

Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, June 16, 2014, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

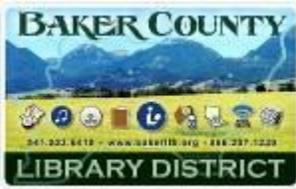
6:00	I. CALL TO ORDER	Dielman
	II. Additions/deletions from the agenda (ACTION) <i>Related documents (1):</i> Agenda.	Dielman
	III. Conflicts or potential conflicts of interest	Dielman
	IV. Approval of minutes from previous Board Meeting & Budget Committee meeting (ACTION) <i>Related documents (2):</i> Board Meeting Minutes 5/12/14; Budget Committee Minutes 5/21/14	Dielman
	V. Open forum for general public, comments & communications In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.	
7:00	VI. PREVIOUS BUSINESS	
	i. Sage fiscal agency proposal (ACTION) <i>7 Related documents:</i> a) Notice of special board meeting; b) Sage Bylaws; c) Sage Members IGA; d) Sage-EOU IGA; e) BCLD-HRCLD IGA; f) Job Description, Sage Systems Librarian; g) Job Posting, Sage Cataloging Specialist. Schedule special meeting for approval of IGAs?	Stokes
	VII. ANNUAL / RECURRING BUSINESS	
	i. FY14-15 Budget approval (ACTION) <i>7 Related documents:</i> a) Resolution No. 2013-14.005; b) Legal budget (6)	Stokes
	ii. 2014-15 Board officers & regular meeting day/time discussion <i>Related document:</i> 2014-2015 schedule options	Stokes
7:10	VIII. NEW BUSINESS	
	i. FY13-14 General Fund Suppl. Budget 3 approval (ACTION) <i>6 Related documents:</i> a) Resolution No. 2013-14.006; b) Legal budget (5) This resolution adjusts budget lines for the end of the year.	Stokes
7:20	IX. ADMINISTRATIVE REPORTS	
	i. Director's Report <i>Related documents:</i> To be distributed at meeting.	Stokes
	ii. Business and Financial Report <i>Related documents:</i> To be distributed at meeting.	Hawes
	X. Agenda items for next regular meeting: July 14, 2014 6:00pm	Dielman
8:00	XI. ADJOURNMENT	Dielman

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

ORS 192.660 (1) (d) Labor Negotiations
ORS 192.660 (1) (h) Legal Rights

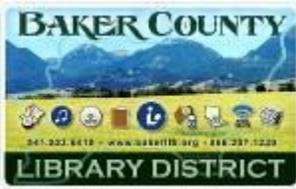
ORS 192.660 (1) (e) Property
ORS 192.660 (1) (i) Personnel

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



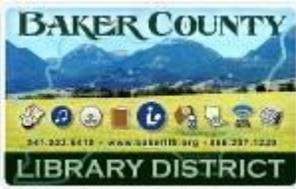
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, May 12, 2014, 6:00 – 8:00 pm

Call To Order	<p>Gary Dielman, President called the meeting to order at 6:05pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Gary Dielman, Nellie Forrester, Della Steele, Kyra Rohner-Ingram and Betty Palmer, Directors. Also present were Perry Stokes, Library Director; Christine Hawes, Business Manager; and one guest speaker in attendance, Kevin Bell of Clarke & Clarke Insurance.</p> <p>The meeting started with three directors present (Dielman, Forrester, and Steele); Rohner-Ingram arrived at 6:12pm and Palmer arrived at 6:14pm.</p>
Agenda Approved	<p>Dielman asked for additions or changes to the agenda. None were given.</p>
Conflicts of Interest	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
Minutes Approved	<p>Dielman asked for corrections to minutes. There were no changes to the minutes. Steele made a motion to approve both the Agenda and the April 14, 2014 Regular Meeting Minutes as presented; Forrester seconded; motion passed unanimously by three directors present.</p>
Public Comment	<p>Dielman thanked Kevin Bell for attending and stated for the record that there were no other guests present for comments. Bell had no comments. Stokes had no public comments or correspondence.</p>
Sage Fiscal Agency Proposal	<p>Stokes suggested that the Sage Fiscal Agency discussion be tabled until after the insurance presentation. All members present agreed.</p>
FY14-15 Budget: Pacific Source Insurance Rates	<p>Dielman asked Kevin Bell to give his presentation. Bell said the Library District obtains its property and casualty insurance as well as its group health insurance through Special Districts Association of Oregon (SDAO). There were no rate increases in 2013 but due to requirements of the Affordable Care Act (ACA) there is a substantial rate increase in 2014 of 23%. SDAO is moving toward a practice of being “self-insured” for its health insurance. Special District Insurance Services is the carrier and contracts with Pacific Source to process the claims. He explained how that works. From the Library District’s perspective, it will be much the same.</p> <p>Rohner-Ingram arrived at the meeting at 6:12pm.</p> <p>Bell passed around handouts, focusing on a report that compared the current plan Bronze Value K with the analogous renewal Red PPO Option K plan. He explained the ACA uses plan labels Bronze, Silver, Gold and Platinum. Pacific Source can no longer use these labels so they went to Red, White and Blue. The ACA did away with lifetime maximums; there are no longer limits. The deductible remains at \$3,000 for an individual. One of the changes is that the family deductible is met</p>



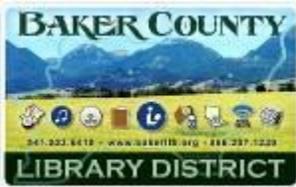
Baker County Library District
 Board of Directors
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	<p>after two people reach the deductible at \$6,000 (This used to be \$9,000 or three family members). The out-of-pocket maximum has been set by ACA at \$6,350 for an individual. The plan still has \$35 co-pay for general office visits and the emergency room \$250 deductible. The plan also now includes pharmacy where that used to be an add-on and has added alternative care coverage up to \$1,500 annually. He explained that co-pays now count toward the out-of-pocket total. He moved on to review the dental coverage which he believes is a great plan. He acknowledged that the Library District still maintains a low deductible for its employees; not many employers do that anymore. Stokes said that he will be recommending the board approve changing the deductible benefit to 50% support.</p> <p>Palmer arrived at the meeting at 6:14pm.</p> <p>Bell said this program with Special Districts is a good program. The renewal plan is better for the employee. He clarified that ACA requires the pharmacy package so SDAO folded it together with the rates now blended. The difference is the design. The cost is not based on the age of the staff. Most group coverage is based on the age pool of those being covered. He wishes SDAO had taken an increase last year to soften this year but they didn't. For most groups in Baker the increase was under 25%. The ACA \$6,350 out-of-pocket was a huge rate driver. He believes that the Cover Oregon website will be going away; it simply didn't work. The Federal Government will be offering the subsidy. He asked about the staff deductible portion.</p> <p>Stokes said the district currently pays \$2,500 (of the \$3,000 of the deductible). The insurance rate increase has essentially wiped out the reserve to maintain that benefit. The library district in Hood River does not use SDAO, their coverage has a \$1,000 deductible and the employee is responsible for 100%. Bell added that most in this area no longer cover the deductible. He talked about the other two options listed on the same page: Alternative 1 Red and Alternative 2 White. He felt it was obvious that we would not want to go with Alternative 2. Alternative 1 has a \$5,000 deductible that would reduce the cost some. With no further questions, Kevin Bell left the meeting at 6:34pm.</p> <p>Dielman said that we will now move the meeting back to the Sage Fiscal Agent item on the agenda.</p>
<p>Sage Fiscal Agency Proposal</p>	<p>Stokes said that there were really only two contenders for the fiscal agency; Baker and Hood River. However, Hood River has declined to move forward leaving BCLD as the "last man standing." Dielman asked if there was anything on the potential draft contract that stood out. Stokes said the draft he copied in the board packets was the one Sage previously used with EOU with changes made to appropriately reference the Library District. Stokes said this still is subject to Sage Council approval. Stokes felt that we need to move forward as if we plan to be the fiscal</p>



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, May 12, 2014, 6:00 – 8:00 pm

	<p>agent. Palmer reiterated that we are not making a decision, but reviewing the documents and see if we are comfortable to do this. In the Intergovernmental Agreement of Sage Libraries, Dielman asked for clarification on Section V-A as to data “contributed in perpetuity to the State of Oregon” and the comment box question in the margin “What does this mean exactly?” referring to being subject to third party restrictions.</p> <p>There was discussion on data storage and compensation for the accounting and administrative time involved with handling Sage funds. Hawes’ hours will increase a little and she will keep track of hours spent on Sage books. Hawes commented that she would like to see a current P&L and financial detail at some point.</p> <p>Rohner-Ingram had been reading through the contract draft; she wants to see the offer of the fiscal agent getting the annual membership fee reduced to one-half stated in the agreement. She commented on Article IV, Section 4h, stating that clarification is needed on when the council can terminate a member such as what constitutes a membership breach. She also suggested clarification of a member’s withdrawal process, such as whether they are entitled to any pro-rated refund. The group consensus was that no refund would be offered.</p> <p>In the Sage Library System Bylaws, there was a change noted under Article IV, Section 2, under the first item, “One representative from Sage’s fiscal agent” adding Baker County Library District. Stokes replied that he left the reference out to make this document generic should the fiscal agency ever be moved. Under Article VI, Section 1, the topic of the members present at a meeting constituting a quorum was discussed. With the 13 members on the Council, 25 percent to form a quorum means 4 members must be present. A couple of the directors agreed that was a small number but no changes were suggested at the time. With no further discussion, the meeting moved to the next item on the agenda.</p>
<p>FY2014-2015 Budget Proposal</p>	<p>Stokes referenced the draft budget documents included in the board packets. Starting with the LB-20 Resources, he projects the revenues will be close to the budget amounts for the current fiscal year. The operating and health insurance contingency funds will be available to be spent on Collections. He reviewed each of the revenue line items highlighting funds of \$4,000 to be transferred in from Other Funds from online book sales and that the tax revenues estimated to be received at \$863,823 decreasing \$5,995 from the current fiscal year. Next, Forms LB-31 starting with General Fund – Materials & Services, the Collection Development line is budgeted at \$64,500 (5.5% of budget) for fiscal year 2014-15, a decrease of \$15,000 over the current fiscal budget.</p> <p>Stokes said the Collections budget is starting at a low level not seen since 2006. With the large increases in Personnel Services, this line is the one that can be adjusted to balance the budget and has taken a big reduction in the upcoming year. The District’s goal is to budget books at 10% of the operating budget; with a</p>



Baker County Library District
Board of Directors
Regular Meeting Minutes
Monday, May 12, 2014, 6:00 – 8:00 pm

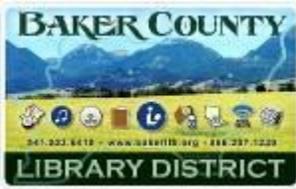
historical high three years ago at 9.6% and the previous two fiscal years at 8.8% and 8.7%. Typically, this line will increase over the fiscal year. He hopes that will be true of the upcoming year. His strategy will be to focus on keeping new materials coming in the more popular authors. The Election budget of \$3,300 is to cover election expenses for two board members next year.

Looking at the expanded LB-31 General Fund – Personnel Services budget forms provided in the packets, the personnel budget increases \$19,843 over the current fiscal year due to the large insurance increase. The budget includes no cost-of-living increases, step increases for four staff scheduled with a step freeze for the Director. Looking at the dollar variance column, the largest increases are for the Finance & HR Administrator increasing 5 hours a week for Sage Administration, and increases for the four scheduled staff step increases. There is a decrease for the Catalog Specialist who is retiring June 1. Her position will remain open for two months to save some funds and anticipates the replacement to be hired at a lower wage. He will open the position to the staff before listing it. There may be special training needed as this is a highly skilled and demanding position. The one large personnel decrease was for a position vacated earlier than anticipated last year by an early retirement. Stokes said that we normally budget \$15,000 to cover health insurance deductible reimbursements, but that the budget draft shows zero contingency available to reserve.

Stokes passed out a “Library Salary Survey” to provide a comparative perspective on the executive pay he receives. There is one final “step” increase scheduled for his position, however, he recommended his salary be frozen this fiscal year. The survey results shows the Director salary rate is currently in the 2nd Quartile and the rest of the staff are in the 1st Quartile. If he gets the final step increase in the management scale, the Director moves up to the 3rd Quartile. He feels this would be too great a disparity between the Director and staff, which is unhealthy for an agency’s operations. Discussion and questions on the survey data ensued. The Personnel Salary Option sheet provided showed the cost of various options of COLI level increases and step increases with the budgeted option highlighted.

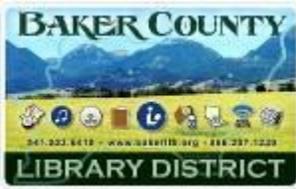
Stokes said that with benefit and other monthly costs on the rise, the operating contingency will need to be increased in future years to avoid having to use tax anticipation notes again. He talked with Kerry Savage, Baker County Assessor, and Kent Bailey, District Auditor. Savage said that the county operates on a six year cycle of property evaluation. That re-evaluation occurred this past year at what is believed to be the low point in the recession. Property values should improve in coming years.

Some discussions were held on budget topics. Forrester asked about the levy renewal to which Stokes replied that the levy renews in 2 years (we are currently in year three of the five-year levy). Rohner-Ingram asked about the contingency budget line being zero. Stokes said usually we budget contingency at \$10,000 and



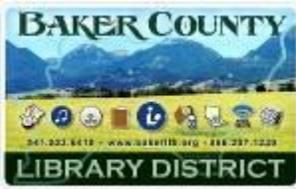
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, May 12, 2014, 6:00 – 8:00 pm

	<p>health insurance contingency at \$15,000. He added that next year’s cash carryover is budgeted at \$205,000; he can increase that to \$210,000. Forrester asked how the staff is going to feel about cutting back that benefit. Stokes replied that he has already talked about this in a staff meeting. It is a big blow to go from \$2,500 to \$1,500, but they were resigned to the reality.</p> <p>Palmer suggested that we don’t do step increases and put that money toward the health insurance contingency. She wants to see that contingency at \$7,500 (budgeting one-half of what we have previously budgeted of \$15,000 for health insurance contingency). There was discussion on using the step increases for the budget and the idea of no step only for executive staff. Palmer suggested that we have five employees up for step increases. The bottom three are non-benefits staff increases; with no step for benefit employees, we can put that into contingency for health insurance. Those figures put us close to the \$7,500. The group agreed with the suggestions.</p> <p>Stokes said that everyone hopes the ACA will stabilize health insurance increases over the next couple years. In his view, we skipped a year of regular increases. Previously, we had seen annual \$10,000 increases. Since there was no increase last year, this year there is a \$20,000 increase. Dielman asked for a motion to approve the budget changes at this level. Rohner-Ingram made a motion to approve the budget as discussed; adopt a Personnel Policy to reimburse staff up to one-half (\$1,500) of the health insurance deductible (\$3,000), and to accept the group health insurance plan renewal option Red PPO Option K both effective at June 1, 2014; Steele seconded; motion passed unanimous.</p> <p>There was some discussion on the book collection purchase strategy and donation adoption program that Stokes is working on with staff.</p>
<p>Resort Street Project LID</p>	<p>Dielman moved the meeting on to the topic of paying for the LID of \$24,500. If we go with payments, this can be paid off early. The interest rate is 1% plus the current LGIP rate of 0.54%. Stokes said he has budgeted to pay \$2,000 in fiscal year 2014-15. Dielman asked for a motion to authorize the agreement. Palmer moved to authorize that the document be signed, “Notice of Assessment lien and Application to Pay for Local Improvements in Installations”; Forrester seconded; motion passed unanimous. Stokes agreed to check on the signature requirements and get Dielman’s signature, if needed. It was noted that the budget for payments had been included in building maintenance would be moved to the Debt Service line.</p>
<p>Personnel Policy Revision</p>	<p>Dielman asked Hawes to review the Personnel Policy recommended change. Hawes said that in the case where the date-of-hire and the date-of-qualifying position are different there is often confusion. The example provided showed an employee who was hired in March 2007 and then began a qualifying position July 2010. This person worked less than 20 hours a week over 3 years. In July 2010,</p>



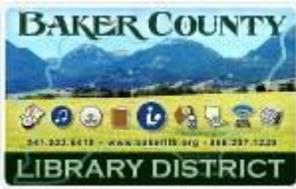
Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Monday, May 12, 2014, 6:00 – 8:00 pm

	<p>the hours were increased over 20 hours thus qualifying for benefits. The real issue is vacation pay which is the only benefit on a graded scale based on years of service. The perception being that since they had already worked for the District for three years, then they would move up the accrual scale in 2012. In practice, the benefit begins accruing at the date they qualify for these benefits, with the waiting period waived because they have already worked for the District. She read the first paragraph of Article 12.3 Eligibility and added the recommended statement to clarify the policy. Forrester moved to approve the Personnel Policy change to Article 12.3 Eligibility as presented; Rohner-Ingram seconded; motion passed unanimous.</p>
<p>Administrative Reports: Director's Report</p>	<p>Stokes said that the administrative report was short this time. The Bookmobile is in need of maintenance. It had work done on the brakes of \$958.69 this week. It is going to Ontario for an alignment (quote of \$290; but could be another \$1,000 if other front end repairs are needed) and is getting 2 new tires (quote from Commercial Tire of \$876.88 was approved). In Facility Maintenance, our Facilities Specialist over-pruned two trees located in the staff south parking lot. He said that he was attempting to fix what the prison crew had done. Stokes directed him to get authorization before significantly pruning trees in the future. Stokes prefers that a professional arborist is hired to perform tree maintenance. Dielman concurred.</p>
<p>Business and Financial Report</p>	<p>Hawes passed out financial reports and check packets for signatures during the report. Palmer signed checks and left the meeting at 8:03 pm apologizing for needing to leave a little early.</p> <p>Hawes gave the financial report. The General Fund received tax turnovers of \$11,270.14 on May 5. E-Rate Refunds of \$3,086.82 have been received. The funding requests submitted to-date has been received. There is another three months of the fiscal year that will be submitted in June, anticipating another \$1,000 to come in July. At this point, Personnel Services is on budget in total. There will be a couple of budget modifications when Stokes presents the year-end budget adjustments. The Group Insurance Liability line of \$5,796 will be covered out of the budgeted contingency and a retirement payout of \$9,452 (to be issued in June) will be taken out of the Severance Liability funds in Other Funds. In Materials & Services, notable checks include Ingram \$7,643.33 for a large order of new books; Grey House \$435.55 annual reference renewal; Thatcher's Ace Hardware \$253.31 for landscape maintenance and paint for hallway wall; Oregon Trail Landscape \$180 for spring sprinkler service; Gaylord \$561.15 included a wall unit \$276.86 for displaying and organizing information pamphlets in the front entry way (clearing off the service counter); Ed Staub \$358.50 for a heating fuel delivery to the Haines Library; and Perry Stokes \$337.58 OLA conference travel reimbursement. And finally, the US Bank Visa of \$2,623.46 included \$392.70 OLA conference motel for the Director, \$535.74 Summer Reading Program supplies, \$143.88 Children's area supplies (Friends are sponsoring this expense), and \$107.14 1000Bulbs.com for fluorescent tubes for the building.</p>



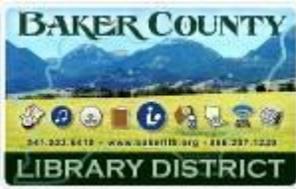
Baker County Library District
Board of Directors
Regular Meeting Minutes
Monday, May 12, 2014, 6:00 – 8:00 pm

	<p>The Other Funds financial report included online book sales revenues of \$276.80 with net revenues to-date of \$3,010.22, of which \$3,000 is budgeted to be moved to General Fund. A payment of \$200 was received from Charette (current balance due of \$1,220).</p> <p>Checks were signed and approved by those present.</p>
Next Meeting Date	The next regular meeting will be June 16, 2014 at 6:00pm.
Adjourn	<p>The meeting was adjourned at 8:12pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>



Baker County Library District
 Board of Directors
Budget Committee Meeting Minutes
 Wednesday, May 21, 2014, 5:00 – 7:00 pm

Call To Order	<p>Gary Dielman, Board President called the meeting to order at 5.02pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon.</p> <p>Board of Directors present: Gary Dielman, Nellie Forrester, Della Steele, Kyra Rohner-Ingram and Betty Palmer, Directors. Committee Members present: Aletha Bonebrake, Joy Leamaster, and Maryalys Urey. Others present: Perry Stokes, Budget Officer and Library Director; and Christine Hawes, Business Manager.</p>
Agenda	<p>Dielman asked if there were any changes or additions to the agenda. There were none.</p>
Elect Budget Committee Chair & Secretary	<p>Dielman called for nominations for meeting Chair-person; Rohner-Ingram nominated Aletha Bonebrake as Budget Committee Chair; Steele seconded. With no other nominations being made, Dielman called for a vote. Bonebrake was unanimously elected as Chair.</p> <p>Dielman called for nominations for meeting Secretary. Stokes said he wanted to delegate that to Christine Hawes. The group agreed that it was appropriate for Hawes to function in the position. Forrester nominated Christine Hawes as Budget Committee Secretary; Steele seconded. With no other nominations being made, Dielman called for a vote. Hawes was unanimously elected as Secretary.</p> <p>With elections completed, Dielman turned the meeting over to Bonebrake.</p>
Chair presided over meeting	<p>Bonebrake thanked Stokes for the packets, saying that it was easy to read. She noted that on the agenda schedule the meeting adjourned at 6:30pm. She stated that she would appreciate it if the meeting progressed on schedule since she is also scheduled to attend the City of Baker City Budget Meeting immediately following this meeting that overlaps the Library meeting; adding that she would need to leave promptly at 6:30pm.</p> <p>Bonebrake asked for any further changes to the agenda; none were given.</p>
Presentation of Proposed Budget by Budget Officer	<p>Bonebrake invited Stokes to present the proposed budget.</p> <p>Stokes said he will be reading the highlights from the Fiscal Year 2014-2015 Budget Message included in the packets. Starting half-way down page one, he read “The 2014-2015 District Budget reflects an economy continuing to experience repercussions of the recession” concluding that stagnant revenue and health care insurance factors have put a strain on the budget. Rising to the budget challenge with the goal of preserving library service levels, cuts were made in both personnel and materials. Reading a list of significant factors in the budget included revenues are anticipated to remain flat, current service hours will be maintained, cash carryover at a minimum of \$205,000, and operating on the modified accrual basis method of accounting as previously adopted.</p>



Baker County Library District
Board of Directors
Budget Committee Meeting Minutes
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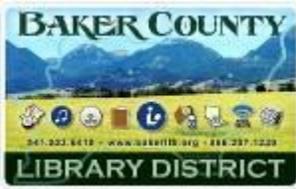
Stokes asked the committee to review budget Form LB-20 Resources while he highlights the revenues. Property taxes are estimated to decrease slightly at 1% reviewing the property value growth history in the budget message. The other revenue sources are expected to remain stable. He spoke with the County Assessor today, who confirmed the projected 2.5% property value growth shown on the chart. The Library District is primarily funded through property taxes from two levies; a permanent tax rate and a five-year local option levy (this budget will be the third year of the levy). He skipped over how compression works to talk about the affect Measure 5 has on the District highlighting that compression is projected to cost the library \$93,000 in operating revenues. The remaining revenue categories were reviewed. Bonebrake asked about the interest income year-to-date is so low compared to the budget. Stokes replied that the year-to-date only shows the pool interest. Interest is adjusted in July when we receive the County reports showing the interest included in tax turnovers.

Stokes asked the committee to look at Form LB-30 Requirements as he read through the Expense Considerations. Personnel Services is budgeted at 68.4% of the total budget with benefits increasing 11% and salaries decreasing by 2% over the prior year. Materials & Services is budgeted at 28.2% of the total budget. Personnel Services had the largest factor with a significant health insurance cost increase of 23%. He detailed personnel adjustments in both the proposed and proposed and current fiscal budget.

Leamaster inquired where the Library District get is its insurance and asked whether other options were explored. Stokes replied that Special Districts does the shopping around and presents the plan they feel best meets our goals. He also said that he intends to shop around for alternate health insurance plans for next year. In summary, benefits increased by \$19,112 while salaries decreased by \$7,753 for a total personnel services increase over the previous budget of \$11,359 or 2%. Bonebrake asked if the employee retiring was a professional position and would that be filled with a person having an MLS. Stokes replied that is a professional position and he hopes to fill the position with a qualified person. There was discussion on the appropriate pay rate and the possibility of getting such a qualified person.

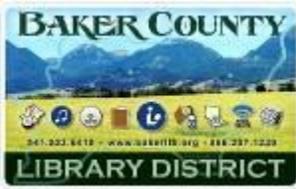
Moving on to Materials & Services, Stokes referred to Form LB-31. With Personnel Services demanding a larger share of the budget, Materials is projected to decrease 4%. The largest category decrease is the books budget. The book budget of \$65,000 is the lowest we've seen since Fiscal Year 2006-07. He anticipates that the budget will increase somewhat as unanticipated funds are typically added in here. However, there will be less available contingency to shift.

Bonebrake asked about the Sage Membership Fee budgeted at \$10,900. She thought the Library would see a decrease of one-half on the membership fee for accepting the Sage fiscal agency. Stokes said that he grossed the membership fee back when he moved Hawes' wage increase of five hours a week over to the Sage Budget. This



Baker County Library District
 Board of Directors
Budget Committee Meeting Minutes
 Wednesday, May 21, 2014, 5:00 – 7:00 pm

	<p>more accurately reflects the division of Baker Library and Sage activities. It also alleviates the General Fund Personnel Services budget being inflated at a bad time and is more accurate as well. The group agreed.</p> <p>Bonebrake inquired about the election funds being transferred to Other Funds. Stokes replied that these funds were being set aside for the upcoming election costs. The last election was twice as much as usual so he is setting aside funds to buffer that. There is no way to anticipate what the actual cost will be until the County Clerk allocates costs to agencies with measures on the ballot.</p> <p>Leamaster commented that salaries are being decreased but personnel increased by 2% and asked if that was all due to the health insurance increase. Stokes replied yes that was true. Palmer asked about the Sage fiscal agency. Is this a “done deal” or are we still guessing? Stokes explained that it is essentially a done deal but the paperwork formalities are yet to be finalized. A special board meeting may be necessary in June; he reviewed the potential schedule. BCLD will plan to receive the fund balance transfer and begin fiscal agency status on July 1. He feels this is a prestigious role in serving the Sage membership.</p> <p>Bonebrake thanked Stokes for making this very clear and making the important changes. She asked if there were any other questions at this time. Urey commented that she was glad we were not in the same condition as Jackson County who may be closing their library. Stokes said the good news is that Jackson County just passed a Special District for the library. Bonebrake said that it had been closed at one time. The County Court contracted with LSSI to open and operate the Library until recently. The voters approved a \$0.60 cent permanent rate but added that the tax rate isn’t relevant; it’s the tax base that matters. She asked if there were any further questions for Stokes.</p> <p>Dielman commented that he appreciates that Stokes keeps on top of these issues and makes everything balance. Stokes replied that it is like solving a puzzle every year. He finds it enjoyable to find solutions and make it work. Bonebrake commented that she believes that we are probably at the lowest of collections and at the highest of compression, compounded by the sixth year assessment adjustment this past year. The market rates and assessment should start spreading apart again. She felt it is as bad as it will get.</p>
<p>Public Comment</p>	<p>Bonebrake opened the meeting for public comment at 5:50pm. There were no members of the public present. Dielman said that he had spoken to the desk staff to alert them to send anyone back who asked about the budget meeting. The public comment period was closed at 5:51pm.</p>
<p>Budget Committee Deliberations</p>	<p>Bonebrake asked if there were any changes others would like to see? Bonebrake added that Stokes had picked up on the one thing she was concerned about earlier and that was moving Hawes’ wages to the Sage budget. Leamaster commented that she liked the idea that we will explore other insurance options in the future.</p>



Baker County Library District
 Board of Directors
Budget Committee Meeting Minutes
 Wednesday, May 21, 2014, 5:00 – 7:00 pm

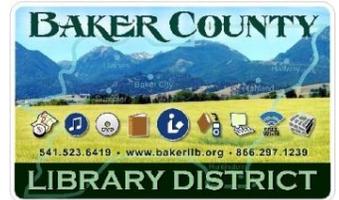
	<p>Bonebrake said that what we offer is a good and generous benefit. Leamaster said the School District offers different packages for employees to choose from. Some discussion on insurance options ensued.</p>
<p>Approval of Budget</p>	<p>Bonebrake moved to the motion form asking about the number penciled in. Stokes said that he had made a couple changes that needed to be reflected on the motion. The correct budget amounts were reviewed for each fund.</p> <p>Bonebrake asked for a motion. Leamaster moved to approve the “Recommended Budget Committee Motion for Fiscal Year 2014-2015” and read the motion statement as follows: I move to approve the Baker County Library District budget for the 2014-15 fiscal year for the total amount of \$1,753,417 and the amounts per fund as given: General Fund \$1,162,473, Other Fund \$210,100, and Sage Library System Fund \$375,594 for a total of \$1,753,417. I also move to approve 1) a tax rate of \$0.5334 per \$1,000 of assessed value in support of the General Fund; and 2) a tax rate from the Local Option Levy of \$0.29 per \$1,000 of assessed value in support of the General Fund; Urey seconded the motion. Bonebrake asked for and noted that there was no further discussion. The motion passed unanimously.</p> <p>Bonebrake stated that we have an adopted budget and thanked Stokes for his hard work.</p>
<p>Next Meeting Date</p>	<p>The additional budget committee meeting scheduled on May 28, 2014, 5:00pm is not necessary. The budget will be adopted at the next regular Board of Directors meeting to be held June 16, 2014 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 6:00pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

Baker County Library District

Board of Directors

Special Meeting

Monday, June 23, 2014, 2:00 – 3:00 pm
Riverside Meeting Room, Baker County Public Library
2400 Resort St, Baker City
Gary Dielman, President



Notice of Public Meeting

A *Special Meeting* of the Baker County Library District Board of Directors will be held on:

Monday, June 23 2014 at [2:00 pm?]

in the Riverside Meeting Room of the Baker County Public Library,
2400 Resort St, Baker City.

Meeting Chair: Gary Dielman, Board President

The purpose of the meeting is to discuss approval of Intergovernmental Agreements establishing fiscal agency responsibility for the Sage Library System.

The meeting is open to the public.

Contact:

Perry Stokes, Library Director
541-523-6419

Sage Library System Bylaws

ARTICLE I - NAME

The name of the body shall be the Sage Library System.

ARTICLE II - OBJECT

The object of the Sage Library System shall be to provide for shared automation, technology, and courier systems for member libraries.

ARTICLE III - MEMBERS

Section 1. Scope

Sage is composed of libraries and other institutions in the Pacific Northwest committed to sharing materials among each other.

Section 2. Membership types

Sage is composed of the following types of members:

- Academic libraries;
- ~~Community college libraries;~~
- ~~Library districts serving multiple libraries;~~
- Public libraries;
- Resource-sharing partner institutions;
- School libraries;
- Special libraries.

Each member may designate one primary and one alternate person from their institution to act on the member's behalf.

Section 3. Membership rights and responsibilities

Members of the Sage Library System have the following rights:

- Participation in shared automation and courier services;
- One vote per member institution at membership meetings;
- Eligibility to have a representative serve on the User Council.

In accepting membership, institutions agree to abide by the ~~Memorandum of Understanding creating Sage~~ Intergovernmental Agreement of Sage Libraries, these Bylaws, and ~~the Standing~~ all Rules of the Sage Library System existing, adopted, or revised.

Section 4. New members

New members may be added to the Sage Library System by a majority vote of the User Council.

Section 5. Fees

Members shall be assessed an annual fee based on membership type and size. Members who fail to pay their dues before the billing cycle of the following fiscal year shall no longer be considered members of the Sage Library System. Fees shall be determined annually by the User Council during the budgeting process.

ARTICLE IV - USER COUNCIL

Section 1. Authority and purpose

The Sage Library System shall be governed by a User Council. The User Council shall consider all matters and devise all policies necessary or desirable for the operation of the Sage System and shall enforce and uphold and implement appropriate rules and procedures with exclusive authority over all matters not reserved to the authority of [Sage's fiscal agent](#)~~the Eastern Oregon University Administration~~ or to the individual libraries in the [Intergovernmental Agreement](#)~~Memorandum of Understanding~~.

Section 2. Composition

Voting members of the User Council shall consist of ~~fourteen~~[thirteen](#) voting representatives. Representative classifications are as follows:

1. One representative from [Sage's fiscal agent](#)~~the Eastern Oregon University Pierce Library~~;
2. Two representatives of circulating schools;
3. Three representatives of public libraries serving fewer than 5,000 people;
4. Two representatives of public libraries serving between 5,000 and 15,000 people;
5. ~~Two~~[Three](#) representatives of public libraries serving over 15,000 people;
6. ~~One representative of a library district serving multiple libraries~~;
7. One representatives of [academicecommunity college](#) libraries;
8. ~~Two~~[One](#) representatives of resource-sharing partner institutions [and special libraries](#).

The Sage Systems Administrator [and other Sage Library System staff](#) shall be ~~an~~*ex-officio*, non-voting representatives of the User Council.

Apportionment of representatives among classifications shall be reviewed annually by the User Council. If the Council or individual members determine that reapportionment is needed, apportionment of representatives among classifications may be revised by amending these bylaws using the process delineated in [revising bylaws](#).

[Staff at federated district libraries are eligible to run for any of the representative positions of the classifications of libraries that belong to that district.](#)

Section 3. Representative responsibilities

User Council representatives are responsible for soliciting input on Sage issues from the institutions within their classification and for bringing up member comments and concerns to the User Council. They are also responsible for regularly communicating the actions and happenings of the User Council and Sage Library System to the institutions they represent.

Section 4. Term

The term of representation on the User Council shall be two years or until a successor is elected. ~~An institution may serve one consecutive term and must be off the User Council for one additional term before becoming eligible to have a representative again.~~

Representatives shall assume their duties at the first meeting of the administrative year and shall serve until the end of the administrative year of their second year on the User Council. Terms shall be staggered so that representatives within a given classification shall be elected in alternating years.

Section 5. Nominations and elections

Candidates for each representative classification shall be recommended by the Nominating Committee and shall also be solicited generally from the Sage membership. The Nominating Committee shall prioritize recommending representatives from institutions that have not served on the User Council, or that have not served for an extended period.

The slate of candidates shall be presented at the annual membership meeting of the Sage membership. Nominations shall also be taken from the floor at that time.

Ballots shall be mailed or be made available by electronic means to the Sage membership within two weeks of the annual meeting. These ballots shall be returned to the Nominating Committee within three weeks of the day they were made available. Each institution shall vote only for the candidate(s) within its classification.

The candidates receiving the highest number of votes from within his/her classification shall be elected. If there are two or more openings of same classification of representative, they shall be filled by the candidates with the most votes. In case of a tie vote, the successful candidate shall be determined by the Nominating Committee by lot.

Section 5. Resignation and Vacancies

Any representative of the User Council desiring to resign shall submit his/her resignation in writing to the Chair and Vice Chair. A resignation shall be effective when received or at a subsequent effective date stated in the resignation.

A vacancy on the User Council shall be filled by the institution from which the vacancy was created. If the vacancy occurs due to the representative institution leaving the Sage Library System, the User Council shall solicit for candidates among the Sage membership and appoint a representative to serve for the unexpired portion of the term for the vacant position.

ARTICLE V - OFFICERS

Section 1. Officers and duties

The officers of the User Council shall be a Chair and a Vice-Chair. These officers shall perform the duties prescribed by these bylaws and those duties described for President and Vice-President respectively in the parliamentary authority.

Section 2. Nominations and election

Nominations for Chair and Vice Chair shall be taken from the floor during the first regular User Council meeting ~~occurring in April or May~~ after July 1.

The candidate receiving a plurality of votes cast shall be elected.

Section 3. Term of office

Officers shall be elected to serve for one year or until their successors are elected. Their term of office shall begin upon election ~~begin on July 1st~~.

Section 4. Resignation and vacancies

An officer desiring to resign shall submit his/her resignation in writing to the User Council. A resignation shall be effective when received or at a subsequent effective date which is stated in the resignation.

A vacancy in the Chair or Vice Chair position shall be filled by the User Council for the unexpired portion of the term for the vacant office at the next User Council meeting after the vacancy occurs.

ARTICLE VI - MEETINGS

Section 1. Membership meetings

There shall be an annual meeting of the entire membership held in April or May. The meeting shall include a review of the state of the Sage Library System and presentation of the slate of candidates for the open representative positions.

Special meetings of the membership may be called by a majority vote of the User Council or a petition agreed to by at least 10 members. The purpose of the meeting shall be stated in the call. Except in case of emergencies, at least one week's notice shall be given.

A quorum shall be twenty-five percent of members.

Section 2. User Council meetings

Regular meetings of the User Council shall be held bi-monthly unless canceled by a majority vote of the User Council.

Special meetings may be called at the discretion of the Chair or at the request of four User Council representatives. The purpose of the meeting shall be stated in the call. Except in case of emergencies, at least one week's notice shall be given.

A quorum of the User Council shall be a majority of voting representatives.

Section 3. Virtual participation

Attendees may participate in meetings via teleconference, videoconference, web conference, or other technologies allowing synchronous communication among attendees.

Section 4. Electronic voting

The membership and User Council may vote on issues via email or other electronic means as well as during meetings, provided that quorum for the number of voters is satisfied. Except in case of emergencies, at least one week's notice of the vote shall be given, and representatives shall be given at least one week to vote.

Section 5. ~~Minutes~~Recorder

~~A recorder shall be designated by the~~ The Vice Chair ~~or designee at the beginning of each User Council and membership meeting.~~ The recorder shall be responsible for taking minutes of the meeting and distributing those minutes to the User Council and Sage Library System membership before the next regular meeting.

ARTICLE VII - COMMITTEES

Section 1. Standing committees

There shall be the following standing committees, which act in an advisory role to the User Council:

- *Budget*: Evaluates and makes recommendations on the annual budget and membership billing structure.
- *Cataloging*: Responsible of making recommendations on cataloging standards and database integrity.
- *Circulation*: Reviews and makes recommendations on common loan rules and circulation standards;
- *Courier*: Evaluates and makes recommendations for improving sharing of items among Sage institutions.
- *Governance*: Reviews and makes recommendations on improving Sage Library System organization, governance, Bylaws, and general standing rules.
- *Nominating*: Nominates candidates for election to serve on the User Council.

Standing committee members need not be representatives on the User Council but must be from member institutions. The exception is the Nominating Committee, which must be composed of at least two outgoing representatives of the User Council.

Each standing committee shall report to the Chair and User Council at least once per administrative year.

Section 2. Special committees

Special committees may be appointed at the discretion of the User Council or Chair as necessary to assist the user Council in accomplishing the purposes of the Sage Library System.

Special committee members need not be representatives on the User Council or from member institutions.

The Chair shall be an *ex-officio* member of all special committees.

ARTICLE VIII - ADMINISTRATIVE OPERATIONS

Section 1. Administrative year

The administrative year of the Sage Library System shall be July 1st to June 30th.

Section 2. Fiscal agent

~~Baker County Library District~~[Eastern Oregon University](#) acts as the fiscal agent for the Sage Library System.

ARTICLE IX - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Sage Library System in all cases in which they are applicable and not inconsistent with these Bylaws, the Memorandum of Understanding, or any policies and procedures the User Council may adopt.

ARTICLE X - AMENDMENT OF BYLAWS

Amendments to these Bylaws may be proposed by a petition of at least seven members or recommended by the User Council. They may be amended by a two-thirds vote of the members present at any regular or special meeting of the membership where a quorum is present provided notice and proposed changes or amendments are submitted in writing to each member at least fourteen days in advance of the scheduled vote.

Last amended: ~~January 17, 2012~~[June 17, 2014](#)

INTERGOVERNMENTAL AGREEMENT OF SAGE LIBRARIES

THIS AGREEMENT made and entered into this _____ day of _____, 20____ by each Library in the Sage Library System agreeing to enter into the same by ordinance or resolution, and being collectively referred to herein as "member libraries", now therefore

WITNESSETH:

RECITALS:

1. This is an agreement for intergovernmental cooperation by units of local government and private entities providing library services under ORS 190.010 to ORS 190.111 or as part of the Interstate Library Compact under ORS 357.330 to ORS 357.370 inclusive, in performing functions and providing services which all of the parties have authority to perform and provide.
2. For purposes of this agreement, the organization created by member libraries to perform certain functions and activities herein set forth shall be deemed a consolidated department of all of member libraries who are parties to this agreement to carry the same out by a combination of methods provided for in ORS 190.020. That consolidated department shall operate under the fiscal agency of Baker County Library District.
3. This agreement reduces to writing the terms, conditions, purposes, and objects of services, functions, and activities of the Sage Library System performed as cooperative or joint endeavors.

MEMBER LIBRARIES BECOMING PARTIES HERETO AGREE:

I. ACTIVITIES:

- A. To form and continue an organization for the cooperative provision of shared library services, to perform library purposes and functions as hereinafter set further under the name of the Sage Library System, hereinafter referred to as "Sage".
- B. Sage shall have the following purposes and functions:
 - i. To maintain and provide access to a catalog of library materials owned by member libraries
 - ii. To provide interlibrary loan services which allow patrons to request

- materials from the collections of circulating member libraries.
 - iii. To enhance delivery of library materials held by member institutions.
 - iv. To sponsor workshops, conferences, and other opportunities for professional development.
 - v. To adopt and amend, from time to time, such rules, regulations, constitution and bylaws as are not inconsistent with this agreement.
 - vi. To do any and all other things necessary or proper for the benefit of the member libraries which the libraries themselves might do singly or in cooperation with each other, at the discretion of the User Council.
- C. Sage, through its fiscal agent, may employ such other employees as necessary to carry out Sage purposes, activities, and functions under this agreement.

II. GOVERNANCE AND CONTROL:

- A. Sage is governed by the User Council, as specified by the Sage Bylaws.
- B. The User Council shall:
 - i. Develop and maintain bylaws governing Sage activities and services.
 - ii. Determine strategic priorities.
 - iii. Approve Sage budgets and expenditure plans.
 - iv. Set policies for the Sage and its relationship with member institutions.
 - v. Establish committees, advisory groups, and task forces as needed.
 - vi. Recommend individuals for hire to Sage positions and provide evaluation comments annually to the fiscal agent.
 - vii. [Compensate the Sage fiscal agent for all authorized expenditures and administrative costs related to Sage fiscal agency duties.](#)

III. BAKER COUNTY LIBRARY DISTRICT RESPONSIBILITIES:

- A. Baker County Library District, hereinafter referred to as BCLD, shall provide administrative support for the Sage Library System, including serving as fiscal agent to Sage; maintaining budget and accounting activities; serving as the repository for documentation, correspondence, and other business records; and where applicable providing price agreements and negotiating contracts for services. All funds, revenues, and expenditures of Sage shall be audited at least annually, [the cost of which shall be borne by the Sage annual budget.](#)
- B. BCLD shall provide or arrange for suitable office spaces for Sage staff, including standard mail and telecommunications services (phone, internet, e-mail, and data storage).
- C. Sage staff shall be BCLD employees [or provided via contract between BCLD and another entity. Sage employees working directly for BCLD shall be](#) eligible for standard benefits available to BCLD employees. They shall

be recruited and evaluated jointly by BCLD and the User Council, ~~with recommendations from the Sage Council~~, according to policies and procedures of BCLD.

- D. Classification and terms of appointment for Sage staff shall be determined by the BCLD, upon User Council recommendation, in accordance with standard BCLD policies and procedures.
- E. BCLD shall provide payroll services for Sage staff in accordance with their status as BCLD employees.
- F. BCLD shall provide or arrange for appropriate computer room space and reliable network capacity for Sage. Hardware and bandwidth costs attributable to Sage shall be borne by the Sage annual budget.
- G. BCLD may provide other services under terms agreed upon by BCLD and the User Council.

IV. MEMBER LIBRARIES:

- A. The basic unit of membership is the institution. Each institution is an independent member of Sage and is expected to participate in Sage services and meet membership obligations.
- B. Each member library shall provide, at its expense, all costs to link and ensure reliable network access from its library to Sage.
- C. Peripheral devices and hardware are owned and maintained by each member library.
- D. Member libraries shall pay entry fees and annual membership fees established by the User Council and calculated for member libraries in respect to services rendered.
- E. Each member library shall contribute catalog records and participate in interlibrary circulation according to policies approved by the User Council. Provision of the widest possible circulation services under these policies shall be a condition of membership.
- F. Each member library shall participate in delivery services that support interlibrary loan services.
- G. Each member library shall contribute to the management of Sage by maintaining active participation in the User Council and in additional groups and committees established to maintain Sage services.
- H. Each member library shall be responsible for verifying copyright and/or fair use status and/or obtaining copyright permission prior to its placing or introducing any information, text, graphics, or data into Sage databases. Member libraries agree they shall be solely responsible for any loss, liability, or expense due to loading of copyrighted materials in Sage databases by the employees or agents of the member library where such loading or subsequent use, viewing, printing, downloading or recopying is alleged to be infringing. To the extent allowed by Oregon law (ORS 30.260 through 30.300) and the Oregon Constitution, Article XI, Section 7, member libraries agree to indemnify other members for the actions covered in this paragraph.

- I. Each member library may, at its discretion, withdraw from membership in Sage. Notification of intent to withdraw must be received by the User Council prior to the end of the calendar year.
- J. The User Council may unilaterally terminate membership only if the institution materially breaches its duties and such duties remain breached for 90 days after written notification by the User Council.
- K. ~~At its discretion, the Council may establish service agreements or other contractual means for extending selected services to non-member institutions.~~
- L. If a member library ceases participation in Sage, the data submitted to Sage at that point shall be removed from the union catalog at the discretion of the User Council. Database maintenance costs for removal of data shall be borne by the withdrawing member institution.

~~DATA RIGHTS AND OBLIGATIONS:~~

- M. ~~Data obtained by BCLD from each member library are hereby contributed in perpetuity to the State of Oregon for use in achievement of Sage goals, subject to any third party rights or license restrictions attached to such data.~~
- N. ~~Data obtained by each member library from the XXX County Library District are hereby contributed in perpetuity to the member library, subject to any third party license restrictions attached to such data.~~
- O.

V. DURATION/TERM:

The term of this agreement shall be perpetual. The entire agreement may be terminated at any time by a two-thirds vote of ~~member libraries~~the Sage Council. The agreement may be amended at any time, by agreement with each member library participating by ordinance or resolution in the same manner as originally entered into.

VI. RIGHTS UPON TERMINATION:

Upon termination of the agreement the member libraries then participating shall mutually agree upon the transfer of personnel or the division of assets and liabilities between the parties and in the event that they are unable to agree, then venue shall be established in the Circuit Court of Baker County to determine that transfer or division. Upon termination, the fiscal agent shall not be held responsible for any liabilities incurred by Sage nor personnel employed on its behalf and shall be compensated for any unpaid work it did on behalf of Sage. No member library shall be liable, upon termination, for any dues, charges, assessments, or other liabilities of any kind beyond the year in which such member library ceases to participate or in which the agreement is terminated. The resolution or ordinances of each member library agreeing hereto shall be

placed on file [with the administrative records of the fiscal agent. Copies shall also posted in a publicly available online repository of Sage governing documents.](#)

VII. EXECUTION: with the original of this agreement.

Member library: _____

Fiscal agent: _____

User Council Chair: _____

Sage Library System - EOU Intergovernmental Agreement

This AGREEMENT is between the State of Oregon Acting by and through the State Board of Higher Education on behalf of **Eastern Oregon University** (hereinafter **EOU**), and the **Baker County Library District** on behalf of the **Sage Library System** of eastern Oregon (hereinafter **SAGE**).

WHEREAS, SAGE is desirous of continuing to make use of the space and infrastructure provided at EOU for SAGE office, courier and information technology services; and

WHEREAS, EOU and Pierce Library are members of SAGE, supportive of SAGE's goals and willing to continue to provide the current office space, courier support and information technology support for SAGE's use.

NOW, THEREFORE, it is mutually understood and agreed as follows:

TERM:

The term of this agreement shall commence July 1, 2014 and shall continue in effect until terminated by either party in accordance with the terms contained herein.

EOU AGREES:

1. To maintain membership in the Sage Library System; after January 2015 as a resource sharing member only.
2. To continue to provide suitable office space and related services for Sage Systems Administrator, including access to mail service, telecommunications services (phone, e-mail, and data storage), and office computer and computer support services.
3. To continue to provide appropriate computer room space, server capacity and reliable network capacity for Sage computer systems.
4. To continue to serve as a courier hub for Sage interlibrary loan requests.

SAGE AGREES:

1. To waive Sage membership fees for EOU starting with fiscal year 2015/16.

BOTH PARTIES MUTUALLY AGREE:

Assignment:

SAGE shall not assign or transfer its interest nor delegate its obligation in this Agreement without the express written consent of EOU. SAGE shall not enter into any subcontracts for any of the work scheduled under this contract without obtaining prior written approval from EOU. Said EOU approval shall not be unreasonably withheld.

Indemnification:

SAGE agrees to save, indemnify, and hold harmless the State of Oregon, the State Board of Higher Education, EOU, and their officers, agents, employees, and members from all claims, suits and actions arising out of the tortuous activities of SAGE or its subcontractors, or employees in carrying out the work to be done under this Agreement.

Decisions and Disputes:

The resolution of any and all other disputes between all member institutions severally or a member institution and the University arising out of the Agreement shall first be attempted by the

Sage Library System - EOU Intergovernmental Agreement

Council and duly-appointed representatives of the member institution and the University, who shall attempt to negotiate a solution. All parties agree to negotiate in good faith to settle any dispute that may arise. In the event the parties are unable to resolve any dispute, the parties will escalate the dispute to their respective senior level leadership to meet and endeavor to come to an amicable resolution of the dispute. Any controversy between a single member institution and the Council shall be resolved according to the Rules, Procedures and Bylaws of the Council.

BAKER COUNTY LIBRARY DISTRICT, ON
BEHALF OF THE SAGE LIBRARY SYSTEM OF
EASTERN OREGON:

THE **STATE OF OREGON**, ACTING BY AND
THROUGH THE STATE BOARD OF HIGHER
EDUCATION, ON BEHALF OF **EASTERN
OREGON UNIVERSITY**:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

**INTERGOVERNMENTAL AGREEMENT BETWEEN
BAKER COUNTY LIBRARY DISTRICT
(on behalf of Sage Library System)
AND
THE HOOD RIVER COUNTY LIBRARY DISTRICT
FOR LIBRARY DISTRICT EMPLOYEE SERVICES**

DATE: June 17, 2014

PARTIES: BAKER COUNTY LIBRARY DISTRICT (“BCLD”)
2400 Resort Street
Baker City, OR 97814

HOOD RIVER COUNTY LIBRARY DISTRICT (“HRCLD”)
502 State Street
Hood River, OR 97031

THIS AGREEMENT by and between **BAKER COUNTY LIBRARY DISTRICT**, a library district organized under the laws of the State of Oregon, acting by and through its District Board on behalf of Sage Library System (hereinafter “BCLD”), and the **HOOD RIVER COUNTY LIBRARY DISTRICT**, a library district organized under the laws of the State of Oregon, acting by and through its District Board (hereinafter “HRCLD”).

RECITALS:

WHEREAS, ORS 190.010 authorizes governmental entities to enter into written agreements for the performance of any or all functions and activities that either party, its officers, or agencies has the authority to perform on its own; and

WHEREAS, the Sage Library System has funds available to hire a Systems Librarian; and

WHEREAS, BCLD acts as Sage Library System's fiscal agent; and

WHEREAS, HRCLD currently hosts Sage's Technical Support Specialist; and

WHEREAS, Sage Library System desires to upgrade that position to Systems Librarian; and

WHEREAS, Sage Library System wishes to continue hiring the Systems Librarian position through HRCLD.

NOW, THEREFORE, in consideration of the recitals above and the mutual covenants, terms, and provisions set forth below, the parties agree as follows:

I. **PURPOSE.** The purpose of this Agreement is to establish the responsibilities of the parties

with respect to the hiring and compensation of a full-time HRCLD employee that will provide services on behalf of Sage Library System. This Agreement sets forth the responsibilities of the parties herein and the conditions under which the Agreement shall be executed.

2. DURATION AND EFFECTIVE DATE. The term of this Agreement shall commence on July 1, 2014 and shall terminate on June 30, 2014. The Agreement may be extended by mutual written agreement of the parties.

3. BCLD OBLIGATIONS:

- A. BCLD, on behalf of Sage Library System, will compensate HRCLD for the cost of hiring a Systems Librarian, including the employee's salary, benefits, payroll taxes, and workers' compensation. The amount of salary and benefits is to be set by HRCLD and agreed to by BCLD and the Sage Library System User Council, in an amount not to exceed \$60,000 total for the duration of the agreement.
- B. BCLD, on behalf of Sage Library System, will provide for travel and conference reimbursement for the employee through its policies and procedures.

4. HRCLD OBLIGATIONS:

- A. HRCLD will provide a full-time Systems Librarian, who will work to benefit all Sage Library System members.
- B. The employee is an employee of HRCLD and not an employee of BCLD. HRCLD is responsible for all employee personnel functions including, but not limited to, all final determinations on hiring, firing, and employee evaluations. HRCLD agrees to solicit input from the Sage Library System User Council when making these decisions.
- C. The employee will work under the supervision of the Library Director of HRCLD.
- D. HRCLD will provide suitable office space, supplies, and technology for the employee.
- E. The employee shall perform work as outlined in the Job Description, attached hereto as Exhibit A and incorporated herein by this reference.

5. TERMINATION. This Agreement may be terminated in whole or in part as to any party hereto on thirty (30) days written notice by that party given to the other party.

6. MISCELLANEOUS:

- A.** Nothing in this Agreement, express or implied, is intended or shall be construed to confer on any person, other than the parties to this Agreement any right, remedy, or claim under or with respect to this Agreement.
- B.** This Agreement may be amended only by an instrument in writing executed by the parties, which writing must refer to this instrument.
- C.** This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.
- D.** This Agreement shall be governed and construed in accordance with the laws of Baker County, Hood River County, and the State of Oregon without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit or proceeding (collectively, "claim") between the parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Hood River County for the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively with the United States District Court for the District of Oregon.

IN WITNESS WHEREOF, the County and Library District have caused this Agreement to be executed by their respective principal officers on the day and year written below.

BCLD:

BAKER COUNTY LIBRARY
DISTRICT BOARD

By _____
Gary Dielman, Board President

Date: _____, 2014

HRCLD:

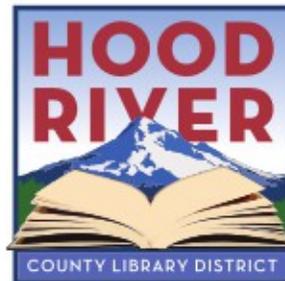
HOOD RIVER COUNTY LIBRARY
DISTRICT BOARD

By _____
Sara Duckwall Snyder, Board President

Date: _____, 2014

EXHIBIT A

Job Description Sage Library Systems Librarian



Summary

Provides technical support and services to Sage Library System member institutions. Works closely with the Sage Library System Manager to manage, configure, and train member institutions to use Sage's integrated library system (ILS).

Classification: Librarian I

Essential duties and responsibilities

1. Troubleshoots technical problems related to the integrated library system (ILS) and other consortium-related technology with Sage member institutions.
2. Creates and runs reports in the ILS.
3. Configures users, permissions, and settings in the ILS for Sage member institutions.
4. Trains Sage member institutions to use the ILS and other consortium-related technology.
5. Assists in migration and setup of consortium-related technology for new Sage member institutions.
6. Writes, organizes, and disseminates technical information to Sage member institutions.
7. Assists in cleanup, standardization, and cataloging of database records within the ILS.
8. Assists Sage Library System Manager to monitor and maintain Sage system servers.
9. Assists Sage Library System Manager in designing, updating, and maintaining the Sage Library System public catalog.
10. Recommends and implements changes to Sage technology systems and services.

Peripheral duties

1. Attends meetings and training seminars as required.
2. Attends relevant Sage Library System committee and Council meetings.
3. Performs other job-related duties as assigned.

Supervision received

Works under the general supervision of the Library Director, who assigns and reviews work to serve all Sage Library System member institutions. Works closely with the Sage Library System Manager, who may assign projects with input from the Library Director and Sage Library System User Council, prioritized by overall impact to the Sage consortia.

Supervision exercised

Supervision of other employees is not a normal function of this position. However, this position may oversee the work of volunteers.

Desired minimum qualifications

Education and experience:

1. Master's degree in library and information science from an American Library Association-accredited institution, or a master's degree in a technology-related field.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

2. One year experience working with database and customer management software, preferably integrated library systems.
3. Two years experience working in technology support, preferably in a library.
4. Any equivalent combination of education and experience satisfying the above.

Necessary knowledge, skills, and abilities:

1. Experience in technology troubleshooting for a wide variety of hardware and software. Experience using Linux-based operating systems preferred.
2. Experience using integrated library system software, public catalogs, and bibliographic utilities.
3. Knowledge of MARC and AACR2 metadata standards. Familiarity with Dublin Core and RDA standards desirable.
4. Understanding of basic programming structures demonstrated by ability to outline the flow of simple routines.
5. Understanding of database fundamentals, including field, record, and index concepts.
6. Ability to type 35 words per minute.
7. Familiarity with the Internet and basic office applications, especially word processors.
8. Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.
9. Ability to read, write, and interpret routine documents such as reports, correspondence, policies, and procedures.
10. Ability to communicate effectively vocally to the public and staff.
11. Ability to communicate technical information simply, clearly, and understandably.
12. Ability to perform basic mathematical functions.
13. Ability to respond to a wide variety of practical problems and unpredictable circumstances.
14. Ability to possess a driver's license valid in the State of Oregon.
15. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
16. Ability to perform essential job functions with or without accommodation.

Tools and equipment used

Internet, general office applications, design software, and integrated library system; computer hardware and peripherals; book carts; copy machine; telephone; typewriters; fax machines; general office tools; calculators; media players; televisions; other tools and equipment necessary to perform the essential and peripheral duties of the position.

Working conditions

1. Stands or walks 50% of the time.
2. Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
3. Moves back and forth between all areas of the library.
4. May be asked to travel to other libraries within the Sage Library System.
5. Stares at computers screens and monitors regularly while carrying out essential job functions.
6. Normal office exposure to noise, stress, and disruptions.
7. Full-time position, 40 hours per week. Some weekend and evening hours are required.

Selection guidelines

Formal application, rating of education and experience, oral interview, reference check, job-related

tests, and criminal background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Library Director

Approval: _____
Board President

Approval: _____
Sage User Council Chair

Effective Date: June 17, 2014

Last revised: June 17, 2014

Cataloging Specialist

The Sage Library System is seeking a highly motivated, creative, and progressive professional for the position of Cataloging Specialist. This position serves the 70 member libraries of the Sage Library System overseeing both the integrity of the shared bibliographic database and training of current and new cataloging standards for all member institutions.

The Sage Library System is a unique and geographically diverse consortium serving libraries and patrons in 15 counties across the state of Oregon. Its members include small rural libraries, school libraries, special libraries, large library districts, and community college libraries all using a shared bibliographic database. The Cataloging Specialist position maintains the consortium's shared bibliographic database by conducting trainings for catalogers within the system, updating the system with new changes in metadata standards, and conducting corrections to the bibliographic database as needed.

Specific duties:

- Trains Sage member institutions to use the Integrated Library System (ILS) in cataloging functions.
- Prepares training documents, recordings, and conducts trainings on cataloging principles and procedures.
- Works with the Sage Cataloging Committee and User Council to standardize and update cataloging policies and procedures.
- Utilizes data to identify areas needing improvement in the system as well as a plan to implement required changes within the bibliographic database.
- Enters, updates, and removes catalog records in the ILS and public catalog using MARC and RDA metadata standards.
- Provides reference help to Sage member institutions concerning cataloging practices and standards.

Required Skills:

- Understanding of MARC21, AACR2, and RDA metadata standards.
- Knowledge of Dewey Decimal and Library of Congress classification systems.
- Experience using integrated library system software, electronic public catalogs, and other bibliographic utilities.
- Understanding of basic office computer software.
- Excellent communication skills in written, oral, and visual formats.

Qualifications:

- Bachelor's degree from an accredited institution,
- Two years of experience in customer service positions, preferably in a library setting,
- Two years of experience working in a library cataloging position,

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2013-14.005

**Resolution adopting the budget, making appropriations,
imposing taxes, and categorizing taxes**

June 16, 2014

Adopting the budget

Be it RESOLVED, that the Board of Directors of the Baker County Library District hereby adopts the budget for the fiscal year 2014-15 in the total of **\$1,733,217**, now on file in the Baker County Public Library

Making appropriations

Be it further RESOLVED, that the amounts for the fiscal year beginning July 1, 2014, are hereby appropriated for the purposes shown in Exhibit A.

Imposing the tax

Be it further RESOLVED, that the Board of Directors of the Baker County Library District hereby imposes the taxes as provided for in the adopted budget at rates of:

\$0.5334 per \$1,000 of assessed value for permanent rate tax;
\$0.249 per \$1,000 of assessed value for local option tax; and

that these taxes are hereby imposed and categorized for the tax year 2014-15 upon the assessed value of all taxable property within the District as follows:

	Categorizing the tax	
	<u>General government limitation</u>	<u>Excluded from limitation</u>
<i>Permanent Rate Tax</i>	\$0.5334 / \$1,000	\$0.00
<i>Local Option Tax</i>	\$0.249 / \$1,000	\$0.00

Adopted by the Board of Directors of Baker County Library District this 16th day of June, 2014.

FOR THE BOARD:

Signature: Gary Dielman,
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary

BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD

Resolution No. 2013-14.005

Resolution adopting the budget, making appropriations, imposing taxes, and categorizing taxes

June 16, 2014

EXHIBIT A. Fund Appropriations

<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
General Fund	\$667,187	\$262,065	\$100	\$2,000	\$12,500	\$218,621	\$0	\$0	\$1,162,473
Other Uses Fund	\$0	\$117,900	\$0	\$0	\$4,000	\$68,000	\$0	\$0	\$189,900
Sage Library System Fund	\$62,566	\$233,778	\$21,000	\$11,000	\$0	\$0	\$0	\$52,500	\$380,844
TOTALS	\$729,753	\$613,743	\$21,100	\$13,000	\$16,500	\$286,621	\$0	\$52,500	\$1,733,217

**FORM
 LB-20**

**RESOURCES
 GENERAL FUND**

BAKER COUNTY LIBRARY DISTRICT

	Historical Data			Adopted Budget This Year 13/14	RESOURCE DESCRIPTION	Budget for Next Year 2014-15			
	Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Third Preceding Year 10/11	Second Preceding Year 11/12	First Preceding Year 12/13						
1				217,594	1 Available cash on hand* (cash basis) or	205,000	205,000		1
2	125,733	157,670	162,647		2 Net working capital (accrual basis)				2
3	39,949	29,565	37,689	40,000	3 Previously levied taxes estimated to be received	40,000	40,000		3
4	8,686	7,076	9,442	8,000	4 Interest	12,500	12,500		4
5	0	2,100	0	3,000	5 Transferred IN, from other funds	4,000	4,000		5
6					6 OTHER RESOURCES				6
7	13,987	16,429	17,238	16,000	7 Fines & Fees	18,000	18,000		7
8	4,975	5,727	5,838	6,000	8 State revenue (R2R Grant)	6,600	6,600		8
9	1,673	3,456	1,630	3,500	9 Other Tax Revenues	3,500	3,500		9
10	17,481	6,780	6,185	5,000	10 Federal revenue (E-rate)	5,000	5,000		10
11	3,563	1,848	1,768	3,100	11 Tech Support Contracts	3,100	3,100		11
12	0	8,787	5,361	100	12 Job Training Programs	100	100		12
13	2,493	1,000	0	0	13 Grant Revenues	0	0		13
14	622	200	150	200	14 Donations & Misc	850	850		14
15					15				15
16					16				16
17	219,162	240,638	247,948	302,494	17 Total resources, except taxes to be levied	298,650	298,650	0	17
18				869,817	18 Taxes estimated to be received	863,823	863,823		18
19	821,285	835,709	850,548		19 Taxes collected in year levied				19
20	1,040,447	1,076,347	1,098,496	1,172,311	20 TOTAL RESOURCES	1,162,473	1,162,473	0	20

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

REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM
BAKER COUNTY LIBRARY DISTRICT

FORM
LB-30

	Historical Data				REQUIREMENTS DESCRIPTION	Budget For Next Year <u>14/15</u>			
	Actual			Adopted Budget This Year <u>13/14</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Third Preceding Year <u>10/11</u>	Second Preceding Year <u>11/12</u>	First Preceding <u>12/13</u>						
PERSONNEL SERVICES									
1	415,327	434,814	457,831	471,448	1 Salaries	463,696	463,696		1
2	150,812	169,927	177,504	181,779	2 Benefits	200,891	200,891		2
3	2,118	10,354	5,472	2,100	3 Special Contracts - Tech Support, Job Training	2,100	2,100		3
4	4,312	2,102	0	0	4 Severance				4
5				500	5 Payroll Expenses	500	500		5
6					6				6
7	572,569	617,197	640,807	655,828	7 TOTAL PERSONNEL SERVICES	667,187	667,187	0	7
	13	14	14	15	Total Full-Time Equivalent (FTE)				
MATERIALS AND SERVICES									
8	100,067	95,017	95,987	79,589	8 Collection Development (Books, audiovisual, digital, etc)	65,500	65,500		8
9	17,082	10,296	10,109	10,700	9 Library Consortium (Sage)	10,900	10,900		9
10	60,938	64,720	57,665	60,335	10 Facilities & IT Maintenance	61,900	61,900		10
11	31,644	27,115	34,617	31,450	11 Corporate Costs (Ins., audit, admin fees, election, etc)	35,650	35,650		11
12	85,800	87,597	84,072	90,810	12 Library Operations (travel, bkmb, programs, supplies, utilities)	88,115	88,115		12
13	7,980	758	952	1,000	13 Debt Service	2,000	2,000		13
14	303,511	285,503	283,402	273,884	14 TOTAL MATERIALS AND SERVICES	264,065	264,065	0	14
CAPITAL OUTLAY									
15	0	0	0	100	15 Capital Outlay	100	100		15
16					16				16
17					17				17
18					18				18
19					19				19
20					20				20
21	0	0	0	100	21 TOTAL CAPITAL OUTLAY	100	100	0	21
TRANSFERRED TO OTHER FUNDS									
22	0	1,000	1,000	2,500	22 Transfer - Technology & Election	2,500	2,500		22
23	6,700	10,000	10,000	10,000	23 Transfer - Severance Liability	10,000	10,000		23
24					24				24
25	6,700	11,000	11,000	12,500	25 TOTAL TRANSFERS	12,500	12,500	0	25
				230,000	26 OPERATING CONTINGENCY	218,621	218,621		
26	157,670				27 Ending balance (prior years)				26
27					28 UNAPPROPRIATED ENDING FUND BALANCE				27
28	1,040,450	913,700	935,209	1,172,312	29 TOTAL REQUIREMENTS	1,162,473	1,162,473	0	28

150-504-030 (Rev C 150-504-030 (Rev 02/13))

DETAILED REQUIREMENTS

FORM
LB-31

General Fund - Personnel Services

Baker County Library District

	Historical Data Actual			Suppl Bgt 2 Adopted Budget This Year 13/14	REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year 2014-2015			
	Third Preceding Year 10/11	Second Preceding Year 11/12	First Preceding Year 12/13	Proposed by Budget Officer				Approved by Budget Committee	Adopted by Governing Body		
1	64,629	65,274	71,014	71,662	1 Library Director	1.0	MGT4	71,718	71,718		1
2	17,893	18,071	18,248	18,852	2 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (Acq/Cat)	0.5	13/5	18,921	18,921		2
3	19,968	20,176	20,099	20,508	3 Finance + HR Administrator (.5 FTE)	0.5	13/5	20,579	20,579		3
4	11,510				4 Library Asst I - Public Services (Weekend)		5/5				4
5	32,864	34,853	36,962	39,014	5 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (ILL/Cat)	1.0	13/4	39,199	39,199		5
6	461	193	1,380	2,832	6 Library Asst I - Public Services	0.2	3/3	3,512	3,512		6
7	20,560	28,606	30,409	30,688	7 Library Tech II - Coll Mgmt / Serials Specialist	1.0	7/5	30,713	30,713		7
8	22,971	23,369	23,628	23,953	8 Library Asst II - Public Services / Children & Teen Specialist	0.8	6/5	24,498	24,498		8
9	29,809	30,107	28,699	27,588	9 Library Tech II - Coll Mgmt / Cataloging Specialist	1.0	7/5	25,715	25,715		9
10	20,498	12,026	8,584	10,469	10 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.0	5/5				10
11	14,852	14,625	14,365	14,483	11 Library Asst I - Public Services	0.6	3/5	14,529	14,529		11
12	16,250	15,921	16,146	15,964	12 Library Asst III - Coll Mgmt / Shelving/Page Lead+Volunteer Coord	0.6	5/5	16,018	16,018		12
13	3,985	7,381	10,757	11,941	13 Library Asst I - Coll Mgmt / Processing	0.5	3/4	12,318	12,318		13
14	1,140	11,525	17,376	17,977	14 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.7	5/4	19,501	19,501		14
15	22,781	28,950	29,432	27,904	15 Librarian I - Public Services + Coll Mgmt Lead	0.8	11/5	27,999	27,999		15
16	7,975	7,602	5,966	7,251	16 Library Asst I - Public Services / Outreach (Bookmobile)	0.3	4/5	9,626	9,626		16
17	5,302	6,600	6,352	7,903	17 Library Asst I - Public Services / Outreach (Bookmobile)	0.4	4/5	7,959	7,959		17
18			5,676	9,102	18 Facilities Maintenance	0.4	3/3	9,626	9,626		18
19	0	9,071	4,814	2,076	19 Job Training Intern / Library Page I	0.0	3/3				19
20	39,816	43,199	46,516	45,074	20 IT Network and Systems Administrator	1.0	14/5	45,546	45,546		20
21	2,118	1,283	658	2,100	21 Tech Support Contracts		14/5	2,100	2,100		21
22	6,661	7,447	6,834	7,921	22 Vacation Subs + Wkend Assistants	0.3	X	8,556	8,556		22
23	55,402	58,889	59,388	58,284	23 Library Asst I - Public Services / Outreach (Branch Leads)	2.25	4/5	57,161	57,161		23
24				0	24 Staff training						24
25	27,574	43,757	47,991	50,880	25 Retirement (PERS)			50,972	50,972		25
26	31,933	33,786	34,956	36,226	26 Social Security (FICA)			35,633	35,633		26
27	416	922	430	974	27 State Unemployment Tax (SUTA @ .001) + Payroll Exp			966	966		27
28	88,392	88,951	91,199	91,069	28 Group Health Insurance			110,833	110,833		28
29	1,646	1,708	1,998	2,178	29 Workers Comp Insurance			2,143	2,143		29
30	851	803	929	952	30 Life Insurance			844	844		30
31	4,312	2,102			31 Severance						31
32					32 Ending balance (prior years)						32
33					33 UNAPPROPRIATED ENDING FUND BALANCE						33
34	572,569	617,197	640,807	655,828	34 TOTAL REQUIREMENTS	13.7		667,187	667,187	0	34

* include a schedule of pay ranges

DETAILED REQUIREMENTS

FORM
LB-31

General Fund - Materials & Services

Baker County Library District

	Historical Data			Suppl Bgt 2 Adopted Budget This Year 13/14	REQUIREMENTS DESCRIPTION	Budget for Next Year 2014-2015			
	Actual					Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Third Preceding Year 10/11	Second Preceding Year 11/12	First Preceding Year 12/13						
1	100,067	95,017	95,987	79,589	1 Collection Development (Books, audiovisual, digital, etc)	65,500	65,500		1
2	17,082	10,296	10,109	10,700	2 Library Consortium (Sage)	10,900	10,900		2
3	22,408	30,751	25,911	26,235	3 Facilities Maintenance	25,800	25,800		3
4	9,375	10,320	10,320	11,000	4 Janitorial Contract	10,500	10,500		4
5	2,089	1,993	1,953	2,100	5 Janitorial Supplies	2,100	2,100		5
6	3,855	3,299	3,262	3,500	6 Equipment Maintenance Services	3,500	3,500		6
7	23,211	18,357	16,219	17,500	7 Computer Maintenance	20,000	20,000		7
8	9,658	7,576	7,692	8,000	8 Bookmobile Operations	8,000	8,000		8
9	13,100	12,305	13,106	13,500	9 Insurance	14,000	14,000		9
10	2,884	2,261	2,791	3,000	10 Travel and Training	3,000	3,000		10
11	3,172	0	5,989	0	11 Election	3,300	3,300		11
12	7,070	7,050	7,280	7,475	12 Audit	7,675	7,675		12
13	413	802	1,568	800	13 Bookkeeping	800	800		13
14	1,359	2,073	958	1,700	14 Dues and subscriptions	1,600	1,600		14
15	7,980	758	952	1,000	15 Debt Service	2,000	2,000		15
16	395	700	1,104	1,000	16 Publication	1,000	1,000		16
17	1,016	485	804	775	17 Financial Mgt Fees	1,075	1,075		17
18	200	200	200	200	18 Legal Administration	200	200		18
19	2,035	1,239	393	2,000	19 Public Programs	2,000	2,000		19
20	1,800	2,691	2,544	2,500	20 Branch Mileage	3,000	3,000		20
21	14,532	17,548	12,557	14,000	21 Library Services Supplies	14,500	14,500		21
22	1,563	1,637	2,967	3,500	22 Youth Programs (Summer Reading, storytime, teen)	3,500	3,500		22
23	1,555	1,998	1,457	1,700	23 Postage/Freight	1,700	1,700		23
24	43,532	42,316	43,945	46,485	24 Utilities	44,385	44,385		24
25	11,456	13,056	12,910	14,625	25 Telecommunications	13,030	13,030		25
26	1,704	775	424	1,000	26 Tech Support Contract - Travel	1,000	1,000		26
27		0			27 Miscellaneous				27
28					28				28
29					29				29
30					30				30
31					31 Ending balance (prior years)				31
32					32 UNAPPROPRIATED ENDING FUND BALANCE				32
33	303,511	285,503	283,402	273,884	33 TOTAL REQUIREMENTS	264,065	264,065	0	33

* include a schedule of pay ranges

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

"Other Uses" Funds by Department

Baker County Library District

	Historical Data		Suppl Bgt 2 Adopted Budget This Year 13-14	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2014-2015</u>			Change	
	Actual				Proposed By Budget Officer	Approved By Budget Committee	Proposed For Adoption By Governing Body		
	Second Preceding Year <u>11-12</u>	First Preceding Year <u>12-13</u>							
				RESOURCES					
1	52,094	52,655	145,860	1 Cash on hand * (cash basis), or	146,000	146,000	154,000	8,000	1
2				2 Working Capital* (accrual basis)					2
3				3 Previously levied taxes estimated to be received					3
4	223	292	350	4 Interest	600	600	600	0	4
5	11,000	11,000	3,000	5 Transferred IN, from other funds	11,000	11,000	11,000	0	5
6	7,500	15,000	56,521	6 Grants and Loans	46,000	46,000	17,800	(28,200)	6
7	350	64,841	1,000	7 Donations	2,500	2,500	2,500	0	7
8	1,883	4,806	3,000	8 Book Sales online	4,000	4,000	4,000	0	8
9	73,050	148,594	209,731	9 Total Resources, except taxes to be levied	210,100	210,100	189,900	(20,200)	9
10				10 Taxes estimated to be received					10
11				11 Taxes collected in year levied					11
12	73,050	148,594	209,731	12 TOTAL RESOURCES	210,100	210,100	189,900	(20,200)	12
				REQUIREMENTS					
1				1 PERSONNEL SERVICES				0	1
2			41,000	2 Sage Cataloger (Clean Slate LSTA grant)	43,200	43,200	0	(43,200)	2
3			41,000	3 TOTAL PERSONNEL SERVICES	43,200	43,200	0	(43,200)	3
4				4				0	4
5				5 MATERIALS AND SERVICES				0	5
6	18,219	598	97,431	6 Memorial & Grants Dept.	85,550	85,550	115,550	30,000	6
7				7 Election reserve			1,500	1,500	7
8	3	11	1,000	8 Literacy Dept.	500	500	500	0	8
9	11	13	12,000	9 Technology Dept. Reserve	12,000	12,000	12,000	0	9
10	0	0	6,000	10 Capital Projects Dept. Contingency	6,000	6,000	6,000	0	10
11	62	55	48,500	11 Severance Liability Dept. Contingency	58,500	58,500	50,000	(8,500)	11
12	2,100	0	3,000	12 Operating Transfer	4,000	4,000	4,000	0	12
13			800	13 Corporate Costs (Bank & sales fees)	350	350	350	0	13
14			168,731	14 TOTAL MATERIALS AND SERVICES	166,900	166,900	189,900	23,000	14
15				15					15
16	52,655	147,917		16 Ending balance (prior years)					16
17				17 UNAPPROPRIATED ENDING FUND BALANCE					17
18	73,050	148,594	209,731	18 TOTAL REQUIREMENTS	210,100	210,100	189,900	(20,200)	18

*Includes ending balance from prior year

**FORM
 LB-10**

**SPECIAL FUND
 RESOURCES AND REQUIREMENTS**
Sage Library System Fund

BAKER COUNTY LIBRARY DISTRICT

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-15			
	Actual		Adopted Budget This Year		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year _____	First Preceding Year _____						
				RESOURCES				
1				1 Cash on hand * (cash basis), or	\$70,283	\$70,283		1
2				2 Membership dues	\$192,740	\$192,740		2
3				3 Interest	\$250	\$250		3
4				4 Restricted grants	\$117,571	\$117,571		4
5				5 Miscellaneous revenue				5
6				6				6
7				7				7
8				8				8
9	0	0	0	9 Total Resources, except taxes to be levied	\$380,844	\$380,844	\$0	9
10				10 Taxes estimated to be received				10
11				11 Taxes collected in year levied				11
12	0	0	0	12 TOTAL RESOURCES	\$380,844	\$380,844	\$0	12
				REQUIREMENTS				
13				13 PERSONNEL SERVICES				13
14				14 Salaries				14
15				15 Systems administrator	\$44,125	\$44,125		15
16				16 Total salaries	\$44,125	\$44,125		16
17				17				17
18				18 Benefits				18
19				19 Retirement	\$5,825	\$5,825		19
20				20 Social Security	\$3,376	\$3,376		20
21				21 Worker's compensation	\$203	\$203		21
22				22 Health insurance	\$8,149	\$8,149		22
23				23 Unemployment insurance	\$44	\$44		23
24				24 Life insurance	\$844	\$844		24
25				25 Total benefits	\$18,440	\$18,440		25
26				26 TOTAL PERSONNEL SERVICES	\$62,566	\$62,566		26
27				27				27
28				28 MATERIALS AND SERVICES				28
29				29 Telecommunications	\$400	\$400		29
30				30 Technology	\$12,000	\$12,000		30
31				31 Accounting and auditing	\$2,900	\$2,900		31
32				32 Administrative services (BCLD)	\$6,104	\$6,104		32

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2014-15			
	Actual		Adopted Budget This Year		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year _____	First Preceding Year _____						
33				33 Technical services	\$104,789	\$104,789		33
34				34 Legal services	\$100	\$100		34
35				35 Dues and subscriptions	\$500	\$500		35
36				36 Postage/freight	\$60	\$60		36
37				37 Printing	\$50	\$50		37
38				38 Supplies, Office	\$50	\$50		38
39				39 Travel	\$3,000	\$3,000		39
40				40 Training	\$1,500	\$1,500		40
41				41 Miscellaneous	\$225	\$225		41
42				42 Furniture and equipment	\$100	\$100		42
43				43 Courier	\$102,000	\$102,000		43
44				44 TOTAL MATERIALS AND SERVICES	\$233,778	\$233,778		44
45				45				45
46				46 Capital outlay	\$21,000	\$21,000		46
47				47				47
48				48 Contingency	\$11,000	\$11,000		48
49				49				49
50				50 Ending balance (prior years)				50
51				51 UNAPPROPRIATED ENDING FUND BALANCE	\$52,500	\$52,500		51
52	0	0	0	52 TOTAL REQUIREMENTS	\$380,844	\$380,844	\$0	52

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

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Baker County Library District will be held on June 16, 2014 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, 2014 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-us/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. If different, the major changes and their effect on the

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 2012-2013	Adopted Budget This Year 2013-2014	Approved Budget Next Year 2014-2015
Beginning Fund Balance/Net Working Capital	215,302	363,454	421,283
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	17,238	16,000	210,740
Federal, State and all Other Grants, Gifts, Allocations and Donations	92,014	68,721	178,521
Revenue from Bonds and Other Debt			
Interfund Transfers / Internal Service Reimbursements	11,000	6,000	15,000
All Other Resources Except Current Year Property Taxes	60,988	58,050	64,050
Current Year Property Taxes Estimated to be Received	850,548	869,817	863,823
Total Resources	1,247,090	1,382,042	1,753,417

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	640,807	696,828	772,952
Materials and Services	283,127	372,115	582,243
Capital Outlay		100	21,100
Debt Service	952	1,000	2,000
Interfund Transfers	11,000	15,500	16,500
Contingencies		66,500	87,500
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	311,204	230,000	271,121
Total Requirements	1,247,090	1,382,042	1,753,417

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	640,807	655,828	667,187
FTE	14	15	14
Grant Project - Sage Cataloging		41,000	43,200
FTE		1	1
Sage Library System			62,566
FTE			1
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements	640,807	696,828	772,952
Total FTE	14	16	16

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Growth of FY13-14 beginning cash resources is primarily due to carryover of an estate bequest of \$64,479 plus planned grant projects for acquisition of new circulation system and the Sage Cataloging project. Tax revenues for FY14-15 are projected to decrease slightly. The FY14-15 budget includes a new fund in the amount of \$380,844 to act as fiscal agent of Sage Library System. Sage fund resources includes beginning cash (\$70,283), membership fees (\$192,740), grants (\$117,571), and interested (\$250). A full time Cataloger/Trainer will be contracted for the Sage Cataloging Project grant through the Other Fund. Outstanding debt incurred in the amount of \$24,500 is from Baker City Resort Street Improvement Project.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2012-2013	Rate or Amount Imposed This Year 2013-2014	Rate or Amount Approved Next Year 2014-2015
Permanent Rate Levy (rate limit 0.5334 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	\$24,500	
Total	\$24,500	

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

BAKER COUNTY LIBRARY DISTRICT

LIBRARY BOARD REGULAR MEETING 2014-2015 Schedule Options

Board meetings are intended to be held around mid-month to accommodate billing & payroll cycles. In 2014-2015, several months begin on Monday which makes the 2nd Monday early for those purposes.

On months when the 2nd Monday falls on the 8th or 9th, the board may consider moving the meeting to the 3rd Monday.

		2nd Monday	Alternative
2014	July	14	
	August	11	
	September	8	15
	October	13	
	November	10	
	December	8	15
2015	January	12	
	February	9	16
	March	9	16
	April	13	
	May	11	
	June	8	15

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2013-14.006

Resolution adopting Supplemental Budget 3

June 16, 2014

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

WHEREAS after a previous supplemental budget was adopted for Fiscal Year 2013-2014 on Sep 9 2013, various resources are projected to be received in amounts different from originally estimated, and

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

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

WHEREAS the cumulative fund changes result in total budget reduction in the amount of **\$58,637**; and

WHEREAS, **\$58,637** represents less than 10% of the FY13-14 General Fund budget of \$1,391,543; and

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

Adopting the budget

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Baker County Library District hereby **adopts Supplemental Budget 3** for the fiscal year 2013-14 in the total of **\$1,332,906** as defined in the Legal Budget form attachments (LB-20, LB-30, LB-31 PS, LB-31 M&S, LB-10), now on file in the Baker County Public Library : and;

Making appropriations

BE IT FURTHER RESOLVED THAT the amounts for the fiscal year 2013-2014 are hereby appropriated for the purposes shown, and;

Authorizing transfers

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

Adopted by the Board of Directors of Baker County Library District this 16th day of June, 2014.

FOR THE BOARD:

Signature: Gary Dielman,
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2013-14.006

Resolution adopting Supplemental Budget 3

June 16, 2014

Attachments:

1. Exhibit A Suppl. Budget 3 Fund Appropriations, 6/16/14
2. LB-20 General Fund – Resources. Suppl. Budget 3, 6/16/14
3. LB-30 General Fund - Summary. Suppl. Budget 3, 6/16/14
4. LB-31 General Fund – Personnel Services, Suppl. Budget 3, 6/16/14
5. LB-31 General Fund – Materials & Services, Suppl. Budget 3, 6/16/14
6. LB-10 Other Uses Fund. Suppl. Budget 3, 6/16/14

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2013-14.006

Resolution adopting Supplemental Budget 3

June 16, 2014

EXHIBIT A. Fund Appropriations

***CURRENT* Suppl. Budget 3 (6/16/14)**

<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
General Fund	\$659,604	\$301,932	\$10	\$10	\$12,500	\$205,000	\$0	\$0	\$1,179,056
Other Uses Fund	\$0	\$84,623	\$6,000	\$0	\$15,027	\$48,200	\$0	\$0	\$153,850
TOTALS	\$659,604	\$386,555	\$6,010	\$10	\$27,527	\$253,200	\$0	\$0	\$1,332,906

\$ Change from prev. (\$58,637)
% Change from prev. -4.2%

***PREVIOUS* Suppl. Budget 2 (9/9/13)**

<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
General Fund	\$655,828	\$272,884	\$100	\$1,000	\$12,500	\$230,000	\$0	\$0	\$1,172,312
Other Uses Fund	\$0	\$140,231	\$6,000	\$0	\$3,000	\$70,000	\$0	\$0	\$219,231
TOTALS	\$655,828	\$413,115	\$6,100	\$1,000	\$15,500	\$300,000	\$0	\$0	\$1,391,543

**FORM
LB-20**

**RESOURCES
GENERAL FUND**

BAKER COUNTY LIBRARY DISTRICT

(Fund)

(Name of Municipal Corporation)

	Historical Data		Adopted Budget This Year 12/13	RESOURCE DESCRIPTION	Budget for Next Year 13/14				Change	
	Actual				Original Budget Adopted By Governing Body	Revised Suppl Budget 2 R.004 2014-09-09	Proposed Suppl Budget 3 R.006 2014-06-16			
	Second Preceding Year 10/11	First Preceding Year 11/12								
1			219,343	1. Available cash on hand* (cash basis) or						1
2	125,733	157,670		2. Net working capital (accrual basis)	217,594	217,594	216,685	(909)		2
3	39,949	29,565	39,500	3. Previously levied taxes estimated to be received	40,000	40,000	40,000	0		3
4	8,686	7,076	7,750	4. Interest	8,000	8,000	9,500	1,500		4
5	0	2,100	2,060	5. Transferred IN, from other funds	3,000	3,000	15,027	12,027		5
6				6 OTHER RESOURCES						6
7	13,987	16,429	18,000	7 Fines & Fees	16,000	16,000	18,000	2,000		7
8	4,975	5,727	6,000	8 State Govt Funds (R2R Grant)	6,000	6,000	6,564	564		8
9	17,481	6,780	3,500	9 Other Tax Revenues	3,500	3,500	3,500	0		9
10	1,673	3,456	6,500	10 Federal Funds (E-rate)	5,000	5,000	5,500	500		10
11	3,563	1,848	2,700	11 Tech Support Contracts	3,100	3,100	1,500	(1,600)		11
12	0	8,787	5,400	12 Job Training Programs	100	100	0	(100)		12
13	2,493	1,000	0	13 Grant Revenues	0	0	0	0		13
14	622	200	900	14 Donations & Misc	200	200	780	580		14
15				15						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	219,162	240,638	311,653	29. Total resources, except taxes to be levied	302,494	302,494	317,056	14,562		29
30			859,000	30. Taxes estimated to be received	869,817	869,817	862,000	(7,817)		30
31	821,285	835,709		31. Taxes collected in year levied						31
32	1,040,447	1,076,347	1,170,653	32. TOTAL RESOURCES	1,172,311	1,172,311	1,179,056	6,745		32

**FORM
LB-30**

	Historical Data			REQUIREMENTS DESCRIPTION BAKER COUNTY LIBRARY DISTRICT	Budget For Next Year <u>13/14</u>			Change	
	Actual		Adopted Budget This Year 12/13		Original Budget Adopted By Governing Body	Revised Suppl Budget 2 R.004 2014-09-09	Proposed Suppl Budget 3 R.006 2014-06-16		
	Second Preceding Year <u>10/11</u>	First Preceding Year <u>11/12</u>							
PERSONNEL SERVICES									
1	415,327	434,814	460,188	1 Salaries	461,747	471,448	462,724	(8,724)	1
2	150,812	169,927	179,155	2 Benefits	198,915	181,779	185,780	4,001	2
3	2,118	10,354	7,700	3 Special Contracts - Tech Support, Job Training	2,100	2,100	1,300	(800)	3
4	4,312	2,102	0	4 Severance	0		9,300	9,300	4
5			450	5 Payroll Expenses	500	500	500	0	5
6				6					6
7	572,569	617,197	647,493	7 TOTAL PERSONNEL SERVICES	663,262	655,828	659,604	3,776	7
	13	14	15	Total Full-Time Equivalent (FTE)	14	15	14	15	
MATERIALS AND SERVICES									
8	100,067	95,017	97,600	8 Collection Development (Books, audiovisual, digital, etc)	79,589	79,589	102,740	23,151	8
9	17,082	10,296	10,400	9 Library Consortium (Sage)	10,700	10,700	10,400	(300)	9
10	60,938	64,720	63,800	10 Facilities & IT Maintenance	57,900	60,335	67,675	7,340	10
11	31,644	27,115	33,694	11 Corporate Costs (Ins., audit, admin fees, election, etc)	31,450	31,450	31,730	280	11
12	85,800	87,597	88,120	12 Library Operations (travel, bkmb, programs, supplies, utilities)	90,810	90,810	89,387	(1,423)	12
13	7,980	758	952	13 Debt Service	1,000	1,000	10	(990)	13
14	303,511	285,503	294,566	14 TOTAL MATERIALS AND SERVICES	271,449	273,884	301,942	28,058	14
CAPITAL OUTLAY									
15	0	0	0	15 Capital Outlay	100	100	10	(90)	15
16				16					16
17				17					17
18				18					18
19				19					19
20				20					20
21	0	0	0	21 TOTAL CAPITAL OUTLAY	100	100	10	(90)	21
TRANSFERRED TO OTHER FUNDS									
22	0	1,000	1,000	22 Transfer - Technology & Election	2,500	2,500	2,500	0	22
23	6,700	10,000	10,000	23 Transfer - Severance Liability	10,000	10,000	10,000	0	23
24			0	24 Contingency - Health Insurance Reserve	0				24
25	6,700	11,000	11,000	25 TOTAL TRANSFERS	12,500	12,500	12,500	0	25
26			217,594	26 OPERATING CONTINGENCY	225,000	230,000	205,000	(25,000)	26
27	157,670	162,647		27 Ending balance (prior years)					27
28				28 UNAPPROPRIATED ENDING FUND BALANCE					28
29	1,040,450	1,076,347	1,170,653	29 TOTAL REQUIREMENTS	1,172,311	1,172,312	1,179,056	6,744	29

DETAILED REQUIREMENTS

**FORM
LB-31**

General Fund - Personal Services
BAKER COUNTY LIBRARY DISTRICT

	Historical Data			REQUIREMENTS DESCRIPTION	Number of Employees	Range*	Budget for Next Year <u>2013-2014</u>				
	Actual		Adopted Budget				Original Budget Adopted By Governing Body	Revised Suppl Budget 2 R.004 2014-09-09	Revised Suppl Budget 2 R.004 2014-09-09	Change	
	Second Preceding Year <u>10/11</u>	First Preceding Year <u>11/12</u>	This Year <u>12/13</u>								
1	64,629	65,274	70,536	1 Library Director	1.0	MGT4	69,384	71,662	71,040	(622)	1
2	17,893	18,071	18,670	2 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (Acq/Cat)	0.5	13/5	17,723	18,852	18,155	(697)	2
3	19,968	20,176	20,290	3 Finance + HR Administrator (.5 FTE)	0.5	13/5	20,321	20,508	20,592	84	3
4	11,510			4 Library Asst II - Public Services/Outreach / Processing		5/5				0	4
5	32,864	34,853	36,786	5 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (ILL/Cat)	1.0	13/4	37,769	39,014	38,685	(329)	5
6	461	193	1,307	6 Library Asst I - Public Services	0.1	3/3	2,832	2,832	5,185	2,353	6
7	20,560	28,606	30,264	7 Library Tech II - Coll Mgmt / Serials Specialist	1.0	7/5	29,713	30,688	30,430	(258)	7
8	22,971	23,369	23,586	8 Library Asst II - Public Services / Children & Teen Specialist	0.8	6/5	23,734	23,953	24,156	203	8
9	29,809	30,107	29,244	9 Library Tech II - Coll Mgmt / Cataloging Specialist	0.9	7/5	26,640	27,588	27,335	(253)	9
10	20,498	12,026	8,829	10 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.4	5/5	10,373	10,469	3,242	(7,227)	10
11	14,852	14,625	14,357	11 Library Asst I - Public Services	0.6	3/5	14,351	14,483	14,095	(388)	11
12	16,250	15,921	16,204	12 Library Asst III - Coll Mgmt / Shelving/Page Lead+Volunteer Coord	0.5	5/5	14,576	15,964	15,520	(444)	12
13	3,985	7,381	10,724	13 Library Asst I - Coll Mgmt / Processing	0.5	3/4	11,941	11,941	11,525	(416)	13
14	1,140	11,525	17,740	14 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.6	5/4	17,128	17,977	17,617	(360)	14
15	22,781	28,950	29,706	15 Librarian I - Public Services + Coll Mgmt Lead	0.8	11/5	27,650	27,904	28,145	241	15
16	7,975	7,602	6,800	16 Library Asst I - Public Services / Outreach (Bookmobile)	0.3	4/5	7,251	7,251	6,746	(505)	16
17	5,302	6,600	6,400	17 Library Asst I - Public Services / Outreach (Bookmobile)	0.3	4/5	7,903	7,903	6,895	(1,008)	17
18			4,987	18 Facilities Maintenance	0.4	3/3	9,102	9,102	9,180	78	18
19	0	9,071	6,000	19 Job Training Intern / Library Page I	0.1	3/3	2,076	2,076	0	(2,076)	19
20	39,816	43,199	45,249	20 IT Network and Systems Administrator	1.0	14/5	45,074	45,074	47,500	2,426	20
21	2,118	1,283	1,700	21 Tech Support Contracts		14/5	2,100	2,100	1,300	(800)	21
22	6,661	7,447	7,845	22 Vacation Subs + Wkend Assistants	0.3	X	7,921	7,921	7,550	(371)	22
23	55,402	58,889	60,664	23 Library Asst I - Public Services / Outreach (Branch Leads)	2.25	4/5	58,284	58,284	58,501	217	23
24	27,574	43,757	46,000	24 Retirement (PERS)			68,812	50,880	48,440	(2,440)	24
25	31,933	33,786	35,480	25 Social Security (FICA)			35,484	36,226	35,780	(446)	25
26	416	922	909	26 State Unemployment Tax (SUTA @ .001) + Payroll Exp			964	474	465	(9)	26
27	88,392	88,951	94,086	27 Group Health Insurance			91,069	91,069	97,550	6,481	27
28	1,646	1,708	2,200	28 Workers Comp Insurance			2,134	2,178	2,660	482	28
29	851	803	930	29 Life Insurance			952	952	885	(67)	29
30	4,312	2,102		30 Severance					9,300	9,300	30
31				31 Staff Training					630	630	31
32				32 Payroll expenses					500	500	32
33				32 Ending balance (prior years)							33
34				33 UNAPPROPRIATED ENDING FUND BALANCE							34
35	572,569	617,197	647,493	34 TOTAL REQUIREMENTS	13.7		663,262	655,328	659,604	4,276	35

DETAILED REQUIREMENTS

**FORM
 LB-31**

General Fund - Materials & Services

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year <u>2013-2014</u>				
	Actual		Adopted Budget This Year <u>12/13</u>		Original Budget Adopted By Governing Body	Revised Suppl Budget 2 R.004	Proposed Suppl Budget 3 R.006	Change	
	Second Preceding Year <u>10/11</u>	First Preceding Year <u>11/12</u>							
1	100,067	95,017	97,600	1 Collection Development (Books, audiovisual, digital, etc)	79,589	79,589	102,740	23,151	1
2	17,082	10,296	10,400	2 Library Consortium (Sage)	10,700	10,700	10,400	(300)	2
3	22,408	30,751	28,900	3 Facilities Maintenance	23,800	26,235	32,925	6,690	3
4	9,375	10,320	10,500	4 Janitorial Contract	11,000	11,000	9,500	(1,500)	4
5	2,089	1,993	2,000	5 Janitorial Supplies	2,100	2,100	2,300	200	5
6	3,855	3,299	3,800	6 Equipment Maintenance Services	3,500	3,500	5,200	1,700	6
7	23,211	18,357	18,600	7 Computer Maintenance	17,500	17,500	17,750	250	7
8	9,658	7,576	8,700	8 Bookmobile Operations	8,000	8,000	8,350	350	8
9	13,100	12,305	13,139	9 Insurance	13,500	13,500	13,915	415	9
10	2,884	2,261	3,500	10 Travel and Training	3,000	3,000	2,800	(200)	10
11	3,172	0	3,200	11 Election	0	0	0	0	11
12	7,070	7,050	7,285	12 Audit	7,475	7,475	7,475	0	12
13	413	802	1,700	13 Bookkeeping	800	800	840	40	13
14	1,359	2,073	1,400	14 Dues and subscriptions	1,700	1,700	1,550	(150)	14
15	7,980	758	952	15 Debt Service	1,000	1,000	10	(990)	15
16	395	700	1,250	16 Publication	1,000	1,000	1,250	250	16
17	1,016	485	620	17 Financial Mgt Fees	775	775	1,050	275	17
18	200	200	200	18 Legal Services	200	200	250	50	18
19	2,035	1,239	800	19 Public Programs	2,000	2,000	1,500	(500)	19
20	1,800	2,691	2,500	20 Branch Mileage	2,500	2,500	3,200	700	20
21	14,532	17,548	13,500	21 Library Services Supplies	14,000	14,000	14,500	500	21
22	1,563	1,637	3,300	22 Youth Programs (Summer Reading, storytime, teen)	3,500	3,500	4,500	1,000	22
23	1,555	1,998	1,500	23 Postage/Freight	1,700	1,700	1,800	100	23
24	43,532	42,316	45,525	24 Utilities	46,485	46,485	44,993	(1,492)	24
25	11,456	13,056	13,095	25 Telecommunications	14,625	14,625	12,044	(2,581)	25
26	1,704	775	600	26 Tech Support Contract - Travel	1,000	1,000	1,100	100	26
27		0		27 Miscellaneous					27
28				28					28
29				29					29
30				30 Ending balance (prior years)					30
31				31 UNAPPROPRIATED ENDING FUND BALANCE					31
32	303,511	285,503	294,566	32 TOTAL REQUIREMENTS	271,449	273,884	301,942	28,058	32

150-504-031 (Rev 12/09)

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

"Other Uses" Funds by Department

Baker County Library District

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2013-2014</u>					
Actual		Adopted Budget This Year 12-13		Original Budget Adopted By Governing Body	Revised Suppl Budget 2 R.004 2014-09-09	Proposed Suppl Budget 3 R.006 2014-06-16	Change		
Second Preceding Year <u>10-11</u>	First Preceding Year <u>11-12</u>								
RESOURCES									
1	45,982	52,094	60,000	1. Cash on hand * (cash basis), or	81,381	81,381	135,000	53,619	1
2				2. Working Capital* (accrual basis)					2
3				3. Previously levied taxes estimated to be received					3
4	191	223	300	4. Interest	350	350	350	0	4
5	6,700	11,000	11,000	5. Transferred IN, from other funds	12,500	12,500	12,500	0	5
6	10,000	7,500	15,000	6. Grants and Loans	121,000	121,000	1,000	(120,000)	6
7	0	350	2,000	7. Donations	1,000	1,000	1,500	500	7
8	2,164	1,883	2,500	8. Book Sales online	3,000	3,000	3,500	500	8
9	65,037	73,050	90,800	9. Total Resources, except taxes to be levied	219,231	219,231	153,850	(65,381)	9
10				10. Taxes estimated to be received					10
11				11. Taxes collected in year levied					11
12	65,037	73,050	90,800	12. TOTAL RESOURCES	219,231	219,231	153,850	(65,381)	12
REQUIREMENTS									
1	15,451	18,219	29,300	1 Memorial & Grants Dept.	138,431	138,431	82,876	(55,555)	1
2	3	3	1,000	2 Literacy Dept.	1,000	1,000	1,000	0	2
3	18	11	12,000	3 Technology Dept. Reserve	12,000	12,000	8,200	(3,800)	3
4	0	0	5,000	4 Capital Projects Reserve	6,000	6,000	6,000	0	4
5	43	62	41,000	5 Severance Liability Reserve	58,000	58,000	40,000	(18,000)	5
6		2,100	2,500	6 Operating Transfer	3,000	3,000	15,027	12,027	6
7				7 Corporate Costs (Bank & sales fees)	800	800	747	(53)	7
8				8					8
9				9					9
10				10					10
11				11					11
12				12					12
13				13					13
14				14					14
15	52,094	52,655		15. Ending balance (prior years)					15
16				16. UNAPPROPRIATED ENDING FUND BALANCE					16
17	67,609	73,050	90,800	17. TOTAL REQUIREMENTS	219,231	219,231	153,850	(65,381)	17

*Includes ending balance from prior year