

Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, Apr 13, 2015, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

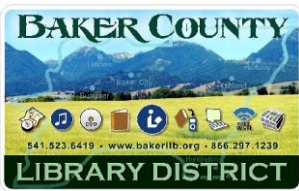
Gary Dielman, President

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 previous Board Meeting (ACTION) <i>Related documents: Board Meeting Minutes 3/9/15.</i>	Dielman
6:05	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.	
6:10	VI. PREVIOUS BUSINESS	
	i. None	
6:15	VII. NEW BUSINESS	
	i. Approval of Health Insurance Provider (ACTION)	Guest: Kevin Bell
	ii. Opposite-sex Domestic Partner benefits (ACTION)	Bell/Stokes
	iii. Financial Officer Bonding Insurance (ACTION)	Hawes
	iv. Personnel Policy revisions	Stokes/Hawes
	v. Technology Use Policy revisions (ACTION)	Stokes
	vi. FY14-15 Year-end Budget Projection / FY15-16 Preview	Stokes
7:30	VIII. ADMINISTRATIVE REPORTS	
	i. Director's Report <i>Related documents: To be distributed at meeting.</i>	Stokes
	ii. Business and Financial Report <i>Related documents: To be distributed at meeting.</i>	Hawes
	IX. Agenda items for next regular meeting: May 11, 2015	Dielman
	• FY15-16 Budget Draft Proposal	
	• Proposal to provide Sick Leave benefits to part-time staff	
8:00	X. ADJOURNMENT	Dielman

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

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

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



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- 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 March 9 meeting (ACTION)** Dielman

Attachments:

- IV.a. March 9, 2015, regular meeting minutes

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

VI. **PREVIOUS BUSINESS**

- i. None

VII. **NEW BUSINESS**

- i. **Approval of Health Insurance Provider (ACTION)** Guest: K. Bell

Mr. Bell of Clarke & Clarke Insurance will present an overview of changes and options regarding the District’s health insurance benefits. Primarily, District coverage will be transferring from Pacific Source to Blue Cross which is assuming coverage previously provided by Pacific Source. SDAO will be mostly self-insuring its membership with some underwriting by other insurers. The changes will result in double-digit reduction of insurance costs in the coming fiscal year. There are options to continue with Pacific Source or seek other providers, but to date those options do not appear cost effective. I recommend approval of the transfer of coverage to Blue Cross.

- ii. **Opposite-sex Domestic Partner benefits (ACTION)** Bell/Stokes

The District currently offers employee benefits to same-sex partners. With the process of coverage changes, we also have the option to extend benefit coverage to unmarried opposite-sex domestic partners. The board has previously declined to do so I believe due to increased liability & rate costs. I recommend continuing to decline that option.

- iii. **Financial Officer Bonding Insurance (ACTION)** Hawes

Currently, the District does not carry bonding insurance for its financial officers, Christine Hawes and me. The policy is considered a best practice for organizations, recommended by our auditor Kent Bailey. Coverage would protect against losses caused by employee mistakes, theft, or fraud. Christine has obtained an estimate for the recommended coverage for losses up to \$50,000 per person (\$100,000 total) at a rate \$350/year. We’d like to hear your comments.

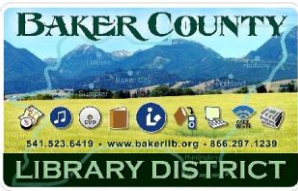
- iv. **Personnel Policy revisions** Stokes/Hawes

Related documents (2):

- VII.iv.a. *Personnel Policy – Article 2 Benefits proposed changes*
- VII.iv.b. *Personnel Policy – Article 4 Drug Free Workplace; Article 9.6 Termination, proposed changes*

The policies for review regard cessation of the in-lieu insurance payment benefit and an update of the Drug Free Workplace policy in preparation for Measure 91 taking effect.

- Payments in-lieu of health care have become unlawful under the Affordable Health Care Act. Christine & I have discussed the impact of this development with relevant staff.
- Current Personnel Policy does not address prescription drug use or legal drug use (marijuana) by staff in safety sensitive positions, such as for those required to drive. There are some stipulations in the Bookmobile staff Job Description:



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- “Immediately notify BCLD of any change of the applicant's or employee’s mental, physical, or driving and criminal record status that could affect the qualifications to drive the BCLD Bookmobile.”
- “The driver shall not use to excess, or be addicted to alcoholic beverages, narcotics, or drugs.”

I’m searching for a way to strengthen District policy on this subject since regular driving is a requirement of several staff positions other than the Bookmobile, including the Operations Manager, Business Manager, IT Manager, Lead Librarian, Children’s Services Specialist, Facilities Specialist, Branch leads, and myself. There has been a near-miss instance this past year when an employee narrowly avoided a vehicle accident reportedly due to drowsiness from prescription medication.

The proposed revisions are modeled after language found in Arizona’s IBEW (Intl Brotherhood of Electrical Workers) union policy. The draft has been submitted to SDAO for legal review & I am awaiting that response.

I am not seeking approval of these policies yet, since I expect to have an additional revision next month regarding providing sick leave benefits to part-time staff and it would be best to approve all of the personnel policies at once. Meanwhile, I’d like to hear your comments.

Please let me know what you think of these proposed changes and if you have other areas in the Personnel Policies that you'd like me to assess.

v. Technology Use Policy revisions (ACTION) Stokes

Related documents (3):

- VII.v.a. *Current Internet & Computer Use policy*
- VII.v.b. *Proposed revision to Technology Use Policy, including tracked changes*
- VII.v.c. *Copy of proposed Technology Use policy with changes accepted.*

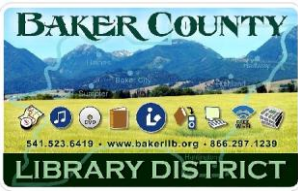
A wholesale change is proposed to the Internet & Computer Use Policy, transforming it into a more generalized **Technology Use Policy**. I have updated or removed outdated, inaccurate, & redundant passages and many elements that are more appropriate in a services manual rather than a policy document. The Rules Governing Use are mostly a series of disclaimers. For the Prohibited Activities section, I have attempted to use less legalese & more natural language & common terms for technology.

Please note that I’ve also proposed to add a restriction on public exhibition of “graphic violence, real or dramatized.” I’d like to hear your comments on this suggestion. It is intended as a companion element to the current restriction on sexually explicit content. Either tend to be disturbing to library users who may inadvertently be subjected to unwelcome images on screen when walking past a person’s workstation. The emphasis is on “publicly exhibit” rather than an absolute prohibition. The District wishes to protect our users constitutional rights, but may wish to establish that it has an interest in setting a time, manner & place limitation on the activity due to it being disruptive in a particular environment. The policy also states that staff may redirect a patron to a more private library space (such as a study room) as situations require.

vi. FY14-15 Year-end Budget Projection / FY15-16 Preview Stokes

Related documents (1):

- VII.vi.a. *FY15-16 Budget Proposal DRAFT 1*



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In preparation for the 2015-16 fiscal year budget, I'd like to review highlights of the outlook for the current fiscal year-end and tell you what I'm planning for next year to get your feedback on whether I'm going in the right direction.

Income

- As reported last fall, the Total Assessed Valuation of the County was higher than projected, so additional tax revenues of around \$31,000 are projected.
- Prior year revenues may be decreasing since collection rates are strong. I've projected a \$7,000 shortfall on that line.
- E-rate reimbursements are decreasing, down by about \$2,000
- Based on the accrual accounting standard we now use, beginning cash was budgeted too high, so shows as a \$15,400 shortfall.
- Total income is projected to end up about on budget.

Personnel

- An additional 5 hours/week was granted to Business Manager Christine Hawes as of January 2015.
- Carmen Wickam's line is projected as high. I may have overlooked a step increase she was due.
- Hiring delays on 3 positions will result in a substantial savings of about \$23,000 in salaries (Cataloger, Facilities Specialist, and Public Services positions). Some of that will be eaten up by the Vacation Substitute line used to fill desk operation needs.
- A savings of \$11,700 is also projected in Health Insurance, also due to the hiring delays.
- There appears to be no Health Insurance deductible reimbursement claim yet this year.
- Overall, Personnel is projected at \$45,782 under budget.

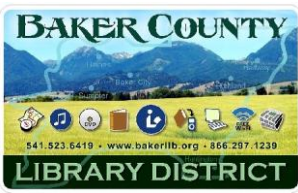
Materials & Services

- The bulk of the Personnel savings, \$33,800 will be used to restore the Book budget, which you may recall was cut significantly in the original budget approved last year.
- Building & Supplies should be modestly under budget, -\$2,240
- Insurance is slightly higher than budgeted, +\$1,500
- I will need to increase the Travel & Training line by +\$2,000 for training of new staff and take advantage of the Evergreen Conference being in Hood River this year.
- Association dues show as 1,200 more than budgeted. I have yet to look at the details on that. Some of those funds may be need to be reposted elsewhere.
- Corporate Costs overall, may need to be expanded by \$5,900.
- Children's programs is increased by \$1,600 due to the expanding popularity of our seasonal and Summer Reading Programs.
- In sum, Utilities & Other Operating Expenses should be about \$8,000 under budget.

Total Expense

Overall, an extra \$16,650 should be added to the cash carryover for next year for a total of \$237,031, up from \$218,121 budgeted.

If there are particular areas in which you'd like me to focus with the 2015-16 budget, please let me know. Here is an outline of objectives I would like to focus on.



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FY2015-2016 GOALS

PERSONNEL

• Branch staff: re-class to Library Assistant III (<i>pay equity</i>)	+\$5,258
• Add MLIS staff: John Brockman, cataloger, 1.0 FTE	+\$8,000
• Christine Hawes: add 5 hours (from 20 to 25)	+\$5,148
• Melissa Shafer: re-class to Library Tech II from Library Tech I	+\$1,615
• Diana Pearson: Reduce comp accrual by budgeting 33 hours (increase from 30)	+\$2,803
• Redistribute 23 hours from retired staff (SM, \$14,529) to Tech Services staff (CS, 28<34; HS, 19.5<28) & 12hr PT Front Desk position	
• Courtney Snyder: add 6 hours (from 28 to 34)	+\$4,173
• Heather Spry: promote to benefits qualifying position (28 hrs)	+\$5,372
• Increase staff training budget	+\$3,000
• COLI 1%	+\$6,700
• Perry Stokes: final MGMT 5 step	<u>+\$6,500</u>
SUM	\$48,569
Total increase over prev. year	\$43,637

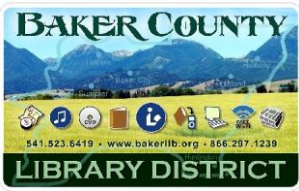
MATERIALS & SERVICES

• Book budget: 9.6% OPS budget to start (\$99,500)	+\$34,000
• Building & Grounds: \$25,000 (12-13, \$16,700; 13-14, \$20,374)	+\$7,700
• Cleaning contract: increase from \$10,500 to \$18,000 (dependent on RFP, est. 5 nights, 5 hrs @\$13/hr)	+\$8,900
• Travel & training: 2 staff to OLA & SDAO conf. incr. to \$4,500 from \$3,000	+\$1,500
• Computer hardware: add \$5,000 (to \$10,000)	+\$2,500
• Children’s Programs: Increase to match R2R grant (\$7,500+)	+\$4,120
• Debt Service: \$2,000 for Resort St Project	+\$2,000
• Operating contingency: minimum \$215,000 (\$205,000+\$10,000)	<u>+\$0.00</u>
SUM	\$60,720
Total increase over prev. year	\$59,045

VIII. ADMINISTRATIVE REPORTS

- i. Director’s Report** **Stokes**
 - a. Friends update:
 - b. Facilities & vehicles update:
 - c. Sage update:
 - d. Grants:
 - e. Personnel:
 - f. Programs & services:
 - g. Technology:

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



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ii. Business and Financial Report

Related documents: To be distributed at meeting.

Hawes

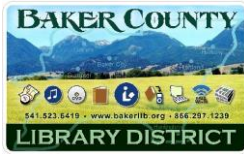
IX. Agenda items for next regular meeting: May 11, 2015

- FY14-15 Budget revisions
- FY15-16 Budget draft
- Personnel Policy revisions

Dielman

X. ADJOURNMENT

Dielman



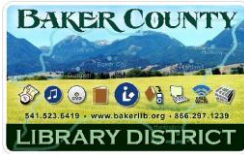
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Call To Order	Gary Dielman , President called the meeting to order at 6:02pm . The meeting was held in the Riverside Meeting Room. Directors present were: Gary Dielman , Della Steele , and Nellie Forrester . Others present were Perry Stokes , Library Director; Christine Hawes , Business Manager.
Agenda Approved	Dielman asked for additions or changes to the agenda. There were no changes. Gary noted a quorum was present to conduct business.
Minutes Approved	Dielman asked for corrections to the minutes. A correction was made to a vendor name mentioned in the financial report paragraph. Forrester made a motion to approve both the Agenda as presented and the February 9, 2015 Regular Meeting Minutes as corrected; Steele seconded; motion passed unanimous.
Conflicts or potential conflict of interest	Dielman asked if there were any potential conflicts of interest to be declared. There were none.
Open Forum	Dielman stated for the record that there were no members of public. Stokes had no correspondence.
Annual Business: FY15-16 Budget Calendar & Committee	<p>Stokes referred to the proposed FY15-16 Budget Calendar document included in the board packets. With the start of the new fiscal year approaching, we need to review the budget calendar which outlines the process for adopting the budget.</p> <p>The budget draft will be reviewed at the May 11, 2015 regular board meeting. The first budget committee meeting will be held on Wednesday, May 27, 2015. The budget committee consists of the Board of Directors and an equal number of community members. Also included in the packets is the list of budget committee members. The committee members are appointed to 3-year terms. We have two budget committee members whose terms ended in 2014. The board needs to re-appoint these two positions; Maryalys Urey has agreed to serve another term but he hadn't heard back from Joy LeaMaster. We can also select another member of the community. He will also contact the other community members to verify they are available in May. Dielman called for discussion on either the calendar or the committee positions. There were no new nominations. The group agreed to ask Urey and LeaMaster to serve again. With no further discussion, Stokes recommended two motions to approve them.</p> <p>Steele made a motion to approve the budget calendar; Forrester seconded; motion passed unanimous.</p> <p>Steele made a motion to re-appoint Joy LeaMaster and Maryalys Urey to</p>



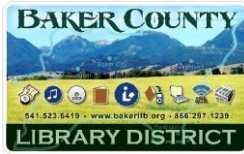
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	<p>the budget committee for 3-year terms; Forrester seconded; motion passed unanimous.</p>
<p>New Business: Library Use Restrictions Policy</p>	<p>Stokes said that he has made some changes to the policy that had been adopted by the board in 2013. He has taken out references to other policies since the names may change, making the policy more generic, and added reference to violations to Federal, State and Local statutes. The word “facility” has been changed to “property.” The word facility relates primarily to the building; he wants to expand that to include the Library property. There was one typing error noted. Dielman said this is minor housekeeping and asked for discussion. There was none. Forrester made a motion to approve the Library Use Restrictions Policy as amended; Steele seconded; motion passed unanimous.</p> <p>Forrester had a question for the board. She had visited the library on another occasion and parked in one of the handicap parking spaces out front. As she was making her way into the building another patron asked her why there was a large space open between the handicap parking spaces directly in front of the front entrance. There is no sign. It appears to be wasted space. Discussion ensued. It was believed to be for van use for wheel chair access. Stokes said that it may also have been intended for short term delivery. Dielman authorized Stokes to contact the City about the intended purpose and make use of the space.</p>
<p>Administrative Reports: Director’s Report</p>	<p>Stokes gave the administrative reports. He had no report from the Friends to share. Under Facilities, new countertop power strips were installed in the Adult and Teen Computer Room labs. The project provides easier access for patrons that may need to charge a portable electronic device (phone) while using the public computers. The compressor that operates the HVAC System needed replacement of the motor. It was serviced by Scott’s Heating & AC. As part of a project to replace worn chairs in the library, two new patent leather chairs were purchased for seating in front of the fireplace. The sun has deteriorated the fabric on the dark purple chairs in the Reading Room. Re-upholstery of a single chair about 4 years ago cost \$600, so new chairs can be acquired for approximately the same cost. Stokes plans to phase out badly worn or sun damaged chairs in the reading room. Mobile shelving carts were purchased for the front desk. Three of them fit under the back counter are intended to provide storage space for park games that are planned to be made available for checkout, such as horseshoe & croquet sets, “ladder golf”, and bocci ball. A larger mobile shelf unit was purchased for the storage room to provide additional supplies storage for staff. Stokes was concerned that the shelf was too close to the electrical panels and invited the Fire Department for a site visit to inspect & advise on the placement. He was told that the location of the shelves were acceptable as</p>



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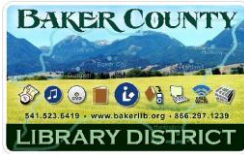
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long as the pathway to the two electrical panels was free of obstacles. They also recommended labeling utility room doors. Stokes has approved Jim White to get a quote for installation of a **light switch panel** for daily use instead of using the breaker switches. The wear & tear on those breakers is causing a need to replace one or two breaker switches every year at \$60-\$80 each. The heavy use is not what they are designed for. At the **Haines Library**, Facility Maintenance staff, Vinnie Russo, is working on cleaning and organizing the basement storage area. The plan is to move select shelving from the storage unit, sell the surplus, and eliminate the need for the storage unit the district is paying \$60/mo to rent. The **Bookmobile** automatic step needs repair. The repair requires taking it to La Grande to a specialized repair shop.

In **Personnel**, long-time employee **Sue McPherson retired March 1, 2015**. She worked the busy afternoon blocks at the front desk. She did a great job of being the library's frontline friendly, welcoming presence and will be missed. In **Huntington**, lead branch staff **Julynn Phalen resigned** at the end of February. She had done extraordinarily good work for the library but needed to move to go to school. A replacement that Julynn had already been training will move into the Branch Lead position and a new sub will be hired. The **Baker Library new cataloger**, John Brockman, will be coming for a visit on March 26 to meet the staff. He is moving his family from California. The board is invited to drop in that day to meet him as well.

Under **Programs & Services**, Melissa's **Fairy Garden Project** was on the front page of the Baker City Herald Friday, March 6. The program has been a great success and Shafer is to be commended. She has also reorganized her desk and area to accommodate an increased need for storage of her supplies.

The **shifting of collections is underway**. The large print has been moved across the aisle. Sci-Fi and Western are being expanded. Temporary signage is being created to direct patrons to new locations. The **Oregon Battle of the Books** took place last week. Library staff, Courtney Snyder coached three teams this year, which included a team from the Middle School for the first time. The teams competed well but unfortunately none advanced beyond the first elimination round. The regional competition was hosted in Pendleton at BMCC. Dielman asked how many teams participated. Stokes estimated 40 teams; each school can have a team. **DVD storage space is limited** and once again has reached its capacity. As a temporary solution, Stokes has proposed to include checkout of the storage sleeves inside the DVD case to borrowers. About half of the DVD collection is checked out at any given time, so this is expected to expand the capacity. Filing rules will need to be created to guide staff in the proper procedure to get the sleeves back in the correct order.



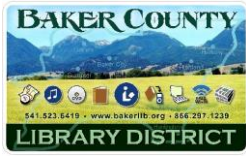
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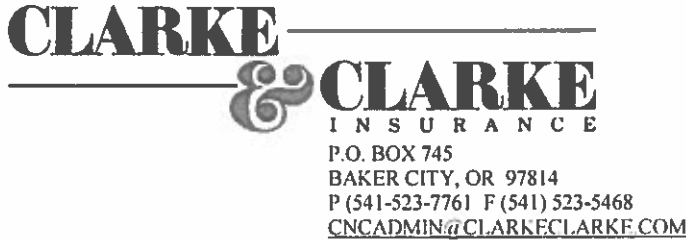
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	<p>In Technology, System Administrator, Jim White is working on the installation of SysAid. The software allows reporting of computer problems electronically and will capture details from that workstation. He is also exploring options for digital signage. Stokes envisions a 42"-46" TV monitor that can be hooked up to a computer that rotates slideshow images to feature services or advertise new materials and upcoming events.</p>
<p>Business and Financial Report</p>	<p>Hawes passed out financial reports and check packets for signatures. The General Fund received \$29,277.75 in tax revenues, E-Rate refunds totaling \$1,257.39 have been received to-date (\$3063.20 approved), and Oregon Trail Library District \$1,370.58 paid for White's February Tech Contract visit. Notable checks include Ingram \$8,557.93 that was mostly for a large adult book order, Oregon Career Info \$250 for a reference subscription, Scotts Heating & AC \$485.05 for air compressor repair, Costco membership \$110 for two staff cards, OLA conference registration \$275 for Stokes to attend. Hawes said that Dielman signed checks at the end of February that included Special Districts Liability Insurance \$15,773. She had called Clarke & Clarke to get a copy of the bill so it could be paid on time. He also signed a check for Guyer & Associates \$7,650 to pay the auditing bill; there was no additional cost for Sage this time. We were billed for the amount quoted and also budgeted. The General fund portion of the Visa included \$799.95 for 5 replacement computers, \$194 for Huntington replacement printer, \$178.94 in magazine subscriptions, \$1,830.20 for Amazon purchases (mostly new DVD/movies), and T-shirts \$642.56 for the Oregon Battle of the Books participants (of which the Friends will pay half). Dielman asked about the Costco subscription; Stokes makes most purchases on-line with the orders being shipped to the Library.</p> <p>The Other Funds – Memorial Department paid for \$1,199.98 for the two new chairs purchased on the Visa.</p> <p>The Sage Fund had routine activity so nothing unusual to report.</p> <p>Checks were signed and returned to Hawes along with the Approved Bills Lists that had been initialed by those present. With no further questions, the report concluded.</p>
<p>Next Meeting Date</p>	<p>The next regular meeting will be April 13, 2015 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:00pm.</p> <p>Respectfully submitted,</p>



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	<p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>
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**BAKER COUNTY LIBRARY DISTRICT
 2400 RESORT ST.
 BAKER CITY, OR 97814**

**PUBLIC OFFICIAL BOND
 QUOTATION**

THE PUBLIC OFFICIAL BOND WILL PAY UP TO THE LIMIT ON THE POSITION SCHEDULED ON THE BOND PER EACH PERSON. A PUBLIC OFFICIAL BOND GUARANTEES THE HONESTY AND FAITHFUL PERFORMANCE OF A PUBLIC OFFICIAL'S DUTIES AS PRESCRIBED BY LAW OR REGULATION, INCLUDING THE HONEST ACCOUNT OF ALL MONIES ENTRUSTED TO THE OFICIAL ACCORDING TO THE LAW.

RATING STRUCTURE:

RATE: \$ 3.50

EXAMPLE 1:

\$100,000 BOND LIMIT.....\$ 350.00 PER YEAR
 \$ 50,000 BOND LIMIT.....\$ 175.00 PER YEAR

You can pick different limits per person.

EXAMPLE 2: person A... \$ 100,000 limit..... \$ 350.00
 Person B....\$ 25,000 limit.....\$ 87.50

BOND TOTAL \$ 125,000\$ 437.50 PREMIUM TOTAL

YOU PICK THE LIMIT THAT YOU WANT PER PERSON. ALL PERSONS WILL BE ON THE SAME BOND .

BCLD PERSONNEL POLICY - EXCERPT
ARTICLE 12 – BENEFITS

12.3 Eligibility

After successful completion of the Waiting Period (see 9.1 and 12.5), any permanent employee who is scheduled in any capacity at any work site to work for the District at least 20 hours per week is deemed to be eligible for benefits as defined in this article. In the case where the date-of-hire and the date at which an employee begins a qualifying position are different, the qualifying-position date becomes the date from which accruals are calculated and awarded. The benefit waiting period is waived when the employee has already been employed by the District.

Health insurance benefits shall be paid in full for qualifying employees, and the District shall make available the option of purchasing benefits for spouse and children of qualifying employees and will pay 50% of the cost of such spousal or family insurance coverage. The employee may choose to opt out of participating in District coverage in the case that it is available to them through other means. However, there will be no compensation or stipend paid for opting out of coverage. The employee has the option to return to the District insurance during open enrollment or as is offered through the insurance carrier rules.

Group life insurance coverage of \$10,000 shall be paid in full for qualifying employees.

~~In-Lieu Benefits, defined as a cash payment in place of insurance coverage, will be paid to qualifying employee, who is entitled to opt out of the District's health insurance coverage if covered by spouse's insurance and provides proof of same. Employee is to be compensated for his or her personal coverage only, according to a formula based on compensating employer for costs incurred for providing this benefit.~~

An employee who retires under PERS and has worked for the Baker County Library District at least 5 years, who wishes to continue part-time service, and is retained by the Director, must meet the following criteria to be eligible for limited benefits as follows. The retiree must work for the District maintaining a weekly annual average not less than 15 hours per week or more than 19.9 hours per week, as agreed with the Director, to be eligible for group health and life insurance benefits. For the retired employee, the group health insurance premium paid on behalf of the employee and any family members will be prorated monthly as a percentage against 20 hours a week. None of the other benefits are awarded after the retirement date.

The Library District will comply with State Laws ORS 243.303 in the case of a retiring employee who has already been on the Library District's group health insurance. Oregon State Law has adopted the COBRA laws and allows retirees to continue health insurance until they (or their spouse) qualify for Medicare. The Retiree is responsible to pay 102% of the current health insurance rate monthly to the Library District to continue insurance. Under Federal COBRA laws, other departing employees who qualify can be eligible to continue health insurance for 18 months or more. Again, the individual is responsible to reimburse the Library District for 102% of the current health insurance rate on a monthly basis. Review COBRA rules for eligibility.

ARTICLE 12 – BENEFITS, Continued

12.5 Waiting Periods

According to PERS rules, the waiting period for PERS benefits is six (6) months beginning with the first full month of employment, counting any and all months in which an employee consecutively works at least fifty (50) hours in that month. A first partial month of hire does not count under PERS rules. There is no waiting period for certain employees previously covered under PERS. PERS rules are operative in these cases.

There is a 60 day ~~three (3)-month~~ waiting period before an eligible employee becomes eligible to participate in ~~may qualify for benefits under~~ the District's group health and dental insurance plan. ~~The waiting period is counted in the same manner as for PERS.~~

There is a 90-day waiting period before an employee becomes eligible for the group life insurance and to participate in the cafeteria plan.

All waiting periods begin the first full month after the date of employment.

There is no waiting period for Vacation and Sick Leave benefits. These begin accrual on the first day of the first full month after the date of employment. See Article 12.4 Vacation Leave and Article 12.6 Sick Leave for complete rules that apply to these benefits.

ARTICLE 4 – DRUG-FREE WORKPLACE

It is the ~~Library~~ District's intent and obligation to provide a drug-free, healthy, safe and secure work environment. To satisfy these responsibilities and to be in compliance with the Drug-Free Work Place Act of 1988, the District will maintain a work environment where employees are free from the effects of illegal drugs, alcohol or other job-impairing substances.

It is also the policy of the District to ensure a tobacco/smoke-free environment through positive and educational messaging that promotes the long-term health and safety of District employees and the public.

~~All employees are expected and required to report for work in a mental and physical condition that promotes a productive, safe, healthy, secure and drug-free work environment.~~
Each employee is required to maintain physical and mental functions undiminished and unencumbered by drugs, prescription drugs, medical marijuana or alcohol and is expected to have regular, predictable attendance and must maintain a constant state of alertness and must be able to work cooperatively with others in the work place. Each employee, who is taking a prescription drug, an over the counter medication or alcohol which could affect or impair job performance, or is taking medical marijuana, must disclose that to the Library Director, prior to beginning work. This requirement is independent of whether the medication is taken during working hours or off hours.

Individuals authorized by state law to use medical marijuana for medicinal purposes must understand that nothing in the law, nor the DFWP, allows them to be impaired by, or under the influence of, medical marijuana while at work. Additionally, medical marijuana is not exempt from the Possession, Sale, and/or Use policies.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol on all ~~Baker County Library~~ District property is prohibited to employees or to the public. Employees may not possess, use, or be impaired by marijuana while at work, regardless of whether the marijuana was lawfully obtained.

The District recognizes drug and alcohol dependency as an illness and a major health problem. The District also recognizes drug or alcohol abuse as a potential health, safety and security problem.

Employees needing help in dealing with such problems are encouraged to seek assistance from the Library Director or from any Board member. Any voluntary effort to seek help shall be kept confidential among parties responsible for helping the employee and may not be used in any manner whatsoever as a basis for demotion or termination.

Reassignment, demotion or termination due to an employee's inability to perform the terms of his or hire due to substance abuse shall be based solely on the continued ability of that employee to function properly in the workplace. Proper function implies the willingness to seek help and involvement in a rehabilitation program. The District retains the right to expect an employee to

take a leave of absence for rehabilitation if the Board deems it necessary or if such rehabilitation occurs at a location distant from the workplace. The leave may be covered by any earned vacation or sick leave. If such leave is exhausted, the employee may take unpaid leave until rehabilitation is complete.

The employee may not be terminated except as the employee shall fail to make reasonable progress toward rehabilitation. The judgment as to what constitutes reasonable progress shall be the province of the Board.

All employees must, as a condition of employment, abide by the terms of the above policy. Conviction of an employee under a criminal drug statute must be reported to the Board by that employee within five (5) days of such conviction ~~and may result in the employee being remanded to any rehabilitative measures or conditions the Board deems appropriate.~~

9.6 Termination

When circumstances so warrant, an employee may be involuntarily terminated by the Library Director with the approval of the Library Board. If a situation arises which requires immediate action, the President of the Board will be contacted either before or as soon as possible after the dismissal with the circumstances requiring such action.

A letter of termination stating the reason for same shall be given to the employee with a copy for the personnel file. Said notice shall be given to the employee fourteen (14) days prior to the last day of work except for reasons warranting immediate dismissal. The employee shall be paid all wages and other compensation due before the close of the last day of work.

If an employee is required to drive for BCLD and tests positive for marijuana, that employee shall be subject to termination. Non-drivers and non-safety sensitive personnel testing positive for marijuana may be subject to corrective action, but termination is not mandatory.

9.6.1 Immediate dismissal may be made for the following reasons:

- a. ~~drinking of alcoholic beverages or other substance abuse while on duty~~ use of alcohol, illicit drugs, unauthorized controlled substances or marijuana while on duty or at the work site
- b. reporting to work under the influence of, or having present in their body, any drug or drug metabolite including prescribed drugs, alcohol or other substances or medications that may adversely affect the individual's ability to work or perform their duties in a safe, productive or efficient manner;
- c. malicious destruction of District property;
- d. theft of District property;
- e. intentional falsification of application for employment or of any District records.

BAKER COUNTY LIBRARY DISTRICT
Public Services Policy Manual

Internet & Computer Use Policy

Approved by Library Board: 8/13/07

Revised: 11/8/10; 4/8/13

The Baker County Library District provides access to a broad range of information resources including those available through the Internet and software on publicly-available computers and technology. The resources are provided to meet the diverse informational, educational, cultural and recreational needs and interests of our users. In order to make these resources available to as many people as possible, this policy and the following rules apply.

For computer and network access, patrons are required to act in a manner consistent with the library **Code of Conduct** and **Internet and Computer Use policies**. Failure to comply may result in the loss of an individual's ability to use the resources and/or facilities.

Library users should understand that the library does not control the information on the Internet and cannot be held responsible for its content. Some sources provide information that is inaccurate, incomplete or dated; some resources may be offensive, disturbing and/or illegal. The Library adheres to the American Library Association's policy statement, which supports the right of individuals to choose Library materials for themselves, including those in electronic formats. Users are encouraged to exercise critical judgment when using this resource and are cautioned that all Internet transactions are vulnerable to unauthorized access. The Library makes no guarantees, either express or implied, with respect to Internet use, nor is the Library responsible for any misuse of copyright or other violations.

Rules Governing Use:

- In general, public computer workstations are available on a first-come, first-served basis.
- Time limits are firmly set in order to provide fair opportunity for computer access for all. For time-sensitive purposes such as e-Government deadlines or online test-taking, special workstations with extended session periods may be made available upon advance request at branches equipped to so accommodate.
- Visitor passes are available for a fee to guests not registered in the Sage Library System. The fee may be waived for visitors able to present valid identification.
- Computer access is non-transferable. Providing a Visitor Pass, Library Card codes, or otherwise letting another person use one's computer unattended is a violation of the library policy and may result in loss of computer privileges for a minimum of one day for the parties involved. In the event of suspected violation of this policy, users may be required to present photo identification on staff request.
- Baker County Library District **prohibits sexually explicit images (visual depictions with an explicitly sexual content, nudity, or obscenities as defined in ORS 167.060) being public displayed on library premises whether on a Library-owned computer or personal computer screen.**
- All public Internet workstations are filtered in compliance with federal law (Child Internet Protection Act). The filters are not designed to filter out controversial material other than sexually explicit images. A patron over the age of 17 may request to have the filter turned off for their session. Proof of age will be required.
- A limit of two persons per computer applies to all workstations at any one time. Patrons may not sit at or loiter in the area of a public computer if not actively using the workstation.
- Activity that interferes with others' work, use or enjoyment of the library is prohibited in computer labs, as in all areas of the library. Library staff will intervene to enforce library policy and ensure an appropriate library atmosphere.
- Users are expected to provide their own removable media (USB drive, CD-R, or floppy disc) for file saving.
- The Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system. Electronic files and access history via library computers should not be considered fully secure and/or confidential. The Library will defend patrons' Constitutional freedoms to the best of its ability, but when required by a court the Library and/or its Internet Service Provider(s) may be forced to disclose available data and/or surrender equipment to the extent required by law.

BAKER COUNTY LIBRARY DISTRICT
Public Services Policy Manual

Internet & Computer Use Policy

Approved by Library Board: 8/13/07

Revised: 11/8/10; 4/8/13

- To ensure adherence to software licensing laws, only authorized staff shall be allowed to install software on computers that are available for public use.
- All material downloaded or copied electronically must adhere to existing copyright laws (Title 17, U.S. Code).
- Users may be held liable for any damage done to library hardware or from willful alteration of software.
- Unlawful activity involving the Library's Internet resources, such as access or distribution of child pornography, will result in notification of law enforcement, loss of library privileges, and may be subject to prosecution by the appropriate authorities.

Printing

- Printing is enabled at designated public Internet workstations at rates to be clearly posted.
- Computer users are responsible for the cost of all print jobs that they submit to the printers, including print jobs sent in error. Library staff is available to guide users on how to print only desired sheets. At locations using Print Management Software, print jobs are released at a public Print Station by logging on with one's library card number. Print jobs must be pre-paid to library staff prior to release.
- Unused print account balances will remain stored on the account for future use. Credit balances may be reimbursed to the account owner upon request. Signature for receipt of cash is required.

Wireless Access

- The Library offers free wireless Internet access. Programs which cause network congestion and disruption such as bandwidth-intensive file-sharing software are restricted from operating on the library network.

Special Equipment

- Depending on the workstation, patrons may download or upload data using removable media such as USB drives, floppy discs, CDs or DVDs.
- CD & DVD burning drives may be available on select stations. Please see workstation signage or ask staff for guidance. The library will make portable storage media available for purchase such as CDs, floppy discs, or portable USB drives.
- All stations enabled for sound will be equipped with headphones. Personal headphones may be used on all library computers.
- The main library and select library branches have a document scanner available for public use.

Parental Responsibility, Internet Privacy & Safety

- **Child Safety:** The Baker County Library District supports parents in their efforts to guide their children's access to information. As with other Library materials, restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. The Library recommends that children under the age of 10 be accompanied by an adult while using the Internet at the library.
- Users are advised to completely log out of personal account sites on the Internet in order to closely guard the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the Internet.
- The Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.

BAKER COUNTY LIBRARY DISTRICT Public Services Policy Manual

Internet & Computer Technology Use Policy

Approved by Library Board: 8/13/07

Revised: 11/8/10; 4/8/13

~~The Baker County Library District provides access to a broad range of information resources including those available through the Internet and software on publicly available computers and public access technology in effort. The resources are provided to support digital literacy, and to meet-enrich and empower our users with the diverse informational, educational, cultural and recreational needs and interests of our users. BCLD values dDigital resources are valued as an indispensable element of intellectual freedom, enhancing the rights and abilities of individuals to choose information resources for themselves and to exercise free expression. By providing free access to materials and resources, the public library plays an important role in giving everyone a chance to succeed.~~

~~The District is committed to providing public access technology with minimum downtime. Substantial efforts are made to provide a secure, easy, and confidential technology experience. Since technology is complicated, however, However, use of District services, is entirely at the risk of the user. Usage of District technology services constitutes requires and indicates acceptance of the following terms and conditions.~~

Rules Governing Use:

~~In compliance with Federal law, all BCLD Internet access is subject to a content filter intended to block visual depictions that are considered obscene, child pornography, or harmful to minors. The filter may not be disabled.~~

~~We cannot and do not guarantee the speed of our services. We also cannot and do not guarantee uninterrupted services. BCLD is not liable for any direct, indirect, consequential, inconveniences, or whatsoever damages, or loss of profit, that may arise from the use of our services.~~

~~In order to provide equitable access, patrons may be asked to comply with sign up and time limitations and other restrictions as deemed necessary by staff.~~

~~Library staff may be able to provide basic guidance on use of technology and assist with finding appropriate resources. But due to limited resources, in-depth assistance or advanced help with configuring and troubleshooting personal devices may not be available.~~

~~Patrons should use discretion and take appropriate cautions when choosing to access or share sensitive personal information through technology. Content and activity could potentially be intercepted or observed by others in the vicinity, subsequent users, hackers, corporate, or government entities.~~

~~Because technology is located in public areas and the District serves people of all ages, activity may not be confidential. P-and patrons should use discretion and take appropriate cautions to avoid exhibiting content or behavior they wish to remain private or that may be disturbing to other library users. At their discretion, sStaff may redirect users to an alternative library space to enhance privacy or avoid interference with others' use and enjoyment of the library.~~

Access by Minors

~~The District upholds the right of each individual to access constitutionally-protected material. The District also affirms the right and responsibility of parents and legal guardians to determine and monitor their own children's use~~

BAKER COUNTY LIBRARY DISTRICT
Public Services Policy Manual

Internet & Computer Technology Use Policy

Approved by Library Board: 8/13/07

Revised: 11/8/10; 4/8/13

of library resources and the Internet. To assist parents in their responsibility, the District provides specially-selected resources for children and young adults, although access by minors is not restricted to these resources. Concerned parents are recommended to accompany their child while visiting the library.

Prohibited activities:

In order to make these resources available to as many people as possible, this policy and the following rules apply. While using the District's public access technology, one may not:

- Use another person's library card to access a computer workstation, except in their presence.

For computer and network access, patrons are required to act in a manner consistent with the library **Code of Conduct** and **Internet and Computer Use policies**. Failure to comply may result in the loss of an individual's ability to use the resources and/or facilities.

- Play audio at a volume that can easily be heard by others, except in designated areas.
- Publicly exhibit graphic violence, real or dramatized.
- Access content that could reasonably be considered sexually explicit for gratuitous purpose, as determined by District staff.
- Exhibit, print, or send any material that is obscene, libelous, defamatory, threatening, harassing, or otherwise illegal, as defined by relevant laws.
- Promote or encourage criminal or terrorist activities of any sort.
- Deliberately download, install, create or run any harmful, intrusive, or resource intensive programs that will interfere with operations or the usage of our services by others.
- Send unsolicited or fraudulent materials, including but not limited to: unsolicited emails (i.e. SPAM mail), mass-marketing mails, hate mail, unsolicited instant messages, unsolicited SMS, or identity theft or scam related materials, etc.
- Alter District equipment, systems, or software without authorization.
- Scan (eg. port scanning, running proxy hunters) or break into other computers, servers, or networks on the internet.
- Transmit malware such as viruses/trojans/worms, etc. to other computers on the internet.
- Hack or attack other computers, servers, or networks, or hack District servers and resources.
- Engage in receiving and the distribution of pirated copyright materials, such as, but not limited to Pirated DVDs, Pirated CDs, Pirated Software.
- Disclose, use or disseminate a minor's personal information without parental authorization.

In addition to violating this policy, many of the listed activities may violate local, state, or federal laws. **Some prohibited activities may be permitted when part of library programming, or as authorized by the Library Director.**

Library users should understand that the library does not control the information on the Internet and cannot be held responsible for its content. Some sources provide information that is inaccurate, incomplete or dated; some resources may be offensive, disturbing and/or illegal. The Library adheres to the American Library Association's policy statement, which supports the right of individuals to choose Library materials for themselves, including those in electronic formats. Users are encouraged to exercise critical judgment when using this resource and are cautioned that all Internet

Internet & Computer Technology Use Policy

Approved by Library Board: 8/13/07

Revised: 11/8/10; 4/8/13

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Internet & Computer Technology Use Policy

Approved by Library Board: 8/13/07

Revised: 11/8/10; 4/8/13

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- ~~The Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.~~

Refusal to comply with these or other District rules may result in loss of technology privileges, ejection from District property, or summoning of law enforcement, as determined by the Library Use Restrictions Policy

Approved by the Board of Directors, August 13, 2007

Last amended: April 13, 2015

http://itlaw.wikia.com/wiki/Sexually_explicit

**BAKER COUNTY LIBRARY DISTRICT
Public Services Policy Manual****Technology Use Policy****Approved by Library Board: 8/13/07****Revised: 11/8/10; 4/8/13**

Baker County Library District provides public access technology in effort to support digital literacy, and to enrich and empower our users with diverse needs and interests. Digital resources are valued as an indispensable element of intellectual freedom, enhancing the rights and abilities of individuals to choose information resources for themselves and to exercise free expression. By providing free access to materials and resources, the public library plays an important role in giving everyone a chance to succeed.

The District is committed to providing public access technology with minimum downtime. Substantial efforts are made to provide a secure, easy, and confidential technology experience. Since technology is complicated, however, use of District services is entirely at the risk of the user. Use of District technology services requires and indicates acceptance of the following terms and conditions.

Rules Governing Use:

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We cannot and do not guarantee the speed of our services. We also cannot and do not guarantee uninterrupted services. BCLD is not liable for any direct, indirect, consequential, inconveniences, or whatsoever damages, or loss of profit, that may arise from the use of our services.

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Access by Minors

The District upholds the right of each individual to access constitutionally-protected material. The District also affirms the right and responsibility of parents and legal guardians to determine and monitor their own children's use of library resources and the Internet. To assist parents in their responsibility, the District provides specially-selected resources for children and young adults, although access by minors is not restricted to these resources. Concerned parents are recommended to accompany their child while visiting the library.

Technology Use Policy

Approved by Library Board: 8/13/07

Revised: 11/8/10; 4/8/13

Prohibited activities:

While using the District's public access technology, one may not:

- Use another person's library card to access a computer workstation, except in their presence.
- Play audio at a volume that can easily be heard by others, except in designated areas.
- Publicly exhibit graphic violence, real or dramatized.
- Access content that could reasonably be considered sexually explicit for gratuitous purpose, as determined by District staff.
- Exhibit, print, or send any material that is obscene, libelous, defamatory, threatening, harassing, or otherwise illegal, as defined by relevant laws.
- Promote or encourage criminal or terrorist activities of any sort.
- Deliberately download, install, create or run any harmful, intrusive, or resource intensive programs that will interfere with operations or the usage of our services by others.
- Send unsolicited or fraudulent materials, including but not limited to: unsolicited emails (i.e. SPAM mail), mass-marketing mails, hate mail, unsolicited instant messages, unsolicited SMS, or identity theft or scam related materials, etc.
- Alter District equipment, systems, or software without authorization.
- Scan (eg. port scanning, running proxy hunters) or break into other computers, servers, or networks on the internet.
- Transmit malware such as viruses/trojans/worms, etc. to other computers on the internet.
- Hack or attack other computers, servers, or networks, or hack District servers and resources.
- Engage in receiving and the distribution of pirated copyright materials, such as, but not limited to Pirated DVDs, Pirated CDs, Pirated Software.
- Disclose, use or disseminate a minor's personal information without parental authorization.

In addition to violating this policy, many of the listed activities may violate local, state, or federal laws. Some prohibited activities may be permitted when part of library programming, or as authorized by the Library Director.

Refusal to comply with these or other District rules may result in loss of technology privileges, ejection from District property, or summoning of law enforcement, as determined by the Library Use Restrictions Policy

Approved by the Board of Directors, August 13, 2007

Last amended: April 13, 2015

Baker County Library District
Profit & Loss Budget Performance
July 2014 through June 2015

4/7/2015												
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15	Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (4/7/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
Income												
4000 - Current Year Tax Levy												
4001 - Current Tax Levy	1,485.50	577,213.41	44,062.76	32,000.00	654,761.67	626,885.34	636,957.32	17,804.35		628,835.00	649,501.28	682,570.45
4006 - Local Option Levy	541.60	182,234.54	16,135.46	12,000.00	210,911.60	200,421.65	226,865.59	-15,953.99	92.97%	233,165.00	237,843.62	249,340.58
4000 - Current Year Tax Levy - Other	0.00	29,222.07	0.00	0.00	29,222.07	29,222.07			100.0%	0.00		
Total 4000 - Current Year Tax Levy	2,027.10	788,670.02	60,198.22	44,000.00	894,895.34	856,529.06	863,822.91	31,072.43	103.6%	862,000.00	887,344.90	931,911.02
4005 - Prior Year Taxes												
4011 - Levy 1st year prior	2,452.63	3,645.70	3,126.88	4,000.00	13,225.21	11,067.52						
4012 - Levy 2nd year prior	1,769.46	2,587.33	2,097.49	1,500.00	7,954.28	7,413.39						
4013 - Levy 3rd year prior	1,176.81	1,560.97	1,159.17	5,000.00	8,896.95	4,611.59						
4014 - Levy 4th year prior	1,693.76	722.51	17.55	-1,100.00	1,333.82	2,433.82						
4015 - Levy 5th year prior	656.61	384.16	0.00	100.00	1,140.77	1,040.77						
4016 - Levy 6th year prior	0.00	265.62	0.00	100.00	365.62	265.62						
4005 - Prior Year Taxes - Other	0.00	0.00	0.00	100.00	100.00	0.00	40,000.00	-39,900.00	0.25%	40,000.00	40,000.00	42,500.00
Total 4005 - Prior Year Taxes	7,749.27	9,166.29	6,401.09	9,700.00	33,016.65	26,832.71	40,000.00	-6,983.35	82.54%	40,000.00	40,000.00	42,500.00
4020 - OtherTaxes/Bond Priors-LandSale	0.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00	0.00	100.0%	3,500.00	3,500.00	3,500.00
4060 - State Resource Sharing	0.00	7,045.00	0.00	0.00	7,045.00	7,045.00	6,600.00	445.00	106.74%	6,564.00	6,600.00	7,500.00
4100 - Fines and Fees	3,823.63	4,247.60	3,858.67	4,500.00	16,429.90	12,234.55	18,000.00	-1,570.10	91.28%	18,000.00	18,000.00	17,000.00
4200 - Interest Income	108.05	402.71	586.61	10,500.00	11,597.37	1,097.37	12,500.00	-902.63	92.78%	9,500.00	12,500.00	12,000.00
4300 - Other Revenues												
4301.1 - VocRehab Reimb/ODHS	0.00	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%	0.00	100.00	0.00
4302 - Donations	0.00	100.00	0.00	0.00	100.00	100.00	850.00	-750.00	11.77%	780.00	850.00	100.00
4307 - E-Rate Refunds	0.00	0.00	2,466.35	600.00	3,066.35	2,466.35	5,000.00	-1,933.65	61.33%	5,500.00	5,000.00	3,000.00
4309 - Friends Booksale Income	0.00	5.35	75.77	50.00	131.12	81.12						100.00
4320 - Other Revenues - Miscellaneous	73.57	375.94	302.40	300.00	1,051.91	751.91						750.00
Total 4300 - Other Revenues	73.57	481.29	2,844.52	950.00	4,349.38	3,399.38	5,950.00	-1,600.62	73.1%	6,280.00	5,950.00	3,950.00
4310 - Technology Mgr Contract Income	0.00	1,317.13	1,370.58	1,140.24	3,827.95	3,827.95	3,100.00	727.95	123.48%	1,500.00	3,100.00	4,000.00
4500 - Transfer Income	0.00	0.00	4,000.00	0.00	4,000.00	4,000.00	4,000.00	0.00	100.0%	15,027.00	4,000.00	4,000.00
4999 - Beginning Cash												
4999.1 - Checking cash on hand	2,631.61	0.00	0.00	0.00	2,631.61	2,631.61	205,000.00	-202,368.39	1.28%	16,685.00	205,000.00	
4999.2 - LGIP cash on hand	186,941.19	0.00	0.00	0.00	186,941.19	186,941.19				200,000.00		237,030.90
Total 4999 - Beginning Cash	189,572.80	0.00	0.00	0.00	189,572.80	189,572.80	205,000.00	-15,427.20	92.48%	216,685.00	205,000.00	237,030.90
Total Income	203,354.42	811,330.04	79,259.69	70,790.24	1,164,734.39	1,104,538.82	1,162,472.91	2,261.48	100.2%	1,179,056.00	1,185,994.90	1,263,391.92

**Baker County Library District
Profit & Loss Budget Performance
July 2014 through June 2015**

	4/7/2015			Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (4/7/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15									
Expense												
5000 - Personal Services												
5001 - District salaries												
5100 - Baker Branch												
5102 - PS-Library Director	17,929.59	17,929.59	17,929.59	17,929.59	71,718.36	59,765.30	71,718.00	0.36	100.0%	71,040.00	71,718.00	78,023.71
5104 - SD-Administrative Assistant	4,609.02	4,609.02	4,609.02	4,609.02	18,436.08	15,525.12	18,921.00	-484.92	97.44%	18,155.00	18,921.00	19,110.45
5105 - CH-Business Manager												
5105.3 - Sage Fund	207.80	0.00	0.00	0.00	207.80	207.80						
5105 - CH-Business Manager - Ott	5,145.40	5,145.40	5,976.58	5,976.58	22,243.96	18,503.65	20,579.00	1,664.96	108.09%	20,592.00	20,579.00	25,984.27
Total 5105 - CH-Business Manager	5,353.20	5,145.40	5,976.58	5,976.58	22,451.76	18,711.45	20,579.00	1,872.76	109.1%	20,592.00	20,579.00	25,984.27
5120 - CW-Lib Admin/Supplies Mgr, IL	10,127.16	10,289.76	10,289.76	10,289.76	40,996.44	34,136.60	39,199.00	1,797.44	104.59%	38,685.00	39,199.00	41,574.83
5123 - AD-Lib Asst/Window, Media	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	3,242.00	0.00	0.00
5124 - CA-Lib Asst/Shelver,Volntr Mgr	3,869.72	3,688.95	3,883.11	3,883.11	15,324.89	12,646.88	16,018.00	-693.11	95.67%	15,520.00	16,018.00	16,174.58
5125 - LC-Lib Asst/Catalog Specialist												
5125.2 - Severance Pkg LC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	9,300.00	0.00	0.00
5125 - LC-Lib Asst/Catalog Specia	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	27,335.00	0.00	0.00
Total 5125 - LC-Lib Asst/Catalog Spec	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	36,635.00	0.00	0.00
5126 - MS-Lib Tech/Childrens Program	6,068.30	6,065.49	5,953.01	6,065.49	24,152.29	20,125.50	24,498.00	-345.71	98.59%	24,156.00	24,498.00	25,106.66
5128 - SM-Lib Asst/Public Services	3,594.58	3,558.75	3,787.76	856.71	11,797.80	11,797.80	14,529.00	-2,731.20	81.2%	14,095.00	14,529.00	8,102.79
5129 - SB-Lib Tech/Periodicals Mgr	7,680.39	7,680.39	7,680.39	7,680.39	30,721.56	25,601.30	30,713.00	8.56	100.03%	30,430.00	30,713.00	31,028.82
5131 - DP-Reference Services	7,000.51	7,000.50	7,000.50	7,000.50	28,002.01	23,370.91	27,999.00	3.01	100.01%	28,145.00	27,999.00	31,110.22
5132 - HS-Lib Asst/Processing	2,806.25	3,070.92	3,073.95	3,073.95	12,025.07	10,062.85	12,318.00	-292.93	97.62%	11,525.00	12,318.00	17,867.30
5133 - CS Lib Asst/Media Processing	4,592.77	4,807.01	4,552.61	4,552.61	18,505.00	15,344.95	19,501.00	-996.00	94.89%	17,617.00	19,501.00	23,910.26
5134 - Catalog Specialist (NEW)	0.00	0.00	0.00	8,976.00	8,976.00	0.00	25,715.00	-16,739.00	34.91%	0.00	25,715.00	35,902.67
5140 - Vacation Substitutes	3,003.03	2,027.58	1,972.37	2,500.00	9,502.98	7,897.81	8,556.00	946.98	111.07%	7,550.00	8,556.00	8,114.34
5142 - Library Asst, Sunday Desk												
5142.5 - CL-Library Asst, Sunday	903.52	820.81	818.22	820.81	3,363.36	2,864.64	3,512.00	-148.64	95.77%		3,512.00	3,949.77
5142.8 - LR-Library Asst, Sunday	730.38	689.99	665.29	689.99	2,775.65	2,362.92						
5142 - Library Asst, Sunday Desk	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	5,185.00	0.00	0.00
Total 5142 - Library Asst, Sunday Desl	1,633.90	1,510.80	1,483.51	1,510.80	6,139.01	5,227.56	3,512.00	2,627.01	174.8%	5,185.00	3,512.00	3,949.77
5150 - Bookmobile/Maintenance												
5150.3 - SK-Bookmobile Driver	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	6,746.00	0.00	0.00
5150.5 - RW-Bookmobile Driver	1,467.40	1,374.89	1,173.92	1,467.40	5,483.61	4,769.05	9,626.00	-4,142.39	56.97%	6,895.00	9,626.00	8,041.86
5150.8 - LR-Bookmobile Driver8	1,175.55	1,194.65	1,113.62	1,175.55	4,659.37	3,790.43	7,959.00	-3,299.63	58.54%	0.00	7,959.00	8,933.65

Baker County Library District
Profit & Loss Budget Performance
July 2014 through June 2015

4/7/2015												
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15	Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (4/7/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
Total 5150 · Bookmobile/Maintenance	2,642.95	2,569.54	2,287.54	2,642.95	10,142.98	8,559.48	17,585.00	-7,442.02	57.68%	13,641.00	17,585.00	16,975.51
5152 · JW-Technology Manager	11,203.00	11,913.21	11,913.21	11,913.21	46,942.63	39,000.49	45,546.00	1,396.63	103.07%	47,500.00	45,546.00	48,129.33
5173 · JW-Facilities Maintenance	705.28	0.00	0.00	0.00	705.28	705.28	0.00	705.28	100.0%	9,180.00	0.00	
5174 · Facilities Maintenance (New)	0.00	1,735.65	2,126.86	2,126.86	5,989.37	4,270.25	9,626.00	-3,636.63	62.22%	0.00	9,626.00	9,722.50
5195 · Staff Training	0.00	229.37	0.00	250.00	479.37	229.37	0.00	479.37	100.0%	630.00	0.00	600.00
Total 5100 · Baker Branch	92,819.65	93,831.93	94,519.77	101,837.53	383,008.88	312,978.90	406,533.00	-23,524.12	94.21%	413,523.00	406,533.00	441,388.02
5200 · Branch Attendants												
5202 · Haines	2,624.75	2,510.55	2,566.90	2,624.75	10,326.95	8,552.74				11,900.00		12,179.08
5203 · Halfway	2,918.16	2,979.35	3,011.36	2,979.35	11,888.22	9,939.24				12,117.00	0.00	12,788.03
5204 · Richland	2,742.99	3,023.82	2,846.29	2,846.29	11,459.39	9,631.87				11,877.00		12,423.57
5205 · Huntington	2,911.52	2,734.89	2,287.59	2,734.89	10,668.89	8,806.23				10,708.00		11,046.78
5206 · Sumpter	3,020.66	3,040.29	3,041.06	3,041.06	12,143.07	10,071.00				11,900.00		12,788.03
5209 · Branch Training	532.66	855.61	0.00	855.61	2,243.88	1,388.27						2,400.00
5200 · Branch Attendants - Other	0.00	0.00	0.00	0.00	0.00	0.00	57,161.00	-57,161.00	0.0%	0.00	57,161.00	0.00
Total 5200 · Branch Attendants	14,750.74	15,144.51	13,753.20	15,081.95	58,730.40	48,389.35	57,161.00	1,569.40	102.75%	58,502.00	57,161.00	63,625.51
Total 5001 · District salaries	107,570.39	108,976.44	108,272.97	116,919.48	441,739.28	361,368.25	463,694.00	-21,954.72	95.27%	472,025.00	463,694.00	505,013.52
5300 · Special Contracts												
5153 · JW-Tech Contracts	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	-2,100.00	0.0%	1,300.00	2,100.00	0.00
5160 · Jobs Plus/Vocation Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	6,240.00
Total 5300 · Special Contracts	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	-2,100.00	0.0%	1,300.00	2,100.00	6,240.00
5400 · Payroll Taxes & Benefits												
5401 · Group Insurance												
5401.1 · Health Insurance	21,371.86	23,436.26	22,743.60	23,436.26	90,987.98	74,620.15	110,833.00	-19,845.02	82.1%	97,550.00	110,833.00	96,065.98
5401.2 · Insurance benefit	2,037.24	2,037.24	2,037.24	2,037.24	8,148.96	6,790.80						0.00
Total 5401 · Group Insurance	23,409.10	25,473.50	24,780.84	25,473.50	99,136.94	81,410.95	110,833.00	-11,696.06	89.45%	97,550.00	110,833.00	96,065.98
5403 · Life Insurance	383.80	189.80	-31.20	180.30	722.70	722.70	844.00	-121.30	85.63%	885.00	844.00	808.00
5404 · PERS	7,551.34	10,238.58	17,083.36	10,238.58	45,111.86	34,873.28	50,972.00	-5,860.14	88.5%	48,440.00	50,972.00	59,602.55
5405 · S.S. Employer Portion	8,149.31	8,250.55	8,193.95	8,250.55	32,844.36	27,373.81	35,635.00	-2,790.64	92.17%	35,780.00	35,635.00	39,110.89
5406 · SUTA Employer Portion	88.25	99.62	133.67	133.67	455.21	379.18	966.00	-510.79	47.12%	465.00	966.00	511.25
5407 · Workmans Comp	1,563.84	106.27	92.04	106.27	1,868.42	1,824.20	2,143.00	-274.58	87.19%	2,660.00	2,143.00	2,351.77
Total 5400 · Payroll Taxes & Benefits	41,145.64	44,358.32	50,252.66	44,382.87	180,139.49	146,584.12	201,393.00	-21,253.51	89.45%	185,780.00	201,393.00	198,450.44

Baker County Library District
Profit & Loss Budget Performance
July 2014 through June 2015

	4/7/2015			Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (4/7/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15									
6560 - Payroll Expenses	0.00	0.00	-23.40	50.00	26.60	-23.40	500.00	-473.40	5.32%	500.00	500.00	50.00
Total 5000 - Personal Services	148,716.03	153,334.76	158,502.23	161,352.35	621,905.37	507,928.97	667,687.00	-45,781.63	93.14%	659,605.00	667,687.00	709,753.97
6000 - Materials and Services												
6100 - Books & Periodicals												
6110 - Adult Books	4,476.06	7,379.90	7,893.67	10,000.00	29,749.63	21,305.21	0.00	29,749.63	100.0%	41,140.00	0.00	30,000.00
6120 - Childrens & Juvenile Books	5,679.70	3,201.96	2,172.76	5,000.00	16,054.42	11,454.54	0.00	16,054.42	100.0%	13,000.00	0.00	15,000.00
6130 - Reference Books	210.04	4,128.45	1,974.13	2,000.00	8,312.62	6,412.62	0.00	8,312.62	100.0%	7,000.00	0.00	10,000.00
6134 - Electronic Subscriptions	5,951.50	3,186.00	1,254.00	0.00	10,391.50	10,391.50	0.00	10,391.50	100.0%	9,000.00	0.00	12,000.00
6140 - Periodicals	2,385.69	2,391.01	4,868.47	3,500.00	13,145.17	9,645.17	0.00	13,145.17	100.0%	14,000.00	0.00	14,000.00
6150 - Audio	1,471.43	1,428.77	754.38	1,500.00	5,154.58	3,825.34	0.00	5,154.58	100.0%	4,000.00	0.00	5,000.00
6160 - Video/DVD	2,800.97	3,492.53	5,728.24	3,000.00	15,021.74	12,021.74	0.00	15,021.74	100.0%	13,500.00	0.00	12,000.00
6170 - Mending & Bindery	105.00	0.00	0.00	350.00	455.00	105.00	0.00	455.00	100.0%	600.00	0.00	500.00
6171 - Music	0.00	0.00	5.94	1,000.00	1,005.94	5.94	0.00	1,005.94	100.0%	500.00	0.00	1,000.00
6100 - Books & Periodicals - Other	0.00	0.00	-7.00	0.00	-7.00	-7.00	65,500.00	-65,507.00	-0.01%	0.00	65,500.00	0.00
Total 6100 - Books & Periodicals	23,080.39	25,208.62	24,644.59	26,350.00	99,283.60	75,160.06	65,500.00	33,783.60	151.58%	102,740.00	65,500.00	99,500.00
6200 - OPAC Services												
6201 - SAGE Network	0.00	10,500.00	0.00	0.00	10,500.00	10,500.00	10,900.00	-400.00	96.33%	10,000.00	10,900.00	11,500.00
6204 - OCLC/ILL Referral	41.43	124.44	5.58	100.00	271.45	171.45	0.00	271.45	100.0%	400.00	0.00	300.00
Total 6200 - OPAC Services	41.43	10,624.44	5.58	100.00	10,771.45	10,671.45	10,900.00	-128.55	98.82%	10,400.00	10,900.00	11,800.00
6300 - Building Eq. & Supplies												
6310 - Building & Grounds Maintenance												
6311 - Branch building expenses	1,542.86	758.19	294.42	1,000.00	3,595.47	2,625.47	0.00	3,595.47	100.0%	5,000.00	0.00	6,000.00
6312 - Snow Removal	0.00	260.00	520.00	200.00	980.00	780.00	0.00	980.00	100.0%	1,800.00	0.00	2,500.00
6310 - Building & Grounds Maintenance - Other	6,456.26	3,591.97	3,194.47	5,000.00	18,242.70	14,358.30	25,800.00	-7,557.30	70.71%	26,125.00	25,800.00	25,000.00
Total 6310 - Building & Grounds Maintenance	7,999.12	4,610.16	4,008.89	6,200.00	22,818.17	17,763.77	25,800.00	-2,981.83	88.44%	32,925.00	25,800.00	33,500.00
6320 - Janitorial Supplies												
6321 - Cleaning contract	2,670.00	2,580.00	2,580.00	2,580.00	10,410.00	8,690.00	10,500.00	-90.00	99.14%	9,500.00	10,500.00	18,000.00
6322 - Supplies	538.24	606.78	596.68	800.00	2,541.70	1,789.10	2,100.00	441.70	121.03%	2,300.00	2,100.00	3,500.00
Total 6320 - Janitorial Supplies	3,208.24	3,186.78	3,176.68	3,380.00	12,951.70	10,479.10	12,600.00	351.70	102.79%	11,800.00	12,600.00	21,500.00
6340 - Equipment Lease	521.87	713.12	597.02	654.00	2,486.01	2,049.85	3,500.00	-1,013.99	71.03%	5,200.00	3,500.00	2,500.00
6345 - Computer Maintenance												
6345.1 - Computer - Maintenance	4,828.84	230.74	1,553.31	1,000.00	7,612.89	6,612.89	6,000.00	1,612.89	126.88%	4,750.00	6,000.00	5,000.00

Baker County Library District
Profit & Loss Budget Performance
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4/7/2015												
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6345.2 · Software subscriptions	0.00	3,949.00	881.64	100.00	4,930.64	4,830.64	6,000.00	-1,069.36	82.18%	5,000.00	6,000.00	5,000.00
6345.3 · Comp Tech - Branch Travel	442.32	607.22	561.63	600.00	2,211.17	1,811.96	3,000.00	-788.83	73.71%	2,500.00	3,000.00	2,500.00
6345.4 · Computer - Hardware	0.00	1,147.14	3,503.87	2,000.00	6,651.01	4,651.01	5,000.00	1,651.01	133.02%	5,500.00	5,000.00	10,000.00
Total 6345 · Computer Maintenance	5,271.16	5,934.10	6,500.45	3,700.00	21,405.71	17,906.50	20,000.00	1,405.71	107.03%	17,750.00	20,000.00	22,500.00
Total 6300 · Building Eq. & Supplies	17,000.39	14,444.16	14,283.04	13,934.00	59,661.59	48,199.22	61,900.00	-2,238.41	96.38%	67,675.00	61,900.00	80,000.00
6400 · Bookmobile Operations												
6410 · Bookmobile Fuel	805.35	580.98	485.36	900.00	2,771.69	1,871.69	8,000.00			3,500.00	8,000.00	3,000.00
6420 · Bookmobile Maintenance	2,588.14	671.09	835.39	1,000.00	5,094.62	4,117.46	0.00			4,850.00	0.00	5,000.00
Total 6400 · Bookmobile Operations	3,393.49	1,252.07	1,320.75	1,900.00	7,866.31	5,989.15	8,000.00	-133.69	98.33%	8,350.00	8,000.00	8,000.00
6600 · Corporate Costs												
6610 · Insurance												
6612 · Boiler	0.00	0.00	1,090.00	0.00	1,090.00	1,090.00				1,100.00		1,200.00
6613 · SDAO Liability	0.00	0.00	12,931.50	0.00	12,931.50	12,931.50	14,000.00	-1,068.50	92.37%	11,415.00	14,000.00	13,500.00
6614 · Flood Insurance	0.00	0.00	1,440.00	0.00	1,440.00	1,440.00				1,400.00		1,500.00
Total 6610 · Insurance	0.00	0.00	15,461.50	0.00	15,461.50	15,461.50	14,000.00	1,461.50	110.44%	13,915.00	14,000.00	16,200.00
6620 · Travel & Training	475.06	828.22	1,594.38	2,000.00	4,897.66	3,192.15	3,000.00	1,897.66	163.26%	2,800.00	3,000.00	4,500.00
6621 · Special Contracts Travel	0.00	0.00	446.58	500.00	946.58	584.70	1,000.00	-53.42	94.66%	1,100.00	1,000.00	1,000.00
6630 · Election	0.00	0.00	0.00	3,300.00	3,300.00	0.00	3,300.00	0.00	100.0%	0.00	3,300.00	3,500.00
6640 · Auditor	0.00	0.00	7,650.00	0.00	7,650.00	7,650.00	7,675.00	-25.00	99.67%	7,475.00	7,675.00	7,800.00
6641 · Bookkeeping Supplies & Services	0.00	0.00	813.48	0.00	813.48	813.48	800.00	13.48	101.69%	840.00	800.00	900.00
6660 · Association dues	1,069.12	900.53	550.00	300.00	2,819.65	2,519.65	1,600.00	1,219.65	176.23%	1,550.00	1,600.00	3,000.00
6680 · Publication	351.80	306.80	425.00	500.00	1,583.60	1,083.60	1,000.00	583.60	158.36%	1,250.00	1,000.00	1,600.00
6690 · Financial Mgmt Fees												
6690.1 · Checking Account Fees	97.00	41.00	38.53	40.00	216.53	176.53	0.00	216.53	100.0%	275.00	0.00	250.00
6690.2 · Pool 5291 Fees	42.35	35.40	43.15	45.00	165.90	120.90				200.00		175.00
6690.3 · PayPal Transaction Fees	21.17	23.96	19.04	25.00	89.17	64.38				300.00		100.00
6690.4 · Quick Books Direct Deposit F	117.90	130.20	133.40	140.00	521.50	381.50	0.00	521.50	100.0%	275.00	0.00	550.00
6690 · Financial Mgmt Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	1,075.00	-1,075.00	0.0%	0.00	1,075.00	0.00
Total 6690 · Financial Mgmt Fees	278.42	230.56	234.12	250.00	993.10	743.31	1,075.00	-81.90	92.38%	1,050.00	1,075.00	1,075.00
6691 · Legal Administration	0.00	0.00	250.00	0.00	250.00	250.00	200.00	50.00	125.0%	250.00	200.00	250.00
6696 · PR Events, Programs	711.78	1,357.22	230.00	500.00	2,799.00	2,299.00	2,000.00	799.00	139.95%	1,500.00	2,000.00	3,000.00
Total 6600 · Corporate Costs	2,886.18	3,623.33	27,655.06	7,350.00	41,514.57	34,597.39	35,650.00	5,864.57	116.45%	31,730.00	35,650.00	42,825.00

**Baker County Library District
Profit & Loss Budget Performance
July 2014 through June 2015**

	4/7/2015			Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (4/7/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15									
6700 - Other Operating Expenses												
6720 - Branch Mileage	414.68	725.59	773.06	800.00	2,713.33	2,126.73	3,000.00	-286.67	90.44%	3,200.00	3,000.00	3,000.00
6730 - Library Services Supplies	2,397.04	2,800.84	4,113.79	3,500.00	12,811.67	9,324.65	14,500.00	-1,688.33	88.36%	14,500.00	14,500.00	14,500.00
6731 - Children & Youth Programs												
6731.2 - Summer Reading	1,543.70	375.82	721.33	500.00	3,140.85	2,540.85						3,000.00
6731.3 - Storytime	0.00	37.00	93.67	500.00	630.67	130.67						3,120.00
6731.4 - Other Youth Programs	0.00	41.96	441.13	500.00	983.09	483.09						1,200.00
6731.6 - Haines Summer Reading	96.03	0.00	0.00	300.00	396.03	96.03						300.00
6731 - Children & Youth Programs - O	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%	4,500.00	3,500.00	0.00
Total 6731 - Children & Youth Programs	1,639.73	454.78	1,256.13	1,800.00	5,150.64	3,250.64	3,500.00	1,650.64	147.16%	4,500.00	3,500.00	7,620.00
6740 - Postage & Freight	385.22	481.01	122.47	400.00	1,388.70	988.70	1,700.00	-311.30	81.69%	1,800.00	1,700.00	1,800.00
6750 - Utilities												
6751 - Garbage												
6751.1 - Baker-Baker Sanitary	254.70	561.40	382.05	384.00	1,582.15	1,198.15				1,700.00		1,600.00
6751.2 - Haines-Baker Sanitary	27.00	54.00	27.00	54.00	162.00	108.00				190.00		175.00
6751.3 - Halfway-LaRue Sanitary	15.98	15.98	0.00	16.00	47.96	31.96				75.00		50.00
6751.4 - Richland-Eagle Cap Sanit	12.00	12.00	0.00	12.00	36.00	24.00				75.00		40.00
6751.5 - Huntington-Baker Sanitar	32.00	64.00	32.00	64.00	192.00	128.00				225.00		200.00
Total 6751 - Garbage	341.68	707.38	441.05	530.00	2,020.11	1,490.11				2,265.00		2,065.00
6752 - Heating Fuel												
6752.1 - Baker-Cascade Natural G	198.00	1,623.06	1,135.10	1,200.00	4,156.16	3,349.46	0.00	4,156.16	100.0%	4,708.00	0.00	4,200.00
6752.2 - Haines-Ed Staub	117.00	491.40	839.80	500.00	1,948.20	1,488.20				2,500.00		2,000.00
6752.3 - Halfway-Ed Staub	0.00	697.50	585.00	45.00	1,327.50	1,327.50				1,750.00		1,400.00
6752.6 - Sumpter-City of Sumpter(Shared)										1,300.00		
Total 6752 - Heating Fuel	315.00	2,811.96	2,559.90	1,745.00	7,431.86	6,165.16	0.00	7,431.86	100.0%	10,258.00	0.00	7,600.00
6753 - Water/Sewer												
6753.1 - Baker-City of Baker City	906.64	376.14	379.64	380.00	2,042.42	1,662.42				2,500.00		2,250.00
6753.2 - Haines-City of Haines	204.00	204.00	204.00	204.00	816.00	680.00				820.00		850.00
6753.3 - Halfway-City of Halfway	153.50	274.85	130.02	225.00	783.37	624.37				850.00		800.00
6753.4 - Richland (NEOHA agreem	100.29	136.14	105.99	150.00	492.42	377.75				700.00		500.00
6753.5 - Huntington-City of Huntir	135.00	284.27	143.23	200.00	762.50	634.50				700.00		800.00
Total 6753 - Water/Sewer	1,499.43	1,275.40	962.88	1,159.00	4,896.71	3,979.04				5,570.00		5,200.00
6754 - Electric												

**Baker County Library District
Profit & Loss Budget Performance
July 2014 through June 2015**

4/7/2015												
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15	Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (4/7/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
6754.1 - Baker - OTEC	5,769.19	5,029.15	2,539.32	4,000.00	17,337.66	14,635.66				19,000.00		18,000.00
6754.2 - Haines - OTEC	327.06	203.51	337.19	300.00	1,167.76	964.77				1,300.00		1,200.00
6754.3 - Halfway-Idaho Power	414.99	204.73	124.64	200.00	944.36	809.97				900.00		1,000.00
6754.4 - Richland (NEOHA agreem	368.79	559.52	1,311.77	1,250.00	3,490.08	2,636.69				3,600.00		3,500.00
6754.5 - Huntington-Idaho Power	94.09	289.79	261.20	280.00	925.08	733.38				1,500.00		1,000.00
Total 6754 - Electric	6,974.12	6,286.70	4,574.12	6,030.00	23,864.94	19,780.47				26,900.00		24,700.00
6750 - Utilities - Other	0.00	0.00	0.00	0.00	0.00	0.00	44,385.00	-44,385.00	0.0%	0.00	44,385.00	0.00
Total 6750 - Utilities	9,130.23	11,081.44	8,537.95	9,464.00	38,213.62	31,414.78	44,385.00	-6,171.38	86.1%	44,993.00	44,385.00	39,565.00
6756 - Telecommunications												
6756.0 - Telephone												
6756.1 - Baker - BendTel	430.23	270.62	397.06	420.00	1,517.91	1,227.89	0.00	1,517.91	100.0%	1,640.00	0.00	1,600.00
6756.2 - Haines - Cascade/Relianc	197.23	187.02	187.14	190.00	761.39	633.81	0.00	761.39	100.0%	765.00	0.00	800.00
6756.3 - Halfway - Pine Telephone	102.88	113.76	98.37	110.00	425.01	349.41	0.00	425.01	100.0%	440.00	0.00	450.00
6756.4 - Richland - Eagle Telepho	72.57	106.00	102.05	105.00	385.62	313.07	0.00	385.62	100.0%	330.00	0.00	400.00
6756.5 - Huntington - CenturyTel	205.87	134.02	200.99	190.00	730.88	606.14	0.00	730.88	100.0%	705.00	0.00	800.00
6756.6 - Sumpter - CenturyLink/Q	132.58	172.26	90.66	150.00	545.50	438.01	0.00	545.50	100.0%	525.00	0.00	600.00
6756.8 - US Cellular (3 Lines)	512.38	341.54	517.32	505.00	1,876.24	1,542.35	0.00	1,876.24	100.0%	1,900.00	0.00	1,900.00
Total 6756.0 - Telephone	1,653.74	1,325.22	1,593.59	1,670.00	6,242.55	5,110.68	0.00	6,242.55	100.0%	6,305.00	0.00	6,550.00
6757.0 - Internet												
6757.1 - Baker - NERO Network	0.00	1,431.00	715.50	0.00	2,146.50	2,146.50	0.00	2,146.50	100.0%	1,918.00	0.00	2,250.00
6757.2 - Haines - Cascade/Relianc	187.05	184.32	184.53	185.00	740.90	617.46	0.00	740.90	100.0%	730.00	0.00	800.00
6757.3 - Halfway - Pine Tel	103.41	103.41	103.41	104.00	414.23	347.48	0.00	414.23	100.0%	400.00	0.00	450.00
6757.4 - Richland - Pine Tel	86.79	86.79	86.79	87.00	347.37	285.37	0.00	347.37	100.0%	340.00	0.00	350.00
6757.5 - Huntington -CenturyTel	212.82	141.88	212.82	225.00	792.52	638.46	0.00	792.52	100.0%	1,600.00	0.00	800.00
6757.6 - Sumpter - CenturyLink/Q	293.94	434.77	209.86	300.00	1,238.57	1,043.50				750.00		1,300.00
Total 6757.0 - Internet	884.01	2,382.17	1,512.91	901.00	5,680.09	5,078.77	0.00	5,680.09	100.0%	5,738.00	0.00	5,950.00
6756 - Telecommunications - Other	0.00	0.00	0.00	0.00	0.00	0.00	13,030.00	-13,030.00	0.0%	0.00	13,030.00	0.00
Total 6756 - Telecommunications	2,537.75	3,707.39	3,106.50	2,571.00	11,922.64	10,189.45	13,030.00	-1,107.36	91.5%	12,043.00	13,030.00	12,500.00
Total 6700 - Other Operating Expenses	16,504.65	19,251.05	17,909.90	18,535.00	72,200.60	57,294.95	80,115.00	-7,914.40	90.12%	81,036.00	80,115.00	78,985.00
Total 6000 - Materials and Services	62,906.53	74,403.67	85,818.92	68,169.00	291,298.12	231,912.22	262,065.00	29,233.12	111.16%	301,931.00	262,065.00	321,110.00

Baker County Library District
Profit & Loss Budget Performance
July 2014 through June 2015

4/7/2015

	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15	Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (4/7/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
7000 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%	10.00	100.00	100.00
7500 - Debt Service	0.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00	2,000.00	0.00	100.0%	10.00	2,000.00	2,000.00
8000 - Transfers & Contingency												
8005 - Transfers												
8005.1 - Transfer-Technology Fund	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00	0.00	100.0%	1,000.00	1,000.00	1,000.00
8005.2 - Transfer-Severence Liab Fund	0.00	0.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00	100.0%	10,000.00	10,000.00	10,000.00
8005.3 - Transfer-Election Fund	0.00	0.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00	0.00	100.0%	1,500.00	1,500.00	1,500.00
Total 8005 - Transfers	0.00	0.00	12,500.00	0.00	12,500.00	12,500.00	12,500.00	0.00	100.0%	12,500.00	12,500.00	12,500.00
Total 8000 - Transfers & Contingency	0.00	0.00	12,500.00	0.00	12,500.00	12,500.00	12,500.00	0.00	100.0%	12,500.00	12,500.00	12,500.00
Total Expense	211,622.56	228,738.43	256,821.15	230,521.35	927,703.49	753,341.19	944,352.00	-16,648.51	98.24%	974,056.00	944,352.00	1,045,463.97
Net Income	-8,268.14	582,591.61	-177,561.46	-159,731.11	237,030.90	351,197.63	218,120.91	18,909.99	108.67%	205,000.00	241,642.90	217,927.96

2015-2016 Strategic Plan
Needs & Goals

Facilities

HVAC system @RC

Eaves repair @BCL

Parking lots

- Resealing
- Signage & painting

Exterior lighting LED conversion

Replace graphic wrap on Bookmobile

Fire exit signage replacement

Siding sealant

Tree pruning

Repaint gutters

Branch book drop decals & cart inserts

Replace Drive-up wall-mount book drop insert

Services

RFID inventory/security system

Digital signage

Public address system

Meeting room booking software

Public Computer Management software change

Baker County Library District Profit & Loss Budget Performance July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
Income				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	626,885.34			
4006 · Local Option Levy	200,421.65	0.00	200,421.65	100.0%
4000 · Current Year Tax Levy - Other	29,222.07	863,823.00	-834,600.93	3.4%
Total 4000 · Current Year Tax Levy	856,529.06	863,823.00	-7,293.94	99.2%
4005 · Prior Year Taxes				
4011 · Levy 1st year prior	11,067.52			
4012 · Levy 2nd year prior	7,413.39			
4013 · Levy 3rd year prior	4,611.59			
4014 · Levy 4th year prior	2,433.82			
4015 · Levy 5th year prior	1,040.77			
4016 · Levy 6th year prior	265.62			
4005 · Prior Year Taxes - Other	0.00	40,000.00	-40,000.00	0.0%
Total 4005 · Prior Year Taxes	26,832.71	40,000.00	-13,167.29	67.1%
4020 · Other Taxes/Bond Priors-LandSale	0.00	3,500.00	-3,500.00	0.0%
4060 · State Resource Sharing	7,045.00	6,600.00	445.00	106.7%
4100 · Fines and Fees	12,318.17	18,000.00	-5,681.83	68.4%
4200 · Interest Income	1,097.37	12,500.00	-11,402.63	8.8%
4300 · Other Revenues				
4301.1 · VocRehab Reimb/ODHS	0.00	100.00	-100.00	0.0%
4302 · Donations	100.00	850.00	-750.00	11.8%
4307 · E-Rate Refunds	2,918.30	5,000.00	-2,081.70	58.4%
4309 · Friends Booksale Income	100.40	100.00	0.40	100.4%
4320 · Other Revenues - Miscellaneous	751.91			
Total 4300 · Other Revenues	3,770.21	5,950.00	-2,179.79	63.4%
4310 · Technology Mgr Contract Income	3,827.95	3,100.00	727.95	123.5%
4500 · Transfer Income	4,000.00	4,000.00	0.00	100.0%
4999 · Beginning Cash				
4999.1 · Checking cash on hand	2,631.61	205,000.00	-202,368.39	1.3%
4999.2 · LGIP cash on hand	186,941.19			
Total 4999 · Beginning Cash	189,572.80	205,000.00	-15,427.20	92.5%
Total Income	1,104,993.27	1,162,473.00	-57,479.73	95.1%
Expense				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · PS-Library Director	59,765.30	71,718.00	-11,952.70	83.3%
5104 · SD-Administrative Assistant	15,525.12	18,921.00	-3,395.88	82.1%
5105 · CH-Business Manager				
5105.3 · Sage Fund	207.80			
5105 · CH-Business Manager - Other	18,503.65	20,579.00	-2,075.35	89.9%

Tax Revenues
4/01 \$9,149.78

Jan-current revenue 100.40

AR

② +1260.36

*① E Rate Refunds \$451.95
(+ last month \$246.35)
Vendor declined to validate \$144.90*

② Jim has made 2 trips to OTL this FY

③ wrote a check to remit \$100.40 to Friends Bookshop Sales

Ch 4/13/2015

Baker County Library District Profit & Loss Budget Performance July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget	
Total 5105 · CH-Business Manager	18,711.45	20,579.00 +3042	-1,867.55	90.9%	<i>Budget to be adjusted for addl. 5 hours a week</i>
5120 · CW-Lib Admin/Supplies Mgr, ILL	34,136.60	39,199.00	-5,062.40	87.1%	
5123 · AD-Lib Asst/Window, Media	0.00	0.00	0.00	0.0%	
5124 · CA-Lib Asst/Shelver, Volntr Mgr	12,646.88	16,018.00	-3,371.12	79.0%	
5125 · LC-Lib Asst/Catalog Specialist					
5125.2 · Severance Pkg LC	0.00	0.00	0.00	0.0%	
5125 · LC-Lib Asst/Catalog Specialist - Other	0.00	0.00	0.00	0.0%	
Total 5125 · LC-Lib Asst/Catalog Specialist	0.00	0.00	0.00	0.0%	
5126 · MS-Lib Tech/Childrens Programs	20,125.50	24,498.00	-4,372.50	82.2%	
5128 · SM-Lib Asst/Public Services	11,797.80	14,529.00	-2,731.20	81.2%	
5129 · SB-Lib Tech/Periodicals Mgr	25,601.30	30,713.00	-5,111.70	83.4%	
5131 · DP-Reference Services	23,370.91	27,999.00	-4,628.09	83.5%	
5132 · HS-Lib Asst/Processing	10,062.85	12,318.00	-2,255.15	81.7%	
5133 · CS Lib Asst/Media Processing	15,344.95	19,501.00	-4,156.05	78.7%	
5134 · Catalog Specialist (NEW)	0.00	25,715.00	-25,715.00	0.0%	
5140 · Vacation Substitutes	7,897.81	8,556.00	-658.19	92.3%	
5142 · Library Asst, Sunday Desk					
5142.5 · CL-Library Asst, Sunday	2,864.64	3,512.00	-647.36	81.6%	
5142.8 · LR-Library Asst, Sunday	2,362.92				
5142 · Library Asst, Sunday Desk - Other	0.00	0.00	0.00	0.0%	
Total 5142 · Library Asst, Sunday Desk	5,227.56	3,512.00	1,715.56	148.8%	
5150 · Bookmobile/Maintenance					
5150.3 · SK-Bookmobile Driver	0.00	0.00	0.00	0.0%	
5150.5 · RW-Bookmobile Driver	4,769.05	9,626.00	-4,856.95	49.5%	
5150.8 · LR-Bookmobile Driver8	3,790.43	7,959.00	-4,168.57	47.6%	
Total 5150 · Bookmobile/Maintenance	8,559.48	17,585.00	-9,025.52	48.7%	
5152 · JW-Technology Manager	39,000.49	45,546.00	-6,545.51	85.6%	
5173 · JW-Facilities Maintenance	-705.28	0.00	705.28	100.0%	<i>will be removed at YE w/accrual adjustment</i>
5174 · Facilities Maintenance (New)-Vinnie	4,270.25	9,626.00	-5,355.75	44.4%	
5195 · Staff Training	229.37	0.00	229.37	100.0%	
Total 5100 · Baker Branch	312,978.90	406,533.00	-93,554.10	77.0%	
5200 · Branch Attendants					
5202 · Haines	8,552.74				
5203 · Halfway	9,939.24	0.00	9,939.24	100.0%	
5204 · Richland	9,631.87				
5205 · Huntington	8,806.23				
5206 · Sumpter	10,071.00				
5209 · Branch Training	1,388.27				
5200 · Branch Attendants - Other	0.00	57,161.00	-57,161.00	0.0%	
Total 5200 · Branch Attendants	48,389.35	57,161.00	-8,771.65	84.7%	

Baker County Library District Profit & Loss Budget Performance July 2014 through April 2015

	Jul '14 - Apr 15	Budget	\$ Over Budget	% of Budget
Total 6310 · Building & Grounds Maintenance	18,515.68	25,800.00	-7,284.32	71.8%
6320 · Janitorial Supplies				
6321 · Cleaning contract	8,690.00	10,500.00	-1,810.00	82.8%
6322 · Supplies	1,789.10	2,100.00	-310.90	85.2%
Total 6320 · Janitorial Supplies	10,479.10	12,600.00	-2,120.90	83.2%
6340 · Equipment Lease	2,049.85	3,500.00	-1,450.15	58.6%
6345 · Computer Maintenance				
6345.1 · Computer - Maintenance	7,071.03	6,000.00	1,071.03	117.9%
6345.2 · Software subscriptions	4,830.64	6,000.00	-1,169.36	80.5%
6345.3 · Comp Tech - Branch Travel	1,811.96	3,000.00	-1,188.04	60.4%
6345.4 · Computer - Hardware	4,651.01	5,000.00	-348.99	93.0%
Total 6345 · Computer Maintenance	18,364.64	20,000.00	-1,635.36	91.8%
Total 6300 · Building Eq. & Supplies	49,409.27	61,900.00	-12,490.73	79.8%
6400 · Bookmobile Operations				
6410 · Bookmobile Fuel	1,889.87	8,000.00	-6,110.13	23.6%
6420 · Bookmobile Maintenance	4,117.46	0.00	4,117.46	100.0%
Total 6400 · Bookmobile Operations	6,007.33	8,000.00	-1,992.67	75.1%
6600 · Corporate Costs				
6610 · Insurance				
6612 · Boiler	1,090.00			
6613 · SDAO Liability	12,931.50	14,000.00	-1,068.50	92.4%
6614 · Flood Insurance	1,440.00			
Total 6610 · Insurance	15,461.50	14,000.00	1,461.50	110.4%
6620 · Travel & Training	3,655.02	3,000.00	655.02	121.8%
6621 · Special Contracts Travel	704.82	1,000.00	-295.18	70.5%
6630 · Election	0.00	3,300.00	-3,300.00	0.0%
6640 · Auditor	7,650.00	7,675.00	-25.00	99.7%
6641 · Bookkeeping Supplies & Services	813.48	800.00	13.48	101.7%
6660 · Association dues	2,419.65	1,600.00	819.65	151.2%
6680 · Publication	1,233.60	1,000.00	233.60	123.4%
6690 · Financial Mgmt Fees				
6690.1 · Checking Account Fees	202.53	0.00	202.53	100.0%
6690.2 · Pool 5291 Fees	120.90			
6690.3 · PayPal Transaction Fees	67.83			
6690.4 · Quick Books Direct Deposit Fees	381.50	0.00	381.50	100.0%
6690 · Financial Mgmt Fees - Other	0.00	1,075.00	-1,075.00	0.0%
Total 6690 · Financial Mgmt Fees	772.76	1,075.00	-302.24	71.9%
6691 · Legal Administration	250.00	200.00	50.00	125.0%
6696 · PR Events, Programs	2,299.00	2,000.00	299.00	115.0%

Handwritten notes:

- 79.8% Mike Bork Auto \$575.13
- 23.6% replace alternator
- 100.0%
- 75.1%
- Contract Travel Jim \$258.24
- 92.4%
- Travel -
- 110.4% Perry \$187.87 To Salem
- OK 121.8%
- 70.5% Christine \$251.2 To Hood River SDAO mtg.
- 0.0%
- 99.7%
- OK 101.7% Nellie \$43.20 monthly motel
- OK 151.2%
- OK 123.4%
- 100.0% Bookkeeping - Visa \$449.00
- 100.0% annual paypal subscription
- 0.0%
- 71.9%

4:05 PM

04/13/15

Accrual Basis

Baker County Library District Profit & Loss Budget Performance July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
Total 5001 · District salaries	361,368.25	463,694.00	-102,325.75	77.9%
5300 · Special Contracts				
5153 · JW-Tech Contracts	0.00	2,100.00	-2,100.00	0.0%
5160 · Jobs Plus/Vocation Programs	0.00	0.00	0.00	0.0%
Total 5300 · Special Contracts	0.00	2,100.00	-2,100.00	0.0%
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	73,927.49	110,833.00	-36,905.51	66.7%
5401.2 · Insurance benefit	6,790.80			
Total 5401 · Group Insurance	80,718.29	110,833.00	-30,114.71	72.8%
5403 · Life Insurance	722.70	844.00	-121.30	85.6%
5404 · PERS	33,534.28 + 3791.16	50,972.00	-17,437.72	73.2%
5405 · S.S. Employer Portion	27,373.81	35,635.00	-8,261.19	76.8%
5406 · SUTA Employer Portion	379.18	966.00	-586.82	39.3%
5407 · Workmans Comp	1,824.20	2,143.00	-318.80	85.1%
Total 5400 · Payroll Taxes & Benefits	144,552.46	201,393.00	-56,840.54	71.8%
6560 · Payroll Expenses	-23.40	500.00	-523.40	-4.7%
Total 5000 · Personal Services	505,897.31	667,687.00	-161,789.69	75.8% <i>ok in total</i>
6000 · Materials and Services				
6100 · Books & Periodicals				
6110 · Adult Books	21,721.95	0.00	21,721.95	100.0%
6120 · Childrens & Juvenile Books	11,458.54	0.00	11,458.54	100.0%
6130 · Reference Books	6,501.02	0.00	6,501.02	100.0%
6134 · Electronic Subscriptions	10,391.50			
6140 · Periodicals	10,149.95	0.00	10,149.95	100.0%
6150 · Audio	3,885.34	0.00	3,885.34	100.0%
6160 · Video/DVD	13,165.73	0.00	13,165.73	100.0%
6170 · Mending & Bindery	105.00	0.00	105.00	100.0%
6171 · Music	5.94			
6100 · Books & Periodicals - Other	0.00	65,500.00	-65,500.00	0.0%
Total 6100 · Books & Periodicals	77,384.97	65,500.00	11,884.97	118.1%
6200 · OPAC Services				
6201 · SAGE Network	10,500.00	10,900.00	-400.00	96.3%
6204 · OCLC/ILL Referall	171.45			
Total 6200 · OPAC Services	10,671.45	10,900.00	-228.55	97.9%
6300 · Building Eq. & Supplies				
6310 · Building & Grounds Maintenance				
6311 · Branch building expenses	2,625.47			
6312 · Snow Removal	780.00			
6310 · Building & Grounds Maintenance - Other	15,110.21	25,800.00	-10,689.79	58.6%

10 out of 12 months = 83%

Ingram
\$2096.46
(adult books)
151 555.58 = 74%

VISA
\$3820.37
books \$763.20
DVD \$1078.02

Alpine Alarm
\$1430
install 2 phones
SCOTTS Heating
\$540.53
(balanced on page 3)
Pd \$485.05 on bill
totaling \$1025.58
air compressor repair

Baker County Library District Profit & Loss Budget Performance July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
Total 6600 · Corporate Costs	35,259.83	35,650.00	-390.17	98.9%
6700 · Other Operating Expenses				
6720 · Branch Mileage	2,126.73	3,000.00	-873.27	70.9%
6730 · Library Services Supplies	9,347.23	14,500.00	-5,152.77	64.5%
6731 · Children & Youth Programs				
6731.2 · Summer Reading	2,540.85			
6731.3 · Storytime	149.67			
6731.4 · Other Youth Programs	543.42			
6731.6 · Haines Summer Reading	96.03			
6731 · Children & Youth Programs - Other	0.00	3,500.00	-3,500.00	0.0%
Total 6731 · Children & Youth Programs	3,329.97	3,500.00	-170.03	95.1%
6740 · Postage & Freight	1,332.81	1,700.00	-367.19	78.4%
6750 · Utilities				
6751 · Garbage				
6751.1 · Baker-Baker Sanitary	1,198.15			
6751.2 · Haines-Baker Sanitary	108.00			
6751.3 · Halfway-LaRue Sanitary	31.96			
6751.4 · Richland-Eagle Cap Sanitation	24.00			
6751.5 · Huntington-Baker Sanitary	128.00			
Total 6751 · Garbage	1,490.11			
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	3,349.46	0.00	3,349.46	100.0%
6752.2 · Haines-Ed Staub	1,488.20			
6752.3 · Halfway-Ed Staub	1,327.50			
Total 6752 · Heating Fuel	6,165.16	0.00	6,165.16	100.0%
6753 · Water/Sewer				
6753.1 · Baker-City of Baker City	1,662.42			
6753.2 · Haines-City of Haines	680.00			
6753.3 · Halfway-City of Halfway	624.37			
6753.4 · Richland (NEOHA agreement)	377.75			
6753.5 · Huntington-City of Huntingtn	634.50			
Total 6753 · Water/Sewer	3,979.04			
6754 · Electric				
6754.1 · Baker - OTEC	14,635.66			
6754.2 · Haines - OTEC	964.77			
6754.3 · Halfway-Idaho Power	809.97			
6754.4 · Richland (NEOHA agreement)	2,636.69			
6754.5 · Huntington-Idaho Power	803.83			
Total 6754 · Electric	19,850.92			
6750 · Utilities - Other	0.00	44,385.00	-44,385.00	0.0%

Quill
 \$1,220.42
 printer cartridge
 copy paper

 Donation \$100
 to Childrens
 programs

 Upstart - SRP
 order need
 \$1,607.44
 to be paid
 next week

Baker County Library District Profit & Loss Budget Performance July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
Total 6750 · Utilities	31,485.23	44,385.00	-12,899.77	70.9%
6756 · Telecommunications				
6756.0 · Telephone				
6756.1 · Baker - BendTel	1,227.89	0.00	1,227.89	100.0%
6756.2 · Haines - Cascade/Reliance	633.81	0.00	633.81	100.0%
6756.3 · Halfway - Pine Telephone	349.41	0.00	349.41	100.0%
6756.4 · Richland - Eagle Telephone	313.07	0.00	313.07	100.0%
6756.5 · Huntington - CenturyTel	606.14	0.00	606.14	100.0%
6756.6 · Sumpter - CenturyLink/Qwest	438.01	0.00	438.01	100.0%
6756.8 · US Cellular (3 Lines)	1,542.35	0.00	1,542.35	100.0%
Total 6756.0 · Telephone	5,110.68	0.00	5,110.68	100.0%
6757.0 · Internet				
6757.1 · Baker - NERO Network	2,146.50	0.00	2,146.50	100.0%
6757.2 · Haines - Cascade/Reliance	617.46	0.00	617.46	100.0%
6757.3 · Halfway - Pine Tel	347.48	0.00	347.48	100.0%
6757.4 · Richland - Pine Tel	285.37	0.00	285.37	100.0%
6757.5 · Huntington -CenturyTel	638.46	0.00	638.46	100.0%
6757.6 · Sumpter - CenturyLink/Qwest	1,043.50	0.00	1,043.50	100.0%
Total 6757.0 · Internet	5,078.77	0.00	5,078.77	100.0%
6756 · Telecommunications - Other	0.00	13,030.00	-13,030.00	0.0%
Total 6756 · Telecommunications	10,189.45	13,030.00	-2,840.55	78.2%
Total 6700 · Other Operating Expenses	57,811.42	80,115.00	-22,303.58	72.2%
Total 6000 · Materials and Services	236,544.27	262,065.00	-25,520.73	90.3%
7000 · Capital Outlay	0.00	100.00	-100.00	0.0%
7500 · Debt Service	1,000.00	2,000.00	-1,000.00	50.0%
8000 · Transfers & Contingency				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	1,000.00	1,000.00	0.00	100.0%
8005.2 · Transfer-Severence Liab Fund	10,000.00	10,000.00	0.00	100.0%
8005.3 · Transfer-Election Fund	1,500.00	1,500.00	0.00	100.0%
Total 8005 · Transfers	12,500.00	12,500.00	0.00	100.0%
Total 8000 · Transfers & Contingency	12,500.00	12,500.00	0.00	100.0%
Total Expense	755,941.58	944,352.00	-188,410.42	80.0%
Net Income	349,051.69	218,121.00	130,930.69	160.0%

Nero Network
\$ 715.50
Qtr 3 Internet
(now billing quarterly)

Baker Co Library - Other Funds Profit & Loss Budget Performance July 2014 through April 2015

	Jul '14 - Apr 15	Budget	\$ Over Budget	% of Budget
Income				
4400.0 · Other Uses Funds				
4415.0 · Literacy Department				
4415.1 · Beginning Cash Literacy	733.56	800.00	-66.44	91.7%
4415.2 · Contributions	100.00			
4415.9 · Interest Income Literacy	3.10			
Total 4415.0 · Literacy Department	836.66	800.00	36.66	104.6%
4420.0 · Memorial Department				
4420.1 · Beginning Cash Memorial	97,592.56	106,000.00	-8,407.44	92.1%
4420.2 · Contributions				
4420.21 · Baker Contributions	850.00 *			
4420.26 · Sumpter Contributions	100.00			
4420.27 · Huntington Contributions	50.00			
4420.2 · Contributions - Other	0.00	2,500.00	-2,500.00	0.0%
Total 4420.2 · Contributions	1,000.00	2,500.00	-1,500.00	40.0%
4420.5 · Grant Income				
4420.55 · Leo Adler Grants	8,000.00			
4420.5 · Grant Income - Other	0.00	17,800.00	-17,800.00	0.0%
Total 4420.5 · Grant Income	8,000.00	17,800.00	-9,800.00	44.9%
4420.7 · Other Revenue				
4420.71 · Amazon Book Sales	2,811.14			
4420.72 · Half.com Book Sales	14.97			
4420.75 · Adler Biography Sales	0.00			
4420.7 · Other Revenue - Other	0.00	4,000.00	-4,000.00	0.0%
Total 4420.7 · Other Revenue	2,826.11 **	4,000.00	-1,173.89	70.7%
4429.8 · Transfers from General Fund	1,500.00			
4429.9 · Interest Income Memorial	310.30	600.00	-289.70	51.7%
Total 4420.0 · Memorial Department	111,228.97	130,900.00	-19,671.03	85.0%
4430.0 · Severance Liability Dept				
4430.1 · Beginning cash Severance Liab	38,983.82	39,000.00	-16.18	100.0%
4430.8 · Transfer from General Fund	10,000.00	10,000.00	0.00	100.0%
4430.9 · Interest Income Severance Liab	158.35			
Total 4430.0 · Severance Liability Dept	49,142.17	49,000.00	142.17	100.3%
4524.0 · Technology Department				
4524.1 · Beginning cash Technology	8,145.52	8,200.00	-54.48	99.3%
4524.8 · Transfer from General Fund	1,000.00	1,000.00	0.00	100.0%
4524.9 · Interest income Technology	16.71			
Total 4524.0 · Technology Department	9,162.23	9,200.00	-37.77	99.6%
Total 4400.0 · Other Uses Funds	170,370.03	189,900.00	-19,529.97	89.7%

91.7% * Donations \$ 540
in memory of
T. Vaughan (Dec/Jan)

104.6%
+ Donations \$ 310
92.1% in memory of
J. Burgess (April)
* used to buy 2 new
chairs for lobby.

40.0%
Phillip Charette
\$100 4/13/15
(Balance due \$200)

0.0% ** Amazon sales
March \$ 161.78
70.7% FY-Feb \$ 2664.33
51.7% FYTD \$ 2826.11

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Baker Co Library - Other Funds Profit & Loss Budget Performance July 2014 through April 2015

	Jul '14 - Apr 15	Budget	\$ Over Budget	% of Budget
Total Income	170,370.03	189,900.00	-19,529.97	89.7%
Expense				
6000 · Other Uses Fund				
6100 · Capital Projects Department	0.00	6,000.00	-6,000.00	0.0%
6200 · Literacy Department	0.00	500.00	-500.00	0.0%
6300 · Memorial Department				
6350 · General Memorial M&S	2,455.30			
6364.5 · Amazon Book Sales Expenses	1,048.86			
6380 · Grants Dept				
6380.3 · Adler Grant Expense	5,283.48			
Total 6380 · Grants Dept	<u>5,283.48</u>			
6398 · Transfer to GF Election Reserve	0.00	1,500.00	-1,500.00	0.0%
6399 · Transfer to General Fund	4,000.00	4,000.00	0.00	100.0%
6300 · Memorial Department - Other	0.00	115,550.00	-115,550.00	0.0%
Total 6300 · Memorial Department	<u>12,787.64</u>	<u>121,050.00</u>	<u>-108,262.36</u>	<u>10.6%</u>
6400 · Technology Department				
6400.1 · Materials & Services				
6400.11 · General Materials & Services	3,000.00			
Total 6400.1 · Materials & Services	<u>3,000.00</u>			
6400 · Technology Department - Other	0.00	12,000.00	-12,000.00	0.0%
Total 6400 · Technology Department	<u>3,000.00</u>	<u>12,000.00</u>	<u>-9,000.00</u>	<u>25.0%</u>
6850.0 · Severance Liabilty Dept				
6850.1 · Transfer to General Fund	0.00	0.00	0.00	0.0%
6850.0 · Severance Liabilty Dept - Other	0.00	50,000.00	-50,000.00	0.0%
Total 6850.0 · Severance Liabilty Dept	<u>0.00</u>	<u>50,000.00</u>	<u>-50,000.00</u>	<u>0.0%</u>
6900 · Misc. bank charges				
6900.2 · Bank Fees-Memorial Fund	202.37			
6900.3 · Bank Fees-Technology	3.71			
6900.4 · Bank Fees-Literacy Fund	0.65			
6900.6 · Bank Fees-Severance	31.78			
6900 · Misc. bank charges - Other	0.00	350.00	-350.00	0.0%
Total 6900 · Misc. bank charges	<u>238.51</u>	<u>350.00</u>	<u>-111.49</u>	<u>68.1%</u>
Total 6000 · Other Uses Fund	<u>16,026.15</u>	<u>189,900.00</u>	<u>-173,873.85</u>	<u>8.4%</u>
Total Expense	<u>16,026.15</u>	<u>189,900.00</u>	<u>-173,873.85</u>	<u>8.4%</u>
Net Income	<u>154,343.88</u>	<u>0.00</u>	<u>154,343.88</u>	<u>100.0%</u>

Amazon Commissions
\$202.95 (3 cks)
[(+ revenue \$78,607)
= \$124.28 current
expense

VISA \$17,20
postage to mail
brochures sold

Signs 2 Fit
\$57.00
staff appreciation
engraving

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Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2014 through April 2015

	Jul '14 - Apr 15	Budget	\$ Over Budget	% of Budget
Income				
4000 · Membership Dues	193,160.00 *	194,000.00	-840.00	99.6%
4010 · Grant Revenue				
4011 · LSTA Grant #1 - Courier	56,951.91 + 14,337.24	74,371.00	-17,419.09	76.6% * All AR invoices have been rec'd
4012 · LSTA Grant #2 - Cataloger	7,143.21 + 17,115.25	43,200.00	-36,056.79	16.5%
4010 · Grant Revenue - Other	0.00	0.00	0.00	0.0%
Total 4010 · Grant Revenue	64,095.12	117,571.00	-53,475.88	54.5%
4200 · Interest Income	0.00	250.00	-250.00	0.0%
4300 · Other Revenues - <i>Cat Express reimb. revenue</i>	6,030.24 *			
4999 · Beginning Cash	95,000.00	102,200.00	-7,200.00	93.0%
Total Income	358,285.36	414,021.00	-55,735.64	86.5%
Expense				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · BL - System Administrator	35,853.90	49,641.00	-13,787.10	72.2%
5102 · CH - Business Manager	3,819.48	6,104.00	-2,284.52	62.6%
Total 5100 · Sage Staff Salaries & Wages	39,673.38	55,745.00	-16,071.62	71.2%
5200 · Sage Payroll Taxes & Benefits				
5201 · Group Health Insurance	9,208.98	11,629.00	-2,420.02	79.2%
5203 · Life Insurance	72.10	844.00	-771.90	8.5%
5204 · PERS Retirement	5,675.73	6,553.00	-877.27	86.6%
5205 · SS Employer Portion	2,946.31	3,798.00	-851.69	77.6%
5206 · SUTA Employer Portion	38.31	44.00	-5.69	87.1%
5207 · Workmans Comp	23.23	228.00	-204.77	10.2%
Total 5200 · Sage Payroll Taxes & Benefits	17,964.66	23,096.00	-5,131.34	77.8%
Total 5000 · Sage Personal Services	57,638.04	78,841.00	-21,202.96	73.1%
5700 · LSTA Grant #2 - Cataloger				
5701 · DS - Cataloger Salary	15,214.78			
5710 · Grant Payroll Taxes & Benefits	6,773.60			
5700 · LSTA Grant #2 - Cataloger - Other	0.00	41,361.00	-41,361.00	0.0%
Total 5700 · LSTA Grant #2 - Cataloger	21,988.38	41,361.00	-19,372.62	53.2%
6000 · Materials & Services				
6100 · Accounting & Auditing	0.00	2,900.00	-2,900.00	0.0%
6130 · Courier Services & Supplies				
6131 · LSTA Grant #1 - Courier	71,289.15 * *	74,371.00	-3,081.85	95.9% ** Courier grant is almost spent
6132 · Sage Courier Expense	0.00	27,629.00	-27,629.00	0.0%
6130 · Courier Services & Supplies - Other	0.00	0.00	0.00	0.0%
Total 6130 · Courier Services & Supplies	71,289.15	102,000.00	-30,710.85	69.9%
6135 · LSTA Grant #2 Other Expenses				
6135.1 · Travel	701.30	1,110.00	-408.70	63.2%

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**Baker Co Library - Sage Fund
Profit & Loss Budget Overview
July 2014 through April 2015**

	Jul '14 - Apr 15	Budget	\$ Over Budget	% of Budget
6135.2 · Contractual	1,568.78	3,000.00	-1,431.22	52.3%
Total 6135 · LSTA Grant #2 Other Expenses	2,270.08	4,110.00	-1,839.92	55.2%
6140 · Dues & Subscriptions	2,582.99	500.00	2,082.99	516.6%
6150 · Furniture & Equipment	0.00	100.00	-100.00	0.0%
6160 · Legal Services	0.00	100.00	-100.00	0.0%
6170 · Miscellaneous	0.00	225.00	-225.00	0.0%
6180 · Postage & Freight	50.94	60.00	-9.06	84.9%
6190 · Printing	0.00	50.00	-50.00	0.0%
6200 · Supplies, Office	223.85	50.00	173.85	447.7%
6210 · Technical Services (Brent Mills)				
6210.1 · System Librarian (Brent Mills)	41,726.88	104,789.00	-63,062.12	39.8%
6210.5 · Less Cataloger Grant (above)	0.00	-45,471.00	45,471.00	0.0%
6210 · Technical Services (Brent Mills) - Other	0.00	0.00	0.00	0.0%
Total 6210 · Technical Services (Brent Mills)	41,726.88	59,318.00	-17,591.12	70.3%
6220 · Technology				
6220.1 · Equinox expense	2,500.00	2,500.00	0.00	100.0%
6220.2 · Development	1,432.97	2,000.00	-567.03	71.6%
6220 · Technology - Other	0.00	0.00	0.00	0.0%
Total 6220 · Technology	3,932.97	4,500.00	-567.03	87.4%
6240 · Telecommunications	745.36	550.00	195.36	135.5%
6250 · Training	2,960.73	1,500.00	1,460.73	197.4%
6260 · Travel	1,641.03	3,000.00	-1,358.97	54.7%
Total 6000 · Materials & Services	127,423.98	178,963.00	-51,539.02	71.2%
66000 · Payroll Expenses	69.60			
7000 · Capital Outlay	0.00	21,000.00	-21,000.00	0.0%
8000 · Contingency	0.00	11,000.00	-11,000.00	0.0%
Total Expense	207,120.00	331,165.00	-124,045.00	62.5%
Net Income	151,165.36	82,856.00	68,309.36	182.4%

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