

**Baker County Library District**  
 Board of Directors  
**Regular Meeting Agenda**  
 Monday, Feb 10, 2014, 6:00 – 8:00 pm  
 Riverside Meeting Room, Baker County Public Library  
 2400 Resort St, Baker City  
 Gary Dielman, President

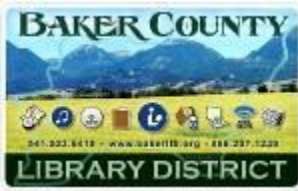
<b>6:00</b>	<b>I. CALL TO ORDER</b>	<b>Dielman</b>
	<b>II. Additions/deletions from the agenda (ACTION)</b> <i>Related documents (1):</i> Agenda.	<b>Dielman</b>
	<b>III. Conflicts or potential conflicts of interest</b>	<b>Dielman</b>
	<b>IV. Approval of minutes from previous Board Meeting (ACTION)</b> <i>Related documents (1):</i> Board Meeting Minutes 1/13/14.	<b>Dielman</b>
	<b>V. Open forum for general public, comments &amp; communications</b> 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.  <i>Related documents (1):</i> Bookmobile appreciation letter (1/22/14).	
<b>6:10</b>	<b>VI. PREVIOUS BUSINESS</b>	
	i. None	
	<b>VII. ANNUAL / RECURRING BUSINESS</b>	
	i. None	
<b>7:00</b>	<b>VIII. NEW BUSINESS</b>	
	<b>i. Code of Conduct Policy – Smoking Revision (ACTION)</b> <i>Related documents (2):</i> Code of Conduct Policy with proposed revision; Baker City Ordinance No. 3322	<b>Stokes</b>
	<b>ii. Consideration of Sage fiscal agent proposal</b> <i>Related documents (1):</i> Letter of Inquiry.	<b>Stokes</b>
	<b>iii. Board membership published list &amp; contact info</b> <i>Related documents (1):</i> Board Membership Roster.	<b>Stokes</b>
<b>7:30</b>	<b>IX. ADMINISTRATIVE REPORTS</b>	
	<b>i. Director’s Report</b>	<b>Stokes</b>
	<b>ii. Business and Financial Report</b> <i>Related documents (2):</i> Summary Report; Profit & Loss Detail	<b>Hawes</b>
	<b>X. Agenda items for next regular meeting: Mar 10, 2014 6:00pm</b>	<b>Dielman</b>
<b>8:00</b>	<b>XI. ADJOURNMENT</b>	<b>Dielman</b>

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

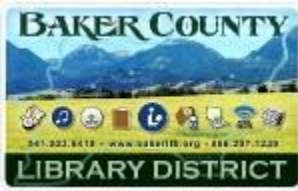
ORS 192.660 (1) (e) Property  
 ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon.



**Baker County Library District**  
 Board of Directors  
**Regular Meeting Minutes**  
 Monday, Jan 13, 2014, 6:00 – 8:00 pm

<p><b>Call To Order</b></p>	<p>Gary Dielman, President called the meeting to order at 6:02pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary <b>Dielman</b>, Nellie <b>Forrester</b>, Kyra <b>Rohner-Ingram</b>, Della <b>Steele</b>, and Betty <b>Palmer</b>, Directors. Also present were Perry <b>Stokes</b>, Library Director; and Christine <b>Hawes</b>, Business Manager. Guest speaker Kent Bailey, the District’s auditor, was present to deliver the audit report.</p>
<p><b>Agenda Approved</b></p>	<p>Dielman asked for additions or changes to the agenda. None were given.</p>
<p><b>Conflicts of Interest</b></p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. None were stated.</p>
<p><b>Minutes Approved</b></p>	<p>Dielman asked for corrections to minutes. No changes were noted. <b>Palmer made a motion to approve the Agenda as presented and the December 9, 2013 Regular Meeting Minutes as corrected; Forrester seconded; motion passed unanimously.</b></p>
<p><b>Public Comment</b></p>	<p>Dielman stated for the record that there were no other members of the public present for comments with the exception of Mr. Bailey who is present for the audit. Stokes had no correspondence.</p>
<p><b>Annual/Recurring Business: FY 2012-2013 Audit Report</b></p>	<p>Dielman asked Kent Bailey to proceed. Bailey started by thanking the Directors for the opportunity to do the District’s audit. He also thanked Perry Stokes, Director, and Christine Hawes, Business Manager, for working with his office through the audit process. He told the Director’s that he felt Stokes and Hawes had done an outstanding job of managing the District’s resources and that the District’s well-prepared financial statements make the audit process go smoothly. Copies of the bound Audited Financial Statements were distributed; beginning on page 1 Bailey read aloud most of the first page of the Independent Auditor’s Report. Of the final opinion paragraph, he read “In our opinion, the financial statements ... present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Baker County Library District, as of June 30, 2013...”</p> <p>Moving on to page 4, Bailey reviewed the first sentence of the Management’s Discussion and Analysis and portions of the financial highlights section. The increase in the District’s net position was primarily due to the bequest the District received. On page 9, he read the last part of the first paragraph highlighting the slight 1% decrease in the Materials &amp; Services budget, and the Book budget remaining steady at 8% of the budget for three consecutive years.</p> <p>On page 10, the Statement of Net Position, Bailey said his office had added a comparative column for the prior fiscal year ended 2012 at Hawes’ request. Again, cash increased mainly due to receiving the bequest. Most categories of</p>



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Board of Directors

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Capital Assets decreased this year due to depreciation in excess of a few asset purchases; the one area that increased was the Library Collection which he will cover in more detail later in the report. Combined, Total Assets increased by \$18,090. Reviewing the Liabilities, Accounts Payable decreased \$5,769 while Payroll liabilities and Compensated Absences increased this year by \$1,696 and \$12,547, respectively. The total increase in Liabilities was \$8,474 over the prior year. At the bottom of the page, the District's Total Net Position increased by \$9,616.

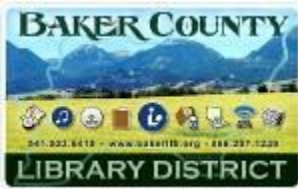
On page 11, the Statement of Activities is a condensed summary of operations. Total operating expenses increased 3.1% over the prior year. This increase is in line with the inflation rate. The report includes a newly added comparative column as requested for the prior year on the far right of this page. For fiscal year ending 2013, expense net of charges for services and contributions was \$907,700; this is the amount that Baker County citizens pay for through property taxes. General revenues include the property taxes citizens pay to support the Library, funds received from the State Ready-To-Read grant, interest income and other miscellaneous revenues. The Net Change in Assets was \$9,616 added to the beginning net position the Library District ended with a Net Position of \$2,424,950.

Page 12 offers a little more detail than page 10. Bailey reviewed the Fund Balances section; General fund unrestricted funds and Special Uses "committed" funds combined total \$215,302. The District uses this cash to get through the first four months of the fiscal year to November until the first property taxes are received. The amount borrowed decreased fiscal year ending 2013.

On Page 14 reviewing Revenues, Property Taxes increased \$21,137 over the prior year and Contributions increased by \$64,441, again due to the bequest. Total Revenues increased significantly at 10% over the prior year while Expenditures increased a slight \$3,697 on the modified accrual basis.

The summary of capital assets is found on page 22. The District added \$5,807 to the Library Collection with additions of \$10,058 and removing \$4,251. The Buildings & Improvements and Equipment additions totaled \$9,232 with \$6,500 removed of old items. The total depreciation this year was \$82,786. Bailey pointed out that in the Building & Improvements category there was \$5,232 in additions less the depreciation of \$64,987; he commented that this could be an indicator that buildings are wearing out faster than improvements compensate. He recommended taking a look at this to see if the depreciation, or estimated decline in the building condition, is accurate.

Turning the page to highlighting the Short-Term Debt paragraph on page 23. The District needed \$33,318 to meet its obligations during fiscal year ended June 30, 2013 whereas in the previous year it needed \$76,200. With the decline of about \$43,000 needed in cash and the bequest donation of \$64,000,



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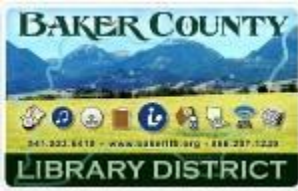
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the District probably won't need to borrow funds during the current fiscal year. Stokes confirmed that the District did operate on its own funds and did not need to borrow operating funds this fiscal year.

Page 25 is the footnote on PERS. Reading from the middle of paragraph one, he highlighted the District's PERS contributions for the past three years. Bailey handed out a "*PERS Facts*" sheet to everyone present stating that he is going to make a prediction that will help with budgeting. Looking at the bottom of the fact sheet under "System Funding" the Funding Status in 2007 was overfunded at 112%, with the market crash the following year, 2008 is underfunded at 80% , but one can see that in 2012 the funded status has come up to 91%. Below this the Unfunded Actuarial Liability in 2007 was overfunded by \$6 billion, dropping to underfunded by \$11 billion in 2008, and more recently in 2012 underfunded by \$5.6 billion. In 2012, there were 12% returns in the market. In 2013, there were 27% returns on investments. He is willing to predict that in 2013 PERS will be fully funded or even overfunded. There should be no increase in the contribution percentage for the next year; there may even be a decrease. He explained that overfunded amounts are amortized over 30 years and given back as a credit to the District's on their monthly statements. PERS reports are issued every two years, with a new one due to be issued for December 31, 2013. He anticipates there won't be a big hit coming from PERS this year. There was discussion on the current 2014 market. The market is selling at 17-times earnings (with the average about 15-times earnings); there is usually trouble when it gets over 20. This year has been at 6-7% moderate returns, so he felt that the District is probably okay at this point. Bailey went on to explain that the market corrects itself about 10% every 18-months or so, adding that it hasn't corrected in a while. Another point of interest looking at the "Funding Sources" box in the lower right corner of the *PERS Facts* shows that for every dollar spent on benefit payments, 6.4 cents comes from the PERS members, 21.4 cents comes from the PERS employers and 72.2 cents comes from investment earnings. In light of the general misconception that public employee retirees are overcompensated, he thought this information was interesting.

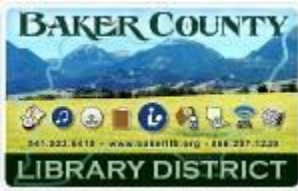
Stokes asked if the same could be said of social security funding. Bailey replied no, that the return on invested assets is about 2%. He gave a brief explanation of the social security funding shortage.

Looking at page 30, the Schedule of Property Tax collections, this is the information that he believes is a good economic indicator. When the economy is bad, people don't pay their taxes as well; when things are good, they pay their taxes. The collection ratio in the prior year was 93.27%; two years ago it was 90%; and the current year it is 95.61% which means "that things got better." He added that the historic collection level is about 95% for Baker County. Reviewing the report, the District's current tax levy was \$913,474 with \$852,215 collected. The Taxes Receivable at June 30, 2013 totaled \$83,693 as compared to last year's total of \$83,185; it was interesting



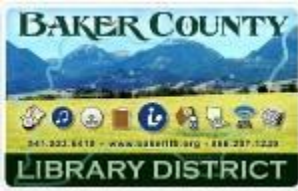
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	<p>that the District is in the same position there.</p> <p>The Auditor’s Compliance Report is found at the back of the financial statements on page 31. There are seven bullet items listing State laws that the District has to comply with. Page 32 states there were no compliance issues. The Auditor’s Management Letter is tucked in behind the Compliance Report. Bailey stated that there was “not really anything to report.” This was a good year for the District. The bequest helped give you the push over the hump to operating on the District’s own funds this year. People don’t give money to organizations that they don’t believe are stable. The Library is stable. He added that he wouldn’t be surprised to see the District be the recipient of more large donations.</p> <p>Bailey asked if there were questions. Palmer asked about the increase in compensated absences liability of \$12,000. Bailey answered that the increase is due to increasing vacation accumulation and no retirees this year. The District usually has someone retire or use up a large chunk of accumulated hours; there was none of that in this fiscal year. Another factor is pay increases will bump up the amount due. Stokes asked if there was a target contingency fund percentage an organization should have in reserve to cover liabilities. Bailey said that the ideal would be to have an amount in reserve to cover the payable in full. Looking back at page 10, if you look at the current assets of \$450,000 less the liabilities of \$116,000, the District has over \$300,000 to pay liabilities. If you had to pay the Compensated Absences Payable all at one, it would be a hardship but you would be able to do that. Hawes added that the District does have a contingency of \$38,900 in the Special Uses fund, Severance Liability Department. The District has projected retirements and has budgeted \$10,000 a year to fund the upcoming retirements. The last three retirements were paid from the Severance contingency.</p> <p>Bailey went on to say that the Library District is in a good position. The Library District is a good example of an organization that’s not too big to be well managed. The retired Director, Aletha Bonebrake, in the first years would budget to the penny. There are not many organizations that budget that tight, he said. The District has continued to manage finances “extremely well”. Baker County has one of the nicest libraries he has seen and this community supports it. Stokes added that in the past 5-6 years circulation has increased by 50%. It is amazing to look at the statistics; this District circulates 7,000 items per month.</p> <p>Bailey again thanked the Board for the opportunity to prepare the audit as he departed.</p>
	<p>The group took a short break to celebrate Nellie Forrester’s upcoming 90<sup>th</sup> birthday.</p>
<p><b>Administrative</b></p>	<p>Stokes began administrative reports with an update on the <b>Sage Fiscal Agent</b>.</p>



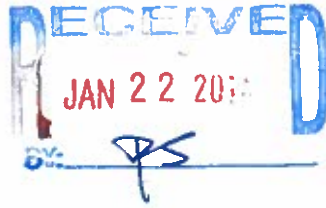
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<p><b>Reports:</b></p> <p><b>Director's Report</b></p>	<p>The committee expects to have the Council review their report next week after which letters will be sent out to potential fiscal agent candidates.</p> <p>The <b>Strategic Plan</b> is tabled. He will meet with the Friends of the Library this week.</p> <p>In <b>Building Reports</b>, the Baker Library had a problem with its heating system. The source of the breakdown turned out to be an integral part of the compressor. Scott's Heating did a bypass so that the system will function while the parts are on order. The workman told staff that the system is antiquated; the District may want to include a HVAC system upgrade in its long-range facilities maintenance plan. There was a small roof leak in the meeting room. Small annual leaks are not uncommon. Buckets are placed above the ceiling tiles until patching can be done in a drier and warmer season.</p> <p>The <b>Adler Grant</b> request was denied. Stokes will seek to get feedback as to the reasoning and will pursue other funding sources.</p> <p>Stokes has been working with the State Library to develop the "Staff Area" of the District's <b>Plinkit website</b>. It is secured by a username and password and will serve as a digital repository for staff to access forms, manuals, meeting minutes, etc. A <b>mobile workstation</b> has been purchased to be used in the stacks when working on the collection. These usually cost about \$800; Stokes obtained a used one for \$300. The workstation was on display for the board during the meeting. Next week is the <b>Annual Bowlstice staff party</b> including pizza and bowling for all Library District employees. Calendars are given away as prizes along with some special prizes. Stokes invited the board to join in, Monday at 4:15pm.</p> <p>As stated earlier, he is <b>working on the year-end circulation statistics report</b>. It looks like a 3% growth this year. He is also working on delinquent accounts and items that haven't been returned in during 2013. A report on estimated uncollected losses was included in the board packets. The report shows the District materials loss at an average of \$2,300 every year. Forrester asked if this included theft. Stokes replied that it did not. Losses due to theft are difficult to identify since a full collection inventory has not yet been accomplished. Staff continue to find many "ghost records" that were input during the original automating process when the District began using a computer database. Occasionally pieces of items assumed stolen are discovered such as a page torn out. Stokes does keep track of those which is quite low at an average of around \$500 a year.</p>
<p><b>Business Report</b></p>	<p>Hawes passed out the financial report and check packets for signatures. General Fund received tax turnovers totaling \$10,022.14 and the State Ready-To-Read Grant of \$6,564 that was a \$500 more than budgeted. Notable checks in the Book budget include the Ingram book order of \$1,671.26, EBSCO Novelist annual subscription renewal of \$1,395, Gale annual e-book hosting</p>



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	<p>fee of \$150, and US Bank Visa of \$2,932.87 (with notes in the margin showing category expenditures). Under Building Maintenance, Alpine Alarm \$600 for annual alarm monitoring, Dan Sword \$125 for snow removal, Whelan Electric \$244 to convert an outside light fixture to LED. Other checks written include Payne West \$1,079 for the annual boiler insurance policy and a large check to SDAO of \$14,210 for annual liability insurance policy. This policy includes annual flood insurance of \$1,436. Stokes has signed the 2-year commitment to continue insurance through SDAO which entitles the Library District to receive a Longevity Credit refund of \$1,401.50 in January and again next year for a total of \$2,803. The Library also received an 8% Best Practices Credit on the insurance renewal for completing the online survey. A check was written to Black's Distributing for \$125.70; the amount is considerably decreased due to the Bookmobile being on a winter break for 4 weeks. In response to a Director inquiry last month, Hawes reported that Black's diesel prices were \$3.97 mid-December as compared to seven other area fuel vendors ranging from \$3.95 to \$4.00 a gallon (averaging \$3.97). However, Black's does give the Library District a 13% fuel discount for the Bookmobile that made our effective diesel price \$3.42 a gallon in December which saved \$19.96 on 36.7 gallons. (In addition, for the first six months of this fiscal year, the District has saved an average of \$38.46 a month on fuel bills ranging from \$204.28 - \$332.39 a month.) And finally a check written to Ed Staub of \$886.10 for 2 fuel deliveries to the Haines Library.</p> <p>Other Funds had revenues of Amazon book sales totaling \$466.83, a Phillip Charette payment of \$200, and \$55 for the sale of a counter being discarded out of the teen room. Checks included US Bank Visa \$59.06 for Amazon related postage, and \$155.30 in sales commission checks. The cash balances by department were included at the bottom of the page for reference.</p> <p>Checks were signed and approved by those present.</p>
<p><b>Next Meeting Date</b></p>	<p>The next regular Board meeting will be February 10, 2014 at 6:00pm.</p>
<p><b>Adjourn</b></p>	<p>The meeting was adjourned at 7:31pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>



Attachment V.  
Public Comment

January 22, 2014



Receipt mailed 1/23/14

Baker County Public Library  
Director Perry Stokes

Dear Mr. Stokes,

We moved to Durkee a little over 2 years ago from a rural area in Virginia. It took years for my Virginia community to support and build a decent library. As much as I loved and supported my former library, I was instantly won over by the library in Baker City. The building is nicely designed, the books, services, and staff are all pleasing. The citizens and leaders in Baker should be commended for their foresight and support of the a public library.

Shortly after moving here, I bought a Kindle because I realized that going into Baker City wasn't going to be often enough to satisfy by my book needs. Then I found a real treasure at Durkee, the Book Mobile. Now I feel so sad for my poor Virginia library friends and for my underused Kindle. Even though I know I can get library books on my Kindle, I find it hard to give the physicality of a real book and magazines.

After the initial joy having books come twice a month just a few miles away and Steve bringing books on topics that I interested me, he told about book requesting on line. That has just been great and I must admit that I often feel guilty about being such a heavy user of that service. It's wonderful to learn of a book and then be able to get it through the Sage system.

Durkee has lost it's only restaurant and the gas station and the post office is often under treat of being closed down. The best service we have is the Book Mobile.

All the Book Mobile people have been just wonderful. Steve, Jerry, Reb and Beth have always been helpful and welcoming to everyone who comes. You could not have done any better in choosing staff. They are all top notch and a real credit to the library.

Enclosed is a donation to show my appreciation of the Book Mobile and the inter-library loan system.

Sincerely,





# Code of Conduct

We here at the Baker County Library District want to make sure that our libraries are safe, -clean and welcoming environments for everyone. To do this, we ask that you please follow these few rules while using the library.

## ***While on library property, please:***

- Ask for help when you need it.
- Let us know if the library does not have the item or service you want.
- Report immediately any behavior or situation that is disruptive, hazardous, threatening, abusive, bothersome, or questionable in any way.
- Wear ~~appropriate~~ sufficient clothing, including tops, bottoms, and shoes/footwear and shirts.
- Keep your conversations (~~with people~~ in and around the library and on the phone), personal electronic devices, and activities at a volume that does not disturb others.
- Consume beverages in covered containers.
- Consume food anywhere except at computer workstations and the Archive, Genealogy or Oregon Rooms of the Baker County Public Library.
- Ensure that children under the age of 10 are adequately supervised by an accompanying adult.
- Check out your library materials before leaving.
- Be courteous and cooperative with other patrons and staff.

## ***While on library property, you may not:***

- Destroy, deface, or abuse library property.
- Be disruptive, disorderly, or harass/disrespectful to other patrons and/or staff.
- Use or exhibit hostile, aggressive or obscene language or gestures.
- Litter, neglect to properly dispose of trash, or otherwise cause a ~~mess~~ nuisance or hazard ~~from~~ food, beverage, or ~~other~~ debris.
- Use tobacco products or smoke in any form, including e-cigarettes. -or use tobacco products in buildings or within 25 feet of any entrance.
- Be under the influence of or consume alcohol or illegal substances.
- Sleep, appear to be sleeping, lie down or loiter.
- Bring animals into the library (other than service animals or those involved in library programs) that are not contained or personally carried at all times, ~~or leave animals unattended on library property.~~
- Leave animals or personal belongings unattended.
- ~~Bring into the library anything which c~~ reates an obstacle or takes up seating with personal belongings.
- Use skateboards, skates, rollerblades, or bicycles on library property.
- Run.
- Engage in excessively intimate public displays of affection such as prolonged -or French kissing, sexual conduct as defined in ORS 167.060
- Engage in, or simulate, sexually explicit conduct or visibly display sexually explicit materials.
- ~~Disturb other library patrons~~ Create a disruptive scent in the library or staff from strong body odor through extremely poor personal hygiene, personal care product, or personal belongings.
- Use restrooms for bathing, shaving or laundering.
- Conduct surveys or post or distribute printed material without staff approval.
- Panhandle or solicit for sales, charity, religious, or political purposes.
- Neglect a reasonable staff request to cease behavior that interferes with library operations.

In addition to the above, any violation of Federal, State, or local statutes will be regarded as a violation of library rules. ~~The~~ Baker County Library District reserves the right to eject or suspend library privileges of those individuals who violate District rules. In addition to the sanctions imposed by the library, further sanctions may be pursued as determined by law. Appeals of disciplinary

# Code of Conduct

actions imposed may be made to the Library Director.

**Approved by the Board of Directors:** 6/18/07

**Revised:** 1/12/09; 9/14/09; 2/11/13; 2/10/14

# Code of Conduct

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- Let us know if the library does not have the item or service you want.
- **Report immediately any behavior or situation that is disruptive, hazardous, threatening, abusive, bothersome, or questionable in any way.**
- Wear **sufficient** clothing, including **tops, bottoms, and footwear**.
- Keep your conversations (in **and around** the library and on the phone), personal electronic devices, and activities at a volume that does not disturb others.
- Consume beverages in covered containers.
- Consume food anywhere except at computer workstations and the Archive, Genealogy or Oregon Rooms of the Baker County Public Library.
- Ensure that children under the age of **10** are adequately supervised by an accompanying adult.
- **Check out your library materials before leaving.**
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- **Use or exhibit hostile, aggressive or obscene language or gestures.**
- Litter, neglect to properly dispose of trash, or otherwise cause a nuisance or hazard from food, beverage, or debris.
- Use tobacco products or smoke **in any form, including e-cigarettes.**
- Be under the influence of or consume alcohol or illegal substances.
- Sleep, **appear to be sleeping, lie down** or loiter.
- Bring animals into the library (other than service animals or those involved in library programs) that are not contained or personally carried at all times.
- Leave animals **or personal belongings** unattended.
- Create an obstacle or take up seating **with personal belongings.**
- Use skateboards, skates, rollerblades, or bicycles on library property.
- Run.
- **Engage in excessively intimate public displays of affection such as prolonged or French kissing.**
- Engage in, **or simulate,** sexually explicit conduct **or visibly display sexually explicit materials.**
- **Create a disruptive scent in the library from strong body odor, personal care product, or personal belongings.**
- Use restrooms for bathing, **shaving** or laundering.
- Conduct surveys or post or distribute printed material without staff approval.
- Panhandle or solicit for sales, charity, religious, or political purposes.
- **Neglect a reasonable staff request to cease behavior that interferes with library operations.**

In addition to the above, any violation of Federal, State, or local statutes will be regarded as a violation of library rules. Baker County Library District reserves the right to eject or suspend library privileges of those individuals who violate District rules. In addition to the sanctions imposed by the library, further sanctions may be pursued as determined by law. **Appeals of disciplinary actions imposed may be made to the Library Director.**

**Approved by the Board of Directors:** 6/18/07

**Revised:** 1/12/09; 9/14/09; 2/11/13; **2/10/14**

**Ordinance No. 3322**

**AN ORDINANCE PROVIDING FOR THE HEALTHY ENVIRONMENT OF CITY  
PARKS AND PATHWAYS BANNING THE USE OF TOBACCO THERIN; AND  
DECLARING AN EMERGENCY**

**BE IT ORDAINED BY THE CITY OF BAKER CITY, OREGON:**

Section 1. Prohibiting the use of tobacco in public parks

**Whereas**, Baker City Council believes that tobacco use in the proximity of children and adults who are engaged in or watching outdoor recreational activities at facilities owned or operated by Baker City is detrimental to their health. The City Council further believes that in order to maintain accessibility of such facilities to all community members, the exposure to tobacco use should be prohibited; and

**Whereas**, tobacco products, once consumed in public spaces, are often discarded on the ground requiring additional maintenance expenses, diminishing the beauty of the recreational facilities, and posing a risk to toddlers, pets and wildlife due to ingestion; and

**Whereas**; the Baker Council has determined that the prohibition of tobacco use at recreational facilities serves to protect the health, safety and welfare of the citizens of our community.

**Therefore**, be it resolved that tobacco use is prohibited in or upon recreational facilities owned and operated by Baker City, also known as parks as defined in Chapter 95, Section 01. No person shall use any form of tobacco; including cigarettes, cigars, cigarillos, smokeless tobacco, chewing tobacco or any other form of tobacco that may be used for smoking, chewing, inhalation or any other means of ingestion.

Section 2. Declaration of Emergency: It is hereby determined and found that this ordinance is necessary for the immediate preservation of the public health, peace and safety of the people of the City of Baker City, and by reason of the foregoing, an emergency is hereby declared to exist and this ordinance shall be in full force and effect immediately upon and after its passage by the City Council and signed by the Mayor of the City of Baker City.

Read for the first time in full this \_\_\_ day of \_\_\_\_\_, 2013

Read for the second time by title only this \_\_\_\_ day of \_\_\_\_\_, 2013 upon the unanimous vote of all the members of the council present, after the text of the ordinance was offered to the members of the council and for the use during the meeting of the press and public attending.

Read for the third time by title only this \_\_\_\_ day of \_\_\_\_\_, 2013 upon the unanimous vote of all the members of the council present, after the text of the ordinance was offered to the members of the council and for the use during the meeting of the press and public attending.

PASSED by the City Council and APPROVED by the Mayor of the City of Baker City, Oregon, this \_\_\_\_ day of \_\_\_\_\_, 2013.

APPROVED: \_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

*Ayes:* \_\_\_\_\_  
*Nays:* \_\_\_\_\_  
*Absent:* \_\_\_\_\_  
*Abstain:* \_\_\_\_\_



February 7, 2014

Re: Sage Library System fiscal agency

Baker County Library District  
2400 Resort Street  
Baker City, OR 97814

Library Director and Board of Directors:

I write to you on behalf of Sage Library System. As you likely already know, Sage includes over seventy public, academic, school, and special libraries in fifteen counties across eastern and central Oregon. The consortium has allowed member libraries to deliver services to our patrons that would otherwise prove cost-prohibitive.

Sage is able to serve its over seventy members with an annual budget of approximately \$250,000 to \$300,000. About 75% of the budget is paid through membership fees and the other 25% through external grants. Sage is expected to end its fiscal year in June with an over \$75,000 carryover, which carries it amply through September when membership fees again start arriving. Sage's collaboration and fiscal prudence have been made possible thanks in large part to Eastern Oregon University (EOU), which serves as Sage's fiscal agent.

Unfortunately, EOU will no longer be able to act as Sage's fiscal agent starting January 2015. EOU belongs to a larger academic library network called the Orbis Cascade Alliance. For the first time, Orbis is requiring all of its members to all use the same library software. That software is not compatible with Sage's consortium-wide system. These added costs and responsibilities mean that EOU can no longer act as our fiscal agent.

Sage has been planning for this eventuality for the last year. That planning culminated in a Sage-wide strategy session held in November 2013. Sage members were presented with three options for the future administration of Sage: create an independent nonprofit to run Sage, absorb Sage under an already-existing nonprofit with a compatible mission, or fold Sage under one of its member special district libraries.

In voting, the third option came out far ahead of the other two. Members preferred going under a district library for various reasons: districts are more stable than small nonprofits, have pre-existing administrative structures, and have more stringent requirements for public accessibility and fiscal prudence. Acting as fiscal agent of Sage would require a few things.

1. Handling Sage's \$300,000 annual budget, including writing checks and invoicing members for fees.
2. Taking over two employees, the Systems Manager and Technical Support Specialist. These individuals would become employees of the fiscal agent but work to benefit all of Sage.
3. Possibly housing the Sage servers.

All direct costs for Sage are covered by Sage's own revenues, which also provide ample carryover. In fact, to further promote financial stability, Sage is proposing a 3% fee increase. Administrative fees by a future fiscal agent are a possibility.

This is where your district (might) come in. On behalf of Sage, I am asking if your district would be interested in further conversations about the possibility of acting as Sage's fiscal agent. We are not asking right now if you will be our fiscal agent; we are only asking if it could be a possibility. If so, we will come to your district to make a more formal presentation to your Board and staff and answer any questions you might have.

We appreciate you for considering our request for a conversation about our proposal. We would appreciate if you would let us know your decision soon. You can reach me by email at [buzzy@hoodriverlibrary.org](mailto:buzzy@hoodriverlibrary.org) or by phone at 971-270-0527. Again, thank you for considering this.

Sincerely,



Matthew "Buzzy" Nielsen  
Sage User Council Chair  
Library Director, Hood River County Library District



## Community Libraries:

Baker City  
Haines  
Halfway  
Huntington  
Richland  
Sumpter  
Bookmobile

## Baker County Library District - Board of Directors

Five Member Elected Board Beginning July 1, 1988  
Advisory Board to County from 1964 to June 30, 1988

### Current Board

<u>Name</u>	<u>Position</u>	<u>Affiliation</u>	<u>Date Elected</u>	<u>Term Expires</u>
<b>Gary Dielman</b> 1515 4th St. Baker City, OR 97814 541-523-6760	<b>President</b> (9/13/2004 – present) Director  Position 4	Retired Corrections Officer	5/17/2011	6/30/2015
<b>Nellie Forrester</b> 48553 Cornucopia Hwy Halfway, OR 97834 541-742-7355	Director  Position 5	Retired Civic Leader	5/17/2011	6/30/2015
<b>Betty Palmer</b> 42250 Washington Gulch Rd Baker City, OR 97814 541-523-4043	Vice President (9/13/2004 - present) Director  Position 1	Educator	5/14/2013	6/30/2017
<b>Kyra Rohner-Ingram</b> 46770 Highway 30 Haines, OR 97833 541-403-2774	Director  Position 3	Attorney at Law	5/14/2013	6/30/2017
<b>Della Steele</b> Rt. 1 Box 46 North Powder, OR 97867 541-856-3501	Director  Position 2	Rancher	5/14/2013	6/30/2017

**Library Director:** Perry N. Stokes (May 2007 – current)



## Board contact information and terms

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You can contact the entire Board of Directors by emailing [board@bakerlib.org](mailto:board@bakerlib.org).  
You can also contact each individual Board member.

- **Gary Dielman**  
[gdielman@bakerlib.org](mailto:gdielman@bakerlib.org)  
541-523-6760  
Term ends: June 2015  
**Office:** President
  
- **Nellie Forrester**  
[nforrester@bakerlib.org](mailto:nforrester@bakerlib.org)  
541-742-7355  
Term ends: June 2015
  
- **Betty Palmer**  
[bpalmer@bakerlib.org](mailto:bpalmer@bakerlib.org)  
541-523-4043  
Term ends: June 2017  
**Office:** Vice President
  
- **Kyra Rohner-Ingram**  
[krohner-ingram@bakerlib.org](mailto:krohner-ingram@bakerlib.org)  
541-403-2774  
Term ends: June 2017
  
- **Della Steele**  
[dsteELE@bakerlib.org](mailto:dsteELE@bakerlib.org)  
541-856-3501  
Term ends: June 2017

Report to the Board of Directors  
Baker County Library District  
Board Meeting Date February 10, 2014

Business Manager's Report:

Library W2's and 1099's: 34 Employee 2013 W-2's were distributed on January 16<sup>th</sup>; 6 Vendors were sent 1099's on January 22<sup>nd</sup>.

PERS - Annually in January, I review the previous PERS calendar year to verify that wages reported were accurate and agree to Library records. We had one individual that did not qualify for PERS last year for which we paid contributions (Steve Kunze). That correction is in the process of being made; his W-2 was corrected accordingly and he was refunded his withholdings.

E-Rate – I will be filing reimbursement requests for the first six months of the current fiscal year, hopefully, in February. I had 2 vendors that needed to be reminded to file their forms that allows me to file the requests; Also the open bid period for next fiscal year (2014-2015) has just closed; I will be reviewing the vendors and 1 actual bid received. This year the number of inquiries and bids were significantly reduced. The one bid that will have to be taken into consideration is that Eagle Telephone sent a bid to recover the Richland Library Internet; it was received on the last day of the open bid period, February 5, 2014. The bid is the same amount as what PineTel is currently giving us, so I don't anticipate an issue with this. Like I said, Perry and I will go over the vendors before I file the forms letting USAC know which vendors we will be using.

Workman's Comp is over budget on the financial statements. At the last meeting, Perry asked me to look into this. For your information, we receive the largest bill in June based on estimated wages. After the fiscal year ends, then I report actual wages and we receive a final billing for the difference (typically \$200-\$300). The answer is that the coverage rate increased for Fiscal Year 2013-14; the largest number is for employees, for which the coverage increased from 0.35% to 0.41% calculated on the gross wages estimated for the year. The increase of 0.06% meant a total dollar increase of \$267.46 or a 16.8% increase over the estimated billing last year (for employees \$226.47 plus \$24.91 for the board and volunteers combined plus admin fee of \$16.08). Compared to last fiscal year 2012-2013, the rate increased from 0.28% to 0.35% on employee estimated gross wages; the increase of 0.07% meant a total dollar increase of \$305.82 over the prior year (for employees \$264.21 plus \$25.46 for board and volunteers combined plus admin fee \$16.15).

Here are the costs for this year and the two previous years:

	<u>Estimate billing</u>	<u>Final billing</u>	<u>Combined total cost</u>
FY2013-2014	\$1854.18	To come	\$1854.18 to-date
FY2012-2013	\$1586.72	\$344.19	\$1930.91
FY2011-2012	\$1280.90	\$211.14	\$1492.04

Hope this is clear since I am not there to answer your questions. Let me know if you need additional information.



1:07 PM  
02/07/14  
Cash Basis

**Baker County Library District  
Profit & Loss Budget Performance  
July 2013 through February 2014**

	Jul '13 - Feb 14	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	<i>Tax Turnovers</i> 575,117.86	628,835.00	-53,717.14	91.5%
4006 · Local Option Levy	209,686.29	240,982.00	-31,295.71	87.0%
4000 · Current Year Tax Levy - Other	<i>2/03/14 \$12,856.62</i> 0.00	0.00	0.00	0.0%
<b>Total 4000 · Current Year Tax Levy</b>	<b>784,804.15</b>	<b>869,817.00</b>	<b>-85,012.85</b>	<b>90.2%</b>
4005 · Prior Year Taxes				
4011 · Levy 1st year prior	12,437.23			
4012 · Levy 2nd year prior	6,681.38			
4013 · Levy 3rd year prior	2,666.43			
4014 · Levy 4th year prior	4,214.22			
4015 · Levy 5th year prior	264.51			
4016 · Levy 6th year prior	0.85			
4017 · Levy 7+ prior years	3.30			
4005 · Prior Year Taxes - Other	0.00	40,000.00	-40,000.00	0.0%
<b>Total 4005 · Prior Year Taxes</b>	<b>26,267.92</b>	<b>40,000.00</b>	<b>-13,732.08</b>	<b>65.7%</b>
4020 · Other Taxes/Bond Priors-LandSale	0.00	3,500.00	-3,500.00	0.0%
4060 · State Resource Sharing	6,564.00	6,000.00	564.00	109.4%
4066 · Grant Revenue	0.00	0.00	0.00	0.0%
4100 · Fines and Fees	11,300.38	16,000.00	-4,699.62	70.6%
4200 · Interest Income	715.13	8,000.00	-7,284.87	8.9%
4300 · Other Revenues				
4301.1 · VocRehab Reimb/ODHS	0.00	100.00	-100.00	0.0%
4302 · Donations	20.00	200.00	-180.00	10.0%
4307 · E-Rate Refunds	1,109.95	5,000.00	-3,890.05	22.2%
4309 · Friends Booksale Income	60.73			
4320 · Other Revenues - Miscellaneous	533.73*			
<b>Total 4300 · Other Revenues</b>	<b>1,724.41</b>	<b>5,300.00</b>	<b>-3,575.59</b>	<b>32.5%</b>
4310 · Technology Mgr Contract Income	170.35	3,100.00	-2,929.65	5.5%
4500 · Transfer Income	0.00	3,000.00	-3,000.00	0.0%
4999 · Beginning Cash				
4999.1 · Checking cash on hand	16,684.56	17,594.00	-909.44	94.8%
4999.2 · LGIP cash on hand	200,000.00	200,000.00	0.00	100.0%
4999 · Beginning Cash - Other	0.00	0.00	0.00	0.0%
<b>Total 4999 · Beginning Cash</b>	<b>216,684.56</b>	<b>217,594.00</b>	<b>-909.44</b>	<b>99.6%</b>
<b>Total Income</b>	<b>1,048,230.90</b>	<b>1,172,311.00</b>	<b>-124,080.10</b>	<b>89.4%</b>
<b>Expense</b>				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · PS-Library Director	47,132.93	69,384.00	-22,251.07	67.9%
5104 · SD-Administrative Assistant	12,090.02	17,723.00	-5,632.98	68.2%

\* Sure  
Coca-Cola  
vending  
machines  
commissions  
12/31/13 \$16.80  
1/28/14 \$25.20

CK 2/7/2014

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02/07/14

Cash Basis

## Baker County Library District Profit & Loss Budget Performance July 2013 through February 2014

	Jul '13 - Feb 14	Budget	\$ Over Budget	% of Budget
5105 · CH-Business Manager	13,783.40	20,321.00	-6,537.60	67.8%
5120 · CW-Lib Asst/Supplies Mgr, ILL	25,610.11	37,769.00	-12,158.89	67.8%
5123 · AD-Lib Asst/Window, Media	3,241.65	10,373.00	-7,131.35	31.3%
5124 · CA-Lib Asst/Shelver,Volntr Mgr	10,561.11	14,576.00	-4,014.89	72.5%
5125 · LC-Lib Asst/Catalog Specialist	18,117.67	26,640.00	-8,522.33	68.0%
5126 · MS-Lib Asst/Childrens Services	16,219.56	23,734.00	-7,514.44	68.3%
5128 · SM-Lib Asst/Public Services	9,631.49	14,351.00	-4,719.51	67.1%
5129 · SB-Lib Asst/Periodicals Mgr	20,186.94	29,713.00	-9,526.06	67.9%
5131 · DP-Reference Services	18,855.97	27,650.00	-8,794.03	68.2%
5132 · HS-Lib Asst/Processing	7,695.74	11,941.00	-4,245.26	64.4%
5133 · CS Lib Asst/Media Processing	11,629.90	17,128.00	-5,498.10	67.9%
5140 · Vacation Substitutes	4,440.52	7,921.00	-3,480.48	56.1%
5142 · TG-Library Asst, Sunday	1,109.99	2,832.00	-1,722.01	39.2%
5143 · BP-LibraryAsst, Sunday	878.86			
5144 · RC-Library Asst, Sunday	735.09			
5150 · Bookmobile/Maintenance				
5150.3 · SK-Bookmobile Driver	3,164.90	7,251.00	-4,086.10	43.6%
5150.5 · RW-Bookmobile Driver	3,952.53	7,903.00	-3,950.47	50.0%
5150.6 · BP- Bookmobile Driver	1,619.94			
5150.7 · RC-Bookmobile PT Driver 7	109.10			
<b>Total 5150 · Bookmobile/Maintenance</b>	<b>8,846.47</b>	<b>15,154.00</b>	<b>-6,307.53</b>	<b>58.4%</b>
5152 · JW-Technology Manager	31,609.05	45,074.00	-13,464.95	70.1%
5173 · JW-Facilities Maintenance	6,132.14	9,102.00	-2,969.86	67.4%
5195 · Staff Training	437.98			
<b>Total 5100 · Baker Branch</b>	<b>268,946.59</b>	<b>401,386.00</b>	<b>-132,439.41</b>	<b>67.0%</b>
5200 · Branch Attendants				
5202 · Haines	6,928.76	11,900.00	-4,971.24	58.2%
5203 · Halfway	8,237.66	11,900.00	-3,662.34	69.2%
5204 · Richland	7,993.59	11,877.00	-3,883.41	67.3%
5205 · Huntington	7,325.60	10,708.00	-3,382.40	68.4%
5206 · Sumpter	8,218.77	11,900.00	-3,681.23	69.1%
5209 · Branch Training	624.08			
<b>Total 5200 · Branch Attendants</b>	<b>39,328.46</b>	<b>58,285.00</b>	<b>-18,956.54</b>	<b>67.5%</b>
<b>Total 5001 · District salaries</b>	<b>308,275.05</b>	<b>459,671.00</b>	<b>-151,395.95</b>	<b>67.1%</b>
5300 · Special Contracts				
5153 · JW-Tech Contracts	0.00	2,100.00	-2,100.00	0.0%
5160 · Jobs Plus/Vocation Programs	0.00	2,076.00	-2,076.00	0.0%
<b>Total 5300 · Special Contracts</b>	<b>0.00</b>	<b>4,176.00</b>	<b>-4,176.00</b>	<b>0.0%</b>
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	56,195.39	91,069.00	-34,873.61	61.7%
5401.2 · Insurance benefit	4,407.84			

*CR 2/7/2014*

## Baker County Library District Profit & Loss Budget Performance July 2013 through February 2014

	Jul '13 - Feb 14	Budget	\$ Over Budget	% of Budget
5401.3 · Group Insurance Liability	5,796.16			
<b>Total 5401 · Group Insurance</b>	<b>66,399.39</b>	<b>91,069.00</b>	<b>-24,669.61</b>	<b>72.9%</b>
5403 · Life Insurance	724.94	952.00	-227.06	76.1%
5404 · PERS	29,243.61	68,812.00	-39,568.39	42.5%
5405 · S.S. Employer Portion	23,302.54	35,484.00	-12,181.46	65.7%
5406 · SUTA Employer Portion	303.51	464.00	-160.49	65.4%
5407 · Workmans Comp	2,494.48	2,134.00	360.48	116.9%
<b>Total 5400 · Payroll Taxes &amp; Benefits</b>	<b>122,468.47</b>	<b>198,915.00</b>	<b>-76,446.53</b>	<b>61.6%</b>
6560 · Payroll Expenses	0.00	500.00	-500.00	0.0%
<b>Total 5000 · Personal Services</b>	<b>430,743.52</b>	<b>663,262.00</b>	<b>-232,518.48</b>	<b>64.9%</b>
<b>6000 · Materials and Services</b>				
6100 · Books & Periodicals				
6110 · Adult Books	32,920.45	32,089.00	831.45	102.6%
6120 · Childrens & Juvenile Books	10,550.62	11,000.00	-449.38	95.9%
6130 · Reference Books	4,856.50	6,000.00	-1,143.50	80.9%
6134 · Electronic Subscriptions	8,145.00	9,000.00	-855.00	90.5%
6140 · Periodicals	9,149.84	8,000.00	1,149.84	114.4%
6150 · Audio	2,505.69	6,000.00	-3,494.31	41.8%
6160 · Video/DVD	11,414.36	7,000.00	4,414.36	163.1%
6171 · Music	167.00	500.00	-333.00	33.4%
6100 · Books & Periodicals - Other	0.00	0.00	0.00	0.0%
<b>Total 6100 · Books &amp; Periodicals</b>	<b>79,709.46</b>	<b>79,589.00</b>	<b>120.46</b>	<b>100.2%</b>
6200 · OPAC Services				
6201 · SAGE Network	10,200.00	10,300.00	-100.00	99.0%
6204 · OCLC/ILL Referral	94.27	400.00	-305.73	23.6%
6200 · OPAC Services - Other	0.00	0.00	0.00	0.0%
<b>Total 6200 · OPAC Services</b>	<b>10,294.27</b>	<b>10,700.00</b>	<b>-405.73</b>	<b>96.2%</b>
6300 · Building Eq. & Supplies				
6310 · Building & Grounds Maintenance				
6311 · Branch building expenses	4,416.45	5,000.00	-583.55	88.3%
6312 · Snow Removal	375.00	1,800.00	-1,425.00	20.8%
6310 · Building & Grounds Maintenance - Other	18,181.89	17,000.00	1,181.89	107.0%
<b>Total 6310 · Building &amp; Grounds Maintenance</b>	<b>22,973.34</b>	<b>23,800.00</b>	<b>-826.66</b>	<b>96.5%</b>
6320 · Janitorial Supplies				
6321 · Cleaning contract	6,020.00	11,000.00	-4,980.00	54.7%
6322 · Supplies	1,352.10	2,100.00	-747.90	64.4%
<b>Total 6320 · Janitorial Supplies</b>	<b>7,372.10</b>	<b>13,100.00</b>	<b>-5,727.90</b>	<b>56.3%</b>
6340 · Equipment Maint. & Supplies	1,702.63	3,500.00	-1,797.37	48.6%
6345 · Computer Maintenance				
6345.1 · Computer - Maintenance	3,337.58	4,500.00	-1,162.42	74.2%

VISA paid \$3280.72  
Includes:  
Subscriptions 508.01  
Postage 336.72  
Childrens programs 78.91  
Books 322.49  
DVD/Audio 792.88  
Computer 997.99  
+ Other music

staff medical reimb \$983.59  
payroll a little high  
SEE REPORT MY REPORT FOR EXPLANATION  
budget to be adjusted  
7mo / 12 = 58.3%  
Ingram \$520.03 invoices approved to date (Sara on vacation) (holding invoices total of \$457.60 for her return).

D. Sword - Baker snow removal \$205.00  
Scott's Heating \$2381.42 furnace repair

CA 2/7/2014

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02/07/14  
Cash Basis

## Baker County Library District Profit & Loss Budget Performance July 2013 through February 2014

	Jul '13 - Feb 14	Budget	\$ Over Budget	% of Budget	
6345.2 · Software subscriptions	4,152.56	5,000.00	-847.44	83.1%	<i>VISA - Computer # 997.59 purchased 12 replacement computers @ \$79/ea + misc. supplies</i>
6345.3 · Comp Tech - Branch Travel	1,464.70	2,500.00	-1,035.30	58.6%	
6345.4 · Computer - Hardware	5,999.62	5,500.00	499.62	109.1%	
6345 · Computer Maintenance - Other	0.00	0.00	0.00	0.0%	
<b>Total 6345 · Computer Maintenance</b>	<b>14,954.46</b>	<b>17,500.00</b>	<b>-2,545.54</b>	<b>85.5%</b>	
6300 · Building Eq. & Supplies - Other	0.00	0.00	0.00	0.0%	
<b>Total 6300 · Building Eq. &amp; Supplies</b>	<b>47,002.53</b>	<b>57,900.00</b>	<b>-10,897.47</b>	<b>81.2%</b>	
6400 · Bookmobile Operations					<i>M. Bork Auto \$ 1220.56 Bookmobile repair, replace radiator</i>
6410 · Bookmobile Fuel	1,921.79	3,500.00	-1,578.21	54.9%	
6420 · Bookmobile Maintenance	2,142.87	4,500.00	-2,357.13	47.6%	
6421 · Outreach Mileage	805.39				
6400 · Bookmobile Operations - Other	0.00	0.00	0.00	0.0%	
<b>Total 6400 · Bookmobile Operations</b>	<b>4,870.05</b>	<b>8,000.00</b>	<b>-3,129.95</b>	<b>60.9%</b>	
6600 · Corporate Costs					<i>Blacks Dist \$ 139.59 low, only 2 charges, i runs resumed med - Jan.</i>
6610 · Insurance					
6612 · Boiler	1,079.00	1,100.00	-21.00	98.1%	
6613 · SDAO Liability	12,774.00	11,000.00	1,774.00	OK 116.1%	
6614 · Flood Insurance	1,436.00	1,400.00	36.00	OK 102.6%	
6610 · Insurance - Other	0.00	0.00	0.00	0.0%	
<b>Total 6610 · Insurance</b>	<b>15,289.00</b>	<b>13,500.00</b>	<b>1,789.00</b>	<b>113.3%</b>	
6620 · Travel & Training	1,149.48	3,000.00	-1,850.52	38.3%	
6621 · Special Contracts Travel	447.08	1,000.00	-552.92	44.7%	
6630 · Election	0.00	0.00	0.00	0.0%	
6640 · Auditor	0.00	7,475.00	-7,475.00	0.0%	
6641 · Bookkeeping Supplies & Services	303.96	800.00	-496.04	38.0%	
6660 · Association dues	1,270.87	1,700.00	-429.13	74.8%	
6680 · Publication	617.55	1,000.00	-382.45	61.8%	
6690 · Financial Mgmt Fees					
6690.1 · Checking Account Fees	103.00	275.00	-172.00	37.5%	
6690.2 · Pool 5291 Fees	100.15	200.00	-99.85	50.1%	
6690.3 · PayPal Transaction Fees	62.49	300.00	-237.51	20.8%	
6690.4 · Quick Books Direct Deposit Fees	245.80				
6690 · Financial Mgmt Fees - Other	0.00	0.00	0.00	0.0%	
<b>Total 6690 · Financial Mgmt Fees</b>	<b>511.44</b>	<b>775.00</b>	<b>-263.56</b>	<b>66.0%</b>	
6691 · Legal Administration	250.00	200.00	50.00	OK 125.0%	
6696 · PR Events, Programs	503.26	2,000.00	-1,496.74	25.2%	
<b>Total 6600 · Corporate Costs</b>	<b>20,342.64</b>	<b>31,450.00</b>	<b>-11,107.36</b>	<b>64.7%</b>	
6700 · Other Operating Expenses					
6720 · Branch Mileage	1,894.12	2,500.00	-605.88	75.8%	
6730 · Library Services Supplies	11,138.97	14,000.00	-2,861.03	79.6%	
6731 · Children & Youth Programs					

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## Baker County Library District Profit & Loss Budget Performance July 2013 through February 2014

	Jul '13 - Feb 14	Budget	\$ Over Budget	% of Budget
6731.2 · Summer Reading	809.10			
6731.3 · Storytime	399.29			
6731.4 · Other Youth Programs	102.04			
6731.5 · Teen Activities	34.92			
6731.6 · Haines Summer Reading	85.36			
6731 · Children & Youth Programs - Other	0.00	3,500.00	-3,500.00	0.0%
<b>Total 6731 · Children &amp; Youth Programs</b>	<b>1,430.71</b>	<b>3,500.00</b>	<b>-2,069.29</b>	<b>40.9%</b>
6740 · Postage & Freight	1,102.40	1,700.00	-597.60	64.8%
6750 · Utilities				
6751 · Garbage				
6751.1 · Baker-Baker Sanitary	1,094.95	1,700.00	-605.05	64.4%
6751.2 · Haines-Baker Sanitary	108.00	190.00	-82.00	56.8%
6751.3 · Halfway-LaRue Sanitary	31.96	75.00	-43.04	42.6%
6751.4 · Richland-Eagle Cap Sanitation	12.00	75.00	-63.00	16.0%
6751.5 · Huntington-Baker Sanitary	128.00	225.00	-97.00	56.9%
<b>Total 6751 · Garbage</b>	<b>1,374.91</b>	<b>2,265.00</b>	<b>-890.09</b>	<b>60.7%</b>
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	1,835.98	6,200.00	-4,364.02	29.6%
6752.2 · Haines-Ed Staub	1,901.20	2,500.00	-598.80	76.0%
6752.3 · Halfway-Ed Staub	49.99	1,750.00	-1,700.01	(2.9%)
6752.6 · Sumpter-City of Sumpter(Shared)	0.00	1,300.00	-1,300.00	0.0%
<b>Total 6752 · Heating Fuel</b>	<b>3,787.17</b>	<b>11,750.00</b>	<b>-7,962.83</b>	<b>32.2%</b>
6753 · Water/Sewer				
6753.1 · Baker-City of Baker City	956.48	2,500.00	-1,543.52	38.3%
6753.2 · Haines-City of Haines	536.00	820.00	-284.00	65.4%
6753.3 · Halfway-City of Halfway	664.88	850.00	-185.12	78.2%
6753.4 · Richland (Pine Eagle agreemt)	0.00	700.00	-700.00	0.0%
6753.5 · Huntington-City of Huntingtn	468.00	700.00	-232.00	66.9%
6753.6 · Sumpter-City of Sumpter(Shared)	0.00	0.00	0.00	0.0%
<b>Total 6753 · Water/Sewer</b>	<b>2,625.36</b>	<b>5,570.00</b>	<b>-2,944.64</b>	<b>47.1%</b>
6754 · Electric				
6754.1 · Baker - OTEC	12,289.36	19,000.00	-6,710.64	64.7%
6754.2 · Haines - OTEC	728.39	1,300.00	-571.61	56.0%
6754.3 · Halfway-Idaho Power	591.18	900.00	-308.82	65.7%
6754.4 · Richland (Pine Eagle agreemt)	0.00	3,600.00	-3,600.00	0.0%
6754.5 · Huntington-Idaho Power	1,233.86	1,500.00	-266.14	82.3%
6754.6 · Sumpter-City of Sumpter(Shared)	0.00	600.00	-600.00	0.0%
<b>Total 6754 · Electric</b>	<b>14,842.79</b>	<b>26,900.00</b>	<b>-12,057.21</b>	<b>55.2%</b>
6750 · Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 6750 · Utilities</b>	<b>22,630.23</b>	<b>46,485.00</b>	<b>-23,854.77</b>	<b>48.7%</b>
6756 · Telecommunications				

*Ed. Staub  
8411  
Haines Lib. boat  
Halfway -  
last year fuel  
filled in  
Dec + March;  
this fiscal year  
no deliveries  
to-date*

*CR 2/7/2014*

## Baker County Library District Profit & Loss Budget Performance July 2013 through February 2014

	Jul '13 - Feb 14	Budget	\$ Over Budget	% of Budget
<b>6756.0 · Telephone</b>				
6756.1 · Baker Tel - BendTel	931.25	2,000.00	-1,068.75	46.6%
6756.2 · Haines Tel- Reliance(Cascade)	507.33	775.00	-267.67	65.5%
6756.3 · Halfway Tel- Pine Telephone	318.42	460.00	-141.58	69.2%
6756.4 · Richland Tel- Eagle Telephone	297.19	350.00	-52.81	84.9%
6756.5 · Huntington Tel- CenturyTel	508.83	725.00	-216.17	70.2%
6756.6 · Sumpter - Qwest	359.48	625.00	-265.52	57.5%
6756.8 · US Cellular (3 Lines)	1,148.20	2,100.00	-951.80	54.7%
<b>Total 6756.0 · Telephone</b>	<b>4,070.70</b>	<b>7,035.00</b>	<b>-2,964.30</b>	<b>57.9%</b>
<b>6757.0 · Internet</b>				
6757.1 · Baker - NERO Network	0.00	3,000.00	-3,000.00	0.0%
6757.2 · Haines - Reliance(Cascade)	482.12	750.00	-267.88	64.3%
6757.3 · Halfway - Pine Telephone	250.80	540.00	-289.20	46.4%
6757.4 · Richland - Eagle Telephone	186.98	450.00	-263.02	41.6%
6757.5 · Huntington -SkyeVista/Sch Dist	1,125.33	2,100.00	-974.67	53.6%
6757.6 · Sumpter - Qwest	480.99	750.00	-269.01	64.1%
<b>Total 6757.0 · Internet</b>	<b>2,526.22</b>	<b>7,590.00</b>	<b>-5,063.78</b>	<b>33.3%</b>
<b>6756 · Telecommunications - Other</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total 6756 · Telecommunications</b>	<b>6,596.92</b>	<b>14,625.00</b>	<b>-8,028.08</b>	<b>45.1%</b>
<b>Total 6700 · Other Operating Expenses</b>	<b>44,793.35</b>	<b>82,810.00</b>	<b>-38,016.65</b>	<b>54.1%</b>
<b>Total 6000 · Materials and Services</b>	<b>207,012.30</b>	<b>270,449.00</b>	<b>-63,436.70</b>	<b>76.5%</b>
<b>7000 · Capital Outlay</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>	<b>0.0%</b>
<b>7500 · Debt Service</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
<b>8000 · Transfers &amp; Contingency</b>				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	0.00	1,000.00	-1,000.00	0.0%
8005.2 · Transfer-Severence Liab Fund	0.00	10,000.00	-10,000.00	0.0%
8005.3 · Transfer-Election Fund	0.00	1,500.00	-1,500.00	0.0%
<b>Total 8005 · Transfers</b>	<b>0.00</b>	<b>12,500.00</b>	<b>-12,500.00</b>	<b>0.0%</b>
<b>Total 8000 · Transfers &amp; Contingency</b>	<b>0.00</b>	<b>12,500.00</b>	<b>-12,500.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>637,755.82</b>	<b>947,311.00</b>	<b>-309,555.18</b>	<b>67.3%</b>
<b>Net Income</b>	<b>410,475.08</b>	<b>225,000.00</b>	<b>185,475.08</b>	<b>182.4%</b>

*ck 2/7/2014*



*Other Funds*  
**Baker County Library District**  
**Profit & Loss Budget Performance**  
July 2013 through February 2014

	Jul '13 - Feb 14	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
<b>4400.0 · Other Uses Funds</b>				
<b>4410.0 · Capital Projects Department</b>				
4410.1 · Beginning Cash Capital Proj	0.00	0.00	0.00	0.0%
<b>Total 4410.0 · Capital Projects Department</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>4415.0 · Literacy Department</b>				
4415.1 · Beginning Cash Literacy	730.16	730.00	0.16	100.0%
4415.9 · Interest Income Literacy	2.91	50.00	-47.09	5.8%
<b>Total 4415.0 · Literacy Department</b>	<b>733.07</b>	<b>780.00</b>	<b>-46.93</b>	<b>94.0%</b>
<b>4420.0 · Memorial Department</b>				
4420.1 · Beginning Cash Memorial	98,923.84	99,147.00	-223.16	99.8%
<b>4420.2 · Contributions</b>				
4420.21 · Baker Contributions	303.80			
4420.2 · Contributions - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total 4420.2 · Contributions</b>	<b>303.80</b>	<b>1,000.00</b>	<b>-696.20</b>	<b>30.4%</b>
4420.5 · Grant Income	0.00	56,521.00	-56,521.00	0.0%
<b>4420.7 · Other Revenue</b>				
4420.71 · Amazon Book Sales	3,200.76			
4420.72 · Half.com Book Sales	31.01			
4420.80 · Other Revenues	1,435.00			
4420.7 · Other Revenue - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 4420.7 · Other Revenue</b>	<b>4,666.77</b>	<b>3,000.00</b>	<b>1,666.77</b>	<b>155.6%</b>
4420.8 · Transfers from General Fund	0.00	2,500.00	-2,500.00	0.0%
4420.9 · Interest Income Memorial	246.22	150.00	96.22	164.1%
<b>Total 4420.0 · Memorial Department</b>	<b>104,140.63</b>	<b>162,318.00</b>	<b>-58,177.37</b>	<b>64.2%</b>
<b>4430.0 · Severance Liability Dept</b>				
4430.1 · Beginning cash Severance Liab	38,871.70	38,872.00	-0.30	100.0%
4430.8 · Transfer from General Fund	0.00	10,000.00	-10,000.00	0.0%
4430.9 · Interest Income Severance Liab	68.81	100.00	-31.19	68.8%
<b>Total 4430.0 · Severance Liability Dept</b>	<b>38,940.51</b>	<b>48,972.00</b>	<b>-10,031.49</b>	<b>79.5%</b>
<b>4524.0 · Technology Department</b>				
4524.1 · Beginning cash Technology	7,110.83	7,111.00	-0.17	100.0%
4524.9 · Interest income Technology	28.34	50.00	-21.66	56.7%
<b>Total 4524.0 · Technology Department</b>	<b>7,139.17</b>	<b>7,161.00</b>	<b>-21.83</b>	<b>99.7%</b>
<b>Total 4400.0 · Other Uses Funds</b>	<b>150,953.38</b>	<b>219,231.00</b>	<b>-68,277.62</b>	<b>68.9%</b>
<b>Total Income</b>	<b>150,953.38</b>	<b>219,231.00</b>	<b>-68,277.62</b>	<b>68.9%</b>
<b>Expense</b>				
<b>6000 · Other Uses Fund</b>				

*Amazon book sales  
\$ 1099.91*

*CR 2/7/2014*

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 02/07/14  
 Cash Basis

## Baker County Library District Profit & Loss Budget Performance July 2013 through February 2014

	Jul '13 - Feb 14	Budget	\$ Over Budget	% of Budget
6100 · Capital Projects Department	0.00	6,000.00	-6,000.00	0.0%
6200 · Literacy Department	0.00	1,000.00	-1,000.00	0.0%
6300 · Memorial Department				
6350 · General Memorial M&S	885.12			
6364.5 · Amazon Book Sales Expenses	1,015.45			
6399 · Transfer to General Fund	0.00	3,000.00	-3,000.00	0.0%
6300 · Memorial Department - Other	0.00	138,431.00	-138,431.00	0.0%
<b>Total 6300 · Memorial Department</b>	<b>1,900.57</b>	<b>141,431.00</b>	<b>-139,530.43</b>	<b>1.3%</b>
6400 · Technology Department	0.00	12,000.00	-12,000.00	0.0%
6850.0 · Severance Liability Dept	0.00	58,000.00	-58,000.00	0.0%
6900 · Misc. bank charges				
6900.2 · Bank Fees-Memorial Fund	161.36			
6900.3 · Bank Fees-Technology	8.85			
6900.4 · Bank Fees-Literacy Fund	0.92			
6900.6 · Bank Fees-Severance	11.68			
6900 · Misc. bank charges - Other	0.00	800.00	-800.00	0.0%
<b>Total 6900 · Misc. bank charges</b>	<b>182.81</b>	<b>800.00</b>	<b>-617.19</b>	<b>22.9%</b>
<b>Total 6000 · Other Uses Fund</b>	<b>2,083.38</b>	<b>219,231.00</b>	<b>-217,147.62</b>	<b>1.0%</b>
<b>Total Expense</b>	<b>2,083.38</b>	<b>219,231.00</b>	<b>-217,147.62</b>	<b>1.0%</b>
<b>Net Income</b>	<b>148,870.00</b>	<b>0.00</b>	<b>148,870.00</b>	<b>100.0%</b>

*Book sale commissions  
 \$ 73.28*

*Book sales postage  
 \$ 124.83*