directors

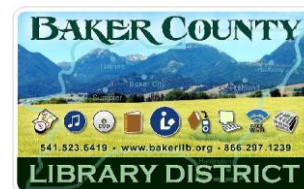
Regular Meeting Agenda

Monday, May 9, 2016, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

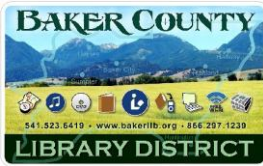


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|-------|--|---------|
| I. | Call to order | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes (ACTION) | Dielman |
| V. | Open 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. | Dielman |
| VI. | Previous business | |
| | i. None | |
| VII. | New business | |
| | i. 2015-16 Budget year-end revision (ACTION)
Resolution 2015-16.008 Supplemental Budget | Stokes |
| | ii. 2016-17 Budget draft proposal (ACTION) | Stokes |
| VIII. | Administrative reports | |
| | i. Director's Reports | Stokes |
| | ii. Business and Financial Report | Hawes |
| IX. | Agenda items for next regular meeting: Jun 13 2016 | Dielman |
| X. | 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



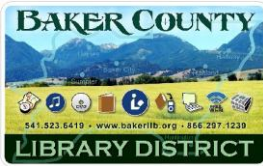
Baker County Library District

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Regular Meeting Minutes

Monday, Apr 11, 2016

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:05pm. The meeting was held in the Riverside meeting room. Directors present included: Gary Dielman, Della Steele, Kyra Rohner-Ingram, and Nellie Forrester. Others present were Perry Stokes (Library Director), and Christine Hawes (Business Manager).</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or changes to the agenda. There were none.</p>
<p>Conflicts of interest</p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
<p>Minutes Approved</p>	<p>Dielman confirmed with the board that minutes had been read. With no changes suggested, Dielman asked for a motion. Forrester moved to accept the Regular Meeting Minutes for March 14, 2016 as presented; Rohner-Ingram seconded; motion passed unanimously.</p>
<p>Open Forum and Public Comment</p>	<p>Dielman stated for the record that there were no members of the public present. Stokes had no correspondence to share.</p>
<p>Annual/ Recurring Business: Budget Committee Membership</p>	<p>Stokes referred to the Budget Committee Membership FY2016-2017 report included in the board packets. He had contacted Aletha Bonebrake and Linda Collier whose terms expire June 30, 2016; they both have agreed to serve on the committee again. He also contacted the other three committee members who have all agreed to continue serving their terms. With no further discussion, Dielman called for a vote. Rohner-Ingram moved to re-appoint both Aletha Bonebrake and Linda Collier to the Budget committee for two-year terms and approve the Budget Committee Membership list as presented; Forrester seconded; motion passed unanimously.</p>
<p>Budget Outlook for FY2015-2016</p>	<p>Dielman asked Stokes to present the budget information. Stokes started with the current 2015-2016 fiscal year year-end outlook directing the board to reference reports in their packets. These reports show General Fund actual income and expenses in quarterly figures with the final quarter estimated. The projected year-end total column is followed by the original budget for comparison and an early draft of a revised budget for the current fiscal year. Stokes went through revenue lines, quickly highlighting that the bottom line shows that the District anticipates adding approximately \$10,300 to its cash carryover.</p>



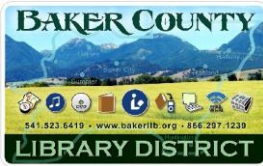
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	<p>Total Personnel expenditures are estimated to decrease by \$22,000 due to various factors including a decrease in bookmobile hours after revising the winter schedule, a decrease in Tech Manager Contract wages as all libraries which previously required Jim’s skills have found local solutions, and the youth services position being vacant a couple months. In Materials & Services, book acquisitions have been slowed to allow focus on back stock. He will be making year-end book purchases soon. Reviewing a few highlights, the Sage fee will be increasing a small amount next fiscal year. The building & grounds line is under budget but may increase with the current repair scheduled. The maker space program will be moving out of computer budget to its own line. Expenditure lines will be adjusted at next month’s meeting. The anticipated year-end savings is anticipated to increase contingency from a budgeted \$215,704 to \$247,898.</p>
<p>Budget Draft for FY2016-2017</p>	<p>Stokes moved on to a draft for the next fiscal year 2016-2017, again referring to budget reports included in the packets. Starting with General Fund LB-20 both the cash carryover and tax revenues are anticipated to increase slightly. On the LB-31 Personnel Services, he projects a 2% COLI will be needed to keep staff wages up with inflation as reported by the Consumer Price Index. Each personnel line was reviewed. On the LB-30 Requirements, Personnel costs will continue at about 70% of the budget. The largest anticipated increase is in the Corporate Costs, with the insurance being increased with the possibility of earthquake insurance at the recommendation of the District’s agent. At the bottom, the District can anticipate increasing Operating Contingency by another \$15,000. Stokes said that the District needs to continue to grow the contingency fund. With no further questions, Dielman moved down the agenda.</p>
<p>New Business: Approval of new Bookmobile graphics</p>	<p>Dielman asked Stokes about the new bookmobile graphics. Stokes reviewed the progress of the design and said changes will only be applied to the side that has deteriorated from direct sun exposure when parked. Staff and the public were invited to comment on the design drafts through the Facebook site and a circular in the staff workroom. Suggestions were incorporated in several revisions. The “Knowledge is Power” slogan is popular so will be retained. The Oregon Sign Company worked with a designer with Boise State University to come up with the new design. The board was asked for input; discussion ensued. The consensus was that the design is a great improvement.</p> <p>Forrester made a motion to accept the design for the bookmobile; Steele seconded; motion passed unanimously.</p>



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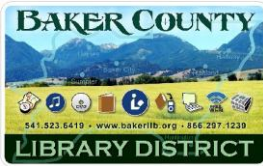
**Administrative Reports:
Director's Report**

Stokes started administrative reports with an update on *recruitment for the Youth Services position*. The hiring team has made a determination and will making a position offer this week. In *other Personnel news*, he has reassigned a couple of odd duties to staff to make sure they are getting done regularly (mainly aquarium maintenance and watering the Library's many plants) and will be advertising for on-call front desk substitutes. Hours have been temporarily increased for some staff that have been doing much of the sub work.

In *Facility news*, the *Baker Library has a water leak* that appears to be from under the cement pad foundation. The leak is contained with the suspected source being a pipe that services the staff bathroom between his office and the staff workroom. Stokes described how the leak was discovered by staff noticing an unexplained wet area on the carpet. A contractor inspected the matter and looked over old building plans looking for any possible access entry for the area; there is none. After isolating the problem, the staff bathroom was posted as out-of-order until repaired. A budget estimate will be forthcoming based on the contractor's best guess of the problem. The original pipe in that part of the building was installed in 1970. Stokes suspects the pipe condition is as poor as the main pipe had fed the building from the water main on Resort Street. It was replaced when Baker City did the Resort Street Improvement project. He anticipates this being a \$15,000 project; insurance will cover most of it, but the District cost is anticipated at around \$2,000. Staff is being relocated as needed. Shelving and other supplies have been moved to accommodate the repair work scheduled to start next week.

Under *Programs*, LEO will be providing *a creative writing workshop from an acclaimed Oregon author; also, a lecture plus workshop from a professional stop-motion film animator* will be provided at the end of April. Stokes will be purchasing 5 iPads and stands for the animation program that will be funded by a grant awarded to LEO. Stokes is also working on a purchase of dozens of child-friendly tablets focusing on building early learning skills that will also be funded by an LSTA grant. Finally, the new Star Wars movie will be publicly shown at the Library later this month.

Dielman addressed an email of complaint recently received by the board about Library Director Stokes. Dielman investigated by inviting the complainant to provide evidence and clarification for any of the



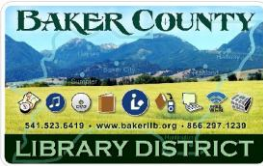
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	<p>allegations either by email, phone or visiting a Board meeting. To date, none of the criticisms are supported by evidence. Dielman has determined that the complaint is without merit and has been dropped.</p> <p>Stokes reported getting a phone call from Baker City Police dispatch late Sunday evening, 4/10/16, stating that a concealed carry firearm was reported as possibly lost at the library during business hours that day. Stokes immediately went down to the library to search and found a semiautomatic handgun (Smith & Wesson Bodyguard 380) on a sink in one of the public restrooms. No officer was available to come down to the library to pick up the weapon; at that time they were involved in another serious incident involving a gunshot wound. Stokes secured the weapon for pickup the following day. The next morning, BCPD advised Stokes that the gun owner would be picking up the firearm. Stokes turned the weapon over to the individual who matched the name given by BCPD. Stokes considers this incident is a severe public safety concern. The firearm was left unsecured in a public area of the library for over 3 hours. The gun owner, library, and entire community are extremely fortunate that consequences were not catastrophic. He has fully cooperated with BCPD's investigation of the incident, providing testimony and evidence in case charges are warranted. Dielman stated his dissatisfaction with BCPD procedural response in this situation and plans to inquire about the matter with Chief Lohner.</p>
<p>Business Manager's Report</p>	<p>Hawes passed out financial reports and check packets. The General Fund received tax turnovers totaling \$7,386.93 in April. The current cash balance is \$397,869.27 as compared to the same date last year of \$374,976.17 (the District is ahead by \$22,000). Noting the Friends Bookshop Income line; a check was written to the Friends for \$217.74 to remit net visa sales from the bookshop. Moving on to page 3, Personnel Services is below budget at 79% spent as Stokes had described previously. Checks written for books include Ingram \$414.31, Perma-Bound children's books \$1,782.12 and Visa includes book purchases of \$1,182.37 and movie orders of \$1,904.03. One unusual check was written to the HF Group for National Geographic bindery \$87.04 which the Friends usually pays directly; a reimbursement check was received from them today so the invoice is being paid tonight. Other checks include Lowry \$3,138.00 for a new batch of patron library cards and bar code sheets. A check was written for \$101.00 to University of Oregon for a <i>Move Like A Mammoth</i> program coming to the Haines Branch Library in June. The Visa total expense was \$6,333.40 this month and also included</p>



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	<p>new Story Room toys and educational games \$320.39, and \$916.58 for Vroom Grant promotional materials and 2 children’s tablets.</p> <p>The Other Funds financial report shows Amazon book sale revenue of \$467.74 (with the past three months being over \$400) and related expenses of postage \$51.04 and commissions \$164.46.</p> <p>There was nothing noteworthy on the Sage Fund financial report; the checks written were the monthly carriers and Tech contract.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p>
Next Meeting Date	The next regular board meeting will be May 9, 2016.
Adjourn	<p>The meeting was adjourned at 7:40 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2015-16.008

Resolution adopting Supplemental Budget 1

May 9, 2016

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

WHEREAS after the budget was adopted for Fiscal Year 2015-2016, various resources are projected to be received in amounts different from originally estimated, and

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

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

WHEREAS the cumulative General fund changes result in budget increase in the amount of **\$3,108 (+0.33%)**; and

WHEREAS the cumulative Sage fund changes result in budget increase in the amount of **\$55,000 (+30.9%)**; and

WHEREAS the cumulative fund changes result in total budget increase in the amount of **\$55,108 (+3.3%)**; and

WHEREAS, changes within each fund and the total **\$58,108** increase represents less than 10% of the adopted FY15-16 budget of \$1,749,461; and

WHEREAS, such publication has occurred more than five days prior to the meeting,

Adopting the budget

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Baker County Library District hereby **adopts Supplemental Budget 1** for the fiscal year 2015-16 in the total of **\$1,807,569** as defined in the Legal Budget form attachments (LB-20, LB-30, LB-31 PS, LB-31 M&S, LB-10 Other, LB-10 Sage), now on file in the Baker County Public Library :
and;

Making appropriations

BE IT FURTHER RESOLVED THAT the amounts for the fiscal year 2015-2016 are hereby appropriated for the purposes shown,

and;

Authorizing transfers

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

Adopted by the Board of Directors of Baker County Library District this 9th day of May, 2016.

FOR THE BOARD:

Signature: Gary Dielman,
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2015-16.008

Resolution adopting Supplemental Budget 1

May 9, 2016

Attachments:

1. Exhibit A Suppl. Budget 1 Fund Appropriations, 5/9/16
2. LB-20 General Fund – Resources. Suppl. Budget 1, 5/9/16
3. LB-30 General Fund - Summary. Suppl. Budget 1, 5/9/16
4. LB-31 General Fund – Personnel Services, Suppl. Budget 1, 5/9/16
5. LB-31 General Fund – Materials & Services, Suppl. Budget 1, 5/9/16
6. LB-10 Other Uses Fund. Suppl. Budget 1, 5/9/16
7. LB-10 Sage Fund. Suppl. Budget 1, 5/9/16

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2015-16.008

Resolution adopting Supplemental Budget 1

May 9, 2016

EXHIBIT A. Fund Appropriations

REVISED BUDGET **Suppl. Budget 1 (5/09/16)**

<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
General Fund	\$695,318	\$310,160	\$0	\$2,000	\$11,000	\$234,157	\$0	\$0	\$1,252,635
Other Uses Fund	\$0	\$228,750	\$0	\$0	\$4,000	\$0	\$0	\$0	\$232,750
Sage Fund	\$85,040	\$205,144	\$21,000	\$0	\$0	\$11,000	\$0	\$0	\$322,184
TOTALS	\$780,358	\$744,054	\$21,000	\$2,000	\$15,000	\$245,157	\$0	\$0	\$1,807,569

\$ Change from prev. **\$58,108**
% Change from prev. 3.3%

CURRENT **Adopted Budget (6/15/15)**

<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
General Fund	\$710,303	\$310,420	\$100	\$2,000	\$11,000	\$215,704	\$0	\$0	\$1,249,527
Other Uses Fund	\$0	\$172,250	\$0	\$0	\$5,500	\$0	\$0	\$0	\$177,750
Sage Fund	\$85,040	\$205,144	\$21,000	\$0	\$0	\$11,000	\$0	\$0	\$322,184
TOTALS	\$795,343	\$687,814	\$21,100	\$2,000	\$16,500	\$226,704	\$0	\$0	\$1,749,461

**FORM
LB-20**

**RESOURCES
GENERAL FUND**

BAKER COUNTY LIBRARY DISTRICT

Historical Data											RESOURCE DESCRIPTION	Budget for Next Year <u>2016-17</u>						
Actual			Actual	Actual	\$ Change vs. prior yr	Original Budget This Year <u>15/16</u>	\$ Change vs. actual current	Revised Budget This Year <u>15/16</u>	\$ Change vs. orig <u>15/16</u>	Proposed By Budget Officer		\$ Change	% Change	Approved By Budget Committee	Adopted By Governing Body			
Third Preceding Year <u>12/13</u>	Second Preceding Year <u>13/14</u>	First Preceding Year <u>14/15</u>	Last year 5/1/2015	This year 5/3/2016														
1											1	Available cash on hand* (cash basis) or						1
2	162,647	163,287	189,573	189,573	237,515	47,942	227,146	(10,369)	237,515	10,369	2	Net working capital (accrual basis)	235,000	7,854	3.5%			2
3	37,689	37,594	30,896	26,833	26,332	(501)	40,000	13,669	34,700	(5,300)	3	Previously levied taxes estimated to be received	35,000	(5,000)	-12.5%			3
4	9,442	9,695	9,051	1,097	1,446	348	11,500	10,054	10,000	(1,500)	4	Interest	10,000	(1,500)	-13.0%			4
5	0	15,027	4,000	4,000	4,000	0	5,500	1,500	5,500	0	5	Transferred IN, from other funds	5,500	0	0.0%			5
6								0		0	6	OTHER RESOURCES						6
7	17,238	17,888	15,974	13,535	14,154	619	17,000	2,846	17,000	0	7	Fines & Fees	17,500	500	2.9%			7
8	5,838	6,564	7,045	7,045	6,773	(272)	7,450	677	7,000	(450)	8	State revenue (R2R Grant)	7,000	(450)	-6.0%			8
9	1,630	3,046	1,906	0	0	0	3,500	3,500	2,500	(1,000)	9	Other Tax Revenues	2,500	(1,000)	-28.6%			9
10	6,185	4,469	5,782	2,918	2,280	(639)	3,000	720	4,500	1,500	10	Federal revenue (E-rate)	5,000	2,000	66.7%			10
11	1,768	1,510	5,088	3,828	0	(3,828)	3,200	3,200	10	(3,190)	11	Tech Support Contracts	10	(3,190)	-99.7%			11
12	5,361	0	0	0	0	0	50	50	10	(40)	12	Job Training Programs	10	(40)	-80.0%			12
13	150	828	951	853	1,881	1,027	950	(931)	1,600	650	13	Donations, Grants, & Misc	1,500	550	57.9%			13
14		24,500	0	0	0	0	0	0		0	14	Capital financing		0				14
15							300	300	300	0	15	Fiscal agency fee (Sage)	2,560					15
16								0		0	16							16
17	247,948	284,408	270,267	249,683	294,379	44,697	319,596	25,217	320,635	1,039	17	Total resources, except taxes to be levied	321,580	1,984	0.6%	0	0	17
18							929,931	929,931	932,000	2,069	18	Taxes estimated to be received	962,853	32,922	3.5%			18
19	850,548	854,869	887,323	861,085	910,253	49,168					19	Taxes collected in year levied						19
20	1,098,496	1,139,277	1,157,590	1,110,767	1,204,632	93,865	1,249,527	44,895	1,252,635	3,108	20	TOTAL RESOURCES	1,284,433	34,906	2.8%	0	0	20

\$ INCREASE 40,781 18,313
% INCREASE 3.71% 1.61%

91,937
7.94% 0.25%

34,906 -1,284,433
2.79% -100.00%

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
General Fund**

	Historical Data							Original Budget This Year 15/16	\$ Change vs. Actual current	Revised Budget This Year 15/16	\$ Change vs. current	REQUIREMENTS DESCRIPTION	Budget For Next Year <u>16/17</u>				
	Third Preceding Year 12/13	Second Preceding Year 13/14	First Preceding Year 14/15	Actual Last year 5/1/2015	Actual This year 5/3/2016	\$ CHG VS LY							Proposed By Budget Officer	\$ Change vs. original	% Change	Approved By Budget Committee	Adopted By Governing Body
												PERSONNEL SERVICES					
1	457,831	461,942	445,567	401,110	448,957.69	47,848	504,229	55,271	501,837	(2,392)	1 Salaries	526,508	22,279	4.4%			1
2	177,504	187,037	178,759	159,263	168,734	9,471	203,224	34,490	194,481	(8,743)	2 Benefits	198,774	(4,450)	-2.2%			2
3	5,472	0	0	0	822	822	2,800	1,978	0	(2,800)	3 Special Contracts - Grants, Tech Support, Job Training	500	(2,300)	-82.1%			3
4	0	9,296	0					0		0	4 Severance						4
5		0	0	-23	0	23	50	50	0	(50)	5 Payroll Expenses	10	(40)	-80.0%			5
6								0		0	6						6
7	640,807	658,275	624,326	560,350	618,513	58,163	710,303	91,790	696,318	(13,985)	7 TOTAL PERSONNEL SERVICES	725,792	15,489	2.2%	0	0	7
	13.9	14.5					13.9				Total Full-Time Equivalent (FTE)	14.0	0				
											MATERIALS AND SERVICES						
8	95,987	100,468	100,810	77,687	71,044	-6,643	92,500	21,456	95,139	2,639	8 Collection Development (Books, audiovisual, digital, etc)	94,500	2,000	2.2%			8
9	10,109	10,477	10,676	10,671	12,342	1,671	12,250	(92)	12,640	390	9 Library Consortium (Sage)	13,050	800	6.5%			9
10	57,665	57,869	60,369	50,781	58,575	7,794	72,000	13,425	72,429	429	10 Facilities & IT Maintenance	74,100	2,100	2.9%			10
11	34,617	30,837	42,546	35,675	34,191	-1,484	42,400	8,209	43,740	1,340	11 Corporate Costs (Ins., audit, admin fees, election, etc)	46,345	3,945	9.3%			11
12	84,072	86,227	81,852	67,224	68,833	1,609	91,270	22,437	87,212	(4,058)	12 Library Operations (travel, bkmb, programs, supplies, utilities)	94,760	3,490	3.8%			12
13	952	0	2,000	1,000	1,000	0	2,000	1,000	2,000	0	13 Debt Service	2,000	0	0.0%			13
14	283,402	285,878	298,254	243,038	245,985	2,947	312,420	66,435	313,160	740	14 TOTAL MATERIALS AND SERVICES	324,755	12,335	3.9%		0	14
											CAPITAL OUTLAY						
15	0	24,500	0	0	0	0	100	100	0	(100)	15 Capital Outlay	100	0	0.0%			15
16											16						16
17											17						17
18											18						18
19											19						19
20											20						20
21	0	24,500	0	0	0	0	100	100	0	(100)	21 TOTAL CAPITAL OUTLAY	100	0		0	0	21
											TRANSFERRED TO OTHER FUNDS						
22	1,000	2,500	2,500	2,500	1,000	-1,500	1,000	0	1,000	0	22 Transfer - Technology & Election	1,000	0	0.0%			22
23	10,000	10,000	10,000	10,000	10,000	0	10,000	0	10,000	0	23 Transfer - Severance Liability	10,000	0	0.0%			23
24											24						24
25	11,000	12,500	12,500	12,500	11,000	-1,500	11,000	0	11,000	0	25 TOTAL TRANSFERS	11,000	0	0.0%	0	0	25
26				294,879		34,255	215,404	(113,730)	233,157	17,753	26 OPERATING CONTINGENCY	222,786	7,382	3.4%			26
27	162,647	163,287	222,510								27 Ending balance (prior years)						27
28					329,134						28 UNAPPROPRIATED ENDING FUND BALANCE		0				28
29	1,097,856	1,144,440	1,157,590	1,110,767	1,204,632	93,865	1,249,227	44,595	1,253,635	4,408	29 TOTAL REQUIREMENTS	1,284,433	35,206	2.8%	0	0	29

150-504-030 (Rev 02/13)

150-504-030 (Rev 02/13)

875,498

\$ INCREASE

46,584

13,150

91,637

30,798

% INCREASE

4.24%

1.15%

7.92%

2.46%

DETAILED REQUIREMENTS

FORM
LB-31

General Fund - Personnel Services

Baker County Library District

Line	Historical Data			Actual		Original Budget This Year 15/16	\$ Change vs. Actual current	Revised Budget This Year 15/16	\$ Change vs. Original	REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year 2016-2017						
	Third Preceding Year 12/13	Second Preceding Year 13/14	First Preceding Year 14/15	Actual Last year 5/1/2015	Actual This year 5/3/2016								Proposed by Budget Officer	\$ Change vs. original	% Change	Approved by Budget Committee	Adopted by Governing Body		
1	71,014	71,098	71,718	65,742	66,340	74,265	7,925	73,000	-1,265	1	Library Director	1.0	MGT4	73,874	-391	-0.5%			1
2	18,248	18,262	18,585	17,018	17,174	19,110	1,937	19,000	-110	2	Managing Librarian I - HR+Pub Svcs+Coll Mgmt (Acq/Cat)	0.5	13/5	18,996	-114	-0.6%			2
3	20,099	20,953	23,214	20,928	25,052	27,553	2,501	27,600	47	3	Finance + HR Administrator	0.6	14/5	27,833	279	1.0%			3
4							0		0	4	Library Asst I - Public Services (Weekend)		5/5		0				4
5	36,962	38,867	41,159	37,567	38,072	41,575	3,503	41,600	25	5	Managing Librarian I - HR+Pub Svcs+Coll Mgmt (ILL/Cat)	1.0	13/5	42,411	836	2.0%			5
6	1,380	5,539	6,088	5,644	6,144	7,150	1,005	7,400	250	6	Library Asst I - Public Services	0.4	3/3	9,028	1,878	26.3%			6
7	30,409	30,454	30,722	28,161	31,060	31,029	-31	34,000	2,971	7	Library Tech II - Coll Mgmt / Serials Specialist	1.0	7/5	36,619	5,590	18.0%			7
8	23,628	24,239	24,099	22,052	19,918	26,374	6,457	22,600	-3,774	8	Library Tech I - Public Services / Children & Teen Specialist	0.9	7/5	30,127	3,752	14.2%			8
9	28,699	25,085	8,522	2,598	32,887	35,903	3,015	36,000	97	9	Librarian I - Cataloging / Tech Svcs	1.0	11/4	38,465	2,562	7.1%			9
10	8,584	2,680		0			0		0	10	Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.0	5/5		0				10
11	14,365	14,031	12,183	12,754	4,765	8,103	3,337	5,505	-2,598	11	Library Asst I - Public Services	0.4	3/3	7,670	-433	-5.3%			11
12	16,146	15,514	15,171	13,952	14,182	16,175	1,993	15,600	-575	12	Library Asst III - Coll Mgmt / Shelving/Page Lead+Volunteer Coord	0.6	5/5	16,506	331	2.0%			12
13	10,757	11,642	12,575	11,090	16,406	18,945	2,540	18,945	0	13	Library Asst I - Coll Mgmt / Processing	0.7	3/5	20,090	1,144	6.0%			13
14	17,376	17,720	18,833	16,871	19,243	23,910	4,667	23,910	0	14	Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.9	5/5	24,399	489	2.0%			14
15	29,432	28,319	28,962	25,525	30,795	31,110	315	34,500	3,390	15	Librarian I - Public Services + Coll Mgmt Lead	0.8	11/5	31,733	623	2.0%			15
16	5,966	13,399	6,045	5,388	4,838	8,525	3,688	5,677	-2,848	16	Library Asst I - Public Services / Outreach (Bookmobile)	0.3	5/5	5,300	-3,225	-37.8%			16
17	6,352		4,290	4,126	4,637	6,270	1,633	4,600	-1,670	17	Library Asst I - Public Services / Outreach (Bookmobile)	0.4	5/4	4,800	-1,470	-23.4%			17
18	5,676	9,168	6,370	5,703	8,444	9,723	1,278	8,500	-1,223	18	Facilities Maintenance	0.4	3/3	10,413	690	7.1%			18
19	4,814	0	0	0			0		0	19	Job Training Intern / Library Page I	0.0	3/3		0				19
20	46,516	46,823	47,653	42,972	44,074	46,169	2,096	48,100	1,931	20	IT Network and Systems Administrator	1.0	16/5	49,094	2,924	6.3%			20
21	658	0	0	0	822	2,800	1,978	0	-2,800	21	Special contracts - grants & tech support		16/5	0	-2,800	-100.0%			21
22	6,834	8,458	9,875	8,699	8,296	8,114	-182	9,500	1,386	22	Vacation Subs + Wkend Assistants	0.3	X	11,869	3,754	46.3%			22
23	59,388	57,361	58,418	53,319	56,387	61,226	4,839	63,300	2,074	23	Library Asst I - Public Services / Outreach (Branch Leads)	2.25	5/4-5	65,783	4,558	7.4%			23
24		2,537	1,085	1,004	244	3,000	2,756	1,500	-1,500	24	Staff training			1,500	-1,500	-50.0%			24
25	47,991	49,362	45,409	37,325	48,286	59,791	11,505	58,000	-1,791	25	Retirement (PERS)			60,835	1,044	1.7%			25
26	34,956	35,724	33,617	30,398	32,783	38,724	5,941	36,000	-2,724	26	Social Security (FICA)			40,278	1,554	4.0%			26
27	430	466	434	419	402	506	104	450	-56	27	State Unemployment Tax (SUTA @ .001) + Payroll Exp			527	20	4.0%			27
28	91,199	97,606	94,705	88,534	86,127	101,066	14,939	98,801	-2,265	28	Group Health Insurance			93,932	-7,134	-7.1%			28
29	1,998	2,640	3,872	1,864	368	2,328	1,960	450	-1,878	29	Workers Comp Insurance			2,422	93	4.0%			29
30	929	882	723	723	768	808	40	780	-28	30	Life Insurance			780	-28	-3.5%			30
31		9,296							0	31	Severance								31
32				-23	0	50	50		-50	32	Payroll expenses			10					32
33										33	Ending balance (prior years)								33
34										34	UNAPPROPRIATED ENDING FUND BALANCE								34
35	640,807	658,127	624,326	560,350	618,513	710,303	91,790	695,318	-14,986	35	TOTAL REQUIREMENTS	14.0		725,292	14,989	2.1%	0	0	35

* include a schedule of pay ranges
150-504-031 (Rev 02-14)

7.9% vs FY13-14

16.2% vs FY14-15

% INCREASE 2.70% -5.14%

0 81,953
13.77%

14.2 29,974
4.31%

FORM
LB-31

DETAILED REQUIREMENTS

General Fund - Materials & Services

Baker County Library District

	Historical Data			Actual Last year 5/1/2015	Actual This year 4/3/2016	\$ Change vs. prior yr	Original Budget This Year 15/16	\$ Change vs. Actual current	Revised Budget This Year 15/16	\$ Change vs. Actual current	REQUIREMENTS DESCRIPTION	Budget for Next Year 2016-2017					
	Third Preceding Year 12/13	Second Preceding Year 13/14	First Preceding Year 14/15									Proposed by Budget Officer	\$ Change	% Change	Approved by Budget Committee	Adopted by Governing Body	
1	95,987	100,468	100,810	77,687	71,044	-6,643	92,500	21,456	95,139	2,639	1 Collection Development (Books, audiovisual, digital, etc)	94,000	1,500	2%			1
2	10,109	10,477	10,676	10,671	12,342	1,671	12,250	-92	12,640	390	2 Library Catalog (Sage)	13,050	800	7%			2
3	25,911	26,793	21,236	18,835	25,126	6,291	33,000	7,874	33,759	759	3 Facilities Maintenance	33,000	0	0%			3
4	10,320	9,460	11,270	9,550	8,700	-850	11,000	2,300	10,320	-680	4 Janitorial Contract	12,000	1,000	9%			4
5	1,953	2,013	2,660	1,813	1,775	-38	3,000	1,225	3,150	150	5 Janitorial Supplies	3,250	250	8%			5
6	3,262	2,668	2,851	2,050	2,057	8	2,500	443	2,500	0	6 Equipment Maintenance Services / Lease	2,600	100	4%			6
7	16,219	16,935	22,352	18,533	20,917	2,383	22,500	1,583	22,700	200	7 Computer Maintenance	23,000	500	2%			7
8	7,692	8,098	7,001	6,111	3,821	-2,290	8,000	4,179	5,050	-2,950	8 Bookmobile Operations	6,000	-2,000	-25%			8
9	13,106	13,888	15,812	15,462	17,413	1,951	16,525	-888	18,175	1,650	9 Insurance	20,425	3,900	24%			9
10	2,791	2,997	6,361	4,017	2,290	-1,727	4,500	2,210	4,300	-200	10 Travel and Training	4,500	0	0%			10
11	5,989	0	2,567	0	0	0	3,500	3,500	3,500	0	11 Election	3,500	0	0%			11
12	7,280	7,475	7,650	7,650	7,905	255	7,800	-105	7,910	110	12 Audit	8,200	400	5%			12
13	1,568	835	813	813	778	-35	900	122	800	-100	13 Bookkeeping	900	0	0%			13
14	958	1,579	2,420	2,420	2,551	132	2,750	199	2,750	0	14 Dues and subscriptions	2,750	0	0%			14
15	952	0	2,000	1,000	1,000	0	2,000	1,000	2,000	0	15 Debt Service	2,000	0	0%			15
16	1,104	1,215	1,549	1,234	895	-338	1,600	705	1,550	-50	16 Publication	1,600	0	0%			16
17	804	928	1,042	826	883	57	1,075	192	1,155	80	17 Financial Mgt Fees	1,210	135	13%			17
18	200	250	250	250	250	0	250	0	250	0	18 Legal Administration	250	0	0%			18
19	393	808	2,958	2,299	1,226	-1,073	2,500	1,274	2,350	-150	19 Public Programs	2,500	0	0%			19
20	2,544	3,221	2,955	2,438	2,624	185	3,000	376	3,350	350	20 Branch Mileage	3,500	500	17%			20
21	12,557	14,153	11,647	9,977	14,562	4,586	14,500	-62	18,200	3,700	21 Library Services Supplies	15,500	1,000	7%			21
22	2,967	3,443	4,133	3,330	3,494	164	8,120	4,626	6,450	-1,670	22 Youth Programs (Summer Reading, storytime, teen)	12,400	4,280	53%			22
23	1,457	1,476	1,494	1,333	1,189	-143	1,800	611	1,088	-712	23 Postage/Freight	1,500	-300	-17%			23
24	43,945	43,548	41,528	33,401	31,301	-2,100	42,665	11,364	39,219	-3,446	24 Utilities	41,210	-1,455	-3%			24
25	12,910	12,288	13,095	10,635	10,925	291	13,185	2,260	13,855	670	25 Telecommunications	14,150	965	7%			25
26	424	862	1,125	705	917	212	1,000	83	0	-1,000	26 Special contracts - grants, tech support travel	200	-800	-80%			26
27											27 Miscellaneous						27
28											28						28
29											29						29
30											30						30
31											31 Ending balance (prior years)						31
32											32 UNAPPROPRIATED ENDING FUND BALANCE						32
33	283,402	285,878	298,254	243,038	245,985	2,947	312,420	66,435	312,160	-260	33 TOTAL REQUIREMENTS	323,195	10,775	3.4%	0	0	33

* include a schedule of pay ranges

150-504-031 (Rev 02-14)

% INCREASE 0.87% 4.33%

4.75%

3.53%

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

"Other Uses" Funds by Department

Baker County Library District

	Historical Data			15/16 Actual 5/3/2016	Adopted Budget This Year 15-16	\$ Change vs. Actual current	Revised Budget This Year 15/16	\$ Change vs. Original	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-2017			
	Actual									Proposed By Budget Officer	\$ Change	Approved By Budget Committee	Adopted By Governing Body
	Third Preceding Year 12-13	Second Preceding Year 13-14	First Preceding Year 14-15										
									RESOURCES				
1	52,655	147,917	145,455	158,477	150,000	-8,477	158,500	8,500	1 Cash on hand * (cash basis), or	165,000	15,000		
2									2 Working Capital* (accrual basis)				
3									3 Previously levied taxes estimated to be received				
4	292	687	688	586	750	164	750	0	4 Interest	750	750		
5	11,000	12,500	12,500	11,000	11,000	0	11,000	0	5 Transferred IN, from other funds	11,000	0		
6	15,000	0	8,000	2,500	10,000	7,500	55,000	45,000	6 Grants and Loans	10,000	0		
7	64,841	604	1,220	1,977	1,000	-977	2,500	1,500	7 Donations	1,000	0		
8	4,806	4,931	3,279	3,224	5,000	1,776	5,000	0	8 Book Sales online	4,000	(1,000)		
9	148,594	166,639	171,141	177,764	177,750	-14	232,750	55,000	9 Total Resources, except taxes to be levied	191,750	14,000	0	
10									10 Taxes estimated to be received				
11									11 Taxes collected in year levied				
12	148,594	166,639	171,141	177,764	177,750	-14	232,750	55,000	12 TOTAL RESOURCES	191,750	14,000	0	0
									REQUIREMENTS				
1									1 PERSONNEL SERVICES				
2		0	0	0		0		0	2 N/A	0			
3		0	0	0		0	0	0	3 TOTAL PERSONNEL SERVICES	0			
4									4				
5									5 MATERIALS AND SERVICES				
6	598	2,576	8,784	11,457	99,900	88,443	146,900	47,000	6 Memorial & Grants Dept.	102,400	2,500		
7			0	0	1,500	1,500	1,500	0	7 Election reserve	1,500	0		
8	11	1	0	0	500	500	500	0	8 Literacy Dept.	500	0		
9	13	11	3,000	9,374	9,000	-374	9,500	500	9 Technology Dept. Reserve	3,000	(6,000)		
10			0	0	1,000	1,000	10,000	9,000	10 Capital Projects Dept. Contingency	10,000	9,000		
11	55	26	0	0	60,000	60,000	60,000	0	11 Severance Liability Dept. Contingency	70,000	10,000		
12			323	257	350	93	350	0	12 Corporate Costs (Bank & sales fees)	350	0		
13	677	2,614	12,107	21,088	172,250	151,162	228,750	56,500	13 TOTAL MATERIALS AND SERVICES	187,750	15,500	0	
14									14				
15									15				
16	0	15,027	4,000	4,000	5,500	1,500	4,000	-1,500	16 Operating Transfer OUT	4,000	(1,500)		
17	147,917	148,998		152,676		-152,676			17 Ending balance (prior years)				
18			155,034						18 UNAPPROPRIATED ENDING FUND BALANCE				
19	148,594	166,639	171,141	177,764	177,750	-14	232,750	55,000	19 TOTAL REQUIREMENTS	191,750	14,000	0	0

*Includes ending balance from prior year

SPECIAL FUND
RESOURCES AND REQUIREMENTS
Sage Library System Fund

BAKER COUNTY LIBRARY DISTRICT

Historical Data				Budget for Current Year 2015-2016								Budget for Next Year 2016-17				
Actual	Budget	Actual		Adopted By Governing Body	Actual to date Mar 14 2016	\$ Over Budget	% of Budget	Projected	\$ Over Budget	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposal for Sage User Council 3/15/2016	\$ CHG	Approved By Sage User Council	Adopted By Governing Body		
Second Preceding Year _____	First Preceding Year _14-15_	First Preceding Year _14-15_	\$ Over Budget													
RESOURCES																
1	\$102,200	\$95,000	(7,200)	\$114,856	\$103,610	(11,246)	90.21%	\$103,610	-\$11,246	1 Cash on hand * (cash basis), or	\$110,000	-\$4,856		1		
2	\$194,000	\$193,160	(840)	\$197,381	\$197,097	(284)	99.86%	\$197,097	-\$284	2 Membership dues	\$205,000	\$7,619		2		
3	\$250	\$0	(250)	\$250	\$0	(250)	0.00%	\$10	-\$240	3 Interest	\$10	-\$240		3		
4	\$117,571	\$118,811	1,240	\$95,404	\$69,407	(25,997)	72.75%	\$95,404	\$0	4 Restricted grants	\$50,000	-\$45,404		4		
5		\$6,030	6,030					\$3,000	\$3,000	5 Miscellaneous revenue (CatExpress dues)	\$3,000			5		
6		\$7,118	7,118							6 EOU Sage account remainder				6		
7										7				7		
8										8				8		
9	0	\$414,021	\$420,119	6,098	\$407,891	\$370,114	(37,777)	90.74%	\$399,121	-\$8,770	9 Total Resources, except taxes to be levied	\$368,010	-\$39,881		9	
10										10 Taxes estimated to be received				10		
11										11 Taxes collected in year levied				11		
12	0	\$414,021	\$420,119	6,098	\$407,891	\$370,114	(37,777)	90.74%	\$399,121	-\$8,770	12 TOTAL RESOURCES	\$368,010	-\$39,881	\$0	\$0	12
REQUIREMENTS																
13										13 PERSONNEL SERVICES				13		
14										14 Salaries				14		
15	\$49,641	\$49,643	(2)	\$55,984	\$41,735	(14,249)	74.55%	\$55,984	\$0	15 Systems administrator	\$56,816	\$832		15		
16	\$6,104	\$5,165	(939)	\$7,300	\$4,025	(3,275)	55.14%	\$5,500	-\$1,800	16 Administrative services (BCLD)	\$5,600	-\$1,700		16		
17	\$55,745	\$54,808	(937)	\$63,284	\$45,760	(17,524)	72.31%	\$61,484	-\$1,800	17 Total salaries	\$62,416	-\$868	\$0	\$0	17	
18										18				18		
19										19 Benefits				19		
20	\$6,553	\$7,206	(653)	\$7,909	\$7,612	(297)	96.24%	\$9,970	\$2,061	20 Retirement	\$9,796	\$1,887		20		
21	\$3,798	\$4,096	(298)	\$4,659	\$3,458	(1,201)	74.22%	\$4,660	\$1	21 Social Security	\$5,180	\$521		21		
22	\$228	\$30	(198)	\$280	\$39	(241)	13.93%	\$65	-\$215	22 Worker's compensation	\$76	-\$204		22		
23	\$11,629	\$9,810	(1,819)	\$8,039	\$5,411	(2,628)	67.31%	\$7,820	-\$219	23 Health insurance	\$7,900	-\$139		23		
24	\$44	\$48	(4)	\$61	\$63	2	103.28%	\$80	\$19	24 Unemployment insurance	\$63	\$2		24		
25	\$844	\$72	(772)	\$808	\$71	(737)	8.79%	\$100	-\$708	25 Life insurance	\$100	-\$708		25		
		\$96	(96)							Payroll expenses (Direct deposit fees)	\$100					
26	\$23,096	\$21,358	(1,738)	\$21,756	\$16,654	(5,102)	76.55%	\$22,695	\$939	26 Total benefits	\$23,215	\$1,459	\$0	\$0	26	
27	\$78,841	\$76,166	(2,675)	\$85,040	\$62,414	(22,626)	73.39%	\$84,179	-\$861	27 TOTAL PERSONNEL SERVICES	\$85,631	\$591	\$0	\$0	27	
28										28				28		
29										29 MATERIALS AND SERVICES				29		
30	\$550	\$745	(195)	\$240	\$234	(6)	97.50%	\$234	-\$6	30 Telecommunications	\$250	\$10		30		
31	\$4,500	\$5,309	(809)	\$4,500	\$733	(3,767)	16.29%	\$4,500	\$0	31 Technology	\$4,500	\$0		31		
32	\$2,900	\$0	(2,900)	\$1,500	\$0	(1,500)	0.00%	\$1,500	\$0	32 Accounting and auditing	\$1,500	\$0		32		
32		\$300	(300)	\$300	\$0	(300)	0.00%	\$2,100	\$1,800	32 Administrative services (BCLD fiscal agency fee)	\$2,558	\$2,258				
33		\$59,505	(59,505)	\$51,000	\$35,213	(15,787)	69.05%	\$49,000	-\$2,000	33 System support (HRCLD)	\$56,100	\$5,100		33		
34	\$104,789	\$45,835	(58,954)	\$52,704	\$28,199	(24,505)	53.50%	\$45,450	-\$7,254	34 Technical services (Cataloging grant)	\$2,500	-\$50,204		34		
35	\$100	\$0	(100)	\$50	\$0	(50)	0.00%	\$0	-\$50	35 Legal services	\$50	\$0		35		
36	\$500	\$2,583	(2,083)	\$1,100	\$1,013	(87)	92.09%	\$3,000	\$1,900	36 Dues and subscriptions (CatExp)	\$3,750	\$2,650		36		
37	\$60	\$91	(31)	\$50	\$30	(20)	60.00%	\$50	\$0	37 Postage/freight	\$100	\$50		37		
38	\$50	\$0	(50)	\$50	\$0	(50)	0.00%	\$0	-\$50	38 Printing	\$50	\$0		38		
39	\$50	\$624	(574)	\$50	\$1,763	1,713	3526.00%	\$500	\$450	39 Supplies, Office	\$500	\$450		39		
40	\$3,000	\$3,489	(489)	\$2,500	\$3,824	1,324	152.96%	\$3,000	\$500	40 Travel	\$3,000	\$500		40		
41	\$1,500	\$2,961	(1,461)	\$4,500	\$339	(4,161)	7.53%	\$4,500	\$0	41 Training	\$4,500	\$0		41		
42	\$225	\$0	(225)	\$10	\$10					42 Miscellaneous		\$0		42		
43	\$100	\$0	(100)	\$100	\$86	(14)	86.00%	\$100	\$0	43 Furniture and equipment		-\$100		43		
44	\$102,000	\$87,389	(14,611)	\$86,500	\$60,379	(26,121)	69.80%	\$86,500	\$0	44 Courier	\$83,865	-\$2,635		44		
45					\$548			\$548		45 LSTA grant 2 - catalog				45		
46	\$220,324	\$208,531	(11,793)	\$205,144	\$132,371	(72,773)	64.53%	\$200,982	-\$4,162	46 TOTAL MATERIALS AND SERVICES	\$163,223	-\$41,921	\$0	\$0	46	
47										47				47		

FORM
LB-10

SPECIAL FUND
RESOURCES AND REQUIREMENTS
Sage Library System Fund

BAKER COUNTY LIBRARY DISTRICT

Historical Data				Budget for Current Year 2015-2016								Budget for Next Year 2016-17			
Actual	Budget	Actual		Adopted By Governing Body	Actual to date Mar 14 2016	\$ Over Budget	% of Budget	Projected	\$ Over Budget	DESCRIPTION RESOURCES AND REQUIREMENTS	Proposal for Sage User Council 3/15/2016	\$ CHG	Approved By Sage User Council	Adopted By Governing Body	
Second Preceding Year _____	First Preceding Year _14-15_	First Preceding Year _14-15_	\$ Over Budget												
48	\$21,000	\$0	21,000	\$21,000		(21,000)	0.00%	\$21,000	\$0	48 Capital outlay	\$21,000	\$0			
49										49					
50	\$11,000	\$0	11,000	\$11,000		(11,000)	0.00%	\$11,000	\$0	50 Contingency	\$11,000	\$0			
51										51					
52										52 Ending balance (prior years)					
53	\$82,856	\$135,422	(52,566)	\$85,707	\$175,329			\$81,960	-\$3,747	53 UNAPPROPRIATED ENDING FUND BALANCE	\$87,156	\$1,449			
54	0	\$414,021	\$420,119	(6,098)	\$407,891	\$370,114	(37,777)	90.74%	\$399,121	-\$8,770	54 TOTAL REQUIREMENTS	\$368,010	-\$39,881	\$0	\$0

Beginning cash vs. end	\$0	\$33,304	\$0	\$2,851	\$71,719	\$0	\$10,350	Total fund less unappropriated ending balance:	\$0
Total end fund balance	135,422		117,707			113,960			
Sage Admin I					194,785				
Sage Admin II				\$0		\$0		Income vs Expense/reserve	\$0
				\$2,851		\$10,350		End balance difference from beginning cash	\$9,156
	\$114,856	\$135,422		\$117,707	\$175,329	\$113,960		Operating reserve (capital + contingency + unappropriated)	\$119,156
				\$194,780		\$186,757		Total expenses less grants, other costs recovered	\$195,854

**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	\$34,946

PERSONNEL

• General COLI 2% (LY = 1%. 2015 WCPI 1.8%; 2014, 1.3%.)	+\$11,512
• Staff re-classifications (1): LAll 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	
• Staff training budget increase	+\$3,000
• Diana Pearson: Reduce comp accrual by budgeting 35 hours (increase from 33)	+\$2,803
• Perry Stokes: final MGMT 5 step	+\$6,500
Total increase over prev. year	\$14,989

MATERIALS & SERVICES

• Book budget: 9.0% OPS budget to start (\$94,000)	+\$1,500
○ Virtual magazine database	
○ 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
○ HVAC maintenance contract	
○ 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)	<u>+\$9,142</u>
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