

Baker County Library District

Board of Directors

Regular Meeting Agenda

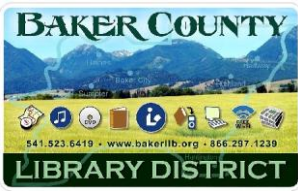
Monday, Aug 8, 2016, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

- | | | |
|-------|---|----------------|
| I. | CALL TO ORDER | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes (ACTION) | Dielman |
| V. | Open forum for general public, comments & communications | |
| VI. | PREVIOUS BUSINESS | |
| i. | None | |
| VII. | ANNUAL / RECURRING BUSINESS | |
| i. | None | |
| VIII. | NEW BUSINESS | |
| i. | Personnel Policy 8.2 – Workplace Attire (Dress Code) *NEW (ACTION) | Dielman |
| ii. | Personnel Policy 6.5 – Remote Work *NEW (ACTION) | Dielman |
| IX. | ADMINISTRATIVE REPORTS | |
| i. | Director’s Report | Stokes |
| ii. | Business and Financial Report | Hawes |
| X. | Agenda items for next regular meeting: Sep 12, 2016 | Dielman |
| XI. | ADJOURNMENT | Dielman |



Baker County Library District
Board of Directors
Regular Meeting Agenda Info
Monday, Aug 8, 2016, 6:00 – 8:00 pm

- | | | |
|------|---|----------------|
| I. | CALL TO ORDER | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes (ACTION) | Dielman |

Attachments:

- IV. Minutes from Board Meeting, 7/11/16

V. Open forum for general public, comments & communications

VI. PREVIOUS BUSINESS

None

VII. ANNUAL / RECURRING BUSINESS

None

VIII. NEW BUSINESS

- | | | |
|----|--|----------------|
| i. | Personnel Policy 8.2 – Dress Code *NEW (ACTION) | Dielman |
|----|--|----------------|

Attachments

- VIII.i. Workplace Attire Policy

With several new staff and volunteers, there has been some question about appropriate attire when representing the library. Currently, the only policy reference to attire is Personnel Policy 8.1.8. General Provisions – Behavior in the Workplace in which “employees are encouraged to...Maintain a neat and clean personal appearance.”

A couple of months ago, I requested our administrative staff to create a taskforce committee to formulate a guidance document. About three weeks ago, with slight edits from me that draft was presented to staff for comment and additional input. There was very little feedback from that process. I have incorporated some of the feedback I did receive into the final draft presented to the board.

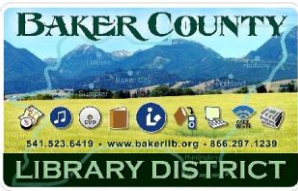
As a supporter of nonconformity, my intent is to have a workplace at which staff feel comfortable and free to express themselves with fashion but also keeps safety in mind and is within bounds that keep them from appearing sloppy or in poor taste. With that in mind, I am more concerned with distinguishing what is commonly out-of-bounds and “unacceptable” rather than what is “acceptable.” This policy is a good starting place for that. I welcome board discussion and input.

- | | | |
|-----|---|----------------|
| ii. | Personnel Policy 6.5 – Remote Work *NEW (ACTION) | Dielman |
|-----|---|----------------|

Attachments

- VIII.ii. Remote Work Policy

This policy has been recommended by other Library Directors for the district to adopt in regards to the Sage Council approval of Beth Longwell moving her primary work site from EOU Pierce Library to her new residence in the Boise, Idaho area. She is expected to move in August or



Baker County Library District
Board of Directors
Regular Meeting Agenda Info
Monday, July 11, 2016, 6:00 – 8:00 pm

September of this year. The policy helps define various issues such as authorization, liability, travel reimbursement eligibility, and property ownership. The policy model was provided by Hood River County Library District. I believe they have had it reviewed and approved by their legal counsel.

IX. ADMINISTRATIVE REPORTS

i. Director's Report

Stokes

a. Friends & Foundation

No report. Friends have not yet met following the Summer Book Sale

b. Facilities & vehicles

Huntington staff reported a failure of the HVAC system. The issue required a service visit from Scott's and was fixed quickly. I need to complete the HVAC maintenance contract RFP process and secure a vendor for regular preventative maintenance.

The carpet in the aisle to the Director's office has been replaced. There is still a bit of finishing work to do such as re-installation of the door, but the job is very nearly complete.

c. Grants & gifts

The Record Courier archive was delivered to the library in Baker City after closure of the publication. The collection consists of 87 annual volumes for years 1928 - 2015. One volume for 1930 is the only one missing. The library currently has no suitable or available secure space to keep the oversize volumes from being publicly accessible without staff authorization. They will be stored on top of Archive and Genealogy Room cabinets until a better solution can be arranged. I also need to have a Gift Agreement form signed by the donor Gina Perkins.

Digitization is the long-range strategy for these volumes. I have reached out to Oregon Historic Newspapers and received a brief pricing outline for digitization projects. Given the many years of publication, this would be a massive project for which grant funding would be necessary to accomplish. I'll need to begin identifying possible funders and putting together a grant project proposal.

d. Marketing/Outreach

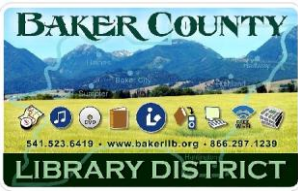
No report.

e. Personnel

Ms. Sara Jury was hired as Facilities Specialist. Sara is a local BHS graduate with a versatile maintenance background gained from working on a family ranch. She is a veteran of the USMC, former officer with BCPD, and reserve officer with the BC Sheriff Dept.

Technology intern – Jim has youth volunteer he is training on computer maintenance, security, and networking issues.

f. Programs & services



Baker County Library District
Board of Directors
Regular Meeting Agenda Info
Monday, July 11, 2016, 6:00 – 8:00 pm

Barefoot in Library ADA allowance – SDAO counsel advised that the district provide an exception to the “shoes required policy.” I am seriously considering taking that element out of Code of Conduct and accommodating barefoot practitioners.

Website -- OSL hosting support ends in August 2016. Billing for independent hosting from Enfold Systems is expected in Aug-Sep. The website is in dire need of changes to make it optimized for mobile devices. I will be looking at available templates from Enfold.

Ready to Learn – The request for continued LSTA grant funding beyond year 3 was denied for reasons unspecified. Participating libraries will continue program of newsletter production and encouraging OCSP accounts with other small prize drawings.

g. Sage

No report.

h. Statistics

No report.

i. Technology

Jim has completed installation of servers in a professional grade “server closet” as part of the E-rate funded upgrade of our Internet network infrastructure. The unit will be moved into the server room after testing is complete.

j. Training

Missy Grammon will be attending the Oregon State Library Focus on Children and Young Adults Institute September 25-28 at Menucha Retreat Center in the Columbia Gorge. This is a training opportunity for public library staff who work with children and teens and do not have a Masters in Library Science. This costs \$85 total for the trainings, lodging, and meals.

k. Other

I propose to move the September meeting back one week to Sep 19. My wife and I will be attending a conference in Montana at which she is expected to win at least one award.

ii. Business and Financial Report

Stokes

Related documents: To be distributed at meeting.

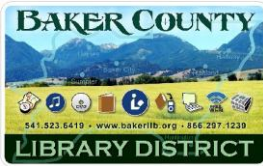
X. Agenda items for next regular meeting: Aug 8, 2016

Dielman

- Code of Conduct revision
 - *See model PPLD <http://ppld.org/code-conduct-policy>
 - **Strike shoe requirement?
- Video Security & Records policy
- Rights Statements for digital cultural heritage objects

XI. ADJOURNMENT

Dielman



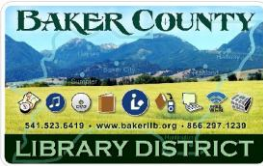
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jul 11, 2016

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:00pm. The meeting was held in the Riverside meeting room. Directors present included Gary Dielman, Nellie Forrester, Della Steele and Kyra Rohner-Ingram were present for opening with Betty Palmer arriving later in the meeting. Others present were Perry Stokes, Library Director; and Christine Hawes, Business Manager.</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or changes to the agenda. There were none.</p>
<p>Conflicts or potential conflict of interest</p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none declared.</p>
<p>Minutes Approved</p>	<p>Dielman asked for corrections to the minutes. There were no changes suggested. Forrester made a motion to approve both the Agenda and the 6/13/2016 Regular Meeting Minutes, both as presented; Steele seconded; motion passed (Yea – 3; Abstain – 1, Rohner-Ingram).</p>
<p>Annual Recurring Business: Annual Officer Elections</p>	<p>Dielman called for nominations for the two elected positions of Board Chair and Vice-Chair. Forrester nominated Gary Dielman for Board Chair and Kyra Rohner-Ingram for Vice-Chair stating they have done a good job and that it is best to have officers that are Baker residents and readily available. With no further nominations, Dielman closed nominations. Forrester made a motion to reappoint Dielman as Board Chair and Rohner-Ingram as the Board Vice-Chair for the one-year term; Steele seconded; Dielman stated by acclamation the voting has unanimously approved the motion.</p>
<p>Resolution to Establish Regular Meeting Time</p>	<p>Stokes said that he adjusted the resolution establishing the regular monthly meeting schedule to the second Monday at 6:00pm and removing the reference that it ends at 8:00pm. Rohner-Ingram said that she likes 6:00pm much better than the 7:00pm starting time. Forrester agreed. Forrester made a motion to approve Resolution No 2016-17.001 Establishing a regular meeting day, time, and location for 2016-17 as the second Monday each month beginning at 6:00pm as amended; Rohner-Ingram seconded; motion passed unanimous.</p>
<p>Resolution Appointing Insurance Agent of Record</p>	<p>Stokes said that the resolution to appoint the insurance agent is annual housekeeping. The District will continue with Clarke & Clarke as the official insurance agent working with SDAO. Dielman asked for any discussion to which there was none. Rohner-Ingram made a motion to approve Resolution No 2016-17.002 Appointing Insurance Agent of Record as presented; Steele seconded; motion passed unanimous.</p>
<p>Appoint Library Foundation Board Liaison</p>	<p>Stokes said that Rohner-Ingram is currently the liaison for the Foundation. The Library Foundation meets four times annually; the next meeting is September 9 at 2:00pm. Dielman asked Rohner-Ingram if she is willing to continue as the liaison. Rohner-Ingram stated that she is willing to continue. Forrester made a motion to appoint Rohner-Ingram as the Library liaison; Steele seconded; motion passed unanimous.</p>



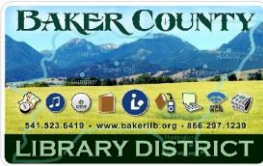
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jul 11, 2016

<p>New Business: Gender Neutral Signage Proposal</p>	<p>Stokes said that he is working on signage for various things throughout the library. He reported many public libraries and other government agencies are changing signage on single stall bathrooms from segregated men/women use to non-designated use which shortens wait times and is more conducive to use by families and transgender individuals. Thanks to the library's Friends group, most of the bathrooms already have a baby changing stations, so there is no difference in their utility; one more baby changing unit and some additional sanitary disposal receptacles may be needed. Dielman asked for discussion. Steele said she likes the idea. Stokes reported the library does have a local transgender individual who uses the women's single-stall bathroom. A staff person informed him about it in case there were complaints but he hasn't received any. Stokes said there has been a national controversy in the past year with Target stores adopting a policy in support of the federal Equality Act and authorizing transgender persons to use any restroom according to their preference. The library district has no policy on that issue at this time. This signage change is intended to enhance privacy and convenience for all visitors. Forrester made a motion to approve Resolution No 2016-17.003 Implementing gender-neutral signage on single-user restrooms as presented; Rohner-Ingram seconded; motion passed unanimous.</p>
<p>Administrative Reports</p>	<p>Stokes began his report with the Friends of the Library activities. The Friends re-elected Barbara Haynes as President. The July meeting was cancelled due to the Book Sale activities. In April, the Friends and Foundation decided against combining their executive boards. Aletha Bonebrake is the President of the Foundation board. The Friends are working on implementing a Dolly Parton Imagination Library program; this is a good program for either the Friends or the Literacy program to manage. The Friends are looking for volunteers to help with the book sale and are also looking for new board members.</p> <p>Facility – the <i>Bookmobile</i> recently required repairs to its generator. The Bookmobile is also visiting the Summer Academy at the North Baker summer school. The <i>hallway leading to the Director's office</i> is still unfinished after the <i>leak repair</i>. Stokes will call the contractor this week to inquire about that schedule. The <i>prison crews</i> are being managed staff Jim White for now until a Facilities maintenance staff can be hired. White worked on a landscape project and had the prison crew install flowers in an area out front. White has also has some ideas about getting the fountain operational again. Stokes said that White has his approval to work on a fountain proposal, but White has several other projects that take priority. White has contacted two other contractors on the LED project; 1 legitimate bid was received and 3 vendors declined to bid so the project can now proceed.</p> <p>Grants – The <i>Pre-K Links Grant</i> (also referred to as the tablet grant) deadline was June 30th. The staff got a late start on this grant and technical difficulties that caused delays. The grant period is officially over. The grant allowed the district to purchase devices that will be distributed to schools, pre-schools, and</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jul 11, 2016

libraries in Baker County. The *Bookmobile displayed the new graphics* purchased with a Leo Adler grant in the Haines parade. Stokes said that he walked with the bookmobile and staff Donna Valentine drove it. Some cheered for the new design. The Bookmobile will also be featured in the Miner's Jubilee Parade.

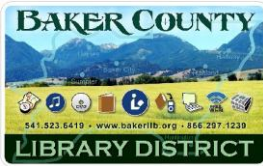
Other News – The *Record Courier weekly newspaper is being discontinued*. Gina Perkins is no longer able to publish for health reasons. They are looking for a place to archive the bound historical volumes and Stokes has agreed to consider adopting them into the district collection.

Personnel – Nearly a dozen applications were submitted for the open shelving position. Stokes said that he decided to hire two part-time library pages at 10 hours a week, rather than one at 16 hours. These positions will be filled by student workers as entry-level temporary positions available while they are enrolled in school. Once school begins, staff will coordinate with the high school about any student credit available. Each may also be trained to fill Substitute desk shifts. The positions are M-W-F and T-Th-Sat shifts which should allow them adequate time to keep up with academic work. The hiring team consisted of three staff. After a sorting test and interviews, they recommended hiring two people for these positions. Hawes said that she would verify that we are in compliance with the BOLI annual Certification to hire minors (Hawes later verified that the District is in compliance). Stokes went on to say that the volunteer coordinator dues have been re-assigned to Sara Durflinger. Also, several applications have been received for the Facility Specialist position and interviews will be scheduled soon.

Sage Library System – Stokes told the board that the Hood River Library Director, Buzzy Nielsen, and is leaving Hood River in late July and will become Director of Crook County Library. Stokes will encourage him to return Crook County Library to Sage membership. It left Sage about 6 years ago to partner with another area library system. Nielsen has been a tremendous asset to Sage and Libraries of Eastern Oregon.

Statistics – Stokes will begin compiling statistics for the Oregon State Library report due the end of August. Early analysis shows that circulation for 2015-16 is slightly less than the previous year which was a record high. Computer sessions have plateaued. More visitors (even many of the youth) have their own Wi-Fi enabled devices and connect to the library network; there has also been a significant loss of usage data due to software flaw allowing kids to circumvent the SAM login requirement.

Technology – White is exploring options for the library to host a Minecraft game realm. The program encourages creative thinking, collaboration, strategic thinking, and literacy skills including spelling and reading. Security factors are under review. Forrester asked about the Pokémon Go game. Stokes said this is



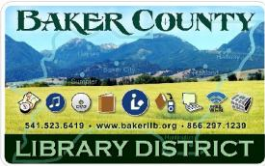
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Jul 11, 2016

	<p>a new and hugely popular fad played on mobile devices. The name Pokémon is a Japanese word meaning “pocket monster”. Dielman asked if it was a geocaching type game. Stokes said that is a good analogy, but instead of physical objects players “capture” creatures in their virtual reality worlds. Stokes said that he was pleased to find the library is a “Poke-Stop” which may encourage visitation.</p> <p>Staff Training – the spring staff training was cancelled due to the Director and admin staff being otherwise occupied on various projects. The next training will be the annual October event.</p>
<p>Business Manager’s Report</p>	<p>Hawes passed out a report packet before the meeting that included a financial report for the fiscal year just ended June 30, 2016, an updated Memorial Funds Report, and a separate financial report for the month of July 2016, which begins the new fiscal year.</p> <p>Looking at the General Fund Profit & Loss report for the period July 2015 through June 2016, tax turnovers received in June totaled \$39,175.29 (compared to last year of \$37,271.08 for the same period). The current tax revenues are over budget by \$10,554 most of which is anticipated to be moved down to the Interest Income line that had been budgeted at \$10,000. E-Rate Refunds totaling \$2,424 have been accrued into Other Revenues and will come in the next 60 days. In Personnel, the PERS line is over-budget due to the additional billing related to the unanticipated retirement. We had estimated the bill to be \$4,415; the actual bill was \$5,642 or \$1,227 over what was estimated. However, in total the Personal Services category is at 97% spent with a \$19,000 buffer for upcoming accrual adjustments. In Materials & Services, the bookmobile maintenance line is slightly over-spent. The bookmobile repair to the generator and regular maintenance was \$710.52. We received the City of Sumpter annual utility invoice on June 27 and paid it on June 29 totaling \$1,469.82. The General Fund year-end cash totaled \$252,950.11.</p> <p>Turning the page to Other Funds Profit & Loss report, Memorial grant income included the Adler Grant \$2,500 for the bookmobile graphics, a Ready-2-Learn grant reimbursing the District for an Ingram order of \$3,970.62 with another \$1,177.81 to be invoiced, and Vroom Grant revenue of \$5,000 received electronically on June 28. In the Technology Department, the E-Rate program will be invoiced for \$6,562.05 when the equipment is installed. In Expenses, the Memorial Fund grant expenses have been noted by project (there is also a Memorial Funds Report attached for a summary of grant activity). The Other Funds year-end cash totaled \$133,449.62. The prior year ending cash was \$158,476.89; the difference of \$25,000 was primarily due to expenses paid at the end of June for the tablet grant \$9,031, the US Bank Visa for Vroom grant and tablet grant expenses totaling \$9,423, and an Ingram order for the R2L grant \$1,177.81.</p>



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, Jul 11, 2016

	<p>Looking at the Sage Fund Profit & Loss report, revenue from the LSTA grant is anticipated to come totaling \$22,823 reimbursing the balance due on the Catalog Grant. It was noted that the Auditing Services line is 0% spent; an email was sent to Kent Bailey asking about the Sage Fund financial review that had been approved back in January for last fiscal year 2014-15. The Office supplies line is over-spent mostly due to a check order totaling \$226.64. The Sage Fund year-end cash totals \$148,801.19.</p> <p>Moving to the July 2016 financial report, there is no revenue activity at this time. The July 1 payroll will all be accrued into the fiscal year just ended so there is no need to look at Personal Services tonight. Under Materials & Services, the book budget includes Ingram order of \$2,851.83. A check totaling \$2,089 to LEO was for a database subscription \$1,400 and annual membership \$689.</p> <p>With no further questions, checks were signed and returned to Hawes along with the Approved Bills Lists that had been initialed by those present.</p>
<p>Next Meeting Date</p>	<p>The next Board meeting will be August 8, 2016 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:58pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

Workplace Attire

Baker County Library District welcomes the creative personal expression and comfort of staff through fashion, but as a public service organization, all employees and other agents have a responsibility to present themselves in a professional manner when representing the library. In addition, it is also imperative that library staff with public service assignments be viewed as approachable and impartial with respect to any information requests from library patrons.

These workplace attire guidelines are intended to help clarify general expectations for professional representation and safety. They will enable the public to have confidence in BCLD staff and staff members to have confidence/pride in themselves.

Business Casual style is the general standard dress style for a BCLD office-type workplace. General Guidelines are applicable to all staff, regardless of position.

General guidelines:

- Staff must report to work with clean and well-maintained attire suitable for the type of work they do.
- Suitable shoes must be worn at all times for safety.
- Avoid perfumes, colognes or other strongly scented personal care products in consideration of patrons and coworkers with fragrance or chemical sensitivities.
- Clothing or exposed tattoos that are offensive or provocative (e.g. revealing, sexual innuendos, political messages, obscene language, etc.) are not appropriate.

Acceptable attire examples:

- Slacks, suits, chinos, khakis, Capri pants, or culottes
- Jeans are permitted but must be appropriate for a work environment (not torn or faded)
- Dress shirts, sweaters, polo shirts, blouses, jackets, turtlenecks
- Skirts, dresses, or shorts of at least knee length
- Sleeveless blouses that do not expose undergarments
- T-shirts supporting library programs or with library-related designs (occasional, not regular wear)
- Comfortable shoes that protect against foot injuries due to falling or rolling objects, or objects piercing the sole.

Unacceptable attire examples:

- Torn, patched, stained, or excessively faded clothing
- Loose-fitting footwear such as flip flops or sandals without an ankle strap or closed heel
- Halter tops, tube tops, muscle shirts, and tank tops (unless covered by another article of clothing)
- Clothing that shows a bare midriff, exposes undergarments, or has a plunging neckline feature
- Strapless or spaghetti strap dresses, shirts, or blouses
- Clothing with obscene/ inappropriate slogans or prominent advertising that is irrelevant to library purposes
- Exercise clothing such as sweat pants, sweat suits, stretch-fabric exercise outfits
- Jewelry and personal accessories which restricts movement or causes a hazard

Conclusion:

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. Standards for some employees may vary in keeping with his or

Workplace Attire

her work assignment, whether permanent or temporary. Reasonable accommodations will of course be made for religious garb and grooming.

If you experience uncertainty about acceptable attire for work, consult your supervisor. You may be asked not to wear the inappropriate item(s) to work again. If the problem is extreme or persistent the employee may be sent home to change clothes. Progressive disciplinary action will be applied if dress code violations continue.

DRAFT

Baker County Library District

Personnel Policy 6.5 Attendance - Remote Work

At the discretion of the Library Director and an employee's supervisor, some employees may be permitted to work remotely. The District's needs shall be first priority when considering remote work.

Remote work shall only be considered for jobs with tasks for which in-person attendance is not essential to effective performance. Employees considered for remote work shall be assessed on past work performance, dependability, ability to work independently, and other factors deemed relevant.

Specific remote work terms, including but not limited to number of hours, scheduling, locations, and reporting requirements, shall be governed by individual agreements between an employee and his/her supervisor. Only employees with such agreements are eligible to work remotely. Work days or times not specifically mentioned in the agreement shall require pre-approval by the employee's supervisor.

In remote work arrangements, the District shall:

- Provide workers' compensation and liability insurance as relevant for the defined tasks and times within the remote work arrangement. The District assumes no responsibility for any activity, damages, or injuries not directly associated with employees' job duties.
- Reimburse costs and travel only if pre-arranged. The District shall not reimburse travel to and from a remote site to any District facility, nor shall the District reimburse costs for items usually provided to employees working at District facilities.
- Retain ownership of, maintain, and insure any equipment or software it provides as part of the remote work arrangement. The District assumes no responsibility for an employee's personal property.

Employees working remotely shall:

- Maintain regular contact via telephone, email, online chat, or other methods as specified by the employee's supervisor.
- Follow any local, state, or federal work regulations, including but not limited to regulations on breaks, meals, and safety.
- Maintain a safe and professional workspace.
- Provide and maintain equipment, utilities, communication connections, and non-specialized software necessary for them to work remotely, unless otherwise noted in the agreement.
- Take reasonable care of any District-provided equipment and other property.
- Attend any functions in-person if required by the nature of the event or by their supervisor, even if the events occur during normally-scheduled remote work times.
- Check with their supervisor before removing District property or documents from District facilities for use at a remote location.
- Ensure security of and prevent unauthorized access to sensitive information.
- Follow provisions for conducting District business on personal equipment.
- Manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities.
- Seek pre-approval for any overtime hours.
- Abide by all other District policies.

The District retains the right to make on-site inspections, at a mutually agreed upon time, to ensure that the above provisions are followed. Remote work agreements may be rescinded at any time by the Library Director or employee's supervisor if the agreements are deemed no longer in the District's best interests.

From: Haines Library
Sent: Thursday, July 28, 2016
Subject: Summer Reading Recap

Haines Summer Reading Program concluded today. Over the course of our 7 week program we had 56 total participants with an average of 20 children attending per session. In addition to the regular Summer Reading Program on Thursdays, we also offered Lego Club on Tuesdays as a drop-in/open-ended activity. Most children attended SRP or Lego activities with a parent or caregiver and having these programs not only provided valuable summer enrichment for children, but provided social support for parents and contributed to higher rates of summer library usage by families.

Partnerships with Baker Family YMCA and Crossroads Carnegie Art Center were a huge asset to our program this year. Like the Library, these organizations help support youth and a healthy, vibrant community and were eager to bring programs and instructors to our area. By working with Crossroads and YMCA, Haines Library was able to offer our population a variety of free activities/classes taught by experienced instructors. I look forward to working with them in the future and hopefully expanding on what we can make available in Haines. Both organizations also donated incentive prizes for the program.

I was excited that Haines was able to host the University of Oregon Natural History Museum "Move Like a Mammoth" program. The presenters said they anticipated this program would be continuing next year, and I would definitely advocate for putting them on our schedule again. They provided an "OMSI-like" program but at significantly less cost and also brought a record number of visitors to the library, including Haines area residents along with folks from Baker and as far away as Utah.

Further support for Summer Reading Program in Haines was provided by Baker 5J. I coordinated with Food Service Director Jessica Dalton to have delivery of Free Summer Lunch directly following our Legos on Tuesdays and Summer Reading on Thursdays. Attendance at Summer Lunch fluctuated but was always attended by children participating in library programs. Non-participants also came for lunch and often used the library before or after they ate. Some of these paid off large and/or overdue accounts while they were here. Participation in Summer Lunch at Haines increased over last year, it serves a need in our community, and the program is definitely worth continuing.

Haines SRP was blessed to have other supporters as well. Haines School Principal Skye Flanagan allowed the Library to borrow PE/sports equipment from the school for our Field Day culmination activity. Haines Sell-Rite generously donated free ice cream certificates for prizes at our final celebration. Crystal Brockman through Vroom provided gift bags for prizes. Players from Baker High School Girls Soccer Team put on a mini soccer-camp program for us. Four regular youth volunteers: Jessica Polkowske, Kailyn Polkowske, Justin Ash, and Ammon Bradford were great helpers and role models during both months of the program. Steve Kunze provided additional staffing on three different Thursdays, manning the desk and working on regular library duties, so I could organize activities.

Costs to BCLD were kept low. I think we had less than 10 additional personnel hours billed to the program, about \$30 for Lego containers, and perhaps \$25.00 in additional program costs I'll submit for reimbursement. Most of the prizes for SRP were donated, as were all of the legos for Lego Club and additional storage containers. I think there was quite a bit more money allocated than was used and perhaps for next year it might be nice to utilize it to bring in additional programming.

Looking ahead to next year's program, I think the 7 week time frame is just about right. I would definitely like to add at least one music activity to our lineup. Since the theme will be "Build a Better World", I envision us incorporating more science and engineering and perhaps gardening. And obviously, I look forward to continuing and expanding partnerships with Summer Lunch, Crossroads, and Baker YMCA.

I am very proud of our Haines Community and glad we were able to serve so many children through the Summer Reading Program. One of the more intangible things I was really pleased about was the way it became a gathering place for kids and families to spend time together. It is so easy in today's day and age for people to focus on what polarizes and divides us. I believe that spending time together in our communities strengthens our communities, building supportive relationships and allowing us to see that what we really are is just people - with unique needs and interests to be sure, but certainly more alike than we are different.

Katie Ash
Haines Branch Library
Haines, Oregon
haines@bakerlib.org
541-856-3309

Baker County Library District Profit & Loss Budget Performance July through August 2016

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
Income				
4000 · Current Year Tax Levy	0.00	962,853.00	-962,853.00	0.0%
4005 · Prior Year Taxes				
4011 · Levy 1st year prior	1,658.89			
4012 · Levy 2nd year prior	584.38			
4013 · Levy 3rd year prior	419.51			
4014 · Levy 4th year prior	332.25			
4015 · Levy 5th year prior	34.16			
4016 · Levy 6th year prior	35.70			
4005 · Prior Year Taxes - Other	0.00	35,000.00	-35,000.00	0.0%
Total 4005 · Prior Year Taxes	3,064.89	35,000.00	-31,935.11	8.8%
4020 · Other Taxes/Bond Priors-LandSale	0.00	2,500.00	-2,500.00	0.0%
4060 · State Ready-2-Learn Grant	0.00	7,000.00	-7,000.00	0.0%
4100 · Fines and Fees	1,812.00	17,500.00	-15,688.00	10.4%
4200 · Interest Income	0.00	10,000.00	-10,000.00	0.0%
4300 · Other Revenues				
4301.1 · VocRehab Reimb/ODHS	0.00	10.00	-10.00	0.0%
4302 · Donations	100.00	26,500.00	-26,400.00	0.4%
4307 · E-Rate Refunds	0.00	22,000.00	-22,000.00	0.0%
4309 · Friends Booksale Income	174.98			
4320 · Other Revenues - Miscellaneous	12.60			
Total 4300 · Other Revenues	287.58	48,510.00	-48,222.42	0.6%
4310 · Technology Mgr Contract Income	0.00	10.00	-10.00	0.0%
4312 · Sage Fiscal Agency Fee	0.00	2,560.00	-2,560.00	0.0%
4500 · Transfer Income	0.00	9,700.00	-9,700.00	0.0%
4999 · Beginning Cash	0.00	235,000.00	-235,000.00	0.0%
Total Income	5,164.47	1,330,633.00	-1,325,468.53	0.4%
Expense				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · PS-Library Director	12,193.32	73,874.00	-61,680.68	16.5%
5104 · SD-Administrative Assistant	2,968.72	18,996.00	-16,027.28	15.6%
5105 · CH-Business Manager	4,511.87	27,833.00	-23,321.13	16.2%
5120 · CW-Lib Admin/Supplies Mgr, ILL	6,997.70	42,411.00	-35,413.30	16.5%
5124 · CA-Lib Asst/Shelver,Volntr Mgr				
5124.2 · Severance Pkg CA	0.00	0.00	0.00	0.0%
5124 · CA-Lib Asst/Shelver,Volntr Mgr - Other	294.55	0.00	294.55	100.0%

*Tax Turnovers
7/27/16
\$ 3064.89*

CA 8/6/16

Baker County Library District
Profit & Loss Budget Performance
 July through August 2016

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
Total 5124 · CA-Lib Asst/Shelver,Volntr Mgr	294.55	0.00	294.55	100.0%
5126 · MS-Lib Tech/Childrens Programs	0.00	0.00	0.00	0.0%
5129 · SB-Lib Tech/Periodicals Mgr	5,902.38	36,619.00	-30,716.62	16.1%
5131 · DP-Reference Services	5,216.28	31,733.00	-26,516.72	16.4%
5132 · HS-Lib Asst/Processing	3,109.58	20,090.00	-16,980.42	15.5%
5133 · CS Lib Asst/Media Processing	3,450.15	24,399.00	-20,948.85	14.1%
5134 · JB-Catalog Specialist	6,197.50	38,465.00	-32,267.50	16.1%
5136 · DV - Lib Asst (new)	1,089.31	9,028.00	-7,938.69	12.1%
5137 · MG Youth Services Librarian	5,022.37	30,127.00	-25,104.63	16.7%
5138 · Library Page/Shelving (New)	616.01	16,506.00	-15,889.99	3.7%
5140 · Vacation Subs & Weekend Asst	1,621.81	11,869.00	-10,247.19	13.7%
5142 · Library Asst, Sunday Desk				
5142.5 · CL-Library Asst, Sunday	541.62	7,670.00	-7,128.38	7.1%
5142.8 · LR-Library Asst, Sunday	559.59			
Total 5142 · Library Asst, Sunday Desk	1,101.21	7,670.00	-6,568.79	14.4%
5150 · Bookmobile/Maintenance				
5150.5 · Bookmobile Driver5	0.00	5,300.00	-5,300.00	0.0%
5150.8 · Bookmobile Driver8	520.26	4,800.00	-4,279.74	10.8%
5150.9 · Bookmobile Driver9	1,094.58	0.00	1,094.58	100.0%
Total 5150 · Bookmobile/Maintenance	1,614.84	10,100.00	-8,485.16	16.0%
5152 · JW-Technology Manager	8,100.72	49,094.00	-40,993.28	16.5%
5174 · Facilities Maintenance	315.63	10,413.00	-10,097.37	3.0%
5195 · Staff Training	0.00	1,500.00	-1,500.00	0.0%
Total 5100 · Baker Branch	70,323.95	460,727.00	-390,403.05	15.3%
5200 · Branch Attendants				
5202 · Haines	2,129.60			
5203 · Halfway	2,335.65			
5204 · Richland	2,354.96			
5205 · Huntington	1,928.51			
5206 · Sumpter	2,363.04			
5209 · Branch Training	0.00			
5200 · Branch Attendants - Other	0.00	65,783.00	-65,783.00	0.0%
Total 5200 · Branch Attendants	11,111.76	65,783.00	-54,671.24	16.9%
5700 · Grant Wages & Related Expense				
5701 · VRoom Grant Wage Expense	418.92			
5702 · Pre-K Links Grant	417.90			
Total 5700 · Grant Wages & Related Expense	836.82			

Baker County Library District Profit & Loss Budget Performance July through August 2016

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
Total 5001 · District salaries	82,272.53	526,510.00	-444,237.47	15.6%
5300 · Special Contracts				
5153 · JW-Tech Contracts	0.00	0.00	0.00	0.0%
Total 5300 · Special Contracts	0.00	0.00	0.00	0.0%
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	14,180.35	93,932.00	-79,751.65	15.1%
Total 5401 · Group Insurance	14,180.35	93,932.00	-79,751.65	15.1%
5403 · Life Insurance	231.60	780.00	-548.40	29.7%
5404 · PERS	13,912.40	60,835.00	-46,922.60	22.9%
5405 · S.S. Employer Portion	6,062.29	40,276.00	-34,213.71	15.1%
5406 · SUTA Employer Portion	90.56	527.00	-436.44	17.2%
5407 · Workmans Comp	1,415.07	2,422.00	-1,006.93	58.4%
Total 5400 · Payroll Taxes & Benefits	35,892.27	198,772.00	-162,879.73	18.1%
6560 · Payroll Expenses	-6.50	10.00	-16.50	-65.0%
Total 5000 · Personal Services	118,158.30	725,292.00	-607,133.70	16.3%
6000 · Materials and Services				
6100 · Books & Periodicals				
6110 · Adult Books	489.35			
6120 · Childrens & Juvenile Books	145.31			
6130 · Reference Books	241.40			
6134 · Electronic Subscriptions	1,400.00			
6140 · Periodicals	521.79			
6150 · Audio	108.39			
6160 · Video/DVD	102.64			
6100 · Books & Periodicals - Other	0.00	94,000.00	-94,000.00	0.0%
Total 6100 · Books & Periodicals	3,008.88	94,000.00	-90,991.12	3.2%
6200 · Library Consortium	0.00	13,050.00	-13,050.00	0.0%
6300 · Building Eq. & Supplies				
6310 · Building & Grounds Maintenance				
6311 · Branch building expenses	319.99			
6310 · Building & Grounds Maintenance - Other	263.11	33,000.00	-32,736.89	0.8%
Total 6310 · Building & Grounds Maintenance	583.10	33,000.00	-32,416.90	1.8%
6320 · Janitorial Supplies				
6321 · Cleaning contract	960.00	12,000.00	-11,040.00	8.0%

Ingram \$635.02

Baker County Library District Profit & Loss Budget Performance July through August 2016

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
6322 · Supplies	257.36	3,250.00	-2,992.64	7.9%
Total 6320 · Janitorial Supplies	1,217.36	15,250.00	-14,032.64	8.0%
6340 · Equipment Lease	223.66	2,600.00	-2,376.34	8.6%
6345 · Computer Maintenance				
6345.1 · Computer - Maintenance	24.89	6,000.00	-5,975.11	0.4%
6345.2 · Software subscriptions	880.00	6,000.00	-5,120.00	14.7%
6345.3 · Comp Tech - Branch Travel	406.44	2,500.00	-2,093.56	16.3%
6345.4 · Computer - Hardware	5,140.90	8,500.00	-3,359.10	60.5%
6345.6 · Makerspace project supplies	0.00	0.00	0.00	0.0%
6345 · Computer Maintenance - Other	0.00	0.00	0.00	0.0%
Total 6345 · Computer Maintenance	6,452.23	23,000.00	-16,547.77	28.1%
Total 6300 · Building Eq. & Supplies	8,476.35	73,850.00	-65,373.65	11.5%
6400 · Bookmobile Operations				
6410 · Bookmobile Fuel	192.58			
6420 · Bookmobile Maintenance	77.79			
6400 · Bookmobile Operations - Other	0.00	6,000.00	-6,000.00	0.0%
Total 6400 · Bookmobile Operations	270.37	6,000.00	-5,729.63	4.5%
6600 · Corporate Costs				
6610 · Insurance	0.00	20,425.00	-20,425.00	0.0%
6620 · Travel & Training	407.88	4,500.00	-4,092.12	9.1%
6621 · Special Contracts Travel	0.00	200.00	-200.00	0.0%
6630 · Election	0.00	3,500.00	-3,500.00	0.0%
6640 · Auditor	0.00	8,200.00	-8,200.00	0.0%
6641 · Bookkeeping Supplies & Services	0.00	900.00	-900.00	0.0%
6660 · Association Dues	734.00	2,750.00	-2,016.00	26.7%
6680 · Publication	0.00	1,600.00	-1,600.00	0.0%
6690 · Financial Mgmt Fees				
6690.3 · PayPal Transaction Fees	8.20			
6690.4 · Quick Books Direct Deposit Fees	56.75			
6690 · Financial Mgmt Fees - Other	0.00	1,210.00	-1,210.00	0.0%
Total 6690 · Financial Mgmt Fees	64.95	1,210.00	-1,145.05	5.4%
6691 · Legal Administration	0.00	250.00	-250.00	0.0%
6696 · Public Programs	437.00	2,500.00	-2,063.00	17.5%
Total 6600 · Corporate Costs	1,643.83	46,035.00	-44,391.17	3.6%
6700 · Other Operating Expenses				
6720 · Branch Mileage	506.34	3,500.00	-2,993.66	14.5%
6730 · Library Services Supplies	915.19	15,500.00	-14,584.81	5.9%

*Aventis
 System
 #3788
 1-new server
 10-computers
 for catalog
 station
 replacement.*

*move
 Licensing
 #437
 annual
 license*

CR 8/6/16

Baker County Library District Profit & Loss Budget Performance July through August 2016

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
6731 · Youth Programs				
6731.4 · Other Youth Programs	14.99			
6731.6 · Makerspace Club	0.00	2,000.00	-2,000.00	0.0%
6731 · Youth Programs - Other	0.00	10,400.00	-10,400.00	0.0%
Total 6731 · Youth Programs	14.99	12,400.00	-12,385.01	0.1%
6740 · Postage & Freight	2.59	1,500.00	-1,497.41	0.2%
6750 · Utilities				
6751 · Garbage				
6751.1 · Baker-Baker Sanitary	127.35			
6751.2 · Haines-Baker Sanitary	61.13			
6751.3 · Halfway-LaRue Sanitary	15.98			
6751.5 · Huntington-Baker Sanitary	32.00			
Total 6751 · Garbage	236.46			
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	171.57			
Total 6752 · Heating Fuel	171.57			
6753 · Water/Sewer				
6753.2 · Haines-City of Haines	76.00			
6753.3 · Halfway-City of Halfway	88.10			
Total 6753 · Water/Sewer	164.10			
6754 · Electric				
6754.1 · Baker - OTEC	513.51			
6754.2 · Haines - OTEC	55.91			
6754.4 · Richland (NEOHA agreement)	28.98			
6754.5 · Huntington-Idaho Power	23.01			
Total 6754 · Electric	621.41			
6750 · Utilities - Other	0.00	41,210.00	-41,210.00	0.0%
Total 6750 · Utilities	1,193.54	41,210.00	-40,016.46	2.9%
6756 · Telecommunications				
6756.0 · Telephone				
6756.1 · Baker - BendTel	175.40			
6756.2 · Haines - Cascade/Reliance	127.47			
6756.3 · Halfway - Pine Telephone	69.70			
6756.4 · Richland - Eagle Telephone	33.95			
6756.5 · Huntington - CenturyTel	162.85			
6756.6 · Sumpter - CenturyLink/Qwest	89.74			
6756.8 · US Cellular (3 Lines)	189.27			

**Baker County Library District
Profit & Loss Budget Performance
July through August 2016**

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
Total 6756.0 · Telephone	848.38			
6757.0 · Internet				
6757.2 · Haines - Cascade/Reliance	121.92			
6757.3 · Halfway - Pine Tel	99.56			
6757.4 · Richland - Pine Tel	50.00			
6757.5 · Huntington -CenturyTel	428.01			
6757.6 · Sumpter - CenturyLink/Qwest	315.33			
Total 6757.0 · Internet	1,014.82			
6756 · Telecommunications - Other	0.00	14,150.00	-14,150.00	0.0%
Total 6756 · Telecommunications	1,863.20	14,150.00	-12,286.80	13.2%
6700 · Other Operating Expenses - Other	9.99			
Total 6700 · Other Operating Expenses	4,505.84	88,260.00	-83,754.16	5.1%
Total 6000 · Materials and Services	17,905.27	321,195.00	-303,289.73	5.6%
7000 · Capital Outlay	0.00	71,000.00	-71,000.00	0.0%
7500 · Debt Service	0.00	2,000.00	-2,000.00	0.0%
8000 · Transfers & Contingency				
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%
Total 8005 · Transfers	0.00	11,000.00	-11,000.00	0.0%
Total 8000 · Transfers & Contingency	0.00	11,000.00	-11,000.00	0.0%
Total Expense	136,063.57	1,130,487.00	-994,423.43	12.0%
Net Income	-130,899.10	200,146.00	-331,045.10	-65.4%

*Current cash balances:
(after bills paid here)*

Checking \$ 2942

Pool \$ 134,846

\$ 137,788

Ch 8/16/16

Baker Co Library - Other Funds Profit & Loss Budget Performance July through August 2016

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
Income				
4400.0 · Other Uses Funds				
4415.0 · Literacy Department				
4415.1 · Beginning Cash Literacy	0.00	900.00	-900.00	0.0%
4415.9 · Interest Income Literacy	0.00	50.00	-50.00	0.0%
Total 4415.0 · Literacy Department	0.00	950.00	-950.00	0.0%
4420.0 · Memorial Department				
4420.1 · Beginning Cash Memorial	0.00	94,000.00	-94,000.00	0.0%
4420.2 · Contributions				
4420.21 · Baker Contributions	125.00			
4420.2 · Contributions - Other	0.00	1,000.00	-1,000.00	0.0%
Total 4420.2 · Contributions	125.00	1,000.00	-875.00	12.5%
4420.5 · Grant Income				
4420.65 · Ready2Learn Grant Income	1,177.31			
4420.5 · Grant Income - Other	0.00	10,000.00	-10,000.00	0.0%
Total 4420.5 · Grant Income	1,177.31	10,000.00	-8,822.69	11.8%
4420.7 · Other Revenue	0.00	4,000.00	-4,000.00	0.0%
4429.9 · Interest Income Memorial	0.00	600.00	-600.00	0.0%
Total 4420.0 · Memorial Department	1,302.31	109,600.00	-108,297.69	1.2%
4430.0 · Severance Liability Dept				
4430.1 · Beginning cash Severance Liab	0.00	58,500.00	-58,500.00	0.0%
4430.8 · Transfer from General Fund	0.00	10,000.00	-10,000.00	0.0%
4430.9 · Interest Income Severance Liab	0.00	50.00	-50.00	0.0%
Total 4430.0 · Severance Liability Dept	0.00	68,550.00	-68,550.00	0.0%
4524.0 · Technology Department				
4524.1 · Beginning cash Technology	0.00	100.00	-100.00	0.0%
4524.8 · Transfer from General Fund	0.00	1,000.00	-1,000.00	0.0%
4524.9 · Interest Income Technology	0.00	50.00	-50.00	0.0%
Total 4524.0 · Technology Department	0.00	1,150.00	-1,150.00	0.0%
Total 4400.0 · Other Uses Funds	1,302.31	180,250.00	-178,947.69	0.7%
Total Income	1,302.31	180,250.00	-178,947.69	0.7%
Expense				
6000 · Other Uses Fund				
6100 · Capital Projects Department	0.00	5,000.00	-5,000.00	0.0%

*+ Reimbursement
already
received.*

**Baker Co Library - Other Funds
Profit & Loss Budget Performance
July through August 2016**

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
6200 · Literacy Department	0.00	500.00	-500.00	0.0%
6300 · Memorial Department				
6364.5 · Amazon Book Sales Expenses	69.92			
6380 · Grants Dept				
6380.51 · Grant-Pre-K Links expenses	261.88			
Total 6380 · Grants Dept	261.88			
6398 · Transfer to GF Election Reserve	0.00	500.00	-500.00	0.0%
6399 · Transfer to General Fund	0.00	9,700.00	-9,700.00	0.0%
6300 · Memorial Department - Other	0.00	104,200.00	-104,200.00	0.0%
Total 6300 · Memorial Department	331.80	114,400.00	-114,068.20	0.3%
6400 · Technology Department	0.00	1,500.00	-1,500.00	0.0%
6850.0 · Severance Liability Dept	0.00	58,500.00	-58,500.00	0.0%
6900 · Misc. bank charges	0.00	350.00	-350.00	0.0%
Total 6000 · Other Uses Fund	331.80	180,250.00	-179,918.20	0.2%
Total Expense	331.80	180,250.00	-179,918.20	0.2%
Net Income	970.51	0.00	970.51	100.0%

Current cash balances
 Checking \$ 1,589
 pool \$ 106,501
Total - All Funds \$ 108,090

Note:
 Submitted E-Rate refund
 request for \$16562
 on 8/02/2016 for ~~2015~~
 FY 2015-16 project completed.

OK 8/6/2016

Baker Co Library - Sage Fund
Profit & Loss Budget Overview
 July through August 2016

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
Income				
4000 · Membership Dues	0.00	205,000.00	-205,000.00	0.0%
4010 · Grant Revenue				
4011 · LSTA Grant #1 - Courier	0.00	50,000.00	-50,000.00	0.0%
Total 4010 · Grant Revenue	0.00	50,000.00	-50,000.00	0.0%
4200 · Interest Income	0.00	10.00	-10.00	0.0%
4300 · Other Revenues	0.00	3,000.00	-3,000.00	0.0%
4999 · Beginning Cash	0.00	110,000.00	-110,000.00	0.0%
Total Income	0.00	368,010.00	-368,010.00	0.0%
Expense				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · BL - System Administrator	9,377.59	56,816.00	-47,438.41	16.5%
5102 · CH - Business Manager	784.83	5,600.00	-4,815.17	14.0%
Total 5100 · Sage Staff Salaries & Wages	10,162.42	62,416.00	-52,253.58	16.3%
5200 · Sage Payroll Taxes & Benefits				
5201 · Group Health Insurance	1,203.38	7,900.00	-6,696.62	15.2%
5203 · Life Insurance	0.00	100.00	-100.00	0.0%
5204 · PERS Retirement	764.21	9,796.00	-9,031.79	7.8%
5205 · SS Employer Portion	777.42	5,180.00	-4,402.58	15.0%
5206 · SUTA Employer Portion	10.29	63.00	-52.71	16.3%
5207 · Workmans Comp	5.15	76.00	-70.85	6.8%
Total 5200 · Sage Payroll Taxes & Benefits	2,760.45	23,115.00	-20,354.55	11.9%
Total 5000 · Sage Personal Services	12,922.87	85,531.00	-72,608.13	15.1%
5700 · LSTA Grant #2 - Cataloger				
5701 · DS - Cataloger Salary	3,825.14			
5710 · Grant Payroll Taxes & Benefits	1,164.81			
Total 5700 · LSTA Grant #2 - Cataloger	4,989.95			
6000 · Materials & Services				
6100 · Accounting & Auditing				
6100 · Accounting & Auditing	0.00	1,500.00	-1,500.00	0.0%
6110 · Administrative Svc (personnel)				
6110 · Administrative Svc (personnel)	0.00	2,558.00	-2,558.00	0.0%
6130 · Courier Services & Supplies				
6131 · LSTA Grant #1 - Courier	42,673.32	50,000.00	-7,326.68	85.3%
6132 · Sage Courier Expense	392.37	33,865.00	-33,472.63	1.2%
6130 · Courier Services & Supplies - Other	0.00	0.00	0.00	0.0%
Total 6130 · Courier Services & Supplies	43,065.69	83,865.00	-40,799.31	51.4%
6135 · LSTA Grant #2 Other Expenses	0.00	2,500.00	-2,500.00	0.0%

Ch 8/10/16

Baker Co Library - Sage Fund Profit & Loss Budget Overview July through August 2016

	Jul - Aug 16	Budget	\$ Over Budget	% of Budget
6140 · Dues & Subscriptions	0.00	3,750.00	-3,750.00	0.0%
6160 · Legal Services	0.00	50.00	-50.00	0.0%
6180 · Postage & Freight	0.00	100.00	-100.00	0.0%
6190 · Printing	0.00	50.00	-50.00	0.0%
6200 · Supplies, Office	0.00	500.00	-500.00	0.0%
6210 · Technical Services & Maint				
6210.1 · System Librarian (Brent Mills)	0.00	56,100.00	-56,100.00	0.0%
Total 6210 · Technical Services & Maint	0.00	56,100.00	-56,100.00	0.0%
6220 · Technology	0.00	4,500.00	-4,500.00	0.0%
6240 · Telecommunications	0.00	250.00	-250.00	0.0%
6250 · Training	0.00	4,500.00	-4,500.00	0.0%
6260 · Travel	0.00	3,000.00	-3,000.00	0.0%
Total 6000 · Materials & Services	43,065.69	163,223.00	-120,157.31	26.4%
66000 · Payroll Expenses	308.50	100.00	208.50	308.5%
7000 · Capital Outlay	0.00	21,000.00	-21,000.00	0.0%
8000 · Contingency	0.00	11,000.00	-11,000.00	0.0%
Total Expense	61,287.01	280,854.00	-219,566.99	21.8%
Net Income	-61,287.01	87,156.00	-148,443.01	-70.3%

*Current cash balances:
Checking \$ 77,179.*

CR 8/6/16