

# Baker County Library District

Board of Directors

## Regular Meeting Agenda

Monday, June 13, 2016, 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)** **Dielman**
- III. Conflicts or potential conflicts of interest** **Dielman**
- IV. Approval of minutes from *Budget Committee meeting* & previous *Board Meeting* (ACTION)** **Dielman**
- V. Open forum for general public, comments & communications**  
In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.
- VI. PREVIOUS BUSINESS**  
None
- VII. NEW BUSINESS**
- i. Capital Outlay Project - LED light conversion** **White**
- ii. 2015-16 budget year-end revision 2 (ACTION)** **Stokes**  
*Related document:* Resolution 2015-16.009 Supplemental Budget 2
- iii. Election report** **Stokes**  
*Related document(s):* Certificate of election result from County Clerk.
- VIII. ANNUAL / RECURRING BUSINESS**
- i. 2016-17 budget adoption (ACTION)** **Stokes**  
*Related documents:* **a)** Resolution No. 2015-16.010; **b-i)** Legal budget (8)
- ii. Renewal of BCLD/Sage-Hood River IGA (ACTION)** **Stokes**  
*Related documents:* a) BCLD-HRCLD IGA; b) HRCLD Sage fund FY16-17
- iii. Discussion of 2016-17 board officers & regular meeting day/time** **Dielman**  
*Related document:* 2016-2017 schedule options
- IX. BOARD TRAINING**
- i. Discussion of [ALA State of America's Libraries 2016 report](#)** **Stokes**
- X. ADMINISTRATIVE REPORTS**
- i. Director's Report** **Stokes**  
*Related documents:* To be distributed at meeting.
- ii. Business and Financial Report** **Hawes**  
*Related documents:* To be distributed at meeting.
- XI. Agenda items for next regular meeting: July 11, 2016 6:00pm** **Dielman**
- XII. ADJOURNMENT** **Dielman**

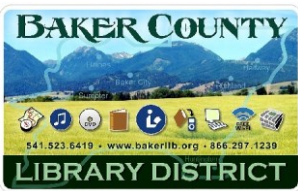
The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk\* are scheduled for the current meeting's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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel



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

### Attachments:

- IV.a. Board Meeting Minutes, 5/9/16
- IV.b. Budget Committee Minutes, 5/25/16

### V. Open forum for general public, comments & communications

### VI. PREVIOUS BUSINESS

None

### VII. NEW BUSINESS

#### i. Capital Outlay Project - LED Light Conversion (ACTION) White

Our IT Manager Jim White has been working with OTEC staff and others on a cost-benefit analysis of converting all lighting fixtures at the Baker library to LED. He will present his findings for the Board. In general, the conversion will require a significant capital outlay expense up front (BCLD portion would be about \$24,000.) but that cost will be recovered in approximately four years from \$6,000 annual savings in electricity usage and light maintenance (bulbs & ballasts).

Since the district has insufficient funds set aside in Capital Reserve, the primary issue before the board is authorization to utilize Operating Contingency funds for the project. This may result in resumption of the annual need for a Tax Anticipation Note loan until costs are recovered.

#### ii. 2015-16 Budget year-end revision 2 (ACTION) Stokes

### Attachments:

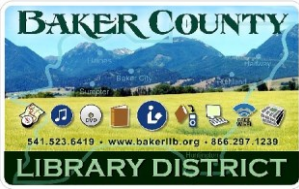
- VII.ii.a. Resolution No. 2015-16.009
- VII.ii.b. Revision summary tables

Budget adjustments are needed to re-allocate funds for severance benefit payout after sudden retirement of longtime employee Candy Arledge at the end of May for health reasons. Christine has also discovered that due to apparent oversight, PERS back payments are required which cover a multi-year period around 1999. See legal documents from the FY16-17 budget adoption for more details.

#### iii. Election Report Stokes

### Attachments:

- VII.iii. County Clerk Proclamation of 5/17/16 election results



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An official proclamation certifying passage of the local option levy on 5/17/16 was received from the Baker County Clerk. We have not yet received an invoice for the election cost or details on voting by precinct. I hope to be able to obtain that information by meeting time.

**VIII. ANNUAL / RECURRING BUSINESS**

**i. 2016-17 Budget adoption (ACTION)**

**Stokes**

*Attachments:*

- VIII.i.a. Resolution No. 2015-16.010
- VIII.i.b. LB-20 Resources
- VIII.i.c. LB-30 Requirements summary
- VIII.i.d. LB-31 Personnel Services
- VIII.i.e. LB-31 Materials & Services
- VIII.i.f. LB-10 Other Funds
- VIII.i.g. LB-10 Sage Fund
- VIII.i.h. LB-1 Notice of Budget Hearing
- VIII.i.i. LB-50 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2016-17 budget, as approved by the Budget Committee at their May 25 meeting, is included in this meeting packet.

***For final adoption, I have some additional proposed changes from what the Budget Committee approved.***

Edits accommodate the reduction of resources in Other Funds from the severance payout and increased Capital Outlay for the anticipated LED light conversion project.

Final 2016-17 budget adoption requires passage of Resolution 2015-16.010. Following approval, I submit the proper paperwork to the County.

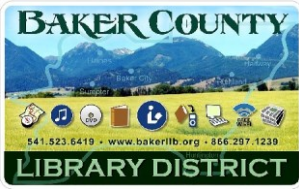
**ii. Renewal of BCLD/Sage-Hood River Intergovernmental Agreement (ACTION) Stokes**

*Attachments:*

- VIII.ii.a. IGA between BCLD/Sage Library System & Hood River County Library District to provide Systems Librarian
- VIII.ii.b. HRCLD Sage Library System fund draft

This Intergovernmental Agreement is between Baker County Library District as primary fiscal agent for Sage and Hood River County Library District. It renews the terms and conditions for

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HRCLD to continue hosting employee Brent Mills who works on behalf of all Sage libraries as Sage Systems Librarian.

In general, Mills works out of Hood River Library one day a week and remotely from his home the other days. Sage Systems Manager Beth Longwell primarily directs his work, per the contract. The position is full-time.

The background for this arrangement is that upon seeking to hire a Systems Librarian for Sage, Sage determined that we would have a better chance to find a qualified person in the Hood River area due to Hood River County's many high-tech employers. Hood River also is closer to many other Sage libraries so that Sage's staff can better cover the service area. That position therefore became a part of Hood River's budget administratively. However, the individual works for the benefits of all consortium members. All costs associated with the position are reimbursed to HRCLD by Sage. Every year, we approve an intergovernmental agreement with Hood River County Library District, on behalf of Sage, to set expectations for HRCLD hosting the position and provide for reimbursements.

**iii. Discussion of 2016-17 board officers & regular meeting day/time** **Stokes**

*Attachments:*

- VIII.iii. 2016-17 meeting schedule options

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

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

**IX. BOARD TRAINING**

**i. Discussion of ALA State of America's Libraries 2016 report** **Stokes**

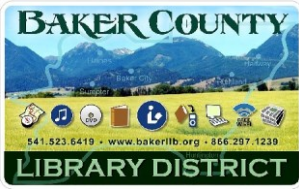
*Attachments:*

- IX.i. State of America's Libraries Report 2016 – [Executive Summary](#)

This is an annual report by the American Library Association I encourage each Board member to read the [full report](#). Staying familiar with national issues and trends in libraries will help with strategic planning discussions, policy development, and opportunities you may have to advocate for libraries in our community.

Last year the report emphasized libraries as “community anchors” enabling public participation in culture through technology, materials & programs & the importance of libraries to democratic government. This year, the themes are “libraries transform” and “libraries are essential.”

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The report shows that libraries of all types add value in five key areas - education, employment, entrepreneurship, empowerment and engagement. Local and national studies cited within the report show that libraries are advancing multiple literacies and fostering a digitally inclusive society. The report encourages libraries to help citizens with digital privacy protection awareness and skills. Educational institutions are urged to recognize evidence that school libraries and librarians are crucial to student success.

Once again, innovative and responsive services to “underserved” groups are highlighted such as makerspaces and youth programs that integrate STEM and digital learning. Emphasis continues on libraries as a community hub, having a vital role in supporting diversity & helping people in communities communicate and resolve differences.

Pushback to increasing diversity is a growing concern with polls suggesting more support for censorship. The Top Ten Banned & Challenged Books list includes large percentage of books involving diverse content and also a couple of works challenged because of “religious viewpoint.”

If you read items of particular interest you would like to discuss, please share with the board at the meeting.

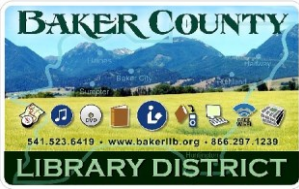
**X. ADMINISTRATIVE REPORTS**

**i. Director’s Report**

**Stokes**

- Personnel changes:
  - As previously reported, longtime employee Candy Arledge retired at the end of May due to health reasons. She will be greatly missed.
  - Facilities Specialist Vinny Russo also tendered his resignation for the end of June. He has done some excellent work for the library but is working full-time for the school district and hasn’t sufficient time available for library needs.
  - Job announcements have been posted for both open positions.
  - Beth Longwell, Sage Administrator, will be relocating to Idaho perhaps by this fall. The Sage User Council has approved her to work remotely from a home office in Idaho primarily with periodic site visits. Christine is exploring associated payroll issues and making preparations for the change. EOU plans to maintain the office space and server hosting for Sage.
- Policy challenge – barefoot in the library: In late May I received an informal request for an exception allowance to the library Code of Conduct. A young adult patron with sensory sensitivities due to autism is unable to tolerate anything on his feet and wishes to use the library barefoot. There are many aspects to consider including ADA requirements, safety, public appearance and effect on standard library operations. This matter will be an board agenda item for the July or August meeting. The mother

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of the young adult may directly appeal to the board. I am currently seeking recommendations from legal counsel and input from other libraries, schools, and government agencies.

- Bookmobile
  - Graphics makeover complete: Oregon Sign Company completed application of the new graphic wrap this past weekend. The Board is encouraged to take a look. It is an excellent improvement. I want to thank everyone at Oregon Sign Co, especially Steve Marlatt the graphic designer from the Boise State Sign Shop, the library staff, the board, and everyone from the public who provided ideas and input for the design.
  - Private school service request: A parent has requested the bookmobile add Harvest Christian Academy in Baker City to its service route. If there are no issues with providing the service to a private school, we will coordinate with HCA to begin visits in the next school term. Current schools on the Bookmobile routes include Burnt River and Keating schools. Other similar service sites may be the senior care centers (Settler's Park, Meadowbrook, Beehive) which are privately managed. In the interest of fair opportunity, we may extend service opportunity to similar organizations such as YMCA preschool, Bright Eyes, and St. Stephens.

Similar school listings on Baker Chamber of Commerce Directory

<http://www.visitbaker.com/directory/results.aspx?Keywords=preschool&AdKeyword=preschool&SearchCategories=True&SearchNames=True&SearchOnlyMembers=False>

- 2016 Summer Reading Program: The grand Kickoff event is on June 15. A theatrical troupe from Portland will present the play "Vladimir Goes for Gold" in Baker City and in Richland. The theme this summer is health and fitness. Our new Youth Services staff Melissa "Missy" Grammon is to highly commended for stepping in and developing an outstanding program for her first time in the role and on very short notice.
- The digital microfilm reader (ScanPro 2000) is in need of a retrofit conversion to newer cable types. Adapters are currently being used to connect it to an upgraded computer at that workstation. Jim has discovered the ScanPro unit can be upgraded to the newer version for approximately \$3,000. That conversion will be a goal for FY16-17.

### ii. Business and Financial Report

Hawes

Related documents: To be distributed at meeting.

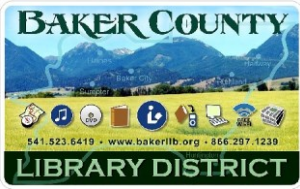
### XI. Agenda items for next regular meeting: July 11, 2016

Dielman

- Board officer elections
- Resolution establishing regular meeting time

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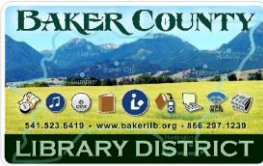
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- Fines & Fees Schedule
- Approval of recurring payments FY16-17

#### **XII. ADJOURNMENT**

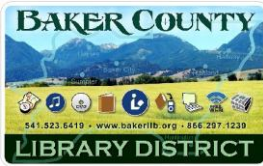
**Dielman**



Baker County Library District  
Board of Directors  
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Monday, May 9, 2016

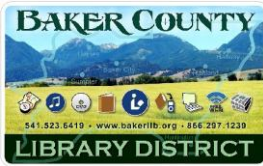
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| <b>Call To Order</b>                                    | Gary Dielman, President called the meeting to order at <b>6:02pm</b> . The meeting was held in the Riverside meeting room. Directors present included: Gary <b>Dielman</b> , Della <b>Steele</b> , Kyra <b>Rohner-Ingram</b> , and Nellie <b>Forrester</b> present initially, with both <b>Betty Palmer</b> and <b>Kyra Rohner-Ingram</b> arriving five minutes later. Also present were Perry <b>Stokes</b> (Library Director), and Christine <b>Hawes</b> (Business Manager).  |
| <b>Agenda Approved</b>                                  | Dielman asked for additions or changes to the agenda. There were no changes.   |
| <b>Conflicts of interest</b>                            | Dielman asked if there were any potential conflicts of interest to be declared. There were no conflicts stated.  |
| <b>Minutes Approved</b>                                 | Dielman verified that all present had read the minutes. No changes were presented. <b>Forrester made a motion to accept the Regular Meeting Minutes for April 11, 2016 as presented; Steele seconded; motion passed by three Directors present (3 yea; Dielman, Forrester and Steele).</b>   |
| <b>Open Forum and Public Comment</b>                    | Dielman stated for the record that there were no members of the public present. Stokes had no correspondence to share.   |
| <b>Previous Business: None</b>                          | Dielman noted there was no Previous Business on the agenda and moved on to New Business.<br><br>Palmer and Rohner-Ingram entered meeting.  |
| <b>New Business: 2015-16 Budget Year-End Resolution</b> | Dielman asked Stokes to present the year-end budget revision.<br><br>Stokes said this is the annual resolution that adjusts budget line items at year-end. The Supplemental Budget has several attachments for review. The attachments include modified budget forms that include actual data and budget revision information.<br><br>Starting with the <b>LB-20</b> for the <b>General Fund</b> , the net budget increase totals \$4,108. Revenues increased primarily due to cash carryover of \$10,369 which was more than anticipated; that number is spread over the other lines that were reviewed. The largest decreases in revenue lines included Previously Levied Taxes (\$5,300) bringing that down to actual to date and Tech Support (\$3,190) as prior client libraries needing IT support no longer require services of the BCLD Technology Manager. Oregon Trail Library District, the last of the libraries which had taken advantage of these services, has now found a local vendor for network & computer maintenance. In the current year, <b>Personnel Services</b> was reduced in total by (\$14,986). Personnel lines were individually reviewed. <b>Materials &amp; Services</b> had a minor net increase of \$740 with a quick review of each line.<br><br>The big change is in the <b>Other Uses Fund</b> that increased by \$55,000 due to |





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|  | <p>grants. Two grants are in progress: LSTA Grant titled Pre-K Links for children's tablets totaling \$42,000 and Vroom Grant of \$10,000.</p> <p>The <b>Sage Fund</b> had no changes.</p> <p>Referencing Exhibit A attached to Resolution No 2015-16.008, the budget revisions result in a cumulative increase of <b>\$59,108</b>, again primarily due to grants being added to Other Funds budget. A correction was noted on the resolution correcting paragraph 6 for changes to Other Uses Fund (Sage listed in error) of \$55,000.</p> <p>With no further changes or discussion invoked, <b>Palmer made a motion to adopt Resolution No 2015-16.008 Resolution Adopting Supplemental Budget 1 dated May 9, 2015 as amended; Forrester seconded; motion passed unanimously (5 yea; 0 nay).</b></p>  |
| <p><b>Budget Draft for FY2016-2017</b></p> | <p>Dielman said that we have the budget draft to review and decide what goes to the budget committee meeting. Stokes said that he did make a couple changes from the draft presented last month. Those numbers are in red on the worksheets in the packets, in the column labeled Proposed FY16-17 Budget in gold.</p> <p>Stokes started with the <b>FY 2016-2017 General Fund</b>, Budget Overview – Highlights report. The tax revenue growth rate last year was 4%. He has projected conservatively at 3.5%. The Sage Fund fiscal agency fee will increase 2% above previous year costs. Under Special Contracts, the Tech Manager outsourcing is discontinued and has been reduced to zero. In <i>Personnel</i>, looking at historical COLI increases, Stokes has compared the CPI COLI and SSA COLI with BCLD COLI. The district attempts to keep its cost-of-living close to the County. Last year a 1% COLI was provided; he is proposing a 2% COLI for this fiscal year. For several years staff wages have depreciated with the district not being able to keep pace with the CPI. Steele asked if staff thinks so. Stokes replied yes, he believes they do. Stokes went on to review personnel lines and planned step increases. He discussed reasons behind proposed cuts on some planned and desired items including additional staff training and Director final step increase.</p> <p>In <b>Materials &amp; Services</b>, the <i>Book Budget</i> will start out at 9% of the operating budget (\$94,000); this is actually slightly higher than where we started a year ago. This budget line is usually increased throughout the year as unanticipated items or savings are known. Stokes is allocating funds to add new services including a digital magazine database subscription and database training module for patrons to learn how to use online resources. In <i>OCLC &amp; ILL</i>, there is a moderate increase due slight increase of Sage membership fees and distribution of costs after the loss of EOU services for interlibrary loans. To maintain efficient ILL services, a new subscription with OCLC was required.</p> |



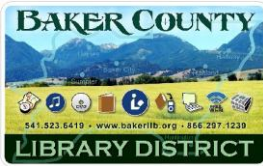
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|   | <p><i>Facilities Maintenance</i> will remain stable. Projects on the Maintenance Plan include eaves and parking lot at the Baker Library, trees pruned, and light fixtures converted to LED bulbs. The Huntington Branch needs its cement ramp approach and sidewalk repaired. In <i>Custodial Services</i>, Stokes aims to put the contract out for bid and anticipates a small increase in annual cost due to expanding the scope of work. <i>Computer Maintenance</i> will remain stable. Makers Club is being moved to Programs. Jim used \$2,000 this fiscal year in a trial start of the program. In <i>Insurance</i>, Kevin Bell recommended earthquake insurance. The US Pacific coastline is due for a major earthquake event. The budget includes \$1,600 for that if the Board decides to add earthquake insurance. Stokes said that the OPB website estimates a 9.0 quake at the coast could impact Baker City with broken windows and items falling off shelves; it could even result in structure damage. Dielman gave some history of a quake in the 1980's. <i>Youth Programs</i> is being expanded to include including Maker's Club, YA Geek/Gamer club (subscription box), and Halfway Art Camp. <i>Debt Service</i> remains the same. The preliminary budget anticipates adding \$9,400 to contingency.</p> <p>Other goals include increase marketing, public printing policy change, and using a collection agency. In Marketing, he plans to develop a new logo and increase use of boosted ads in social media. The Public Printing, he wants to create a new policy allowing a specified number of pages being printed free each patron. The Collection Agency has already been investigated and appears promising. The goal would be to relieve staff of the burden of collections activity and make the process of item recovery more consistent. A 3-month free trial period is available from an agency specializing in services to libraries.</p> <p>Looking at the budget sheets, LB-20 Resources, General Fund, the total proposed budget increase is \$34,906 or 2.8% over the prior fiscal year.</p> <p><b>Palmer made a motion to accept the proposed budget as amended; Steele seconded; motion passed unanimous.</b></p> |
| <p><b>Administrative Reports:<br/>Director's Report</b></p> | <p>Stokes reported a <b>personal injury incident</b> by a patron on district property. The incident was reported to SDAO. The individual was exiting the building toward Resort Street and fell on the one step down. Injuries were visible to the face and hand. The fall was captured on video by the district's security system. An SDAO claims adjuster indicated the district would not be liable for a personal injury in this case. There was no ice or weather to interfere and handrails present were not utilized. Nevertheless, Stokes intends to explore the option of an additional handrail in that area to increase safety.</p> <p>Public Safety Incident - Stokes told the group that there was a <u>firearm left in the building</u> recently. He was contacted late at night by local police after a citizen reported possibly leaving their concealed carry handgun in a library restroom. Stokes found and secured the weapon and cooperated with</p>  |



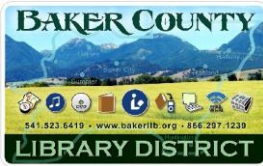
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|   | <p>investigation of the incident by Baker City Police. Additional security measures are being added to staff closing procedures. Since the number of concealed carriers is increasing and restrooms are one of the more common locations for firearms to be left behind, he is also considering whether scheduled and/or periodic random drills with staff would be beneficial.</p> <p><u>Parking Policy violations</u> – In recent weeks Stokes has needed to place Parking Policy Violation Notices on two vehicles in the north parking lot. One of those was a second notice to a vehicle which remained overnight in the parking lot on several occasions.</p> <p><u>Building Plumbing Repair Update</u> – after the contractor chiseled out the floor, they found it was surprisingly dry. No asbestos was found in the wall. A plugged pipe or valve located in the ceiling is now suspected to be the leak source. With the drip running down through the door frame, it appeared the water was coming up through a crack in the cement. The area has been sealed but won't be finished until sufficient time has passed that the leak can be confirmed as resolved.</p> <p><u>Tablet Grant</u> – The district has until the end of June to expend grant funds on tablet devices for early learning. Stokes has identified a vendor that provides tablet especially for libraries; they come pre-loaded with apps and are easily reset after use. A variety of different units re designed to meet specific educational needs.</p> <p><u>New Youth Services Staff</u> – The district's new hire for Youth Services, Missy Grammon, is doing a great job. Story Times are going well and the Summer Reading Program is being re-envisioned with particular focus on achievement and recognition of reading goals. The end-year carnival will likely be discontinued.</p> <p><u>Programs</u> – Two events provided by the LEO ArtplaceAmerica grant were well attended, a Writing Workshop and Animation Workshop. Stokes discussed LEO activities since its Director resigned last fall. At the time of resignation, LEO had just begun to implement the ArtplaceAmerica grant. There has been some delay and coordination challenges but a new Director has recently been selected. The position was offered to Brian Vegter of Baker city. Stokes is confident Vegter will be a great asset.</p> <p>Stokes wanted to state for the record that he has been taking time off, using his own vacation time, to assist the Friends with levy promotion and signage placement. He cannot do that on library hours.</p> |
| <p><b>Business Manager's Report</b></p> | <p>Hawes passed out financial reports and check packets. The <b>General Fund</b> received tax turnovers totaling \$5,526.63 in May. E-Rate refunds of \$2,148 are anticipated in June and July for the last half of this fiscal year. Personnel</p>  |



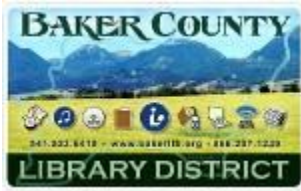
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|                                 | <p>Services is slightly under budget as already explained by Stokes. Materials &amp; Services, Book Budget, includes a check for a large Ingram order of \$10,557.72 and Visa purchases of books (\$224.41), DVD/movies (\$602.69) and magazine subscriptions (\$271.73). Other periodical subscriptions paid direct to magazine vendors totaled \$956.83 this month. The Building budget includes a purchase of 6-child sized carts for \$317.55 to be sent to branches. In Youth Programs, Visa also included Paizano’s Pizza \$146.50 for a Battle-of-the-Books party for participants.</p> <p>In addition, the final scheduled debt service payment of \$1,000 due to Baker City will be written at the end of the month (due May 23). And General Fund has an account receivable of \$1,803.89 moving grant expenses to Other Funds.</p> <p>The <b>Other Funds</b> financial report shows Amazon book sale revenue of \$227.23 in April. Visa included Amazon related expenses of postage \$76.40. Visa also included \$2771.38 in grant expenses for LSTA – tablet grant including 5-Apple iPad Mini’s, 1-Amazon Fire Tablet, and a Tripp-Lite tablet charging station. Other Funds has an account payable to the General Fund of \$1,803.84 for reimbursement of grant expenses. The reimbursement will be transferred this week.</p> <p>The <b>Sage Fund</b> financial report, in addition to the usual monthly bills, had expenses for travel to the Evergreen Conference held in North Carolina. An additional report showing the Travel detail for the fiscal year is attached and a summary by individual for this conference written on the sheet. The two key individuals who manage Sage attended the conference.</p> <p>Checks were signed and returned to Hawes along with three Approved Bills Lists that had been initialed by those present.</p> |
| <p><b>Next Meeting Date</b></p> | <p>The next regular board meeting will be June 13, 2016.</p>   |
| <p><b>Adjourn</b></p>           | <p>The meeting was adjourned at 8:00 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes,<br/>Secretary to the Board</p> <p>PS/ch</p>   |

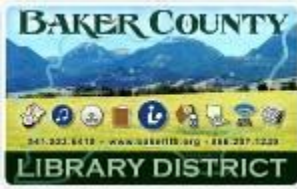


**Baker County Library District**  
**2016-2017 Budget Committee**  
**Meeting Minutes**

Wednesday, May 25, 2016, 6:00 – 8:00 pm

|  |   |
|--|---|
| <p><b>Call To Order</b></p>  | <p>Gary Dielman, President of the Library Board of Directors called the meeting to order at 5.04pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon.</p> <p>All five of the Library Board of Directors was present including Gary <b>Dielman</b>, Nellie <b>Forrester</b>, Betty <b>Palmer</b>, Kyra <b>Rohner-Ingram</b>, and Della <b>Steele</b>. Budget Committee Members present included Aletha <b>Bonebrake</b>, Linda <b>Collier</b>, Joy <b>Leamaster</b>, and Maryalys <b>Urey</b>. Also present at the meeting was Perry <b>Stokes</b>, Budget Officer and Library Director; and Christine <b>Hawes</b>, Business Manager.</p>  |
| <p><b>Elect Budget Committee Chair</b></p>                         | <p>Dielman asked for nominations for the Chair position. Forrester nominated Bonebrake; Steele seconded. Dielman asked for other nominations. There were no further nominations given. Dielman asked Bonebrake if she was willing to chair the meeting; Bonebrake accepted. Nominations were closed. Dielman called for a vote on the nomination of Bonebrake as the Chair for the Budget Committee Meeting; passed unanimously.</p>  |
| <p><b>Agenda</b></p> <p><b>Potential Conflicts of Interest</b></p> | <p>Bonebrake asked for additions or changes to the agenda. None were given.</p> <p>Bonebrake said that Committee Members are required to declare any conflicts or potential conflicts of interest. She disclosed that she has a daughter on staff, but she does not intend to speak for her in any way. She did not create the budget and feels that she can remain unbiased. Bonebrake asked for any other declarations. There were no further conflicts stated.</p>   |
| <p><b>Presentation of Proposed Budget by Budget Officer</b></p>    | <p>Bonebrake asked Stokes to present the proposed budget.</p> <p>Stokes thanked everyone for attending the meeting and for their participation on the Budget Committee. He noted the Committee Packet has grown substantially this year. His goal is not only to provide adequate information to the Committee but to be open and transparent with library operations for the general public. He acknowledged the Hood River County Library District and its Director Buzzy Nielsen for providing an excellent model and information he has incorporated. Stokes said he was encouraged by the recent vote to renew the local option levy. It passed by an overwhelming 83%, as compared to 5 years ago when it had 65% support. This shows a vote of confidence in all the excellent work of the library crew.</p> <p>Stokes said that he has provided supplies and calculators that the committee may need for the meeting. There are also some refreshments provided.</p> <p>Stokes said that this year he will be doing something different. The narrative has been expanded significantly. The packets were mailed to the committee members in advance of the meeting so that they could read over the documents included prior to the meeting. It is assumed that members have already read</p> |





# Baker County Library District

2016-2017 Budget Committee

## Meeting Minutes

Wednesday, May 25, 2016, 6:00 – 8:00 pm

through the documents included in the packets. With that in mind, he won't be reading the Budget Message verbatim; he will review highlights of the message and documents only. He invited the Committee to ask questions at any time during his presentation.

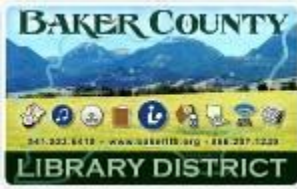
The **Budget Message** summarizes the budget and gives an overview of the goals for the fiscal year. The "*Other Uses*" Fund is used to manage grants and reserves. The *Sage Library System Fund* is relatively new. The Library District took this over from Eastern Oregon University. It is self-funded and going well. Stokes noted one error on document sent out: Attachment II, the Sage contingency figure is listed in the wrong column. The *General Fund* is adjusted as needed through the fiscal year. Funds are moved to the book budget when it becomes apparent that additional revenue is available or other categories have excess funds. In general, he feels it is best to reference the original adopted budget. In some cases, comparison to the revised budget helps explain some of budgeting decisions.

Stokes stated that the proposed budget will maintain the high quality of public services that our patrons expect while operating efficiently and responsibly. On page 5 & 6, beginning at **Summary of Significant Features**, tax revenues are budgeted at **3.5% growth**, with the prior two fiscal years actual grown at over 4%. The Sage Agency Fee will be increased this year which is effectively a discount on the district's Sage membership for its administrative role. One big change in revenue is the discontinued outsourcing of the technology manager resulting in a \$3,000 decrease in general fund revenue. All of the library partners have all found local sources. Other revenues remain relatively stable.

Changes in expenditures include a new subscription for inter-library loan vendor, expansion of literacy & summer reading programs and network infrastructure project at the main library funded through Federal E-Rate program. Personnel costs, he noted, have been skewed in the past few years due to retirements, deferred hiring and restructuring of certain positions. The district also needs to resume growing its reserve fund in order to operate debt free each year from July until tax revenues are disbursed in November.

Bonebrake asked about *earthquake coverage* mentioned in the notes. Stokes said that Kevin Bell, the district's Insurance Agent, recently advised the board to add an earthquake policy to its insurance coverage. Flood coverage was added about 4 years ago; the earthquake coverage is anticipated to cost about the same. Bell said that an earthquake is anticipated at level 9 and our area will be affected. Stokes said a quake at that level will break windows and items will fall off of shelves. He looked at a tool on OPB, putting in the quake level and our location. The board has the option of adopting that insurance policy, but he has budgeted for it.





## Baker County Library District

2016-2017 Budget Committee

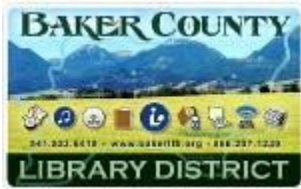
### Meeting Minutes

Wednesday, May 25, 2016, 6:00 – 8:00 pm

Stokes moved back to the overview attached to the Budget Committee document, he went through **Personnel Services** highlights. He is proposing a 2% Cost-of-Living increase to staff salaries this year. He referenced a graph in the document giving the history on District COLI against the Western Region Consumer Price Index. For several years the district has not been able to keep pace with even the small rate of inflation, resulting in salary depreciation for staff. This year it should match inflation if not slightly make up for some loss. Last year, in compliance with Affordable Care Act requirements the district terminated its practice of paying in-lieu payments for staff opting out of group health insurance. A couple of staff salaries have been adjusted to compensate for increased duties. The Children's Services Specialist resigned in February; that position had been less than full time at 34 hours a week and was reinstated to a 40 hour position with the new hire. The Technology Manager is no longer servicing other libraries, so the cost has increased about \$2,800 with the loss of those contracts. The Vacation Substitute line title has been changed to Temporary Staff Pool; the budget has been increased as this line will include subs, seasonal help, and other assigned duties for special projects.

In **Materials & Services (M&S)**, the *Book budget* is starting out at a "healthy" level of \$94,000 (that is \$1,500 over the prior year starting level). He is looking at a new database offering virtual magazines; database subscriptions are reviewed annually for use. The *Database budget* is currently about \$12,000. He believes usage could benefit if better advertised and is considering a new resource for marketing /public training. The *cost for Inter-Library Loans (ILL)* is increasing slightly (\$800) since Eastern Oregon University system discontinued its Sage membership. Facility maintenance will remain stable at \$33,000. The district needs to re-establish a heating & AC service provider; its prior vendor went out of business. The library has begun working with OTEC, the local power company, to *convert library lighting fixtures from fluorescent bulbs to LED*. That program will be presented to the board when more details are known.

Bonebrake asked how that will work in the budget – will a rebate be received after the work is completed? Stokes confirmed that a rebate is his understanding of the program. Forrester asked if the lighting will make a difference in the deterioration of things in the library. Stokes replied that he didn't believe it would; the new lighting will be somewhat brighter and reach farther down to the lower shelves but shouldn't damage materials like sunlight. Continuing on with M&S highlights, Stokes said that he has added \$1,000 to custodial as he hopes to expand the scope of work. This contract will be put out for bid. *Computer Maintenance budget* will remain stable. The Makers Club is approved to become a regular program; after its successful trial, it is being moved out of the computer budget to programs. The *Travel & Training budget* includes sending two staff to Oregon Library Association conference. Bonebrake asked if we had sent a board member. Dielman said that they have been invited but have not gone. Rohner-Ingram said two of the board members attended a



## Baker County Library District

2016-2017 Budget Committee

### Meeting Minutes

Wednesday, May 25, 2016, 6:00 – 8:00 pm

board training hosted here in Baker City. The *Youth Services budget* has been expanded to include youth programs for teens, adoption of the Art Camp summer programs in Halfway, and the addition of the Makers Club program. The change that the LED lighting project may have on the *Utilities budget* is not known at this time; that program is still being researched. The *Debt Service line* is the debt payments for the Resort Street project two years ago, of which, the Library is one of the largest property owners. And finally, the Contingency budget will increase to approximately \$225,000.

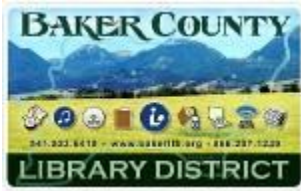
Stokes said that marketing will be one of his 2016-17 fiscal year focuses. He is looking at new logo development, use of social media, and a new resource to promote library databases, programs and resources available for patron use. He is also looking at outsourcing collection services to an agency that specializes in library collections. The agency offers a free trial period that he would like to take advantage of. He and staff do not have enough time to escalate collections on a systematic basis.

Stokes directed attention to the Legal Budget Sheets included in the packets. These are the fundamental documents to be submitted to the County. Form LB-20 Resources and LB-31 Requirements for the General Fund. Form LB 10 is used for both "Other Uses" Fund and Sage Library System Fund. The LB-20 Resources has an overall increase of \$51,000. The primary contributors to this increase is the E-Rate Project \$17,000 and an anticipated increase in tax revenues of \$29,800.

Stokes wanted to add a couple comments on the General Fund Form LB-31 Personnel, looking at the budget sheets. The Director's salary will remain the same this fiscal year. In comparison to other libraries, it is at an adequate level. A few changes in the staff are highlighted in yellow. The main changes being the children's staff position restored to full time and the catalog staff person increase for a full year and a step increase. The decrease on line 15 had paid for special projects and was scaled back to regular hours. PERS remains stable this year, but a large increase is anticipated next fiscal year. Social Security costs will increase due to noted wages increases and Insurance costs will remain stable.

Urey asked if the Sage Library System is worth what we put into it. Stokes replied it is "most certainly" worth the cost. He described the Sage function. The system switched from a proprietary catalog system a few years ago to an open source software that decreased the cost and enabled increased control over operation and development. There are two main staff positions, a Sage Administrator and a second Technical Support staff located in Hood River. Both are full-time. He described the benefits of Sage membership to our library district and patrons.

Stokes commented on General Fund Form LB-31 Materials & Services; primary



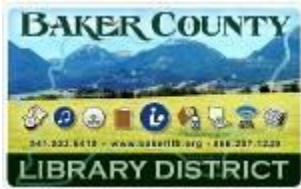
# Baker County Library District

2016-2017 Budget Committee

## Meeting Minutes

Wednesday, May 25, 2016, 6:00 – 8:00 pm

|  |   |
|--|---|
|  | <p>changes have already been discussed. A couple additional comments on the two major changes included explanation that the Library Service supplies increased this year to \$18,200 due to restocking library cards, envelopes and basic supplies that all came in the same fiscal year. That line is proposed at back back down to historical levels. The Youth Programs is being expanded as we have already discussed. Bonebrake stated that she agreed that the beginning book budget is healthy. Other libraries are not so lucky as they often have to use these funds to operate.</p> <p>Stokes commented on <b>Other Uses Fund</b> LB-10, the grants have been expanded to include a tablets grant and an early literacy grant (known as Vroom). The big change in Technology reserve was used for the first year of the E-Rate project updating the main library network. A refund is anticipated of \$6,500 by September.</p> <p>Stokes commented on <b>Sage Library System Fund</b> LB-10, the major changes are an increase in wages for the Systems Administrator for up to a 3% Cost-of-Living, System support staff (located at Hood River and contracted to Sage), and the cataloging grant is complete as of June 30, so that line decreased. The only Sage grant anticipated will be the LSTA Grant supplementing the courier service costs. Telecommunications is for the online conferencing service GoToMeeting. The Fiscal Agent (Stokes) has a permanent seat on the Sage Council. Dielman asked who the current chair was to which Stokes replied that he was able to pass that duty over to another individual on the council last autumn. Stokes reminded the committee that the district has the authority to make changes to the Sage budget if necessary since it is one of our funds. But this is the budget the Sage Council put together and has approved. Bonebrake asked if the cataloging training made a difference. Stokes replied that is unknown at this time.</p> <p>Stokes said that concluded his presentation and invited questions.</p> <p>Leamaster referred to the Other Funds LB-10 budget, line 6, inquiring what was the \$55,000 in grants and who writes them. Stokes replied that was \$40,000 for a tablet grant and \$10,000 for the Vroom grant. Kat Davis, former Director of Pendleton Public Library, wrote the LSTA tablet grant; he is unsure who wrote the Vroom grant.</p> |
| <p><b>Public Comment</b></p>                               | <p>Bonebrake stated that there were no members of the public present for public comment period. All agreed that it was okay to proceed on the Agenda to questions.</p>  |
| <p><b>Budget Committee Questions and Deliberations</b></p> | <p>Bonebrake asked if there were any further questions. Urey said that it took a long time to read the budget agenda and other documents; she felt sure it took a long time for Stokes to write them. Stokes said there were a lot of late nights as usual during “budget season” but he was pleased with the results. Dielman</p>  |



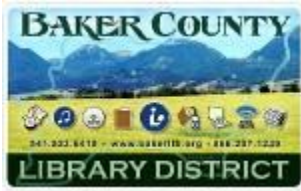
# Baker County Library District

2016-2017 Budget Committee

## Meeting Minutes

Wednesday, May 25, 2016, 6:00 – 8:00 pm

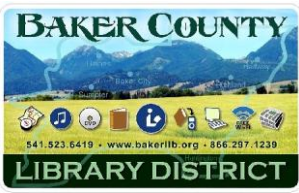
|                                  |   |
|----------------------------------|---|
|                                  | <p>commented that this was a really good budget meeting and the documents provided were outstanding. Everyone agreed. Stokes thanked those present for their participation.</p>   |
| <p><b>Approval of Budget</b></p> | <p>Bonebrake said that hearing no further questions, the budget is pre and are ready for a motion.</p> <p>Urey made a motion to approve the Baker County Library District budget for the 2016-17 fiscal year as presented.</p> <p>Dielman offered to read aloud the complete “Recommended Budget Committee Motion” to the group for Urey:</p> <p style="padding-left: 40px;">I move to approve the Baker County Library District budget for the 2016-17 fiscal year for the total amount of \$1,865,393 and the amounts per fund as shown below: General Fund \$1,305,633, Other Fund \$191,750, Sage Library System Fund \$368,010, Totaling \$1,865,393 as presented. I also move to approve the tax rate of \$0.5334 per \$1000 of assessed value in support of the General Fund, and a tax rate from the Local Option Levy of \$0.249 per \$1000 of assessed value in support of the General Fund.</p> <p>Rohner-Ingram seconded. Dielman asked for any further discussion; there was none. The motion passed unanimously (Yea – all 9 members present; Nay – none; Abstain – none).</p> <p>Dielman thanked everyone for coming.</p> <p>Bonebrake added a comment that we are lucky there are really no conflicts to resolve. Other boards she sets one often have to discuss and barter over differences. This committee is truly a smooth-operating and enjoyable position to participate in.</p> <p>She reminded everyone to enjoy the refreshments provided.</p> <p>Bonebrake signed the motion that Stokes will turn in to the County with the budget forms that are all due by July 15.</p> <p>Stokes commented that in the future PERS will probably use up any tax increases; he anticipates a \$20,000 increase next year. He is glad to be able to put some programs in place this year and has been focusing on correcting wage inequities for some staff positions. Bonebrake said that the District has everything it needs in place to continue to be successful. The recent levy ballot passing with 83% voter approval was discussed.</p> |



**Baker County Library District**  
2016-2017 Budget Committee  
**Meeting Minutes**  
Wednesday, May 25, 2016, 6:00 – 8:00 pm

|                          |   |
|--------------------------|---|
| <b>Next Meeting Date</b> | The additional budget committee meeting scheduled on June 1, 2016 at 5:00pm is not needed. All are invited to regular Board of Directors meeting to be held June 13, 2016 at 6:00pm where the budget will be adopted. |
| <b>Adjourn</b>           | The meeting was adjourned at 6:07pm.<br><br>Respectfully submitted,<br><br>Perry Stokes,<br>Secretary to the Board<br><br>PS/ch   |

DRAFT



## Baker County Library District

Board of Directors

**Meeting Agenda Item**

Monday, June 13, 2016, 6:00 – 8:00 pm

### **VII. NEW BUSINESS**

#### **i. Capital Outlay Project - LED Light Conversion**

**(ACTION)**

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**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2015-16.009**

**Resolution adopting Supplemental Budget 2**

Jun 13, 2016

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

WHEREAS after the Fiscal Year 2015-2016 budget was revised on May 9 2016, an employee retired unexpectedly therefore requiring payout of severance benefits, and

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

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

WHEREAS the cumulative General fund changes result in budget increase in the amount of **\$4,000 (+0.32%)**; and

WHEREAS the cumulative Other Uses fund changes result in budget decrease in the amount of **\$7,500 (-3.2%)**; and

WHEREAS the cumulative fund changes result in total budget decrease in the amount of **\$3,500 (-0.2%)**; and

WHEREAS, changes within each fund and the cumulative total represent less than 10% of the adopted FY15-16 budget of \$1,894,276; 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 2** for the fiscal year 2015-16 in the total of **\$1,890,776** as defined in the Legal Budget form attachments (LB-20, LB-30, LB-31 PS, LB-31 M&S, LB-10 Other, LB-10 Sage), now on file in the Baker County Public Library :  
and;

**Making appropriations**

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

and;

**Authorizing transfers**

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

Adopted by the Board of Directors of Baker County Library District this 13th day of June, 2016.

**FOR THE BOARD:**

\_\_\_\_\_  
**Signature: Gary Dielman,**  
BCLD Board President

**ATTEST:**

\_\_\_\_\_  
**Signature: Perry Stokes**  
District Secretary

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2015-16.009**

**Resolution adopting Supplemental Budget 2**

Jun 13, 2016

**Attachments:**

1. Exhibit A Suppl. Budget 1 Fund Appropriations, 6/13/16
2. LB-20 General Fund – Resources. Suppl. Budget 2, 6/13/16
3. LB-30 General Fund - Summary. Suppl. Budget 2, 6/13/16
4. LB-31 General Fund – Personnel Services, Suppl. Budget 2, 6/13/16
5. LB-31 General Fund – Materials & Services, Suppl. Budget 2, 6/13/16
6. LB-10 Other Uses Fund. Suppl. Budget 2, 6/13/16
7. LB-10 Sage Fund. Suppl. Budget 2, 6/13/16

**BAKER COUNTY LIBRARY DISTRICT  
LIBRARY BOARD**

**Resolution No. 2015-16.009**

**Resolution adopting Supplemental Budget 2**

Jun 13, 2016

**EXHIBIT A. Fund Appropriations**

**\*REVISED BUDGET\*      Suppl. Budget 2 (6/13/16)**

| <i>FUND</i>     | <i>Personnel Services</i> | <i>Materials &amp; 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    | \$706,818                 | \$311,160                       | \$0                   | \$2,000             | \$3,500                    | \$234,157          | \$0                     | \$0                   | \$1,257,635        |
| Other Uses Fund | \$0                       | \$217,250                       | \$0                   | \$0                 | \$8,000                    | \$0                | \$0                     | \$0                   | \$225,250          |
| Sage Fund       | \$85,040                  | \$205,144                       | \$21,000              | \$0                 | \$0                        | \$11,000           | \$0                     | \$85,707              | \$407,891          |
| <b>TOTALS</b>   | <b>\$791,858</b>          | <b>\$733,554</b>                | <b>\$21,000</b>       | <b>\$2,000</b>      | <b>\$11,500</b>            | <b>\$245,157</b>   | <b>\$0</b>              | <b>\$85,707</b>       | <b>\$1,890,776</b> |

\$ Change from prev.      **(\$3,500)**

% Change from prev.      (0.2%)

**\*CURRENT\*      Adopted Suppl. Budget 1 (5/09/16)**

| <i>FUND</i>     | <i>Personnel Services</i> | <i>Materials &amp; Services</i> | <i>Capital Outlay</i> | <i>Debt Service</i> | <i>Interfund Transfers</i> | <i>Contingency</i> | <i>Special Payments</i> | <i>(UEFB) Reserve</i> | <i>Total</i>       |
|-----------------|---------------------------|---------------------------------|-----------------------|---------------------|----------------------------|--------------------|-------------------------|-----------------------|--------------------|
| General Fund    | \$695,318                 | \$311,160                       | \$0                   | \$2,000             | \$11,000                   | \$234,157          | \$0                     | \$0                   | \$1,253,635        |
| Other Uses Fund | \$0                       | \$228,750                       | \$0                   | \$0                 | \$4,000                    | \$0                | \$0                     | \$0                   | \$232,750          |
| Sage Fund       | \$85,040                  | \$205,144                       | \$21,000              | \$0                 | \$0                        | \$11,000           | \$0                     | \$85,707              | \$407,891          |
| <b>TOTALS</b>   | <b>\$780,358</b>          | <b>\$745,054</b>                | <b>\$21,000</b>       | <b>\$2,000</b>      | <b>\$15,000</b>            | <b>\$245,157</b>   | <b>\$0</b>              | <b>\$85,707</b>       | <b>\$1,894,276</b> |

## STATE OF OREGON COUNTY OF BAKER

## OFFICE OF THE COUNTY CLERK

## P R O C L A M A T I O N

WHEREAS, the County Clerk of the County of Baker, State of Oregon, on the 2nd day of June, 2016 pursuant to law duly canvassed the votes for and against the measure submitted to the voters of the County of Baker at the Primary Election, May 17, 2016, as shown by the official abstracts of votes, and

WHEREAS, according to the said canvass, the whole number of votes cast in the County for and against such measures at the aforesaid Primary Election, May 17, 2016, was as follows:

## MEASURE NUMBER – 1-67, WEED CONTROL

YES - 3987

NO - 1484

## MEASURE NUMBER – 1-68, VECTOR CONTROL

YES - 3046

NO - 1019

## MEASURE NUMBER – 1-70, BAKER COUNTY LIBRARY

YES - 4607

NO - 939

NOW, THEREFORE, I, Cindy Carpenter, County Clerk of the County of Baker, State of Oregon, in obedience to and by virtue of the power and authority vested in me by the Laws of this State, do hereby make and issue this proclamation to the people of the County of Baker and do announce and declare that the whole number of votes cast in the County at said Primary Election on May 17, 2016, for and against said measures were as hereinbefore stated.

IN TESTIMONY WHEREOF, I have set my hand and caused the Seal of the County of Baker to be hereto affixed. Done this 2nd day of June, 2016.

  
Baker County Clerk

**RESOLUTION No. FY2015-16 R.010**

**ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Baker County Library District hereby adopts the budget for fiscal year 2016 - 2017 in the total amount of \* \$1,853,893  
 This budget is now on file at Baker County Library District in Baker City, Oregon.

**MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2016, for the following purposes:

|                                 |                    |   |                      |
|---------------------------------|--------------------|---|----------------------|
| <b><u>General Fund</u></b>      |                    | <b><u>"Other Uses" Fund</u></b>                           |                      |
| Personnel Services.....         | 725,292            | Personnel Services.....                                   | 0                    |
| Materials & Services.....       | 321,195            | Materials & Services.....                                 | 165,550              |
| Capital Outlay.....             | 21,000             | Capital Outlay.....                                       | 5,000                |
| Debt Service .....              | 2,000              | Transfers Out.....  | 9,700                |
| Transfers Out.....              | 11,000             | <b>Total.....</b>   | <b>\$180,250</b>     |
| Contingency.....                | 225,146            |   |                      |
| <b>Total.....</b>               | <b>\$1,305,633</b> |   |                      |
| <b><u>Debt Service Fund</u></b> |                    | <b><u>Sage Library System Fund</u></b>                    |                      |
| Debt Service                    | 0                  | Personnel Services.....                                   | 85,631               |
| <b>Total.....</b>               | <b>\$0</b>         | Materials & Services.....                                 | 163,223              |
|                                 |                    | Capital Outlay.....                                       | 21,000               |
|                                 |                    | Contingency   | 98,156               |
|                                 |                    | <b>Total.....</b>   | <b>\$368,010</b>     |
|                                 |                    | <b>Total APPROPRIATIONS, All Funds . . .</b>              | <b>\$1,853,893</b>   |
|                                 |                    | Total Unappropriated and Reserve Amounts, All Funds . . . | 0                    |
|                                 |                    | <b>TOTAL ADOPTED BUDGET . . .</b>                         | <b>\$1,853,893 *</b> |

**IMPOSING THE TAX**

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2016 - 2017 :

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

**CATEGORIZING THE TAX**

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

**Subject to the General Government Limitation**

Permanent Rate Tax.....\$ \_\_\_\_\_ Or \$ 0.5334 /\$1000  
 Local Option Tax.....\$ \_\_\_\_\_ Or \$ 0.249 /\$1000

**Excluded from Limitation**

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

The above resolution statements were approved and declared adopted on June 13, 2016.

X X \_\_\_\_\_  
 Signature

2016-2017 proposed

| FUND                     | Personnel Services | Materials & Services | Capital Outlay  | Debt Service   | Interfund Transfers | Contingency      | Special Payments | (UEFB) Reserve  | Total              | VS LAST REVISED         | VS ORIGINAL           |
|--------------------------|--------------------|----------------------|-----------------|----------------|---------------------|------------------|------------------|-----------------|--------------------|-------------------------|-----------------------|
| General Fund             | \$725,292          | \$321,195            | \$71,000        | \$2,000        | \$11,000            | \$200,146        | \$0              | \$0             | \$1,330,633        | \$72,998 5.80%          | \$81,106 6.49%        |
| Other Uses Fund          | \$0                | \$165,550            | \$5,000         | \$0            | \$9,700             | \$0              | \$0              | \$0             | \$180,250          | -\$45,000 -19.98%       | \$2,500 1.41%         |
| Sage Library System Fund | \$85,631           | \$163,223            | \$21,000        | \$0            | \$0                 | \$11,000         | \$0              | \$87,156        | \$368,010          | -\$39,881 -9.78%        | -\$39,881 -9.78%      |
| <b>TOTALS</b>            | <b>\$810,923</b>   | <b>\$649,968</b>     | <b>\$97,000</b> | <b>\$2,000</b> | <b>\$20,700</b>     | <b>\$211,146</b> | <b>\$0</b>       | <b>\$87,156</b> | <b>\$1,878,893</b> | <b>-\$11,883 -0.63%</b> | <b>\$43,725 2.38%</b> |
|                          | \$19,065           | -\$83,586            | \$76,000        | \$0            | \$9,200             | -\$34,011        | \$0              | \$1,449         | -\$11,883          |                         |                       |

2015-2016 revision 2

| FUND            | Personnel Services | Materials & Services | Capital Outlay  | Debt Service   | Interfund Transfers | Contingency      | Special Payments | (UEFB) Reserve  | Total              | VS LAST REVISED        | VS ORIGINAL |
|-----------------|--------------------|----------------------|-----------------|----------------|---------------------|------------------|------------------|-----------------|--------------------|------------------------|-------------|
| General Fund    | \$706,818          | \$311,160            | \$0             | \$2,000        | \$3,500             | \$234,157        | \$0              | \$0             | \$1,257,635        | \$4,000 0.32%          |             |
| Other Uses Fund | \$0                | \$217,250            | \$0             | \$0            | \$8,000             | \$0              | \$0              | \$0             | \$225,250          | -\$7,500 -3.22%        |             |
| Sage Fund       | \$85,040           | \$205,144            | \$21,000        | \$0            | \$0                 | \$11,000         | \$0              | \$85,707        | \$407,891          | \$0 0.00%              |             |
| <b>TOTALS</b>   | <b>\$791,858</b>   | <b>\$733,554</b>     | <b>\$21,000</b> | <b>\$2,000</b> | <b>\$11,500</b>     | <b>\$245,157</b> | <b>\$0</b>       | <b>\$85,707</b> | <b>\$1,890,776</b> | <b>-\$3,500 -0.18%</b> |             |
|                 | \$11,500           | -\$11,500            | \$0             | \$0            | -\$3,500            | \$0              | \$0              | \$0             | -\$3,500           |                        |             |

2015-2016 revision 1

| FUND            | Personnel Services | Materials & Services | Capital Outlay  | Debt Service   | Interfund Transfers | Contingency      | Special Payments | (UEFB) Reserve  | Total              | VS LAST REVISED      | VS ORIGINAL |
|-----------------|--------------------|----------------------|-----------------|----------------|---------------------|------------------|------------------|-----------------|--------------------|----------------------|-------------|
| General Fund    | \$695,318          | \$311,160            | \$0             | \$2,000        | \$11,000            | \$234,157        | \$0              | \$0             | \$1,253,635        | \$4,108 0.33%        |             |
| Other Uses Fund | \$0                | \$228,750            | \$0             | \$0            | \$4,000             | \$0              | \$0              | \$0             | \$232,750          | \$55,000 30.9%       |             |
| Sage Fund       | \$85,040           | \$205,144            | \$21,000        | \$0            | \$0                 | \$11,000         | \$0              | \$85,707        | \$407,891          | \$0 0.0%             |             |
| <b>TOTALS</b>   | <b>\$780,358</b>   | <b>\$745,054</b>     | <b>\$21,000</b> | <b>\$2,000</b> | <b>\$15,000</b>     | <b>\$245,157</b> | <b>\$0</b>       | <b>\$85,707</b> | <b>\$1,894,276</b> | <b>\$59,108 3.2%</b> |             |

2015-2016 original

| FUND            | Personnel Services | Materials & Services | Capital Outlay  | Debt Service   | Interfund Transfers | Contingency      | Special Payments | (UEFB) Reserve  | Total              | VS LAST REVISED | VS ORIGINAL |
|-----------------|--------------------|----------------------|-----------------|----------------|---------------------|------------------|------------------|-----------------|--------------------|-----------------|-------------|
| General Fund    | \$710,303          | \$310,420            | \$100           | \$2,000        | \$11,000            | \$215,704        | \$0              | \$0             | \$1,249,527        |                 |             |
| Other Uses Fund | \$0                | \$172,250            | \$0             | \$0            | \$5,500             | \$0              | \$0              | \$0             | \$177,750          |                 |             |
| Sage Fund       | \$85,040           | \$205,144            | \$21,000        | \$0            | \$0                 | \$11,000         | \$0              | \$85,707        | \$407,891          |                 |             |
| <b>TOTALS</b>   | <b>\$795,343</b>   | <b>\$687,814</b>     | <b>\$21,100</b> | <b>\$2,000</b> | <b>\$16,500</b>     | <b>\$226,704</b> | <b>\$0</b>       | <b>\$85,707</b> | <b>\$1,835,168</b> |                 |             |



**RESOURCES  
GENERAL FUND**

**BAKER COUNTY LIBRARY DISTRICT**

|                                       |                                      |   |                      |  | Budget for Next Year <u>2016-17</u> |                                 |                              |    |
|---------------------------------------|--------------------------------------|---|----------------------|--|-------------------------------------|---------------------------------|------------------------------|----|
| Second Preceding<br>Year <u>13/14</u> | First Preceding<br>Year <u>14/15</u> | Revised Budget<br>This Year<br><u>15/16</u> | RESOURCE DESCRIPTION |  | Proposed By<br>Budget Officer       | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|                                       |                                      | 237,515                                     | 1                    | Available cash on hand* (cash basis) or          | 235,000                             | 235,000                         | 235,000                      | 1  |
| 163,287                               | 158,124                              |   | 2                    | Net working capital (accrual basis)              |                                     |                                 |                              | 2  |
| 37,594                                | 30,897                               | 34,700                                      | 3                    | Previously levied taxes estimated to be received | 35,000                              | 35,000                          | 35,000                       | 3  |
| 9,695                                 | 9,051                                | 10,000                                      | 4                    | Interest   | 10,000                              | 10,000                          | 10,000                       | 4  |
| 15,027                                | 4,000                                | 9,500                                       | 5                    | Transferred IN, from other funds                 | 9,700                               | 9,700                           | 9,700                        | 5  |
|                                       |                                      |   | 6                    | <b>OTHER RESOURCES</b>                           |                                     |                                 |                              | 6  |
| 17,888                                | 15,974                               | 17,000                                      | 7                    | Fines & Fees                                     | 17,500                              | 17,500                          | 17,500                       | 7  |
| 6,564                                 | 7,045                                | 7,000                                       | 8                    | State revenue (R2R Grant)                        | 7,000                               | 7,000                           | 7,000                        | 8  |
| 3,046                                 | 1,906                                | 2,500                                       | 9                    | Other Tax Revenues                               | 2,500                               | 2,500                           | 2,500                        | 9  |
| 4,469                                 | 5,782                                | 4,500                                       | 10                   | Federal revenue (E-rate)                         | 22,000                              | 22,000                          | 22,000                       | 10 |
| 1,510                                 | 5,088                                | 10  | 11                   | Special Contracts (Tech support)                 | 10                                  | 10                              | 10                           | 11 |
| 0                                     | 0                                    | 10  | 12                   | Job Training Programs                            | 10                                  | 10                              | 10                           | 12 |
| 828                                   | 951                                  | 1,600                                       | 13                   | Donations, Grants, & Misc                        | 1,500                               | 1,500                           | 26,500                       | 13 |
| 24,500                                | 0                                    | 0   | 14                   | Capital financing                                | 0                                   | 0                               | 0                            | 14 |
|                                       |                                      | 300   | 15                   | Fiscal agency fee (Sage)                         | 2,560                               | 2,560                           | 2,560                        | 15 |
|                                       |                                      |   | 16                   |  |                                     |                                 |                              | 16 |
| 284,408                               | 238,818                              | 324,635                                     | 17                   | Total resources, except taxes to be levied       | 342,780                             | 342,780                         | 367,780                      | 17 |
|                                       |                                      | 933,000                                     | 18                   | Taxes estimated to be received                   | 962,853                             | 962,853                         | 962,853                      | 18 |
| 854,869                               | 887,323                              |   | 19                   | Taxes collected in year levied                   |                                     |                                 |                              | 19 |
| 1,139,277                             | 1,126,142                            | 1,257,635                                   | 20                   | <b>TOTAL RESOURCES</b>                           | 1,305,633                           | 1,305,633                       | 1,330,633                    | 20 |

|    | Historical Data                    |                                   |                                       | REQUIREMENTS DESCRIPTION  | Budget For Next Year <u>16/17</u> |                              |                           |           |
|----|------------------------------------|-----------------------------------|---------------------------------------|---|-----------------------------------|------------------------------|---------------------------|-----------|
|    | Second Preceding Year <u>13/14</u> | First Preceding Year <u>14/15</u> | Revised Budget This Year <u>15/16</u> |   | Proposed By Budget Officer        | Approved By Budget Committee | Adopted By Governing Body |           |
|    |                                    |                                   |                                       | PERSONNEL SERVICES  |                                   |                              |                           |           |
| 1  | 461,942                            | 445,567                           | 500,837                               | 1 Salaries  | 526,508                           | 526,508                      | 526,508                   | 1         |
| 2  | 187,037                            | 178,759                           | 198,481                               | 2 Benefits  | 198,774                           | 198,774                      | 198,774                   | 2         |
| 3  | 0                                  | 0                                 | 0                                     | 3 Special Contracts - Grants, Tech Support, Job Training            | 0                                 | 0                            | 0                         | 3         |
| 4  | 9,296                              | 0                                 | 7,500                                 | 4 Severance   |                                   |                              |                           | 4         |
| 5  | 0                                  | 0                                 | 0                                     | 5 Payroll Expenses  | 10                                | 10                           | 10                        | 5         |
| 6  |                                    |                                   |                                       | 6   |                                   |                              |                           | 6         |
| 7  | <b>658,275</b>                     | <b>624,326</b>                    | <b>706,818</b>                        | <b>7 TOTAL PERSONNEL SERVICES</b>                                   | <b>725,292</b>                    | <b>725,292</b>               | <b>725,292</b>            | <b>7</b>  |
|    | 14.5                               | 13.9                              | 14                                    | <b>Total Full-Time Equivalent (FTE)</b>                             | 14.1                              | 14.1                         | 14.1                      |           |
|    |                                    |                                   |                                       | MATERIALS AND SERVICES  |                                   |                              |                           |           |
| 8  | 100,468                            | 100,810                           | 96,139                                | 8 Collection Development (Books, audiovisual, digital, etc)         | 94,000                            | 94,000                       | 94,000                    | 8         |
| 9  | 10,477                             | 10,676                            | 12,640                                | 9 Library Consortium (Sage catalog & ILL)                           | 13,050                            | 13,050                       | 13,050                    | 9         |
| 10 | 57,869                             | 60,369                            | 72,429                                | 10 Facilities & IT Maintenance                                      | 73,850                            | 73,850                       | 73,850                    | 10        |
| 11 | 30,837                             | 36,552                            | 42,740                                | 11 Corporate Costs (Ins., audit, admin fees, election, etc)         | 46,035                            | 46,035                       | 46,035                    | 11        |
| 12 | 86,227                             | 87,847                            | 87,212                                | 12 Library Operations (travel, bkmb, programs, supplies, utilities) | 94,260                            | 94,260                       | 94,260                    | 12        |
| 13 | 0                                  | 2,000                             | 2,000                                 | 13 Debt Service   | 2,000                             | 2,000                        | 2,000                     | 13        |
| 14 | <b>285,878</b>                     | <b>298,254</b>                    | <b>313,160</b>                        | <b>14 TOTAL MATERIALS AND SERVICES</b>                              | <b>323,195</b>                    | <b>323,195</b>               | <b>323,195</b>            | <b>14</b> |
|    |                                    |                                   |                                       | CAPITAL OUTLAY  |                                   |                              |                           |           |
| 15 | 24,500                             | 0                                 | 0                                     | 15 Capital Outlay   | 21,000                            | 21,000                       | 71,000                    | 15        |
| 16 |                                    |                                   |                                       | 16  |                                   |                              |                           | 16        |
| 17 |                                    |                                   |                                       | 17  |                                   |                              |                           | 17        |
| 18 |                                    |                                   |                                       | 18  |                                   |                              |                           | 18        |
| 19 |                                    |                                   |                                       | 19  |                                   |                              |                           | 19        |
| 20 |                                    |                                   |                                       | 20  |                                   |                              |                           | 20        |
| 21 | <b>24,500</b>                      | <b>0</b>                          | <b>0</b>                              | <b>21 TOTAL CAPITAL OUTLAY</b>                                      | <b>21,000</b>                     | <b>21,000</b>                | <b>71,000</b>             | <b>21</b> |
|    |                                    |                                   |                                       | TRANSFERRED TO OTHER FUNDS  |                                   |                              |                           |           |
| 22 | 2,500                              | 2,500                             | 1,000                                 | 22 Transfer - Technology & Election                                 | 1,000                             | 1,000                        | 1,000                     | 22        |
| 23 | 10,000                             | 10,000                            | 2,500                                 | 23 Transfer - Severance Liability                                   | 10,000                            | 10,000                       | 10,000                    | 23        |
| 24 |                                    |                                   |                                       | 24  |                                   |                              |                           | 24        |
| 25 | <b>12,500</b>                      | <b>12,500</b>                     | <b>3,500</b>                          | <b>25 TOTAL TRANSFERS</b>   | <b>11,000</b>                     | <b>11,000</b>                | <b>11,000</b>             | <b>25</b> |
| 26 |                                    |                                   | 234,157                               | <b>26 OPERATING CONTINGENCY</b>                                     | 225,146                           | 225,146                      | 200,146                   | 26        |
| 27 | 158,124                            | 191,061                           |                                       | 27 Ending balance (prior years)                                     |                                   |                              |                           | 27        |
| 28 |                                    |                                   |                                       | <b>28 UNAPPROPRIATED ENDING FUND BALANCE</b>                        |                                   |                              |                           | <b>28</b> |
| 29 | <b>1,139,277</b>                   | <b>1,126,141</b>                  | <b>1,257,635</b>                      | <b>29 TOTAL REQUIREMENTS</b>  | <b>1,305,633</b>                  | <b>1,305,633</b>             | <b>1,330,633</b>          | <b>29</b> |

150-504-030 (Rev 02/13)

0

General Fund - Personnel Services

Baker County Library District

|    | Revised Budget                           |                                      |                           | REQUIREMENTS DESCRIPTION   | Number of<br>Employ-ees | Range* | Budget for Next Year <u>2016-2017</u> |                                 |                              |    |
|----|--|--------------------------------------|---------------------------|--|-------------------------|--------|---------------------------------------|---------------------------------|------------------------------|----|
|    | Second<br>Preceding<br>Year <u>13/14</u> | First Preceding<br>Year <u>14/15</u> | This Year<br><u>15/16</u> |  |                         |        | Proposed by<br>Budget Officer         | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
| 1  | 71,098                                   | 71,718                               | 73,000                    | 1 Library Director   | 1.0                     | MGT4   | 73,874                                | 73,874                          | 73,874                       | 1  |
| 2  | 18,262                                   | 18,585                               | 19,000                    | 2 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (Acq/Cat)             | 0.5                     | 13/5   | 18,996                                | 18,996                          | 18,996                       | 2  |
| 3  | 20,953                                   | 23,214                               | 27,600                    | 3 Finance + HR Administrator   | 0.6                     | 14/5   | 27,833                                | 27,833                          | 27,833                       | 3  |
| 4  |  |                                      |                           | 4 Library Asst I - Public Services (Weekend)                         |                         |        |                                       |                                 |                              | 4  |
| 5  | 38,867                                   | 41,159                               | 41,600                    | 5 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (ILL/Cat)             | 1.0                     | 13/5   | 42,411                                | 42,411                          | 42,411                       | 5  |
| 6  | 5,539                                    | 6,088                                | 7,400                     | 6 Library Asst I - Public Services                                   | 0.4                     | 3/5    | 9,028                                 | 9,028                           | 9,028                        | 6  |
| 7  | 30,454                                   | 30,722                               | 34,000                    | 7 Library Tech II - Coll Mgmt / Serials Specialist                   | 1.0                     | 10/5   | 36,619                                | 36,619                          | 36,619                       | 7  |
| 8  | 24,239                                   | 24,099                               | 22,600                    | 8 Library Tech I - Public Services / Children & Teen Specialist      | 1.0                     | 7/4    | 30,127                                | 30,127                          | 30,127                       | 8  |
| 9  | 25,085                                   | 8,522                                | 36,000                    | 9 Librarian I - Cataloging / Tech Svcs                               | 1.0                     | 11/5   | 38,465                                | 38,465                          | 38,465                       | 9  |
| 10 | 2,680                                    |                                      |                           | 10 Library Asst II - Col Mgmt / Processing & Eval. Specialist        |                         |        |                                       |                                 |                              | 10 |
| 11 | 14,031                                   | 12,183                               | 5,505                     | 11 Library Asst I - Public Services                                  | 0.2                     | 5/3    | 7,670                                 | 7,670                           | 7,670                        | 11 |
| 12 | 15,514                                   | 15,171                               | 15,600                    | 12 Library Asst III - Coll Mgmt / Shelving/Page Lead+Volunteer Coord | 0.6                     | 5/5    | 16,506                                | 16,506                          | 16,506                       | 12 |
| 13 | 11,642                                   | 12,575                               | 18,945                    | 13 Library Asst I - Coll Mgmt / Processing                           | 0.7                     | 5/5    | 20,090                                | 20,090                          | 20,090                       | 13 |
| 14 | 17,720                                   | 18,833                               | 23,910                    | 14 Library Asst II - Col Mgmt / Processing & Eval. Specialist        | 0.9                     | 5/5    | 24,399                                | 24,399                          | 24,399                       | 14 |
| 15 | 28,319                                   | 28,962                               | 34,500                    | 15 Librarian I - Public Services + Coll Mgmt Lead                    | 0.8                     | 11/5   | 31,733                                | 31,733                          | 31,733                       | 15 |
| 16 | 13,399                                   | 6,045                                | 5,677                     | 16 Library Asst I - Public Services / Outreach (Bookmobile)          | 0.3                     | 5/5    | 5,300                                 | 5,300                           | 5,300                        | 16 |
| 17 |  | 4,290                                | 4,600                     | 17 Library Asst I - Public Services / Outreach (Bookmobile)          | 0.2                     | 5/4    | 4,800                                 | 4,800                           | 4,800                        | 17 |
| 18 | 9,168                                    | 6,370                                | 8,500                     | 18 Facilities Maintenance  | 0.4                     | 3/5    | 10,413                                | 10,413                          | 10,413                       | 18 |
| 19 | 0  | 0                                    |                           | 19 Job Training Intern / Library Page I                              | 0.0                     | 3/3    |                                       |                                 |                              | 19 |
| 20 | 46,823                                   | 47,653                               | 48,100                    | 20 IT Network and Systems Administrator                              | 1.0                     | 16/5   | 49,094                                | 49,094                          | 49,094                       | 20 |
| 21 | 0  | 0                                    | 0                         | 21 Special contracts - grants & tech support                         |                         | 16/5   | 0                                     | 0                               | 0                            | 21 |
| 22 | 8,458                                    | 9,875                                | 9,500                     | 22 Vacation Subs + Wkend Assistants                                  | 0.4                     | X      | 11,869                                | 11,869                          | 11,869                       | 22 |
| 23 | 57,361                                   | 58,418                               | 63,300                    | 23 Library Asst I - Public Services / Outreach (Branch Leads)        | 2.25                    | 5/3-5  | 65,783                                | 65,783                          | 65,783                       | 23 |
| 24 | 2,537                                    | 1,085                                | 1,500                     | 24 Staff training  |                         |        | 1,500                                 | 1,500                           | 1,500                        | 24 |
| 25 | 49,362                                   | 45,409                               | 62,000                    | 25 Retirement (PERS)   |                         |        | 60,835                                | 60,835                          | 60,835                       | 25 |
| 26 | 35,724                                   | 33,617                               | 36,000                    | 26 Social Security (FICA)  |                         |        | 40,278                                | 40,278                          | 40,278                       | 26 |
| 27 | 466                                      | 434                                  | 450                       | 27 State Unemployment Tax (SUTA @ .001) + Payroll Exp                |                         |        | 527                                   | 527                             | 527                          | 27 |
| 28 | 97,606                                   | 94,705                               | 98,801                    | 28 Group Health Insurance  |                         |        | 93,932                                | 93,932                          | 93,932                       | 28 |
| 29 | 2,640                                    | 3,872                                | 450                       | 29 Workers Comp Insurance  |                         |        | 2,422                                 | 2,422                           | 2,422                        | 29 |
| 30 | 882                                      | 723                                  | 780                       | 30 Life Insurance  |                         |        | 780                                   | 780                             | 780                          | 30 |
| 31 | 9,296                                    |                                      | 7,500                     | 31 Severance   |                         |        |                                       |                                 |                              | 31 |
| 32 |  |                                      |                           | 32 Payroll expenses  |                         |        | 10                                    | 10                              | 10                           | 32 |
| 33 |  |                                      |                           | 33 Ending balance (prior years)                                      |                         |        |                                       |                                 |                              | 33 |
| 34 |  |                                      |                           | 34 UNAPPROPRIATED ENDING FUND BALANCE                                |                         |        |                                       |                                 |                              | 34 |
| 35 | 658,127                                  | 624,326                              | 706,818                   | 35 TOTAL REQUIREMENTS  | 14.1                    |        | 725,292                               | 725,292                         | 725,292                      | 35 |

\* include a schedule of pay ranges

\*Include schedule of pay ranges

FORM  
LB-31

General Fund - Materials & Services

Baker County Library District

|    | Historical Data                          |                                      |                           | REQUIREMENTS DESCRIPTION                                    | Budget for Next Year <u>2016-2017</u> |                                 |                              |    |
|----|--|--------------------------------------|---------------------------|---|---------------------------------------|---------------------------------|------------------------------|----|
|    | Actual                                   |                                      | Revised Budget            |   | Proposed by<br>Budget Officer         | Approved by<br>Budget Committee | Adopted by<br>Governing Body |    |
|    | Second<br>Preceding<br>Year <u>13/14</u> | First Preceding<br>Year <u>14/15</u> | This Year<br><u>15/16</u> |   |                                       |                                 |                              |    |
| 1  | 100,468                                  | 100,810                              | 96,139                    | 1 Collection Development (Books, audiovisual, digital, etc) | 94,000                                | 94,000                          | 94,000                       | 1  |
| 2  | 10,477                                   | 10,676                               | 12,640                    | 2 Library Consortium (Sage catalog & ILL)                   | 13,050                                | 13,050                          | 13,050                       | 2  |
| 3  | 26,793                                   | 21,236                               | 33,759                    | 3 Facilities Maintenance                                    | 33,000                                | 33,000                          | 33,000                       | 3  |
| 4  | 9,460                                    | 11,270                               | 10,320                    | 4 Janitorial Contract                                       | 12,000                                | 12,000                          | 12,000                       | 4  |
| 5  | 2,013                                    | 2,660                                | 3,150                     | 5 Janitorial Supplies                                       | 3,250                                 | 3,250                           | 3,250                        | 5  |
| 6  | 2,668                                    | 2,851                                | 2,500                     | 6 Equipment Maintenance Services / Lease                    | 2,600                                 | 2,600                           | 2,600                        | 6  |
| 7  | 16,935                                   | 22,352                               | 22,700                    | 7 Computer Maintenance                                      | 23,000                                | 23,000                          | 23,000                       | 7  |
| 8  | 8,098                                    | 7,001                                | 5,050                     | 8 Bookmobile Operations                                     | 6,000                                 | 6,000                           | 6,000                        | 8  |
| 9  | 13,888                                   | 15,812                               | 18,175                    | 9 Insurance   | 20,425                                | 20,425                          | 20,425                       | 9  |
| 10 | 2,997                                    | 6,361                                | 4,300                     | 10 Travel and Training                                      | 4,500                                 | 4,500                           | 4,500                        | 10 |
| 11 | 0  | 2,567                                | 3,500                     | 11 Election   | 3,500                                 | 3,500                           | 3,500                        | 11 |
| 12 | 7,475                                    | 7,650                                | 7,910                     | 12 Audit  | 8,200                                 | 8,200                           | 8,200                        | 12 |
| 13 | 835                                      | 813                                  | 800                       | 13 Bookkeeping  | 900                                   | 900                             | 900                          | 13 |
| 14 | 1,579                                    | 2,420                                | 2,750                     | 14 Dues and subscriptions                                   | 2,750                                 | 2,750                           | 2,750                        | 14 |
| 15 | 0  | 2,000                                | 2,000                     | <b>15 Debt Service</b>                                      | 2,000                                 | 2,000                           | 2,000                        | 15 |
| 16 | 1,215                                    | 1,549                                | 1,550                     | 16 Publication  | 1,600                                 | 1,600                           | 1,600                        | 16 |
| 17 | 928                                      | 1,042                                | 1,155                     | 17 Financial Mgt Fees                                       | 1,210                                 | 1,210                           | 1,210                        | 17 |
| 18 | 250                                      | 250                                  | 250                       | 18 Legal Administration                                     | 250                                   | 250                             | 250                          | 18 |
| 19 | 808                                      | 2,958                                | 2,350                     | 19 Public Programs  | 2,500                                 | 2,500                           | 2,500                        | 19 |
| 20 | 3,221                                    | 2,955                                | 3,350                     | 20 Branch Mileage   | 3,500                                 | 3,500                           | 3,500                        | 20 |
| 21 | 14,153                                   | 11,647                               | 18,200                    | 21 Library Services Supplies                                | 15,500                                | 15,500                          | 15,500                       | 21 |
| 22 | 3,443                                    | 4,133                                | 6,450                     | 22 Youth Programs (Summer Reading, storytime, teen)         | 12,400                                | 12,400                          | 12,400                       | 22 |
| 23 | 1,476                                    | 1,494                                | 1,088                     | 23 Postage/Freight  | 1,500                                 | 1,500                           | 1,500                        | 23 |
| 24 | 43,548                                   | 41,528                               | 39,219                    | 24 Utilities  | 41,210                                | 41,210                          | 41,210                       | 24 |
| 25 | 12,288                                   | 13,095                               | 13,855                    | 25 Telecommunications                                       | 14,150                                | 14,150                          | 14,150                       | 25 |
| 26 | 862                                      | 1,125                                | 0                         | 26 Special contracts - grants, tech support travel          | 200                                   | 200                             | 200                          | 26 |
| 27 |  |                                      |                           | 27 Miscellaneous  |                                       |                                 |                              | 27 |
| 28 |  |                                      |                           | 28  |                                       |                                 |                              | 28 |
| 29 |  |                                      |                           | 29  |                                       |                                 |                              | 29 |
| 30 |  |                                      |                           | 30  |                                       |                                 |                              | 30 |
| 31 |  |                                      |                           | 31 Ending balance (prior years)                             |                                       |                                 |                              | 31 |
| 32 |  |                                      |                           | 32 UNAPPROPRIATED ENDING FUND BALANCE                       |                                       |                                 |                              | 32 |
| 33 | <b>285,878</b>                           | <b>298,254</b>                       | <b>313,160</b>            | 33 <b>TOTAL REQUIREMENTS</b>                                | <b>323,195</b>                        | <b>323,195</b>                  | <b>323,195</b>               | 33 |

\* include a schedule of pay ranges

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

"Other Uses" Funds by Department

Baker County Library District

|                     |                                       |                                      |   | DESCRIPTION<br>RESOURCES AND REQUIREMENTS          | Budget for Next Year <u>2016-2017</u> |                                 |                              |    |
|---------------------|---------------------------------------|--------------------------------------|---|--|---------------------------------------|---------------------------------|------------------------------|----|
|                     | Second Preceding<br>Year <u>13-14</u> | First Preceding<br>Year <u>14-15</u> | Revised Budget<br>This Year<br><u>15/16</u> |  | Proposed By<br>Budget Officer         | Approved By<br>Budget Committee | Adopted By<br>Governing Body |    |
|                     | <b>RESOURCES</b>                      |                                      |   |  |                                       |                                 |                              |    |
| 1                   |                                       |                                      | 158,500                                     | 1 Cash on hand * (cash basis), or                  | 165,000                               | 165,000                         | 153,500                      | 1  |
| 2                   | 147,917                               | 148,998                              |   | 2 Working Capital* (accrual basis)                 |                                       |                                 |                              | 2  |
| 3                   |                                       |                                      |   | 3 Previously levied taxes estimated to be received |                                       |                                 |                              | 3  |
| 4                   | 687                                   | 688                                  | 750   | 4 Interest   | 750                                   | 750                             | 750                          | 4  |
| 5                   | 12,500                                | 12,500                               | 3,500                                       | 5 Transferred IN, from other funds                 | 11,000                                | 11,000                          | 11,000                       | 5  |
| 6                   | 0                                     | 8,000                                | 55,000                                      | 6 Grants and Loans                                 | 10,000                                | 10,000                          | 10,000                       | 6  |
| 7                   | 604                                   | 1,220                                | 2,500                                       | 7 Donations  | 1,000                                 | 1,000                           | 1,000                        | 7  |
| 8                   | 4,931                                 | 3,279                                | 5,000                                       | 8 Book Sales online                                | 4,000                                 | 4,000                           | 4,000                        | 8  |
| 9                   | <b>166,639</b>                        | <b>174,684</b>                       | <b>225,250</b>                              | 9 Total Resources, except taxes to be levied       | <b>191,750</b>                        | <b>191,750</b>                  | <b>180,250</b>               | 9  |
| 10                  |                                       |                                      |   | 10 Taxes estimated to be received                  |                                       |                                 |                              | 10 |
| 11                  |                                       |                                      |   | 11 Taxes collected in year levied                  |                                       |                                 |                              | 11 |
| 12                  | <b>166,639</b>                        | <b>174,684</b>                       | <b>225,250</b>                              | 12 <b>TOTAL RESOURCES</b>                          | <b>191,750</b>                        | <b>191,750</b>                  | <b>180,250</b>               | 12 |
| <b>REQUIREMENTS</b> |                                       |                                      |   |  |                                       |                                 |                              |    |
| 1                   |                                       |                                      |   | 1 <b>PERSONNEL SERVICES</b>                        |                                       |                                 |                              | 1  |
| 2                   | 0                                     | 0                                    |   | 2 N/A  | 0                                     | 0                               | 0                            | 2  |
| 3                   | 0                                     | 0                                    | 0   | 3 <b>TOTAL PERSONNEL SERVICES</b>                  | <b>0</b>                              | <b>0</b>                        | <b>0</b>                     | 3  |
| 4                   |                                       |                                      |   | 4  |                                       |                                 |                              | 4  |
| 5                   |                                       |                                      |   | 5 <b>MATERIALS AND SERVICES</b>                    |                                       |                                 |                              | 5  |
| 6                   | 2,576                                 | 9,060                                | 146,900                                     | 6 Memorial & Grants Dept.                          | 104,200                               | 104,200                         | 104,200                      | 6  |
| 7                   |                                       |                                      | 1,500                                       | 7 Election reserve                                 | 500                                   | 500                             | 500                          | 7  |
| 8                   | 1                                     | 1                                    | 500   | 8 Literacy Dept.                                   | 500                                   | 500                             | 500                          | 8  |
| 9                   | 11                                    | 3,005                                | 9,500                                       | 9 Technology Dept. Reserve                         | 1,500                                 | 1,500                           | 1,500                        | 9  |
| 10                  |                                       |                                      | 10,000                                      | 10 Capital Projects Dept. Contingency              | 5,000                                 | 5,000                           | 5,000                        | 10 |
| 11                  | 26                                    | 41                                   | 48,500                                      | 11 Severance Liability Dept. Contingency           | 70,000                                | 70,000                          | 58,500                       | 11 |
| 12                  |                                       |                                      | 350   | 12 Corporate Costs (Bank & sales fees)             | 350                                   | 350                             | 350                          | 12 |
| 13                  | <b>2,614</b>                          | <b>12,107</b>                        | <b>217,250</b>                              | 13 <b>TOTAL MATERIALS AND SERVICES</b>             | <b>182,050</b>                        | <b>182,050</b>                  | <b>170,550</b>               | 13 |
| 14                  |                                       |                                      |   | 14   |                                       |                                 |                              | 14 |
| 15                  |                                       |                                      |   | 15   |                                       |                                 |                              | 15 |
| 16                  | 15,027                                | 4,000                                | 8,000                                       | 16 <b>Operating Transfer OUT</b>                   | <b>9,700</b>                          | <b>9,700</b>                    | <b>9,700</b>                 | 16 |
| 17                  | 148,998                               | 158,577                              |   | 17 Ending balance (prior years)                    |                                       |                                 |                              | 17 |
| 18                  |                                       |                                      |   | 18 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>       |                                       |                                 |                              | 18 |
| 19                  | <b>166,639</b>                        | <b>174,684</b>                       | <b>225,250</b>                              | 19 <b>TOTAL REQUIREMENTS</b>                       | <b>191,750</b>                        | <b>191,750</b>                  | <b>180,250</b>               | 19 |

\*Includes ending balance from prior year

**FORM  
LB-10**

**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**

Sage Library System Fund

BAKER COUNTY LIBRARY DISTRICT

|    | Historical Data             |                              | Budget for Current Year 2015-2016 | DESCRIPTION<br>RESOURCES AND REQUIREMENTS    | Budget for Next Year 2016-17 |                              |                           |    |
|----|-----------------------------|------------------------------|-----------------------------------|--|------------------------------|------------------------------|---------------------------|----|
|    | Actual                      | Actual                       | Adopted By Governing Body         |  | Proposed By Budget Officer   | Approved By Budget Committee | Adopted By Governing Body |    |
|    | Second Preceding Year _____ | First Preceding Year _14-15_ |                                   |  |                              |                              |                           |    |
|    |                             |                              |                                   | RESOURCES                                    |                              |                              |                           |    |
| 1  |                             | \$95,000                     | \$114,856                         | 1 Cash on hand * (cash basis), or            | \$110,000                    | \$110,000                    | \$110,000                 | 1  |
| 2  |                             | \$193,160                    | \$197,381                         | 2 Membership dues                            | \$205,000                    | \$205,000                    | \$205,000                 | 2  |
| 3  |                             | \$0                          | \$250                             | 3 Interest                                   | \$10                         | \$10                         | \$10                      | 3  |
| 4  |                             | \$118,811                    | \$95,404                          | 4 Restricted grants                          | \$50,000                     | \$50,000                     | \$50,000                  | 4  |
| 5  |                             | \$6,030                      |                                   | 5 Miscellaneous revenue (CatExpress dues)    | \$3,000                      | \$3,000                      | \$3,000                   | 5  |
| 6  |                             | \$7,118                      |                                   | 6 EOU Sage account remainder                 |                              |                              |                           | 6  |
| 7  |                             |                              |                                   | 7  |                              |                              |                           | 7  |
| 8  |                             |                              |                                   | 8  |                              |                              |                           | 8  |
| 9  | 0                           | \$420,119                    | \$407,891                         | 9 Total Resources, except taxes to be levied | \$368,010                    | \$368,010                    | \$368,010                 | 9  |
| 10 |                             |                              |                                   | 10 Taxes estimated to be received            |                              |                              |                           | 10 |
| 11 |                             |                              |                                   | 11 Taxes collected in year levied            |                              |                              |                           | 11 |
| 12 | 0                           | \$420,119                    | \$407,891                         | 12 <b>TOTAL RESOURCES</b>                    | <b>\$368,010</b>             | <b>\$368,010</b>             | <b>\$368,010</b>          | 12 |
|    |                             |                              |                                   | REQUIREMENTS                                 |                              |                              |                           |    |
| 13 |                             |                              |                                   | 13 <b>PERSONNEL SERVICES</b>                 |                              |                              |                           | 13 |
| 14 |                             |                              |                                   | 14 <b>Salaries</b>                           |                              |                              |                           | 14 |
| 15 |                             | \$49,643                     | \$55,984                          | 15 Systems administrator                     | \$56,816                     | \$56,816                     | \$56,816                  | 15 |
| 16 |                             | \$5,165                      | \$7,300                           | 16 Administrative services (BCLD)            | \$5,600                      | \$5,600                      | \$5,600                   | 16 |
| 17 |                             | \$54,808                     | \$63,284                          | 17 <b>Total salaries</b>                     | <b>\$62,416</b>              | <b>\$62,416</b>              | <b>\$62,416</b>           | 17 |
| 18 |                             |                              |                                   | 18   |                              |                              |                           | 18 |
| 19 |                             |                              |                                   | 19 <b>Benefits</b>                           |                              |                              |                           | 19 |
| 20 |                             | \$7,206                      | \$7,909                           | 20 Retirement                                | \$9,796                      | \$9,796                      | \$9,796                   | 20 |
| 21 |                             | \$4,096                      | \$4,659                           | 21 Social Security                           | \$5,180                      | \$5,180                      | \$5,180                   | 21 |
| 22 |                             | \$30                         | \$280                             | 22 Worker's compensation                     | \$76                         | \$76                         | \$76                      | 22 |
| 23 |                             | \$9,810                      | \$8,039                           | 23 Health insurance                          | \$7,900                      | \$7,900                      | \$7,900                   | 23 |
| 24 |                             | \$48                         | \$61                              | 24 Unemployment insurance                    | \$63                         | \$63                         | \$63                      | 24 |
| 25 |                             | \$72                         | \$808                             | 25 Life insurance                            | \$100                        | \$100                        | \$100                     | 25 |
|    |                             | \$96                         |                                   | Payroll expenses (Direct deposit fees)       | \$100                        | \$100                        | \$100                     |    |
| 26 |                             | \$21,358                     | \$21,756                          | 26 <b>Total benefits</b>                     | <b>\$23,215</b>              | <b>\$23,215</b>              | <b>\$23,215</b>           | 26 |
| 27 |                             | \$76,166                     | \$85,040                          | 27 <b>TOTAL PERSONNEL SERVICES</b>           | <b>\$85,631</b>              | <b>\$85,631</b>              | <b>\$85,631</b>           | 27 |
| 28 |                             |                              |                                   | 28   |                              |                              |                           | 28 |
| 29 |                             |                              |                                   | 29 <b>MATERIALS AND SERVICES</b>             |                              |                              |                           | 29 |
| 30 |                             | \$745                        | \$240                             | 30 Telecommunications                        | \$250                        | \$250                        | \$250                     | 30 |
| 31 |                             | \$5,309                      | \$4,500                           | 31 Technology                                | \$4,500                      | \$4,500                      | \$4,500                   | 31 |
| 32 |                             | \$0                          | \$1,500                           | 32 Accounting and auditing                   | \$1,500                      | \$1,500                      | \$1,500                   | 32 |



**FORM  
LB-10**

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

BAKER COUNTY LIBRARY DISTRICT

|    | Historical Data             |                              | Budget for Current Year 2015-2016 | DESCRIPTION<br>RESOURCES AND REQUIREMENTS           | Budget for Next Year 2016-17 |                              |                           |    |
|----|-----------------------------|------------------------------|-----------------------------------|---|------------------------------|------------------------------|---------------------------|----|
|    | Actual                      | Actual                       | Adopted By Governing Body         |   | Proposed By Budget Officer   | Approved By Budget Committee | Adopted By Governing Body |    |
|    | Second Preceding Year _____ | First Preceding Year _14-15_ |                                   |   |                              |                              |                           |    |
| 32 |                             |                              | \$300                             | 32 Administrative services (BCLD fiscal agency fee) | \$2,558                      | \$2,558                      | \$2,558                   |    |
| 33 |                             | \$59,505                     | \$51,000                          | 33 System support (HRCLD)                           | \$56,100                     | \$56,100                     | \$56,100                  | 33 |
| 34 |                             | \$45,835                     | \$52,704                          | 34 Technical services (Cataloging grant)            | \$2,500                      | \$2,500                      | \$2,500                   | 34 |
| 35 |                             | \$0                          | \$50                              | 35 Legal services                                   | \$50                         | \$50                         | \$50                      | 35 |
| 36 |                             | \$2,583                      | \$1,100                           | 36 Dues and subscriptions (CatExp)                  | \$3,750                      | \$3,750                      | \$3,750                   | 36 |
| 37 |                             | \$91                         | \$50                              | 37 Postage/freight                                  | \$100                        | \$100                        | \$100                     | 37 |
| 38 |                             | \$0                          | \$50                              | 38 Printing   | \$50                         | \$50                         | \$50                      | 38 |
| 39 |                             | \$624                        | \$50                              | 39 Supplies, Office                                 | \$500                        | \$500                        | \$500                     | 39 |
| 40 |                             | \$3,489                      | \$2,500                           | 40 Travel   | \$3,000                      | \$3,000                      | \$3,000                   | 40 |
| 41 |                             | \$2,961                      | \$4,500                           | 41 Training   | \$4,500                      | \$4,500                      | \$4,500                   | 41 |
| 42 |                             | \$0                          |                                   | 42 Miscellaneous                                    |                              |                              |                           | 42 |
| 43 |                             | \$0                          | \$100                             | 43 Furniture and equipment                          |                              |                              |                           | 43 |
| 44 |                             | \$87,389                     | \$86,500                          | 44 Courier  | \$83,865                     | \$83,865                     | \$83,865                  | 44 |
| 45 |                             |                              |                                   | 45 LSTA grant 2 - catalog                           |                              |                              |                           | 45 |
| 46 |                             | <b>\$208,531</b>             | <b>\$205,144</b>                  | 46 <b>TOTAL MATERIALS AND SERVICES</b>              | <b>\$163,223</b>             | <b>\$163,223</b>             | <b>\$163,223</b>          | 46 |
| 47 |                             |                              |                                   | 47  |                              |                              |                           | 47 |
| 48 |                             | <b>\$0</b>                   | <b>\$21,000</b>                   | 48 <b>Capital outlay</b>                            | <b>\$21,000</b>              | <b>\$21,000</b>              | <b>\$21,000</b>           | 48 |
| 49 |                             |                              |                                   | 49  |                              |                              |                           | 49 |
| 50 |                             | <b>\$0</b>                   | <b>\$11,000</b>                   | 50 <b>Contingency</b>                               | <b>\$11,000</b>              | <b>\$11,000</b>              | <b>\$11,000</b>           | 50 |
| 51 |                             |                              |                                   | 51  |                              |                              |                           | 51 |
| 52 |                             |                              |                                   | 52 Ending balance (prior years)                     |                              |                              |                           | 52 |
| 53 |                             | \$135,422                    | \$85,707                          | 53 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>        | \$87,156                     | \$87,156                     | \$87,156                  | 53 |
| 54 | <b>0</b>                    | <b>\$420,119</b>             | <b>\$407,891</b>                  | 54 <b>TOTAL REQUIREMENTS</b>                        | <b>\$368,010</b>             | <b>\$368,010</b>             | <b>\$368,010</b>          | 54 |

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Baker County Library District will be held on June 13, 2016 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, 2016, 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.

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<br>2014-2015 | Adopted Budget<br>This Year 2015-2016 | Approved Budget<br>Next Year 2016-2017 |
| Beginning Fund Balance/Net Working Capital                            | 402,122                    | 510,871                               | 510,000                                |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges   | 214,223                    | 214,691                               | 225,070                                |
| Federal, State and all Other Grants, Gifts, Allocations and Donations | 141,809                    | 166,004                               | 91,500                                 |
| Revenue from Bonds and Other Debt                                     | 0                          | 0                                     | 0                                      |
| Interfund Transfers / Internal Service Reimbursements                 | 16,500                     | 16,500                                | 20,700                                 |
| All Other Resources Except Current Year Property Taxes                | 58,968                     | 53,210                                | 55,270                                 |
| Current Year Property Taxes Estimated to be Received                  | 887,323                    | 933,000                               | 962,853                                |
| <b>Total Resources</b>  | <b>1,720,945</b>           | <b>1,894,276</b>                      | <b>1,865,393</b>                       |

| FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION         |                  |                  |                  |
|---|------------------|------------------|------------------|
| Personnel Services  | 700,492          | 780,358          | 810,923          |
| Materials and Services  | 516,892          | 664,054          | 589,468          |
| Capital Outlay  | 0                | 21,000           | 42,000           |
| Debt Service  | 2,000            | 2,000            | 2,000            |
| Interfund Transfers   | 16,500           | 15,000           | 20,700           |
| Contingencies   | 0                | 92,000           | 88,000           |
| Special Payments  |                  |                  |                  |
| Unappropriated Ending Balance and Reserved for Future Expenditure | 485,060          | 319,864          | 312,302          |
| <b>Total Requirements</b>   | <b>1,720,944</b> | <b>1,894,276</b> | <b>1,865,393</b> |

| FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM * |                |                |                |
|---|----------------|----------------|----------------|
| Name of Organizational Unit or Program<br>FTE for that unit or program  |                |                |                |
| <b>Library Services</b>   | 624,326        | 695,318        | 725,292        |
| FTE   | 14             | 14             | 14             |
| <b>Sage Library System</b>  | 76,166         | 85,040         | 85,631         |
| FTE   | 1              | 1              | 1              |
| Not Allocated to Organizational Unit or Program   |                |                |                |
| FTE   |                |                |                |
| <b>Total Requirements</b>   | <b>700,492</b> | <b>780,358</b> | <b>810,923</b> |
| <b>Total FTE</b>  | <b>15</b>      | <b>15</b>      | <b>15</b>      |

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

In the BCLD General Fund, tax revenues for FY16-17 are projected to increase by 3.5%. A membership fee increase for the Sage Library System accounts for the growth of fees in 2016-17. Decrease in grants and donations is primarily due completion of grants in the Other Uses and Sage funds. BCLD has been fiscal agent for the Sage Library System as of FY14-15, with operations managed as a special fund of the district. BCLD has financial oversight of Sage but that organization--an association of eastern Oregon libraries for the purpose of shared cataloging and interlibrary loans--operates independently with its own revenue and cash reserves. FY16-17 growth in Personnel is due to restoration of a core position to full time, merit-based promotions and step increases, expansion of temp staff hours, and a 2% cost of living increase. Materials & Services fluctuation is due to grant projects. Capital Outlay is for a project to upgrade the Internet network infrastructure at the Baker branch. Debt service is payment on a Low Impact Development (LID) loan from the City of Baker City incurred in FY13-14 at a total of \$24,500 for the Baker City Resort Street Improvement Project.

| PROPERTY TAX LEVIES                                |                                     |   |  |
|--|-------------------------------------|---|--|
|  | Rate or Amount Imposed<br>2014-2015 | Rate or Amount Imposed<br>This Year 2015-2016 | Rate or Amount Approved<br>Next Year 2016-2017 |
| Permanent Rate Levy (rate limit _____ per \$1,000) | 0.5334                              | 0.5334  | 0.5334   |
| Local Option Levy                                  | 0.249                               | 0.249   | 0.249  |
| Levy For General Obligation Bonds                  |                                     |   |  |

| STATEMENT OF INDEBTEDNESS |  |  |
|---------------------------|--|--|
| LONG TERM DEBT            | Estimated Debt Outstanding<br>on July 1. | Estimated Debt Authorized, But<br>Not Incurred on July 1 |
| General Obligation Bonds  |  |  |
| Other Bonds               |  |  |
| Other Borrowings          | \$20,500                                 |  |
| <b>Total</b>              | <b>\$20,500</b>                          |  |

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

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

# FORM LB-50 2016-2017

To assessor of BAKER County

Check here if this is an amended form.

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

The Baker County Library District has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Baker County. The property tax, fee, charge or assessment is categorized as stated by this form.

|  |   |  |   |                          |
|--|---|--|---|--------------------------|
| <u>2400 Resort St</u><br>Mailing Address of District | <u>Baker City</u><br>City                           | <u>OR</u><br>State                       | <u>97814</u><br>ZIP code                              | <u>6/14/2016</u><br>Date |
| <u>Perry Stokes</u><br>Contact Person                | <u>Library Director/CEO/Budget Officer</u><br>Title | <u>541-523-6419</u><br>Daytime Telephone | <u>director@bakerlib.org</u><br>Contact Person E-Mail |                          |

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

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

### PART I: TAXES TO BE IMPOSED

|  |     | Subject to General Government Limits |                    |   |
|--|-----|--------------------------------------|--------------------|---|
|  |     | Rate                                 | -or- Dollar Amount |   |
| 1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . . . .                  | 1   | 0.5334                               |                    | <b>Excluded from Measure 5 Limits</b><br>Dollar Amount of Bond Levy |
| 2. Local option operating tax . . . . .  | 2   | 0.249                                |                    |   |
| 3. Local option capital project tax . . . . .  | 3   |                                      |                    |   |
| 4. City of Portland Levy for pension and disability obligations . . . . .                                  | 4   |                                      |                    |   |
| 5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001 . . . . .          | 5a. |                                      |                    |   |
| 5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001 . . . . .       | 5b. |                                      |                    |   |
| 5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . . | 5c. |                                      | <b>0</b>           |   |

### PART II: RATE LIMIT CERTIFICATION

|   |   |               |
|---|---|---------------|
| 6. Permanent rate limit in dollars and cents per \$1,000 . . . . .                                      | 6 | <b>0.5334</b> |
| 7. Election date when your new district received voter approval for your permanent rate limit . . . . . | 7 |               |
| 8. Estimated permanent rate limit for newly merged/consolidated district . . . . .                      | 8 |               |

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

| Purpose (operating, capital project, or mixed) | Date voters approved local option ballot measure | First tax year levied | Final tax year to be levied | Tax amount -or- rate authorized per year by voters |
|--|--|-----------------------|-----------------------------|--|
| OPERATING                                      | MAY 17 2011                                      | 2012-2013             | 2016-2017                   | 0.249  |

### Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

| Description | Subject to General Government Limitation | Excluded from Measure 5 Limitation |
|-------------|--|------------------------------------|
| 1           |  |                                    |
| 2           |  |                                    |

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

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

**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: May 17, 2016

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 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, 2016 and shall terminate on June 30, 2017. The Agreement may be extended by mutual written agreement of the parties.

**3. BCLD OBLIGATIONS:**

- A. BCLD, on behalf of Sage Library System, shall 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 are to be set by HRCLD and agreed to by BCLD and the Sage Library System User Council
- B. BCLD shall reimburse HRCLD for any direct ancillary expenses incurred as a result of hosting the Systems Librarian, including but not limited to professional association memberships, travel, and training registrations.
- C. Reimbursements to HRCLD for the items delineated in sections A and B not to exceed \$68,698 total for the duration of the agreement, as delineated in Appendix B, HRCLD Budget for the Sage Systems Librarian.

**4. HRCLD OBLIGATIONS:**

- A. HRCLD shall provide a full-time Systems Librarian, who shall 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 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 shall work under the supervision of the Library Director of HRCLD.
- D. HRCLD shall consult with the Sage Systems Manager, an employee of BCLD, before incurring any ancillary expenses on behalf of the Systems Librarian.
- E. HRCLD shall provide suitable office space, supplies, and technology for the employee.
- F. 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: \_\_\_\_\_, 2016

**HRCLD:**

HOOD RIVER COUNTY LIBRARY  
DISTRICT BOARD

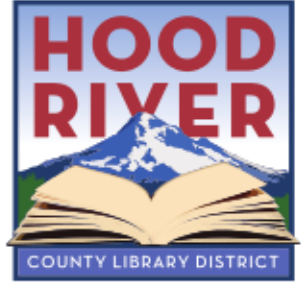
By \_\_\_\_\_  
Suzanne VanOrman, Board President

Date: \_\_\_\_\_, 2016



## 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](http://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

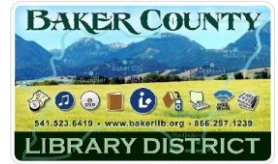
Last revised: June 17, 2014

**SAGE LIBRARY SYSTEM FUND**  
**Resources and Requirements**

Hood River County Library District

|           | Historical Data                  |                                 |                  |  | REQUIREMENTS DESCRIPTION            | Budget for Next Year 2016-17  |                                 |                              |
|-----------|----------------------------------|---------------------------------|------------------|--|-------------------------------------|-------------------------------|---------------------------------|------------------------------|
|           | Actual                           |                                 |                  | Adopted Budget<br>This Year<br>2015-16 |                                     | Proposed by<br>Budget Officer | Approved by<br>Budget Committee | Adopted by<br>Governing Body |
|           | Second Preceding<br>Year 2013-14 | First Preceding<br>Year 2014-15 | YTD<br>3/31/2016 |  |                                     |                               |                                 |                              |
| <b>1</b>  |                                  |                                 |                  |  | <b>RESOURCES</b>                    |                               |                                 |                              |
| 2         | -                                | -                               | -                | -                                      | Cash on hand                        | -                             |                                 |                              |
| 3         | -                                | -                               | 43,525           | 65,875                                 | Intergovernmental revenue           | 68,698                        | 68,698                          |                              |
| 4         |                                  |                                 |                  |  |                                     |                               |                                 |                              |
| <b>5</b>  | <b>-</b>                         | <b>-</b>                        | <b>43,525</b>    | <b>65,875</b>                          | <b>TOTAL RESOURCES</b>              | <b>68,698</b>                 | <b>68,698</b>                   | <b>-</b>                     |
| 6         |                                  |                                 |                  |  |                                     |                               |                                 |                              |
| <b>7</b>  |                                  |                                 |                  |  | <b>REQUIREMENTS</b>                 |                               |                                 |                              |
| 8         |                                  |                                 |                  |  | <b>Personal Services</b>            |                               |                                 |                              |
| 9         |                                  |                                 |                  |  | <i>Salaries</i>                     |                               |                                 |                              |
| 10        | -                                | -                               | 29,814           | 40,953                                 | Librarian I                         | 43,534                        | 43,534                          |                              |
| 11        |                                  |                                 |                  |  |                                     |                               |                                 |                              |
| 12        |                                  |                                 |                  |  | <i>Benefits</i>                     |                               |                                 |                              |
| 13        | -                                | -                               | -                | 3,686                                  | Retirement                          | 3,918                         | 3,918                           | -                            |
| 14        | -                                | -                               | 2,271            | 3,133                                  | FICA                                | 3,330                         | 3,330                           | -                            |
| 15        | -                                | -                               | 27               | 66                                     | Workers' compensation insurance     | 50                            | 50                              |                              |
| 16        | -                                | -                               | (125)            | 6,000                                  | Health insurance                    | 6,000                         | 6,000                           |                              |
| 17        | -                                | -                               | 414              | 737                                    | Unemployment insurance              | 566                           | 566                             | -                            |
| 18        |                                  |                                 |                  |  |                                     |                               |                                 |                              |
| <b>19</b> | <b>-</b>                         | <b>-</b>                        | <b>32,401</b>    | <b>54,575</b>                          | <b>Total personal services</b>      | <b>57,398</b>                 | <b>57,398</b>                   | <b>-</b>                     |
| 20        |                                  |                                 |                  |  |                                     |                               |                                 |                              |
| 21        |                                  |                                 |                  |  | <b>Materials and services</b>       |                               |                                 |                              |
| 22        | -                                | -                               | -                | 300                                    | Membership dues                     | 300                           | 300                             |                              |
| 23        | -                                | -                               | 228              | 3,000                                  | Travel                              | 3,000                         | 3,000                           |                              |
| 24        | -                                | -                               | -                | 1,000                                  | Training                            | 1,000                         | 1,000                           |                              |
| 25        | -                                | -                               | -                | 2,000                                  | Other materials and services        | 2,000                         | 2,000                           |                              |
| 26        |                                  |                                 |                  |  |                                     |                               |                                 |                              |
| <b>27</b> | <b>-</b>                         | <b>-</b>                        | <b>228</b>       | <b>6,300</b>                           | <b>Total materials and services</b> | <b>6,300</b>                  | <b>6,300</b>                    | <b>-</b>                     |
| 28        |                                  |                                 |                  |  |                                     |                               |                                 |                              |

|    |   |   |   |        |   |        |        |   |
|----|---|---|---|--------|---|--------|--------|---|
| 29 | - | - | - | 5,000  | Contingency                               | 5,000  | 5,000  |   |
| 30 |   |   |   |        |   |        |        |   |
| 31 | - | - |   |        | Ending balance (prior years)              |        |        |   |
| 32 |   |   |   | -      | <b>UNAPPROPRIATED ENDING FUND BALANCE</b> | -      | -      | - |
| 33 | - | - |   | 65,875 | <b>TOTAL REQUIREMENTS</b>                 | 68,698 | 68,698 | - |



## LIBRARY BOARD REGULAR MEETING 2016-2017 Schedule Options

Board meetings are intended to be held around mid-month to accommodate billing & payroll cycles. In 2016-2017, three months begin on Monday the 8<sup>th</sup> or 9<sup>th</sup> which makes the 2<sup>nd</sup> Monday somewhat early for those purposes.

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

|             |                  | Regular Schedule       |             |
|-------------|------------------|------------------------|-------------|
|             |                  | 2 <sup>nd</sup> Monday | Alternative |
| <b>2016</b> | <b>July</b>      | 11                     |             |
|             | <b>August</b>    | 8                      | 15          |
|             | <b>September</b> | 12                     |             |
|             | <b>October</b>   | 10                     |             |
|             | <b>November</b>  | 14                     |             |
|             | <b>December</b>  | 12                     |             |
| <b>2017</b> | <b>January</b>   | 9                      | 16          |
|             | <b>February</b>  | 13                     |             |
|             | <b>March</b>     | 13                     |             |
|             | <b>April</b>     | 10                     |             |
|             | <b>May</b>       | 8                      | 15          |
|             | <b>June</b>      | 12                     |             |

# 2016

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

January 1: New Year's Day, January 18: Martin Luther King Day, February 15: Presidents' Day, May 30: Memorial Day, July 4: Independence Day,  
 September 5: Labor Day, October 10: Columbus Day, November 11: Veterans Day, November 24: Thanksgiving Day, December 25: Christmas Day, December 26: Christmas Day (observed)

# 2017

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

January 1: New Year's Day, January 2: New Year's Day (observed), January 16: Martin Luther King Day, February 20: Presidents' Day, May 29: Memorial Day, July 4: Independence Day,  
 September 4: Labor Day, October 9: Columbus Day, November 10: Veterans Day (observed), November 11: Veterans Day, November 23: Thanksgiving Day, December 25: Christmas Day



SPECIAL ISSUE

# american libraries

THE MAGAZINE OF THE AMERICAN LIBRARY ASSOCIATION



2016

THE STATE OF

AMERICA'S  
LIBRARIES

A Report from the American Library Association

Top Ten Challenged Books ■ Libraries Transform

# The State of America's Libraries

A REPORT FROM THE AMERICAN LIBRARY ASSOCIATION  
2016

Edited by Kathy Rosa, Director  
Office for Research and Statistics  
American Library Association



**ABOUT ALA** The American Library Association (ALA), the voice of America's libraries, is the oldest, largest, and most influential library association in the world. Its approximately 58,000 members are primarily librarians but also trustees, publishers, and other library supporters. The Association represents all types of libraries; its mission is to promote the highest-quality library and information services and public access to information.



# EXECUTIVE SUMMARY



Academic, school, and public libraries continue to face an uncertain economy as they shift resources and services to meet the needs of the 21st-century digital world. The American Library Association launched a new public awareness campaign, called "[Libraries Transform](#)," in 2015.

Libraries Transform seeks to shift the mindset that "libraries are obsolete or nice to have" to "libraries are essential," and change the perception that "libraries are just quiet places to do research, find a book, and read" to "libraries are centers of their communities: places to learn, create, and share, with the help of library staff and the resources they provide." The Libraries Transform campaign is designed to increase public awareness of the value, impact, and services provided by library professionals and libraries of all types.

About half of the [chief academic officers](#) at US colleges and universities believe their institutions have not yet recovered from the 2008 economic downturn. The pressure on higher education to demonstrate value remained the [top issue](#) facing academic libraries.

The Association of College and Research Libraries [Assessment in Action program](#), funded by an Institute of Museum and Library Services grant, lends support to the

growing body of evidence demonstrating the positive contributions of academic libraries to student learning and success in five key areas:

- improved information literacy competencies for first-year students
- increased student success in connection with library usage
- documented student retention with library instruction
- demonstrated library contributions to collaborative academic student support
- enhanced student learning with library research consultation services

The value of certified school librarians continues to grow as administrators and teachers seek education resources to better serve tech-savvy students. Among other things, administrators are looking to school librarians to help them incorporate digital educational resources and lead

blended-learning activities in schools, resulting in more equity, connectivity, and personalization to instruction.

In the last six years, school librarians have seen significant changes both in what they are providing to teachers and students, as well as the challenges they are confronting to support digital content. In 2010, for example, only 35% of school librarians indicated they were acquiring digital content. By 2015, that number had increased to 69%. This trend is reflected across a variety of formats, particularly databases, ebooks, periodicals, videos, and games.

The vital role public libraries play in communities has expanded to include services and programs for childhood literacy, computer training, and workforce development. Librarians know their programs and services have an impact, but many libraries do not have the measures and tools to demonstrate the difference they make in the lives of their patrons.

Public libraries are continually required to assess their value. To receive funding, they must provide more than just attendance and circulation counts. Traditional output data only captures quantitative data, or how much is done; libraries are increasingly seeking to measure quality, or the good that is done. As a result, more libraries are conducting outcome measurements to better demonstrate their impact on their community members.

## Issues and trends

Libraries are responding to the ever-changing needs of children and teens. Summer reading, a longstanding campaign in public libraries, is evolving into summer learning. Summer programs have flourished in recent years; they now integrate traditional reading activities with others that explore such special interests as the arts, STEM (science, technology, engineering, and math), and digital learning.

Libraries are using design thinking to reimagine services and spaces for teen patrons, and they are also experimenting with ways to help teens apply design thinking to their own learning experiences. Opportunities for teen creativity include dedicated makerspaces, tinkerlabs, and other reconfigurations of the library's space.

Adults find libraries a place for lifelong learning with resources and programs useful in exploring new ideas, personal interests, and careers. Increasingly, libraries also offer patrons a neutral space to meet their neighbors and discuss and resolve important issues. In 2015, libraries continued to strengthen their role as leaders in community engagement, leading community forums, taking part in anti-violence activities, and providing a safe, neutral

place for an increasingly divided populace to come together.

## Access and challenges

Library books and other materials continue to be challenged. In July 2015, a [Harris poll](#) on attitudes about book banning and school libraries revealed that out of the 2,244 US adults who participated, the percentage (28%) who felt that certain books should be banned increased by more than half since the previous survey (18%) conducted in 2011.

Out of 275 challenges recorded by the American Library Association's (ALA) Office for Intellectual Freedom, the "Top Ten Most Challenged Books in 2015" are:

- 1. *Looking for Alaska*, by John Green**  
Reasons: Offensive language, sexually explicit, and unsuited for age group.
- 2. *Fifty Shades of Grey*, by E. L. James**  
Reasons: Sexually explicit, unsuited to age group, and other ("poorly written," "concerns that a group of teenagers will want to try it").
- 3. *I Am Jazz*, by Jessica Herthel and Jazz Jennings**  
Reasons: Inaccurate, homosexuality, sex education, religious viewpoint, and unsuited for age group.
- 4. *Beyond Magenta: Transgender Teens Speak Out*, by Susan Kuklin**  
Reasons: Anti-family, offensive language, homosexuality, sex education, political viewpoint, religious viewpoint, unsuited for age group, and other ("wants to remove from collection to ward off complaints").
- 5. *The Curious Incident of the Dog in the Night-Time*, by Mark Haddon**  
Reasons: Offensive language, religious viewpoint, unsuited for age group, and other ("profanity and atheism").
- 6. *The Holy Bible***  
Reasons: Religious viewpoint.
- 7. *Fun Home*, by Alison Bechdel**  
Reasons: Violence and other ("graphic images").
- 8. *Habibi*, by Craig Thompson**  
Reasons: Nudity, sexually explicit, and unsuited for age group.
- 9. *Nasreen's Secret School: A True Story from Afghanistan*, by Jeanette Winter**  
Reasons: Religious viewpoint, unsuited to age group, and violence.
- 10. *Two Boys Kissing*, by David Levithan**  
Reasons: Homosexuality and other ("condones public displays of affection").

## Summer reading is evolving into summer learning.



## National issues and trends

Among the many issues facing libraries, there is one—an amended education law—that calls for celebration. President Obama signed the [Every Student Succeeds Act](#) (ESSA) on December 10, 2015. It is the first law in more than 50 years to include language specific to school librarians and school libraries. This measure reauthorizes the Elementary and Secondary Education Act (ESEA) of 1965, legislation that provides funding to schools and extends equal opportunity to education for all students. The definition of “specialized instructional support personnel” in ESEA has now been updated to include “school librarians.” ESSA recognizes school librarians and school libraries as crucial to successful student outcomes.

Library professionals are empowered to turn challenges into opportunities through the high quality of their education. Enhancement of the professional library degree got a boost with the release of the 2015 [Standards for Accreditation of Master’s Programs in Library and Information Studies](#) and a fourth edition of its process manual, [Accreditation Process, Policies, and Procedures \(AP3\)](#).

Privacy in the digital age is an ongoing concern of libraries. Both the American Library Association (ALA) and the National Information Standards Organization (NISO)

released guidelines on developing effective privacy protection policies for digital data. The ALA Intellectual Freedom Committee and its Privacy Subcommittee released [Library Privacy Guidelines for E-book Lending and Digital Content Vendors](#), while NISO developed and released its [NISO Consensus Principles on Users’ Digital Privacy in Library, Publisher, and Software-Provider Systems](#). Both sets of guidelines highlight the fact that digital privacy cannot be maintained only by libraries and requires the coordinated support of many stakeholders.



Although most library funding originates at the local and state level, federal support is also an important segment of library revenue. The majority of federal library program funds are distributed to each state through the Institute of Museum and Library Services. The Library Services and Technology Act (LSTA), a major source of library funding, is part of the annual Labor, Health and Human Services, and Education appropriations bill. LSTA grants totaled \$180.9 million for FY2015. Additional federal funding for school libraries takes place through the Innovative Approaches to Literacy program, which received \$25 million in funds during FY2015. ■