

Baker County Library District
 Board of Directors
Budget Hearing / Regular Meeting Agenda
 Monday, Jun 12, 2017, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|--|---|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION)
a. Additions/deletions from the agenda
b. Minutes of previous regular and Budget Committee meetings | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications
In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | Dielman |
| V. | REPORTS
a. Director
b. Finance | Stokes
Hawes |
| VI. | OLD BUSINESS
a. None | |
| VII. | NEW BUSINESS
a. State Librarian report by MaryKay Dahlgreen
b. Budget Hearing: 2017-18 budget adoption (ACTION)
c. SDAO Workers Comp Reimbursement
d. Election report & invoice
e. Discussion of 2017-18 officers & regular meeting day/time | Dahlgreen
Dielman
Hawes
Stokes
Stokes |
| VIII. | Agenda items for next regular meeting: Jul 10, 2017 | Dielman |
| IX. | ADJOURNMENT | Dielman |

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

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

Library Board Meeting – Annotated Agenda

Monday, Jun 12, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- | | |
|--|---------|
| I. CALL TO ORDER | Dielman |
| II. Consent agenda (ACTION) | Dielman |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting | |
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| V. REPORTS | |
| a. Director | Stokes |

Friends & Foundation

The Friends' held a meeting on June 6 2017. The primary agenda item was preparations for the Miner's Jubilee Book Sale.

No report from the Foundation.

Facilities

Safety related projects continue to take priority. This is a partial list of activities:

- **Tree pruning & removal**

Last Thursday I sent out a press release stating:

“The Baker County Library District is preparing to remove the giant cottonwood tree at the corner of Resort and Campbell Streets due to signs of rot and risk to public safety. An assessment by the Baker City Tree Board dated June 2, 2017 determined that the main trunk suffers from “severe rot” and that the canopy and other trunks are also rotten. The tree is adjacent to two of the busiest streets in the city, as well as the heavily-used sidewalk and library parking lot, making it a hazard to pedestrians, traffic, and nearby property.

The library's Facilities Specialist Ed Adamson is crafting a work plan in coordination with the city and county public works departments. Other trees on the library property will also be pruned as part of the project. Materials suitable for firewood will be donated to the Northeast Oregon Compassion Center.

The Tree Board has requested removal no later than August 2, in anticipation of the influx of solar eclipse tourists. The library aims to accomplish the work before the end of June.”

- **Sprinkler system repair**

Ed has repaired a broken line and sprinkler head in the system. The line may have broken due to water in the line over the winter.

- **Soffit & gutter renovation**

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Notes prepared by Library Director Perry Stokes

Ed has been evaluating issues and coordinating a work plan with Jim Kauth of Sid Johnson & Co. and an insurance adjustor for Special Districts Insurance Services. A discrepancy was recently discovered between the building plans and actual gutter build.

- Front door repair

Repair of one of the front entry doors was required after one came loose from its hinges, which were found to be worn down. Ed was able to install a new set of hinges.

Grants

Huntington Library staff applied for and was awarded \$1,500 from Hunger Free Oregon to support a summer meals program. Unfortunately, the payment had to be returned after District staff realized that the library did not meet full grant requirements. For future grant aspirations, the District will be sure to provide additional oversight and grant-writing support.

Public Services

On May 30, I was contacted by a Baker City Herald reporter about a video circulating in the community that captured portions of a disturbing incident of library staff addressing youth misconduct in the library. After review, I issued a public statement that the library staff member had acted inappropriately and against library policy. I also spoke with one of the parents of children involved to relieve concerns. The video was not redistributed by the BC Herald and no story has been published.

Personnel

One of the Sunday staff resigned voluntarily. That shift will be re-assigned to current staff for the time being.

Security

On Tuesday, June 6, the library received a parent complaint that a youth made a verbal threat in the library of shoot their children with a handgun. The parents were encouraged to report the incident to local police, which they did. The library was contacted by a Baker City Police officer investigating the incident and provided available information.

On Thursday, June 8, suspected car prowlers were interrupted trying vehicle door handles in the staff parking lot. A male perpetrator and female accomplice fled south and allegedly stole a bicycle at the entrance to the Dollar Tree to make their escape. The incident was reported to Baker City Police.

Technology

Jim has been exploring a strategy to improve the processing speed of library workstations. His trial of using supplemental SSD hard drives has showed vast increase in reboot times. The District will proceed to deploy them system-wide. Jim reports that

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the cost of a SSD drive is now around \$50-\$70 and is much more cost effective than replacing the whole computer.

Jim is also developing a robotics “maker” & coding program. He has recruited some community partners and estimates that approximately \$1,200 will be need to get the program started. One of the program goals will be to participate in a EOU competitive obstacle course event. Another goal will be to hold a “Battle Bot” competition at the library, or in cooperation with the Baker Technical Institute.

b. Finance

Hawes

Report documents to be distributed at the meeting.

VI. OLD BUSINESS

- a. None

VII. NEW BUSINESS

- a. **Special guest address: MaryKay Dahlgreen, State Librarian** Dahlgreen
- b. **Budget Hearing: 2017-18 budget adoption (ACTION)** Dielman

Attachments:

- VII.b.i. Resolution No. 2016-17.005
- VII.b.ii. LB-20 Resources
- VII.b.iii. LB-30 Requirements summary - Allocated
- VII.b.iv. LB-30 Requirements summary - Unallocated
- VII.i.v. LB-31 Personnel Services
- VII.b.vi. LB-31 Materials & Services
- VII.b.vii. LB-10 Other Funds
- VII.b.viii. LB-10 Sage Fund
- VII.b.ix. LB-1 Notice of Budget Hearing
- VII.b.x. LB-50 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

The purpose of the Budget Hearing is to receive citizens’ testimony on the budget approved by the budget committee. Additional hearings may be held. All hearings are open to the public.

Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2017-18 budget, as approved by the Budget Committee at its May 24 meeting, is included in this meeting packet.

According to the Local Budgeting in Oregon guide, the Board must “enact a resolution or ordinance to 1) formally adopt the budget, 2) make appropriations, and if needed, 3) levy, and 4) categorize any tax. The budget is the basis for making appropriations and certifying the tax levy. The resolution or ordinance must be adopted no later than June 30.”

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For final adoption, I have proposed a minor change in categorization of allocations from what the Budget Committee approved. The change has no effect on the budget total.

Final 2017-18 budget adoption requires passage of Resolution 2016-17.005. Following approval, I submit the proper paperwork to the County.

c. SDAO Workers Comp Reimbursement

Hawes

The Worker’s Comp Renewal Form for Fiscal Year 2017-2018 policy year was completed and submitted to Clarke & Clarke. The renewal packet included an optional Employer Election form. Christine spoke with Terri to find out the benefit of this election for the District. If we make the election, we will be notified of any workers comp claims under \$1,900. The District can choose to reimburse SDAO for these small claims and keep our experience rating down. This election does not affect our premium. It is a way for the District to regulate small claims. If too many small claims are paid out on the District’s account, rate charges can go up. At this time, the number of claims is few. Christine says “It sounds like a good option.” The board will need to approve it. The election is due by July 1, 2017.

d. Election report & invoice

Stokes

Attachments:

VII.d.i. Certificate of election result from County Clerk

VII.d.ii. Baker County Clerk – May 2017 Election Invoice (\$5,827)

Kyra Rohner-Ingram, Betty Palmer, and Della Steele were all re-elected to their Library Board positions. The District recently received the Baker County Clerk invoice for election cost reimbursement, amounting to \$5,827.

e. Discussion of 2017-18 board officers & regular meeting day/time

Stokes

Attachments:

VII.e.i. 2017-2018 schedule options

Stokes

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

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

VIII. Agenda items for next regular meeting: Jun 12, 2017

Dielman

- Board officers & meeting times

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Notes prepared by Library Director Perry Stokes

- Policy review/revision
 - Fee schedule
 - Social Software
 - Staff Use of Collection Materials
 - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object
- Board Training: Discussion of ALA State of America’s Libraries 2017 report

IX. ADJOURNMENT

Dielman



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Call To Order	Gary Dielman, President called the meeting to order at 6:00 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary Dielman , Della Steele , Nellie Forrester , and Kyra Rohner-Ingram , Directors; Perry Stokes , Library Director and Christine Hawes , Business Manager.
Consent Agenda	Dielman asked if there were any changes to items in the consent agenda including tonight's agenda and minutes from the previous meeting. There were no changes. Forrester made a motion to approve the Consent Agenda as presented; Steele seconded; the motion passed unanimously.
Conflicts or Potential Conflicts of Interest	Dielman asked for any potential conflicts of interest. Rohner-Ingram stated that Sid Johnson & Co is owned by family members so she will abstain from decisions with regards to the soffit repair estimate on the facility. There were no other potential conflicts stated.
Open Forum for general public	Dielman stated for the record that there were no members of the public present.
REPORTS: Director	<p>Stokes reported highlights from the annotated agenda included in the board packets.</p> <p><i>Friends & Foundation</i> – There is nothing to report from the Friends. They cancelled their April meeting. Also, no reports from the Foundation.</p> <p><i>Facilities</i> – Stokes is very pleased the District's new facility specialist, Ed Adamson. He is highly skilled, communicates well, and has prioritized safety related projects. He has inspected the roofs on the Baker and Haines buildings for roof leak issues. He corrected the tripping hazard at the northwest corner of the building by renting a grinder to carve the sidewalk down to be in code compliance. He is in the process of putting together a storage building in a parking space in the north parking lot so the district can achieve its goal of moving certain equipment out of the building. After some deliberation, taking over one of the parking spaces seemed to be the best location for the shed.</p> <p>A project estimate is expected this month for what we hope to be a long-term repair of the building soffits. Jim Kauth of Sid Johnson & Company met with Ed Adamson, Facility Specialist, and Stokes; they agreed that simple replacement of the exterior dry wall on the eaves was not a good solution since the materials themselves are unsuitable. Correcting the gutter & soffit damage means stripping the soffits and rebuilding them. Ed</p>



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plans to add insulation to the area to minimize temperature fluctuations. The initial estimate appears to be a \$40M-50M project. Jim Kauth, Sid Johnson & Co, is working with SDAO's claim adjuster. Stokes said that project is dependent on insurance support. As an emergency repair it may not have to be put out for competitive bid. He will research the rules.

Personnel – The Halfway Friends of the library hosted a retirement party for Linda Bergeron at the branch library Saturday, May 6. The District had flowers delivered. Stokes was unable to attend due to a program already scheduled here at the main branch. However, Carmen and Christine made the trip to represent the District. Linda's replacement, Lourdes Cuevas, who recently moved to the Halfway area, has begun work. She is a licensed nurse practitioner and speaks Spanish.

Training – OLA conference – Perry and two Baker library staff attended the Oregon Library Association conference in Salem. The new LEO Director Brian Vegter also rode along to attend. They felt it was a good conference experience, inspiring many new ideas. The group stopped at the Maryhill Museum on the way over and used library guest passes.

Public Services – The Free Comic Book Day event held Saturday, May 6 was very well attended. Over 100 people came the first hour with 480 door count for the day. The District had 1,200 comics and gave away 800-900 of them. This was the first time for such an event in Baker. All of the staff dressed up in costume for day. Patrons dressed in costume were awarded a prize; one could also win a prize by checking out a graphic novel from the library collection. Most prizes had been donated by staff Heather Spry. There was also a "cosplay" workshop that day presented by Alkali Layke of Boise on how to work with materials to make costumes. It was well attended, lasted 3 hours (he had anticipated 1-1/2 hours), and the Ms. Layke did a great job.

Sage System – The search for a Sage Tech staff continues. Since it has been posted twice with little response, the search committee suspects the wage is low. Options are being considered, possibly offering the position at reduced hours or as contract since Sage is unable to increase the salary offered at this time.

Security – Nothing to report in the security area.

Statistics – Check outs for April dropped by 11% compared to the prior



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	<p>month. Historically March is a peak circulation month, followed by April and May that are two of the lowest activity months so the decrease was expected.</p>
<p>Finance</p>	<p>Hawes passed out check packets for signatures with the financial reports having been handed out at the start of the meeting.</p> <p>The General Fund received tax turnovers of \$7,262.55 on May 1st with current taxes being 97.5% of budget while the prior taxes are at 121% of budget.</p> <p>In Revenues, looking at #4066 Grant Revenue line, the LED project rebate of \$22,044 was moved from the building expense line to revenue for correct reporting. The OTEC Rebate was received in December 2016. A few lines down, looking at #4307 E-Rate Refunds, Stokes realized last month while preparing the budget, that the E-Rate projects (Phase 2 and 3) had been budgeted in General Funds. The project activities were recorded in Other Funds where last year's project (Phase 1 of the Internet service update) had been budgeted. The project activity has been moved to General Fund with reimbursements from E-Rate totaling \$15,364.80. In addition, E-Rate refunds estimated at \$2,640 for January-June telecom refunds are yet to come; those forms will be filed in June so the funds usually arrive in July.</p> <p>In Personnel, one more staff deductible reimbursement claim is anticipated to come in soon. At this time Personal Services is on target, in total.</p> <p>In Materials & Services, a check to Ingram books for \$2,449.52 was a small order this month, with another \$3,894.79 in book budget expense through other sources (mostly visa) as noted next to the detail lines. Stokes added that a large order is in process for Ingram. The book budget has \$8,800 left for the fiscal year end. In Janitorial, a check for \$1,495 to Goertzen Janitorial, the first check to the new service. Travel & Training is currently overspent by \$663 with more expenses to come when Stokes and Hawes travel to Redmond for an HR Workshop in June. March travel and training expenses on the visa include OLA conference lodging of \$944.04 and travel costs \$341.50 for a rental car plus fuel. In Youth Programs, the Battle of the Books program expenses included team T-Shirts \$480.75, program books \$86.35 and pizza party for the participants of \$146.76. The Friends of the Library paid for half of the T-Shirt costs and the pizza party totaling \$387.13. Hawes stated that the Visa will be paid on the next check run because the online statement was not ready for today and some receipts are still coming in. However, the detail was</p>



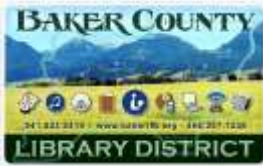
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	<p>posted to Accounts Payable so that the financial report reflects expenses this month.</p> <p>On page 7, looking at line #7000 Capital Outlay, a total of \$70,313.95 has been posted to this line. This includes the LED project expenses of \$49,272.95 moved from the building line and the corresponding OTEC rebate moved to revenues. It also includes the E-Rate projects (Phase 2 and 3) expenses of \$21,041 moved from Other Funds to this line and the corresponding refunds posted to revenues where the projects were budgeted. The line below that, a Debt Service payment of \$1,000 is due in May. In prior years, payments sent in May prior to being invoiced can be problematic payment by not getting acknowledged. After talking to the City accounts payable office, they asked that the District wait for the invoice. And finally, the current cash balances have been noted on this page with a prior year comparison shows that the District is ahead by \$17,000 compared to this same date.</p> <p>Other Funds received \$343.96 in April for Amazon book sales bringing the total gross sales for the fiscal year to \$5,275. The budgeted transfer of \$4,000 out of these funds has been made to the General Fund. There were 3 checks written totaling \$255.18 for sales commissions. Also note that the E-Rate activity shows zero this month, having been moved to General Fund and reimbursed for the net expense. Current cash balances are noted on this page for reference.</p> <p>Sage Fund membership dues are 100% paid by the member libraries with Accounts Receivable of \$376 left of the \$1,580 billed for CatExpress subscriptions. A report was sent to Beth Ross to follow-up on Accounts Receivable. In Materials & Services, notice the first two categories show zero spent, there will not be an auditing expense this year and administrative services fee will be paid in June. Under Technical Services, a check for \$2,000 was written April 28 to Libraries Technology for record maintenance and the final Systems Librarian paycheck was issued March 13 including a benefit payout. The visa currently includes \$264.36 primarily for courier expense postage that will be paid on the next check run. Again, the current cash balance has been noted on this page. The fund cash is well ahead of the same date last year.</p> <p>Checks were returned to Hawes having been signed and approved.</p>
<p>Old Business: Earthquake & Equipment</p>	<p>Stokes reported that the cost of this insurance was higher than he remembered at about \$5,000. Since he didn't get the impression that earthquake insurance was a great concern of the board, and with the</p>



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<p>Insurance</p>	<p>budget constraints, he recommends dismissal of the proposal at this time. Dielman said he has studied area geology. He feels an earthquake is a minimal risk. The group agreed to dismiss this topic this fiscal year. Stokes wanted to address equipment insurance. The equipment failure insurance could be worth the cost; he will have more of an idea as he and Ed Adamson build a long-term facility management plan. Some major equipment such as the HVAC system and roof is aging.</p>
<p>New Business: Unused Sick Leave Payout for Part- time Staff</p>	<p>Stokes said that a question of how to handle paying out unused sick leave for part-time staff below 20 hours/week has been brought to his attention. The District is mandated by law to provide sick leave, but not required to pay out unused accrued leave. The District's policy is unclear on the issue. Stokes recommends that the policy be consistent for part-time and full-time staff with payout of half unused accrued sick leave.</p> <p>Rohner-Ingram asked for a review of the policy language. The policy does allow for a payout at one-half if the employee is vested, having worked 5 or more continuous years. Rohner-Ingram agreed that all employees should be treated the same and recommended to make this clear in the policy. She believes the policy can currently be understood to include all employees at this time and recommends paying one-half of unused sick leave hours at the last rate of pay to both branch staff who recently ended employment with the District. Stokes asked if we need a motion. Rohner-Ingram stated that she believes the board has agreed by consensus that they have interpreted the policy to say that the payout of unused sick leave applies to both full-time and part-time staff for this inquiry. The policy could be improved at a future date to make it clear. All those present agreed to the consensus opinion.</p>
<p>FY2016-2017 Budget Revision</p>	<p>Stokes reviewed the Supplemental Budget resolution and summary found in the board packets. He handed out detail sheets to supplement the resolution.</p> <p>On the summary, the General Fund, Personnel Services is decreased by \$16,000, Materials & Services increase slightly, and contingency increased by \$47,000 due to additional funds received this fiscal year.</p> <p>The Other Funds budget is increased to cover grant activity while Sage fund remains unchanged. Looking at the detail sheets he handed out, highlights of Personnel changes include decreases in personnel lines to cover actual wage expense and corresponding decreases in anticipated retirement and payroll expenses for a total decrease of \$15,800.</p> <p>Highlights of changes in Materials & Services include increasing the book</p>



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	<p>budget by \$3,000, an increase to travel of \$1,050 to cover the overage plus anticipated staff travel, a decrease to insurance of \$3,150 and an increase to utilities of \$1,415. With no further questions, Dielman asked for a motion.</p> <p>Rohner-Ingram made a motion to adopt Resolution No 2016-17.004 titled Resolution Adopting Supplemental Budget 1; Forrester seconded; motion passed unanimous. Dielman signed the resolution.</p>
<p>FY2017-18 Budget Proposal Draft 2 Approval</p>	<p>Stokes handed out an overview report of the proposed fiscal year 2017-2018 budgets. The far right columns on the detail sheets are the proposed budget. The County growth rate dropped from an anticipated 4.5% to an actual 2.7%. The largest decrease in over 10 years. He has projected next year's tax revenues based on a projected 2.5% growth, slightly below the current rate. Prior taxes were high due to the sale of the Sunridge hotel, so this year was an anomaly. He has projected prior year taxes slightly above the historical average. E-Rate funds are reduced to cover Internet services at 80%; the projects are complete. The cash carryover will retain more than we anticipated increasing from \$255,000 to \$247,000, which is a nice surprise given the large capital improvement projects. Looking at the detail sheets, proposed budget columns, he estimated tax revenues will increase by \$11,000. There are two placeholder lines for Special Contracts and Job Training Programs. The District is no longer outsourcing its IT Systems Manager. That line could be dropped next year when the historical detail no longer has to be displayed; the same goes for the Job Training Program. The District currently is engaged with a work experience program.</p> <p>Personnel has some big changes. Long-time employee, Sara Durflinger, is retiring at the end of June. Her position of co-manager will be eliminated; those hours will be redistributed to cover duties. The IT Manager has requested to work 32 hours a week. He needs to reduce his work load mostly due to health issues. The balance of hours will help fund retainer of a paid IT intern, whom Jim can train as a possible successor. The reduction of White's hours is a savings of about \$10,000 and will more than pay for the intern. The facility maintenance position hours are being increased from 16 to 19 hours a week to allow for increased work on building projects. Maintenance projects have been mounting as the facilities age. As seen in the news, PERS is implementing a huge increase in rates. In the current year, the District budgeted \$60,000; actual is estimated at \$56,000. However, next year's budget for PERS is \$77,618, an increase of \$16,800. The PERS increase ate up an entire position.</p>



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	<p>Stokes was able to preserve COLI of 2% for all staff. The inflation rate has been 3.1%; in 2016 2.5%. Last fiscal year the District also gave a COLI of 2% in attempt to keep salaries from losing ground to inflation. In total, net Personnel costs are increasing by \$9,500.</p> <p>Materials & Services changes are moderate. The book budget was dropped by \$4,000, starting out lower than last year. This is historically typical and is increased as unanticipated funds come in throughout the fiscal year. The janitorial contract increased by \$6,500 with a need to increase services to make up for the loss of Powder River inmate crews. Insurance will be reduced by the \$3,000 for dismissal of the proposed additional earthquake and equipment coverage that was budgeted. Public Programs remain high for expansion in that services area. Telecom is increasing for the Huntington Internet upgrade. In total, expense categories increase by \$5,000.</p> <p>Budgeted transfers remain the same. Contingency is estimated at \$243,000 (\$43,000 more than the original budget). The goal is to grow the contingency fund to \$300,000. Other goals include expansion of marketing efforts such as development of a new logo and expanded use of social media.</p> <p>Looking at ratios for General Fund. The book budget will start out at 8.5% of budget (the goal being 9-10%); Personnel is at 69% of budget (just under the recommended 70% goal); Materials & Services is at 31% of budget (just over the 30% goal).</p> <p>Other Funds highlights - The cash on hand is projected at \$145,000. Interest budget was increased to \$1,000 and Grants decreased to \$10,000 with less grant activity anticipated.</p> <p>Sage Fund – The budget has been approved by the Sage Council. Cash on hand is estimated at \$150,000 (an increase of \$40,000 over the prior beginning cash). Membership dues will increase by 3% this year. Sage is working on growing funds to operate on its own reserves and pay for quality staff. The only grant is the LSTA grant that subsidizes the courier system. The staff will also receive a 2% COLI and PERS will increase by an estimated \$3,400. There is one new item on the budget of \$12,000 intended to demarcate old restricted funds that are due to outside entities.</p>



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Next Meeting Date	The next Board meeting will be June 12, 2017 at 6:00pm. The budget committee will meet Wednesday, May 25 at 5:00pm.
Adjourn	The meeting was adjourned at 7:57 pm. Respectfully submitted, Perry Stokes, Secretary to the Board PS/ch

DRAFT



Baker County Library District
 2017-2018 Budget Committee
Meeting Minutes
 Monday, May 24, 2017

<p>Call To Order</p>	<p>Gary Dielman, President of the Library Board of Directors called the meeting to order at 5.00pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon.</p> <p>All five of the Library Board of Directors was present including Gary Dielman, Kyra Rohner-Ingram, Della Steele, Nellie Forrester, and Betty Palmer. Budget Committee Members present included Aletha Bonebrake, Bob Savage, and Maryalys Urey. Also present at the meeting was Perry Stokes, Budget Officer and Library Director; and Christine Hawes, Business Manager. It was noted that two committee members were unable to attend; with 8 members attending, a quorum was present.</p>
<p>Elect Budget Committee Chair</p>	<p>Dielman asked for nominations for the Committee Chair position. Savage nominated Bonebrake; Rohner-Ingram seconded. Dielman asked for other nominations. There were no further nominations given. Bonebrake said that she was willing to chair the meeting. Nominations were closed. Dielman called for a vote on the motion appointing Bonebrake as the Chair for the Budget Committee Meeting; motion passed unanimously. Dielman passed the meeting to Bonebrake.</p> <p>Bonebrake thanked Hawes for taking minutes. She was asked by Stokes to take the minutes, so he was free to make the presentation.</p>
<p>Agenda</p> <p>Potential Conflicts of Interest</p>	<p>Bonebrake asked for additions or changes to the agenda. None were given.</p> <p>Bonebrake asked if there were any conflicts of interest to be declared. There were none stated.</p>
<p>Presentation of Proposed Budget by Budget Officer</p>	<p>Bonebrake thanked Stokes for “an incredible budget packet.” She invited Stokes to present the proposed budget.</p> <p>Stokes thanked everyone for coming and for their participation on the committee. He had distributed a very large budget packet. He feels it is important to be transparent with the public who supports the library. It also helps make this meeting shorter, assuming everyone has read the packet before the meeting. Also, he joked that his strength is in documentation rather than pubic speaking. In the Budget Message, he noted that most comparison figures are to the prior year original budget, rather than the final budget, for clearer demonstration of annual goals. Comparison to the revised budget is sometimes helpful to explain unanticipated mid-year</p>



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changes.

Stokes reminded the group that refreshments are available and invited everyone to get something at any time. Various office supplies and calculators are also provided for convenience.

Bonebrake asked the group if anyone had questions, she would like to have them ask them now. Some may be tabled if they are addressed in the presentation. Urey said she had written down a few questions. On page 2 of the Budget Message, the large drop in the property tax valuations. Stokes said it was a surprise as it had climbed rapidly the last few years and then suddenly dropped off. Bonebrake added the County Assessor re-evaluates property values every 3-5 years. This can give a false impression as it climbs in between valuations. On page 3, the graph titled Collection Investment vs. Use, she asked for an explanation. Stokes said there is growth in usage (circulation) after the levy passed. Our "Use" does seem to be directly correlated to the more we purchase new materials, the more "Usage" also increases. It is good for us to be aware of this trend and know that our investment in collections is needed. On page 6, the personnel changes. She thinks our staff is wonderful. She said this will be addressed in the presentation so will forgo that here.

Bonebrake asked if there were others that had questions before going on. Savage said that he will wait for the topic he has in mind to come up in the presentation. There were no other questions.

Stokes began with the General Fund Cash Carryover figure, noting it is sufficient to put the District in a good starting position. He was pleased to find it will not be as low as originally budgeted given the large projects this fiscal year (LED lighting project and Internet infrastructure improvements). Compression is increasing again this year. There are minimal changes in miscellaneous revenues. The growth rate dropped two percentage points from 4.7% to 2.8%. The compression continues to increase and will stagnate revenues in the upcoming fiscal year.

In **Personnel Services**, PERS rate have skyrocketed with a 35% cost increase, as many have read in the state and local news. Health insurance remains stable with a nominal 4% increase, although that is above the inflation rate so it is a little high. Savage asked about the insurance company. Stokes said that the library's insurance is provided by Special Districts Association of Oregon. The District raised the deductible on its policy many years ago and



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pays one-half of the deductible to help keep costs down. Savage said that was a good strategy. Bonebrake commented on the Western Region Consumer Price Index in the budget notes. She asked if he had applied the CPI scale to the budget. Stokes said that the CPI is at 2.9%, we have budgeted for a 2% cost of living increase. Bonebrake agreed that the CPI covers larger areas. She said that the library has always tried to stay tied to the refined CPI for our area, and in line with COLI rates given by Baker County. Stokes affirmed that he does compare salaries with the County and with other libraries. She suggested an improvement for next year, would be to have the County comparisons with similar size libraries in similar geographic areas for the committee to see.

Stokes said that **Personnel Services** has the most changes to review. Staff development has been a priority. The district is fortunate to have recently hired a couple of highly-qualified new staff. The Facility Specialist has background as a professional contractor and worked for FEMA. The Haines branch lead has an MLIS degree. Bonebrake asked what level they were started at. Stokes said that they are positioned at advanced classification tiers due to their experience. Other changes include a senior staff member fully retiring. That benefits-qualifying position will be eliminated. He would like to transfer those benefits to someone else but the PERS increase is essentially consuming that option. Some of these hours will be distributed to existing staff. The IT Manager is dropping one day to work 32 hours a week. He is very concerned about passing on his knowledge of the library network and systems. With the savings from one day, an intern can be paid for two days a week to work with him. The shelving position has changed after a long-time employee retired. The District replaced the position with two part-time shelvers which has worked very well. This year a third Page position will be added to help keep up with book donations. Personnel Services is at 69% of the operating budget and is on the upper end of the target range of 65-70%. When looking at the historical trend, fiscal year 2015-2016 is anomalous due to delayed hiring of two significant staff positions that year.

In **Materials and Services**, the book budget will start 4% lower than the previous year. The goal is to achieve a budget of 10% of the operating budget. The current level is 8.5% of the total operating budget. It is usually expanded later in the year as excess funds can be allocated to collection development. Bonebrake commented on BCLD Annual Circulation decline shown on the graph, she believes there is a problem with the algorithm targets for interlibrary loans. Stokes agreed and said the library often has



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the book that is borrowed; these errors are reported to Sage administrative staff when we found. He believes that BCLD has an excellent collection that meets the public demand more than the statistics show at this time. Facility maintenance will be kept at a high level to address several projects on the maintenance plan. Janitorial contract line increased due to an expanded scope of duties at the Baker branch. The District will finally compensate for the loss of weekly PRCF work crews. That loss has been a hardship for the District, requiring significant funding to hire a maintenance staff and expand the janitorial services contract. Insurance is decreased due to the board decision to decline adding earthquake and equipment failure insurance at this time. Materials & Services is at 31% of the operating budget.

The General Fund budget increases by a total of about \$15,000 -- Personnel Services \$9,696 plus Materials & Services \$5,378.

The Transfer Category has historically included a \$10,000 transfer to the severance fund annually. The Severance fund is on target to meet projected obligations so this year we are allocating one-half of that (\$5,000) to a Capital Reserve in Other Uses Fund. A transfer of \$1,000 will go to the Technology fund for future server replacements. There will be \$1,500 transferred to Election Reserve to offset future election costs.

Operating Contingency is on target with a projected carryover increasing to \$241,000. This fund is used to operate from July 1 to November when tax revenues are dispersed. Over the next five years, the District will aim to grow this reserve to approximately \$300,000 (\$15,000/year). If unable to sustain that reserve, the District would need to briefly assume debt by securing a Tax Anticipation Note (TAN) or other short-term loan for operations.

Bonebrake commented that "this is marvelous". Stokes is doing a good job of taking care of the facilities and keeping the budget on target. She is excited about the budget.

Stokes moved on to **Other Uses Fund** budget highlights. The grants activity is reduced for anticipated activity levels. Online book sales are doing well thanks to Diana Pearson and her team. Other Funds will continue to transfer \$4,000 to General Fund to supplement the book budget.

The **Sage Library System Fund** has a couple small changes after it was adopted by the Sage User Council. The cash carryover will be higher than



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	<p>the Council expected and the personnel benefit expenses are adjusted from estimates to new, more accurate figures. Sage is facing a challenge of staff recruitment. The System Support position remains open despite being advertised twice, perhaps due to the salary being too low. Since Sage cannot increase the salary, the position may be revised to part-time or independent contract. Another concern is that the White House has proposed to reduce or entirely eliminate the federal Institute of Library and Museum Services agency and thereby LSTA funding. These funds are received through the Oregon State Library and pay for half of the Sage courier services for the Interlibrary Loan network. Sage will increase membership fees by 3% this year, which covers PERS and other cost increases.</p> <p>That concluded Stokes' presentation.</p>
<p>Public Comment Opportunity</p>	<p>Bonebrake stated that there were no members of the public present for public comment period. Bonebrake proceeded on to questions.</p>
<p>Budget Committee Questions and Deliberations</p>	<p>Bonebrake asked the committee if there were any further questions.</p> <p>Urey inquired about a reference on page 7 to an increase in revenue due to eclipse revenues. Stokes said that he has read that local agencies may somehow receive additional tax revenues as result of the massive tourism for the eclipse event. The proposed increase is quite small at \$1,000, so is mostly symbolic.</p> <p>Bonebrake asked about the increase in prior year taxes, inquiring if a large business went off the tax roles. Stokes said that the increase was due to the Sunridge Inn recently being sold which resulted in payment of back taxes.</p> <p>Stokes asked for ideas to improve the packets for next year.</p> <p>Rohner- Ingram said that discussion about the Director's salary was missing. It appears that a due step increase is being deferred again. Stokes explained to the group that the District does have a Director salary development plan for a series of five 7% step increases. To date, four of those five increases have been adopted. The final one has been repeatedly deferred due to budget constraints and other priorities.</p> <p>Bonebrake added that the plan was intended to get the salary up to comparative levels so the District could attract and keep a quality person.</p>



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	<p>Rohner-Ingram asked for an explanation of how “step increases” work in the wages matrix. Stokes explained that within each job classification, a “step” is a 5% salary increase distributed over five years; once one reaches the 5th step, or top level for that classification, the employee stays at that rate with Cost of Living Increases only unless awarded a promotion. There was some discussion as to whether the Director salary should be increased next fiscal year as it has been deferred 4 or 5 times. Stokes commented that he is always concerned with the administrative salary ratio as compared to regular staff and in regards to the economic climate. He feels it would risk negative public image for the district and staff should the executive get a raise when some staff levels are a little low and economic growth is sluggish. He sees the current Director salary as adequate, so available funds are better invested toward compensation of other staff such as mid-level employees. Bonebrake commented that it is time for a whole new salary matrix based on State statistics for comparable areas. Stokes agreed. Dielman said that he has been pointing out the Director salary issue for more than 10 years. He said that next year the board may need to make a directive to have Stokes take the last step in his salary matrix. There was some discussion with board members agreeing to discuss this for next fiscal year.</p> <p>Bonebrake pointed out that salaries are less than 70%. If that ratio were over 70%, she would recommend it be reduced in order to maintain the facility. She was glad to see that the budget is keeping the facility in high priority. The District needs to be good stewards for the patrons who have supported it.</p> <p>Savage said that if the Director salary development plan is not achieved, the District may run the risk of recruitment struggle for a new Director should that need arise. And if a salary must be increased to recruit adequate candidates, it means the prior employee was not being appropriately compensated according to market value. Nevertheless, he agreed that a big jump would not look good at this time. Bonebrake said that the salary is good for now. The Board and Committee can visit the topic again next year.</p> <p>Bonebrake asked for any further comments. She asked everyone to take a few minutes to look over the budget for any changes or advice.</p> <p>There were no further comments or questions.</p>
<p>Approval of Budget</p>	<p>Bonebrake said that hearing no further questions, she invites anyone to make a motion on the budget proposal.</p>



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	<p>Savage made a motion to approve the Fiscal Year 2017-2018 Budget of the Baker County Library District as proposed for the total amount of \$1,935,328 and the amounts per fund as shown below: General Fund \$1,318,893, Other Funds \$192,500, Sage Library System Fund \$423,935, Totaling \$1,935,328 as presented. I also move to approve the tax rate of \$0.5334 per \$1,000 of assessed value in support of the General Fund, and a tax rate from the Local Option Levy of \$0.249 per \$1,000 of assessed value in support of the General Fund; Urey seconded.</p> <p>Dielman asked for any further discussion; there was none. The motion passed unanimously (Yea – 8 members present; Nay – none; Abstain – none).</p> <p>Bonebrake commented that she is pleased that the budget is holding steady in light of current economic climate and PERS challenge. Other agencies are having a harder time. The Library District appreciates the community support. Rohner-Ingram thanked everyone for coming.</p>
<p>Next Meeting Date</p>	<p>The second Budget Committee Meeting scheduled on May 31, 2017 at 5:00pm will not be needed and is cancelled.</p> <p>The regular Board of Directors meeting will be held June 12, 2017 at 6:00pm at which time the budget will be adopted.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 5:55pm. Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board PS/ch</p>

RESOLUTION No. FY2016-17 R.005

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Baker County Library District hereby adopts the budget for fiscal year **2017-2018** in the total amount of \$ **1,935,328**. * This budget is now on file at Baker County Public Library in Baker City, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2017, for the following purposes:

General Fund	
<u>Organizational Unit or Program:</u>	
Personnel Services.....	734,988
Materials & Services.....	326,573
_____	0
_____	0
<u>Not Allocated to Organizational Unit or Program:</u>	
Personnel Services.....	0
Materials & Services.....	0
Capital Outlay.....	1,000
Debt Service	2,000
Special Payments.....	0
Transfers Out.....	12,500
Contingency.....	6,832
Total.....	<u>\$1,083,893</u>

Debt Service Fund	
Debt Service	0
Total.....	<u>\$0</u>

"Other Uses" Fund	
Org. Unit/Program: _____	188,500
Special Payments.....	0
Transfers Out.....	4,000
Contingency.....	0
Total.....	<u>\$192,500</u>

Sage Library System Fund	
Org. Unit/Program: _____	271,618
Special Payments.....	0
Transfers Out.....	0
Contingency.....	32,000
Total.....	<u>\$303,618</u>

Total APPROPRIATIONS, All Funds . . .	<u>\$1,580,011</u>
Total Unappropriated and Reserve Amounts, All Funds . . .	<u>355,317</u>
TOTAL ADOPTED BUDGET . . .	<u>\$1,935,328</u> *

*(*amounts with asterisks must match)*

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2017- 2018 :

- (1) In the amount of \$ _____ OR at the rate of \$ 0.5334 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$ _____ OR at the rate of \$ 0.249 per \$1000 of assessed value for local option tax; and
- (3) In the amount of \$ _____ for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....\$ _____ OR \$ 0.5334 /\$1,000
 Local Option Tax.....\$ _____ OR \$ 0.249 /\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ _____

The above resolution statements were approved and declared adopted on June 12, 2017.

X _____
 Signature

FORM
LB-20

ATTACHMENT VII.b.ii.

RESOURCES
GENERAL FUND

(Fund)

BAKER COUNTY LIBRARY DISTRICT

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year <u>2017-2018</u>			
Actual		Adopted Budget This Year Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1			1 Available cash on hand* (cash basis) or			1	
2	158,124	191,061	2 Net working capital (accrual basis)	247,770	247,770	247,770	2
3	30,897	28,954	3 Previously levied taxes estimated to be received	40,000	40,000	40,000	3
4	9,051	7,450	4 Interest	9,500	9,500	9,500	4
5	4,000	11,500	5 Transferred IN, from other funds	4,000	4,000	4,000	5
6			6 OTHER RESOURCES				6
7	15,974	16,551	7 Fines & Fees	17,500	17,500	17,500	7
8	7,045	6,773	8 State revenue (R2R Grant)	6,800	6,800	6,800	8
9	1,906	3,929	9 Other Tax Revenues	5,000	5,000	5,000	9
10	5,782	4,346	10 Federal revenue (E-rate)	7,300	7,300	7,300	10
11	5,088	0	11 Special Contracts (Tech support)	0	0	0	11
12	0	0	12 Job Training Programs	0	0	0	12
13	951	2,040	13 Donations, Grants, & Misc	500	500	500	13
14	0		14 Capital financing				14
15		300	15 Fiscal agency fee (Sage)	2,600	2,600	2,600	15
16			16				16
17			17				17
18			18				18
19			19				19
20			20				20
21			21				21
22			22				22
23			23				23
24			24				24
25			25				25
26			26				26
27			27				27
28			28				28
29	238,818	272,904	29 Total resources, except taxes to be levied	340,970	340,970	340,970	29
30		967,000	30 Taxes estimated to be received	977,924	977,924	977,924	30
31	887,323	943,059	31 Taxes collected in year levied				31
32	1,126,142	1,215,963	32 TOTAL RESOURCES	1,318,893	1,318,893	1,318,893	32

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

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

General Fund

(name of fund)

1	Historical Data			REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)	Budget For Next Year 2017-2018			1
	Actual		Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1				PERSONNEL SERVICES				1
2	445,567	549,111	518,008	2 Salaries	527,054	527,054	527,054	2
3	178,759	137,142	191,432	3 Benefits	207,934	207,934	207,934	3
4	0	0	0	4 Special Contracts - Grants, Tech Support, Job Training	0	0		4
5	0	0		5 Severance				5
6	0	0	10	6 Payroll Expenses	0	0		6
7				7				7
8	624,326	686,253	709,450	8 TOTAL PERSONNEL SERVICES	734,988	734,988	734,988	8
9	13.90	13.90	14.00	9 Total Full-Time Equivalent (FTE)	14.34	14.34	14.34	9
10				MATERIALS AND SERVICES				10
11	100,810	95,908	97,000	11 Collection Development	90,000	90,000	90,000	11
12	10,676	12,603	13,050	12 Library Consortium	13,400	13,400	13,400	12
13	60,369	68,992	74,050	13 Facilities & IT Maintenance	80,800	80,800	80,800	13
14	42,546	34,382	44,435	14 Corporate Costs	44,173	44,173	44,173	14
15	81,852	87,975	95,525	15 Library Operations	98,200	98,200	98,200	15
16	2,000	2,000	2,000	16 Debt Service	2,000	2,000	2,000	16
17				17				17
18				18				18
19				19				19
20				20				20
21				21				21
22				22				22
23				23				23
24				24				24
25				25				25
26				26				26
27	298,254	301,860	326,060	27 TOTAL MATERIALS AND SERVICES	328,573	328,573	328,573	27
28				CAPITAL OUTLAY				28
29	0	0	71,000	29	1,000	1,000	1,000	29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	0	0	71,000	35 TOTAL CAPITAL OUTLAY	1,000	1,000	1,000	35
36	922,580	988,113	1,106,510	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,064,561	1,064,561	1,064,561	36

150-504-030 (Rev 10-16)

**FORM
LB-30**

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM
General Fund
(name of fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year <u>2017-2018</u>			
	Actual		Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	0	0	0	4 TOTAL PERSONNEL SERVICES	0	0	0	4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7	0	0	0	7				7
8				8				8
9	0	0	0	9 TOTAL MATERIALS AND SERVICES	0	0	0	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11	0	0		11				11
12				12				12
13	0	0	0	13 TOTAL CAPITAL OUTLAY	0	0	0	13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	0	0	0	17 TOTAL DEBT SERVICE	0	0	0	17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	0	21
22				22 INTERFUND TRANSFERS				22
23	2,500	1,000	1,000	23 Transfer - Technology & Election	2,500	2,500	2,500	23
24	10,000	10,000	10,000	24 Transfer - Severance Liability	10,000	10,000	10,000	24
25				25				25
26				26				26
27				27				27
28	12,500	11,000	11,000	28 TOTAL INTERFUND TRANSFERS	12,500	12,500	12,500	28
29			247,770	29 OPERATING CONTINGENCY	241,832	241,832	6,832	29
30	12,500	11,000	258,770	30 Total Requirements NOT ALLOCATED	254,332	254,332	19,332	30
31	922,580	988,113	1,106,510	31 Total Requirements for ALL Org.Units/Programs within fund	1,064,561	1,064,561	1,064,561	31
32				32 Reserved for future expenditure				32
33	191,061	216,851		33 Ending balance (prior years)				33
34				34 UNAPPROPRIATED ENDING FUND BALANCE			235,000	34
35	1,126,141	1,215,964	1,365,280	35 TOTAL REQUIREMENTS	1,318,893	1,318,893	1,318,893	35

150-504-030 (Rev 10-16)

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND

(Name of Fund)

Historical Data				REQUIREMENTS FOR: <u>Personnel Services</u>		Budget for Next Year 2017-2018				
Actual		Adopted Budget This Year Year 2016-2017	Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body			
Second Preceding Year 2014-2015	First Preceding Year 2015-2016									
1			1	Object Classification	Detail				1	
2	71,718	72,436	73,874	2	MGT4	Library Director	75,362	75,362	75,362	2
3	47,653	48,123	49,094	3	16/5	IT Network and Systems Administrator	49,927	49,927	49,927	3
4	23,214	27,539	28,500	4	14/5	Admin Assistant - Business Mgr	28,376	28,376	28,376	4
5	41,159	41,570	42,411	5	13/5	Admin Assistant - Library Mgr	43,259	43,259	43,259	5
6	8,522	35,910	38,465	6	11/5	Librarian I - Cataloging / Tech Svcs	39,228	39,228	39,228	6
7	6,045	4,060	6,200	7	11/5	Library Asst I - Public Services / Outreach (Bookmobile)	13,590	13,590	13,590	7
8	30,722	34,200	36,619	8	10/5	Library Tech II - Coll Mgmt / Serials Specialist	37,361	37,361	37,361	8
9	24,099	22,930	30,127	9	7/5	Library Tech I - Public Services / Children & Teen Specialist	32,270	32,270	32,270	9
10	12,183	8,102	7,670	10	5/5	Library Asst I - Public Services	8,136	8,136	8,136	10
11	12,575	18,035	20,090	11	5/5	Library Asst I - Coll Mgmt / Processing	20,495	20,495	20,495	11
12	18,833	21,053	24,399	12	5/5	Library Asst II - Col Mgmt / Processing & Eval. Specialist	24,886	24,886	24,886	12
13	28,962	32,715	31,733	13	5/5	Librarian I - Public Services + Coll Mgmt Lead	32,363	32,363	32,363	13
14	4,290	4,971	3,000	14	5/5	Library Asst I - Public Services / Outreach (Bookmobile)	0	0	0	14
15	58,418	62,091	68,317	15	5/4-5	Library Asst I - Public Services / Outreach (Branch Leads)	64,645	64,645	64,645	15
16	6,370	7,096	10,413	16	5/4	Facilities Maintenance	14,602	14,602	14,602	16
17	18,585	18,699	18,996	17	5/3	Library Asst (prev Admin Asst - Lib Mgr)	10,625	10,625	10,625	17
18	6,088	3,907	7,500	18	3/5	Library Asst I - Public Services	5,007	5,007	5,007	18
19	15,171	14,412	9,600	19	3/3	Library Pages	15,897	15,897	15,897	19
20	9,875	8,654	9,500	20	X	Temp staff	8,522	8,522	8,522	20
21	1,085	244	1,500	21	BENEFITS	Staff training	2,500	2,500	2,500	21
22	45,409	62,364	56,000	22	BENEFITS	Retirement (PERS)	77,201	77,201	77,201	22
23	33,617	36,202	37,300	23	BENEFITS	Social Security (FICA)	40,320	40,320	40,320	23
24	434	536	600	24	BENEFITS	State Unemployment Tax (SUTA @ .001) + Payroll Exp	527	527	527	24
25	94,705	92,606	93,932	25	BENEFITS	Group Health Insurance	86,653	86,653	86,653	25
26	3,872	542	2,700	26	BENEFITS	Workers Comp Insurance	2,424	2,424	2,424	26
27	723	768	900	27	BENEFITS	Life Insurance	808	808	808	27
28		6,488		28	BENEFITS	Severance				28
29			10	29		Payroll expenses				29
30				30						30
31	14	14	14	31	Total Full Time Equivalent (FTE)*		14	14		31
32				32	Ending balance (prior years)					32
33				33	UNAPPROPRIATED ENDING FUND BALANCE					33
34	624,326	686,253	709,450	34	TOTAL REQUIREMENTS		734,988	734,988	734,988	34

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

FORM
LB-31

DETAILED REQUIREMENTS

ATTACHMENT VII.b.vi.

GENERAL FUND

(Name of Fund)

Historical Data				REQUIREMENTS FOR: Materials & Services		Budget for Next Year 2017-2018			
Actual		Adopted Budget This Year Year 2016-2017	Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body		
Second Preceding Year 2014-2015	First Preceding Year 2015-2016								
1			1	Object Classification	Detail				1
2	100,810	95,908	97,000	2	Collection Development (Books, audiovisual, digital, etc)	90,000	90,000	90,000	2
3	10,676	12,603	13,050	3	Library Catalog (Sage)	13,400	13,400	13,400	3
4	21,236	27,399	33,200	4	Facilities Maintenance	33,500	33,500	33,500	4
5	11,270	10,420	12,000	5	Janitorial Contract	18,450	18,450	18,450	5
6	2,660	2,121	3,250	6	Janitorial Supplies	3,250	3,250	3,250	6
7	2,851	3,078	2,600	7	Equipment Maintenance Services / Lease	2,600	2,600	2,600	7
8	22,352	25,974	23,000	8	Computer Maintenance	23,000	23,000	23,000	8
9	7,001	5,721	6,000	9	Bookmobile Operations	6,000	6,000	6,000	9
10	15,812	16,265	17,275	10	Insurance	17,475	17,475	17,475	10
11	6,361	2,422	5,550	11	Travel and Training	4,500	4,500	4,500	11
12	2,567	0	3,500	12	Election	3,500	3,500	3,500	12
13	7,650	7,905	8,200	13	Audit	8,573	8,573	8,573	13
14	813	855	1,200	14	Bookkeeping	1,000	1,000	1,000	14
15	2,420	2,856	2,750	15	Dues and subscriptions	2,900	2,900	2,900	15
16	2,000	2,000	2,000	16	Debt Service	2,000	2,000	2,000	16
17	1,549	1,487	1,600	17	Publication	1,600	1,600	1,600	17
18	1,042	1,159	1,410	18	Financial Mgt Fees	1,375	1,375	1,375	18
19	250	250	250	19	Legal Administration	250	250	250	19
20	2,958	1,183	2,500	20	Public Programs	3,000	3,000	3,000	20
21	2,955	2,964	3,600	21	Branch Mileage	3,600	3,600	3,600	21
22	11,647	17,440	15,500	22	Library Services Supplies	15,500	15,500	15,500	22
23	4,133	4,599	12,400	23	Youth Programs (Summer Reading, storytime, teen)	13,000	13,000	13,000	23
24	1,494	1,572	1,500	24	Postage/Freight	1,500	1,500	1,500	24
25	41,528	42,352	42,625	25	Utilities	41,140	41,140	41,140	25
26	13,095	13,327	13,900	26	Telecommunications	17,460	17,460	17,460	26
27	1,125	0	200	27	Special contracts - grants, tech support travel	0	0	0	27
28				28	Miscellaneous				28
29				29					29
30				30					30
31				31	Total Full Time Equivalent (FTE)*				31
32				32	Ending balance (prior years)				32
33				33	UNAPPROPRIATED ENDING FUND BALANCE				33
34	298,254	301,860	326,060	34	TOTAL REQUIREMENTS	328,573	328,573	328,573	34

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

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

OTHER USES
(Fund)

BAKER COUNTY LIBRARY DISTRICT
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2017-2018			
Actual		Adopted Budget Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1			1	RESOURCES			1
2			2	Cash on hand * (cash basis), or			2
3	148,998	158,577	3	Working Capital (accrual basis)			3
4			4	Previously levied taxes estimated to be received			4
5	688	871	5	Interest			5
6	12,500	11,000	6	Transferred IN, from other funds			6
7	8,000	27,835	7	Grants and Loans			7
8	1,220	1,977	8	Donations			8
9	3,279	3,935	9	Book Sales online			9
10		6,562	10	Program reimbursements			10
11	174,684	210,757	11	Total Resources, except taxes to be levied			11
12			12	Taxes estimated to be received			12
13			13	Taxes collected in year levied			13
14	174,684	210,757	14	TOTAL RESOURCES			14
16			15	REQUIREMENTS **			15
16			16	Org Unit or Prog & Activity	Object Classification	Detail	16
17	9,060	38,065	17			Memorial & Grants Dept.	17
18	0	0	18			Election reserve	18
19	1	1	19			Literacy Dept.	19
20	3,005	9,375	20			Technology Dept. Reserve	20
21		0	21			Capital Projects Dept. Contingency	21
22	41	45	22			Severance Liability Dept. Contingency	22
23		0	23			Corporate Costs (Bank & sales fees)	23
24	4,000	11,500	24	TRANSFER		Transfer Out	24
25			25				25
26			26				26
27			27				27
28			28				28
29			29				29
30	158,577	151,771	30	Ending balance (prior years)			30
31			31	UNAPPROPRIATED ENDING FUND BALANCE			31
32	174,684	210,757	32	TOTAL REQUIREMENTS			32

150-504-010 (Rev. 10-16)

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

SAGE LIBRARY SYSTEM
(Fund)

BAKER COUNTY LIBRARY DISTRICT
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2017-2018			
Actual		Adopted Budget Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1			1	RESOURCES			1
2			2	Cash on hand * (cash basis), or			2
3	95,000	135,422	3	Working Capital (accrual basis)			3
4			4	Previously levied taxes estimated to be received			4
5		10	5	Interest			5
6	193,160	197,097	6	Membership dues			6
7			7	Transferred IN, from other funds			7
8	118,811	95,404	8	Restricted grants			8
9	6,030	772	9	Miscellaneous revenue			9
10	7,118		10	Proceeds from prior fiduciary account			10
11			11				11
12	420,119	428,695	12	Total Resources, except taxes to be levied			12
13			13	Taxes estimated to be received			13
14			14	Taxes collected in year levied			14
15	420,119	428,695	15	TOTAL RESOURCES			15
16			16	REQUIREMENTS **			16
17			17	Org Unit or Prog & Activity	Object Classification	Detail	17
18			18	PERSONNEL SERVICES			18
19	49,643	55,708	19	PERSONNEL	SALARIES	Systems administrator	19
20	5,165	5,310	20	PERSONNEL	SALARIES	Admin Assistant - Business Mgr	20
21	54,808	61,018	21			Total Salaries	21
22			22				22
23	7,206	8,069	23	PERSONNEL	BENEFITS	Retirement	23
24	4,096	4,240	24	PERSONNEL	BENEFITS	Social Security	24
25	30	47	25	PERSONNEL	BENEFITS	Worker's compensation	25
26	9,810	7,215	26	PERSONNEL	BENEFITS	Health insurance	26
27	48	47	27	PERSONNEL	BENEFITS	Unemployment insurance	27
28	72	95	28	PERSONNEL	BENEFITS	Life insurance	28
29	96	1,652	29	PERSONNEL	BENEFITS	Payroll insurance	29
30	21,358	21,365	30			Total benefits	30
31	76,166	82,383	31			TOTAL PERSONNEL SERVICES	31
32			32				32
33			33	MATERIALS & SERVICES			33
34	745	260	34			Telecommunications	34
35	5,309	1,733	35			Technology	35
36	0	0	36			Accounting and auditing	36
37	0	300	37			Administrative services (BCLD)	37

38	59,505	54,908	56,100	38		System support (HRCLD)	57,783	57,783	57,783	38
39	45,835	45,922	2,500	39		Technical services	2,500	2,500	2,500	39
40	0	0	50	40		Legal services	50	50	50	40
41	2,583	1,013	3,750	41		Dues and subscriptions	3,750	3,750	3,750	41
42	91	64	100	42		Postage/freight	50	50	50	42
43	0	0	50	43		Printing	25	25	25	43
44	624	586	500	44		Supplies, Office	500	500	500	44
45	3,489	2,460	3,000	45		Travel	2,500	2,500	2,500	45
46	2,961	4,115	4,500	46		Training	5,000	5,000	5,000	46
47	87,389	81,689	86,700	47		Courier	90,000	90,000	90,000	47
48	0	0	0	48		Member credits	12,520	12,520	12,520	48
49	208,531	193,050	166,058	49		TOTAL MATERIALS & SERVICES	181,988	181,988	181,988	49
50				50						50
51				51	RESERVE	RESERVE FUNDS				51
52	0	0	21,000	52		Capital outlay	21,000	21,000	21,000	52
53	0	0	11,000	53		Contingency	11,000	11,000	11,000	53
54				54						54
55				55						55
56	135,422	153,263		56		Ending balance (prior years)				56
57			84,321	57		UNAPPROPRIATED ENDING FUND BALANCE	120,317	120,317	120,317	57
58	420,119	428,696	368,010	58		TOTAL REQUIREMENTS	423,935	423,935	423,935	58

150-504-010 (Rev. 10-16)

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Baker County Library District will be held on June 12, 2017 at 6:00 pm PST at Baker County Public Library located at 2400 Resort Street, Baker City, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2017 as approved by the Baker County Library District Budget Committee. A summary of the budget is presented below.

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

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

Contact: Gary Dielman (Board Pres.); Perry Stokes (Library Director)

Telephone: 541-523-6419 Email: tubingen@eoni.com; librarian@bakerlib.org

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2015-2016	Adopted Budget This Year 2016-2017	Approved Budget Next Year 2017-2018
Beginning Fund Balance/Net Working Capital	485,060	519,000	561,120
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	213,948	225,070	231,100
Federal, State and all Other Grants, Gifts, Allocations and Donations	138,375	134,500	85,600
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	22,500	20,700	16,500
All Other Resources Except Current Year Property Taxes	52,473	69,220	63,085
Current Year Property Taxes Estimated to be Received	943,059	967,000	977,924
Total Resources	1,855,415	1,935,490	1,935,328

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	768,636	795,081	824,618
Materials and Services	530,976	619,118	624,561
Capital Outlay	0	92,000	22,000
Debt Service	2,000	2,000	2,000
Interfund Transfers	22,500	20,700	16,500
Contingencies	45	322,270	325,332
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	531,260	84,321	120,317
Total Requirements	1,855,417	1,935,490	1,935,328

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program FTE for that unit or program			
Library Services	686,253	709,450	734,988
FTE	14	14	14
Sage Library System	82,383	85,631	89,630
FTE	1	1	1
Total Requirements	768,636	795,081	824,618
Total FTE	15	15	15

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The BCLD FY17-18 budget is effectively flat compared to the prior year. In the General Fund, while tax revenues are projected to increase by 2.5%, collection is significantly constrained by compression. Decreases in grants, donations, and capital outlay are primarily due completion of projects. Growth in Personnel is primarily due to a spike in Oregon Public Employee Retirement System (PERS) rates.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2015-2016	Rate or Amount Imposed This Year 2016-2017	Rate or Amount Approved Next Year 2017-2018
Permanent Rate Levy (rate limit per \$1,000)	0.5334	0.5334	0.5334
Local Option Levy	0.249	0.249	0.249
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$18,500	
Total	\$18,500	

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

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

FORM LB-50 2017-2018

To assessor of BAKER County

Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Baker County Library District has the responsibility and authority to place the following property tax, fee, charge or assessment

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

Form with fields for Mailing Address of District (2400 Resort St), City (Baker City), State (OR), ZIP code (97814), Date (6/13/2017), Contact Person (Perry Stokes), Title (Library Director/CEO/Budget Officer), Daytime Telephone (541-523-6419), and Contact Person E-Mail (director@bakerlib.org).

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- Two checkboxes for certification: 1. The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee. 2. The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

Table with columns for tax type, rate/dollar amount, and subject to general government limits. Includes rows for rate per \$1,000, local option operating tax, local option capital project tax, and bonded indebtedness.

PART II: RATE LIMIT CERTIFICATION

Table with 2 columns: Description and Rate. Includes rows for permanent rate limit, election date, and estimated permanent rate limit for newly merged/consolidated district.

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Table with 5 columns: Purpose, Date voters approved, First tax year levied, Final tax year to be levied, and Tax amount -or- rate authorized per year by voters. Includes one row for OPERATING tax.

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Table with 3 columns: Description, Subject to General Government Limitation, and Excluded from Measure 5 Limitation. Includes rows 1 and 2.

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed.

The authority for putting these assessments on the roll is ORS (Must be completed if you have an entry in Part IV)



LIBRARY BOARD REGULAR MEETING 2017-2018 Schedule Options

Board meetings are intended to be held around mid-month to accommodate billing & payroll cycles. In 2017-2018, three months begin on Monday the 8th or 9th which makes the 2nd Monday somewhat early for those purposes.

On months when the 2nd Monday falls on an early date, the board may consider moving the meeting to the 3rd Monday.

		Regular Schedule	
		2 nd Monday	Alternative
2017	July	10	
	August	14	
	September	11	
	October	9	16
	November	13	
	December	12	
2018	January	8	15
	February	12	
	March	12	
	April	9	16
	May	14	
	June	11	

2017/18 Calendar

2017						2018					
July	August	September	October	November	December	January	February	March	April	May	June
1 Sa	1 Tu	1 Fr	1 Su	1 We	1 Fr	1 Mo	1 Th	1 Th	1 Su	1 Tu	1 Fr
2 Su	2 We	2 Sa	2 Mo	2 Th	2 Sa	2 Tu	2 Fr	2 Fr	2 Mo	2 We	2 Sa
3 Mo	3 Th	3 Su	3 Tu	3 Fr	3 Su	3 We	3 Sa	3 Sa	3 Tu	3 Th	3 Su
4 Tu	4 Fr	4 Mo	4 We	4 Sa	4 Mo	4 Th	4 Su	4 Su	4 We	4 Fr	4 Mo
5 We	5 Sa	5 Tu	5 Th	5 Su	5 Tu	5 Fr	5 Mo	5 Mo	5 Th	5 Sa	5 Tu
6 Th	6 Su	6 We	6 Fr	6 Mo	6 We	6 Sa	6 Tu	6 Tu	6 Fr	6 Su	6 We
7 Fr	7 Mo	7 Th	7 Sa	7 Tu	7 Th	7 Su	7 We	7 We	7 Sa	7 Mo	7 Th
8 Sa	8 Tu	8 Fr	8 Su	8 We	8 Fr	8 Mo	8 Th	8 Th	8 Su	8 Tu	8 Fr
9 Su	9 We	9 Sa	9 Mo	9 Th	9 Sa	9 Tu	9 Fr	9 Fr	9 Mo	9 We	9 Sa
10 Mo	10 Th	10 Su	10 Tu	10 Fr	10 Su	10 We	10 Sa	10 Sa	10 Tu	10 Th	10 Su
11 Tu	11 Fr	11 Mo	11 We	11 Sa	11 Mo	11 Th	11 Su	11 Su	11 We	11 Fr	11 Mo
12 We	12 Sa	12 Tu	12 Th	12 Su	12 Tu	12 Fr	12 Mo	12 Mo	12 Th	12 Sa	12 Tu
13 Th	13 Su	13 We	13 Fr	13 Mo	13 We	13 Sa	13 Tu	13 Tu	13 Fr	13 Su	13 We
14 Fr	14 Mo	14 Th	14 Sa	14 Tu	14 Th	14 Su	14 We	14 We	14 Sa	14 Mo	14 Th
15 Sa	15 Tu	15 Fr	15 Su	15 We	15 Fr	15 Mo	15 Th	15 Th	15 Su	15 Tu	15 Fr
16 Su	16 We	16 Sa	16 Mo	16 Th	16 Sa	16 Tu	16 Fr	16 Fr	16 Mo	16 We	16 Sa
17 Mo	17 Th	17 Su	17 Tu	17 Fr	17 Su	17 We	17 Sa	17 Sa	17 Tu	17 Th	17 Su
18 Tu	18 Fr	18 Mo	18 We	18 Sa	18 Mo	18 Th	18 Su	18 Su	18 We	18 Fr	18 Mo
19 We	19 Sa	19 Tu	19 Th	19 Su	19 Tu	19 Fr	19 Mo	19 Mo	19 Th	19 Sa	19 Tu
20 Th	20 Su	20 We	20 Fr	20 Mo	20 We	20 Sa	20 Tu	20 Tu	20 Fr	20 Su	20 We
21 Fr	21 Mo	21 Th	21 Sa	21 Tu	21 Th	21 Su	21 We	21 We	21 Sa	21 Mo	21 Th
22 Sa	22 Tu	22 Fr	22 Su	22 We	22 Fr	22 Mo	22 Th	22 Th	22 Su	22 Tu	22 Fr
23 Su	23 We	23 Sa	23 Mo	23 Th	23 Sa	23 Tu	23 Fr	23 Fr	23 Mo	23 We	23 Sa
24 Mo	24 Th	24 Su	24 Tu	24 Fr	24 Su	24 We	24 Sa	24 Sa	24 Tu	24 Th	24 Su
25 Tu	25 Fr	25 Mo	25 We	25 Sa	25 Mo	25 Th	25 Su	25 Su	25 We	25 Fr	25 Mo
26 We	26 Sa	26 Tu	26 Th	26 Su	26 Tu	26 Fr	26 Mo	26 Mo	26 Th	26 Sa	26 Tu
27 Th	27 Su	27 We	27 Fr	27 Mo	27 We	27 Sa	27 Tu	27 Tu	27 Fr	27 Su	27 We
28 Fr	28 Mo	28 Th	28 Sa	28 Tu	28 Th	28 Su	28 We	28 We	28 Sa	28 Mo	28 Th
29 Sa	29 Tu	29 Fr	29 Su	29 We	29 Fr	29 Mo	29 Th	29 Th	29 Su	29 Tu	29 Fr
30 Su	30 We	30 Sa	30 Mo	30 Th	30 Sa	30 Tu	30 Fr	30 Fr	30 Mo	30 We	30 Sa
31 Mo	31 Th		31 Tu		31 Su	31 We		31 Sa		31 Th	