Bake Count Librar Distric	1 Y	Baker County Library District Board of Directors Regular Meeting Agenda Monday, Apr 8, 2013, 7:00 – 8:30 pm Riverside Meeting Room, Baker County Public Library 2400 Resort St, Baker City Gary Dielman, President	
7:00	Ι.	CALL TO ORDER	Dielman
	II.	Additions/deletions from the agenda (ACTION) Related documents (1): Agenda.	Dielman
	III.	Conflicts or potential conflicts of interest	Dielman
	IV.	Approval of minutes from previous Board Meeting (ACTION) <i>Related documents (1):</i> Board Meeting Minutes 03/11/13.	Dielman
	V.	Open forum for general public comments & communications In the interests of time and to allow as many members of the public an opportuni speak, the board asks guests to limit remarks to five (5) minutes if speaking on be an individual, or ten (10) minutes if speaking on behalf of a group or organization	ehalf of
	VI.	PREVIOUS BUSINESS	
	i.	Computer Policies Revision (ACTION)	Stokes
			Stokes
7:10	VI.	ANNUAL / RECURRING BUSINESS	
7:10	<u>VI.</u> i.		Stokes
7:10		ANNUAL / RECURRING BUSINESS	
7:10 7:45	i.	ANNUAL / RECURRING BUSINESS Circulation & Facility Traffic Reports, 2012 – 2013 Q1	Stokes
	i. ii.	ANNUAL / RECURRING BUSINESS Circulation & Facility Traffic Reports, 2012 – 2013 Q1 Budget Projection	Stokes
	i. ii. VIII.	ANNUAL / RECURRING BUSINESS Circulation & Facility Traffic Reports, 2012 – 2013 Q1 Budget Projection NEW BUSINESS	Stokes Stokes
7:45	i. ii. <u>VIII.</u> i.	ANNUAL / RECURRING BUSINESS Circulation & Facility Traffic Reports, 2012 – 2013 Q1 Budget Projection NEW BUSINESS Volunteer Policy (ACTION)	Stokes Stokes
7:45	i. ii. <u>VIII.</u> i. IX.	ANNUAL / RECURRING BUSINESS Circulation & Facility Traffic Reports, 2012 – 2013 Q1 Budget Projection NEW BUSINESS Volunteer Policy (ACTION) ADMINISTRATIVE REPORTS Director's Report	Stokes Stokes Stokes
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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.

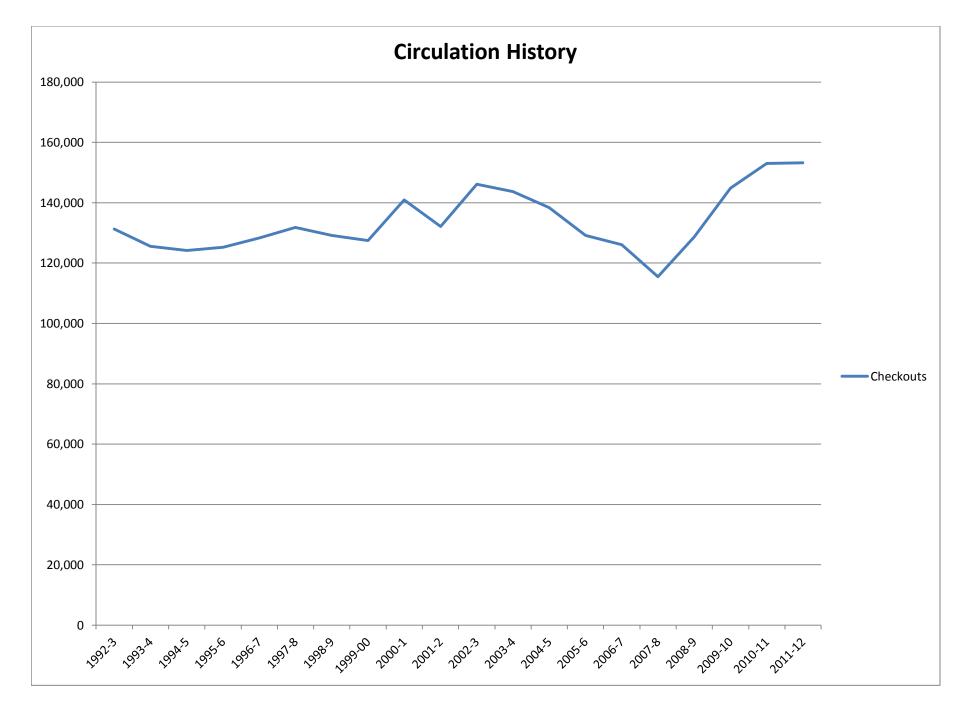
ORS 192.660 (1) (d) Labor Negotiations ORS 192.660 (1) (h) Legal Rights ORS 192.660 (1) (e) Property ORS 192.660 (1) (i) Personnel

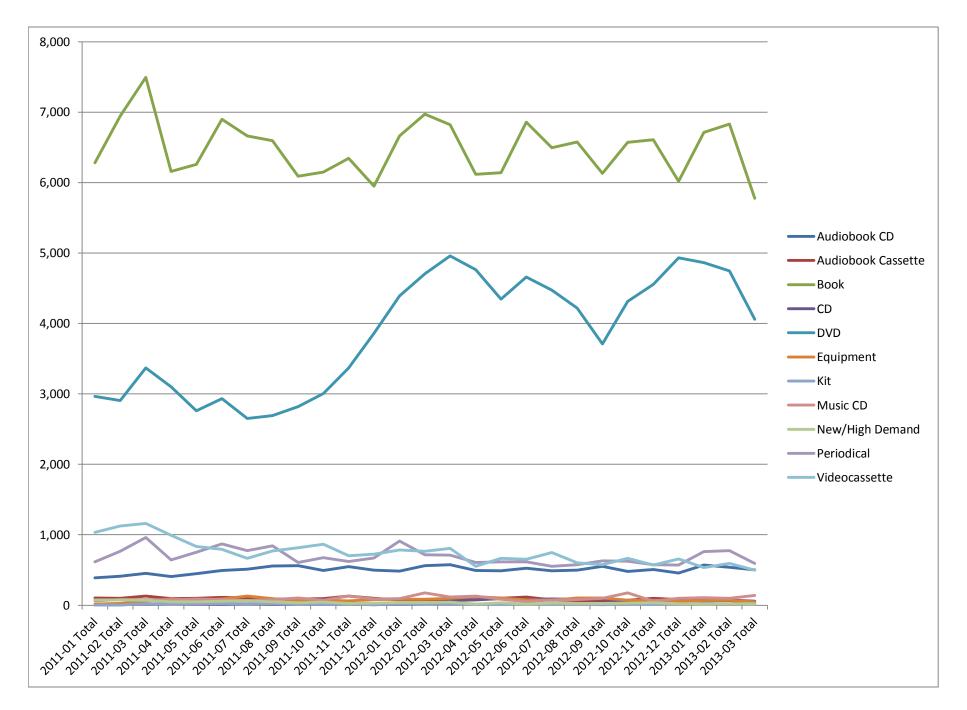
Call To Order	Betty Palmer, Vice-President called the meeting to order at 7:07 pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Present were: Betty Palmer, Della Steele and Kyra Rohner-Ingram, Directors; Perry Stokes, Library Director; and Christine Hawes, Business Manager.
	Palmer confirmed the presence of three members of the Board of Directors constituted a quorum to conduct business.
Agenda Approved	Palmer called for changes to the agenda. None were given. Palmer also confirmed that there were no conflicts of interest to be declared. None were stated.
Minutes Approved	Palmer asked the Directors to read the minutes. Stokes had one correction to the minutes under New Business – Art Gift Consideration. The artist was Henry Davis; the artwork was being offered by his brother Les Davis. With no further corrections, Steele made a motion to approve the Regular Meeting Minutes of February 11, 2013 as corrected; Palmer seconded; 2 yea, 1 abstained (Rohner-Ingram was not at the meeting) .
Public Comment	Palmer stated for the record that there were no members of the public present for comments.
2013-14 Budget Committee	Palmer asked for an update on the budget committee nominees. Stokes said he had received confirmations from Linda Collier (Halfway), MaryAlys Urey (Baker City), and Aletha Bonebrake (Baker City). Confirmations are still forthcoming from Tom Hudson or Joy LeaMaster. Rohner-Ingram made a motion to approve the roster of budget nominees: Tom Hudson, Joy LeaMaster, Aletha Bonebrake, Linda Collier, and MaryAlys Urey; Steele seconded; passed unanimously.
2013 Directors Election	Stokes asked for verification that the three directors whose terms are up do plan to re- run for election. Steele stated she filed her paperwork with the County today. Palmer and Rohner-Ingram said that they intend to run and will get their paperwork completed. Stokes reminded that the last day to file is March 21 2013.
Internet and Computer Use Policy	Stokes stated that the Library District currently has three computer related policies and that he would like to consolidate them. The policies include Appropriate Use of Information Systems, Public Access Computer Information & Guidelines, and Library Computer & Internet Workstation Policy. On review, he found much of the content from the Library Computer & Internet Workstation Policy to be already included in other policies. There is a disclaimer regarding copyright in paragraph 2 that he would like to include in one of the other policies. The sentence in paragraph 6, reading "Parents and children are encouraged to [review] the Library's Online Safety Guide" can be added to the website. A few statements not found in other policies are unnecessary. He recommended to first move any content desired to be retained before retiring the policy in order to avoid policy issues that may arise during the interim. Palmer agreed and tabled the matter until the next meeting.

	A newly proposed policy, Library Use Restrictions , is essentially an addendum to the Code of Conduct. It is modeled after Hood River County Library policy and provides staff guidance on dealing with misconduct in a one-page, quick-reference policy that can also be used as a handout. Stokes reviewed current disciplinary procedures for dealing with policy violations. With the Code of Conduct recently being changed to allow some food and covered drinks, he anticipates fewer disciplinary incidents. Rather than food, he expects noise disturbances to continue to be the most common violations. Rohner-Ingram moved to approve Resolution 2012-13.005 adopting the Library Use Restriction Policy as presented; Steele seconded; passed unanimously . Stokes said he would get Board President Dielman's signature on the resolution.
Mandatory Reporting Policy	Stokes introduced a new Mandatory Reporting Policy that follows a sample obtained from the Special Districts of Oregon. As of January 1, 2013, Libraries were added to the list of mandatory reporting agencies. The reporting requires staff to be "on duty" 24 hours a day, even when not at the work site. This policy will be added into the Personnel Policy, Article 13 – Safety. The new requirements were introduced to staff in October 2012 at the annual staff training event. A representative from Oregon Department of Human Services presented the material. Rohner-Ingram asked if SDAO legal council reviewed the policy. Stokes affirmed. Rohner-Ingram moved to adopt Personnel Policy Section 13.3 Suspected Child Abuse Reporting Policy as presented; Steele seconded; passed unanimously .
Director's Report	 Stokes reported on facility maintenance. The prison crew visited last Friday and under direction of John Watson, Facility Maintenance staff, spread fresh bark and planted two new shrubs out front. Watson and Stokes are seeking contractor opinions on solutions for the chronic gutters and eaves problem at the Baker library building. Johnson & Sons did repairs last year, but winter has caused more damage. It was recommended to have Four Seasons, which specializes in gutters, to assess the situation. The recurring damage is due to the metal gutter contracting and expanding with weather and causing perennial leaks in seams. This is a fault of architecture and engineering which makes a permanent fix difficult to find. The library pickup had transmission repair work done totaling \$1,700 which is expensive but considered cheaper than obtaining a new pickup. Hawes and Stokes are working on getting the Richland building utilities transferred to NEOHA responsibility. In other news, Stokes attended a workshop on managing social media. He will be incorporating recommended best practices into library policies. In Youth Programs, Stokes passed around two Thank You cards for the board to sign. One is for Melissa Shafer for her work on the new sign and puppet tree in the children's areas. The second one is for Courtney Snyder on successfully coaching the first ever Oregon Battle of the Books team. The competition was held at Eastern Oregon University where the team made it to the second round. For the upcoming school spring break, Melissa is organizing an educational nature walk of Leo Adler Pathway and Courtney is planning a teen movie series.
	The District is considering a new bookmobile stop at Brookside Manor after 9 residents there submitted a petition requesting the service.

	Computers with the Windows 7 operating system have been installed in the Adult Computer Lab. Unfortunately, IT staff Jim White is finding Windows 7 to not be working smoothly with other library software systems but he is making progress with testing and working through the bugs. White is seeking to replace all Windows XP stations as that operating system won't be supported by Microsoft much longer. The first credit card payment was accepted through the Library using the new iPad. A payment of \$250 for lost materials processed successfully Testing will continue until Stokes is confident he, Carmen and Christine can perform the process effectively before training staff. Ryder Brothers presented Stokes with a 60-month (5 year) contract offer to renew the copier lease. The old copier recently had the main paper tray malfunction. The District would receive an upgraded model with the lease. Stokes is reviewing options. Palmer asked for an update on Philip Charette. Stokes stated that Charette emailed he has a financial advisor working to consolidate his debts. Discussion was held on the next step options which included sending a creditor letter stating we will be seeking legal council, the possibility of small claims court, and the original offer to pay in artwork. Palmer confirmed that board consensus was to contact him again and state that the District wishes to resolve the matter and avoid legal proceedings. Steele asked for an update on services to Malheur County. Stokes said that services to Malheur County were discontinued; patron feedback to bookmobile staff is that they understand the District's position.
Business Manager's Report	Christine passed out the financial statements and checks for signatures. The General Fund received \$32,921.98 in tax turnovers on March 4. Personal Services percentage is a little high for the time of year primarily due to medical reimbursements totaling \$15,029 year-to-date. The budget of \$15,000 for this line will be moved from contingency when Stokes works on year-end planning. In the books budget, notable checks include Ingram \$6,187, US Bank Visa \$3,921 with the majority of this bill being Books & Periodicals; under building maintenance, Outpost Electric \$151.72 for Haines Branch repair, Grass Growers \$341 for bark and two new shrubs; under vehicle maintenance, Paul's Transmission \$1,675.61 pickup repair, Commercial Tire \$288.54 two new pickup tires, and Windshield Doctor \$194 pickup window replaced; and in utilities, Ed Staub \$1,234.44 for Haines (monthly delivery) and Halfway (2 big deliveries annually) branches heating fuel. The Other Funds has made \$1,120.59 in the last three months for Amazon.com and Half.com book sales revenues. Other Funds reimbursed General Fund \$106.49 in postage.
Next Meeting Date	Palmer thanked Stokes for keeping the policies up to date and Hawes for the business report. Palmer asked for suggestions for agenda items for the next meeting; none were suggested. The next Board meeting will be April 8, 2013.

Adjourn	The meeting was adjourned at 7:50 pm.
	Respectfully submitted,
	Perry Stokes, Secretary to the Board
	PS/ch



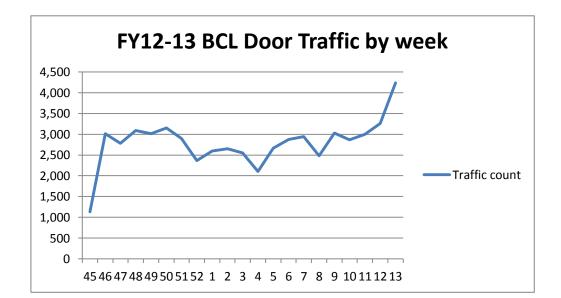


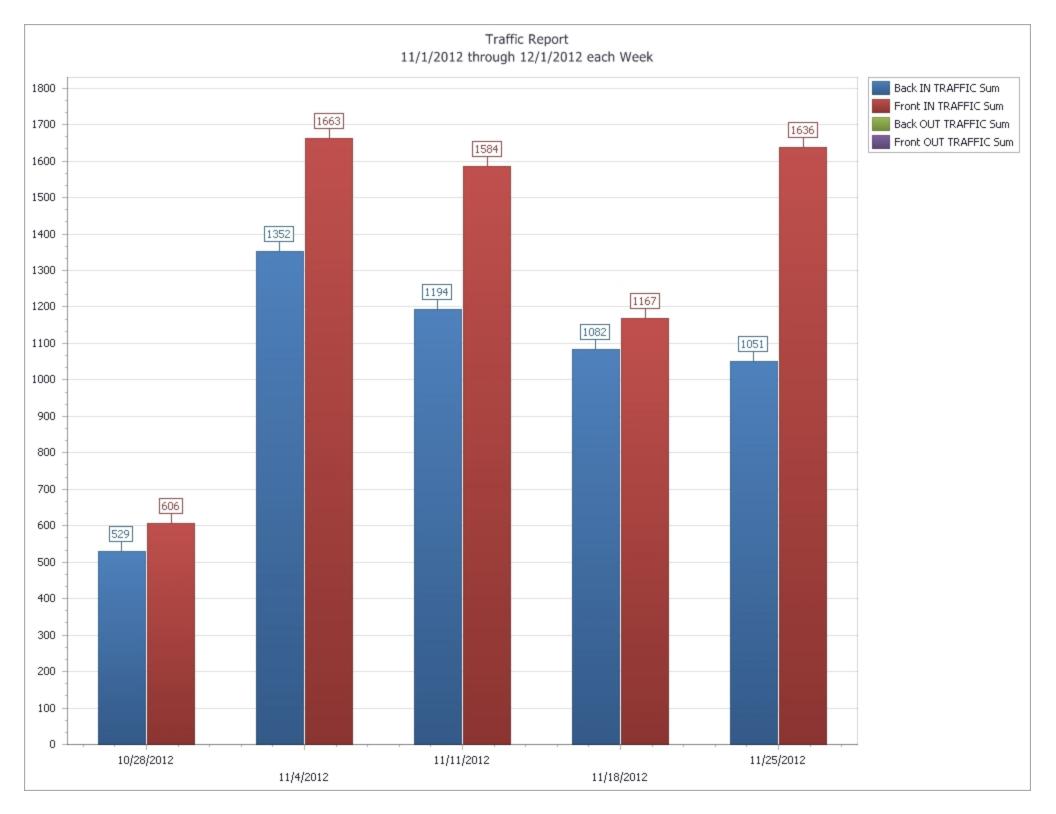
FY12-13 Monthly

	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13
wk1	1,135	405	1,819	845	961			
wk2	3,015	3,014	2,654	2,877	2,864			
wk3	2,778	3,150	2,549	2,942	2,999			
wk4	2,687	2,893	2,103	2,481	3,260			
wk5		2,363	1,820	2,068	4,240			
wk6		781			148			
TOTAL	9,615	9,462	9,125	9,145	10,084	0	0	0

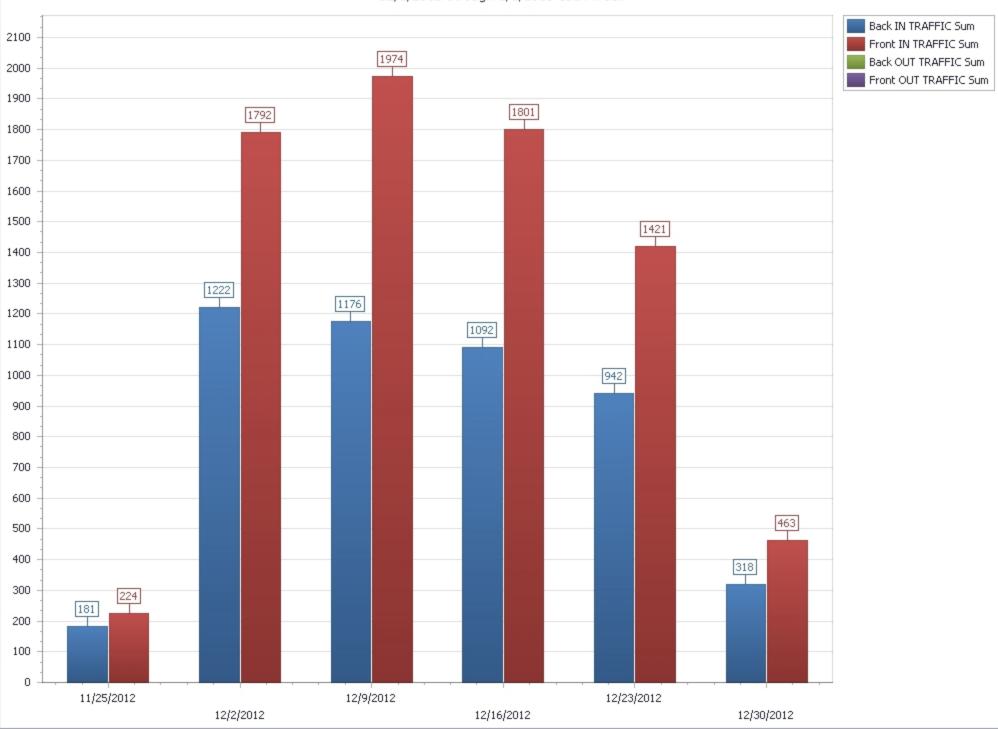
Weekly

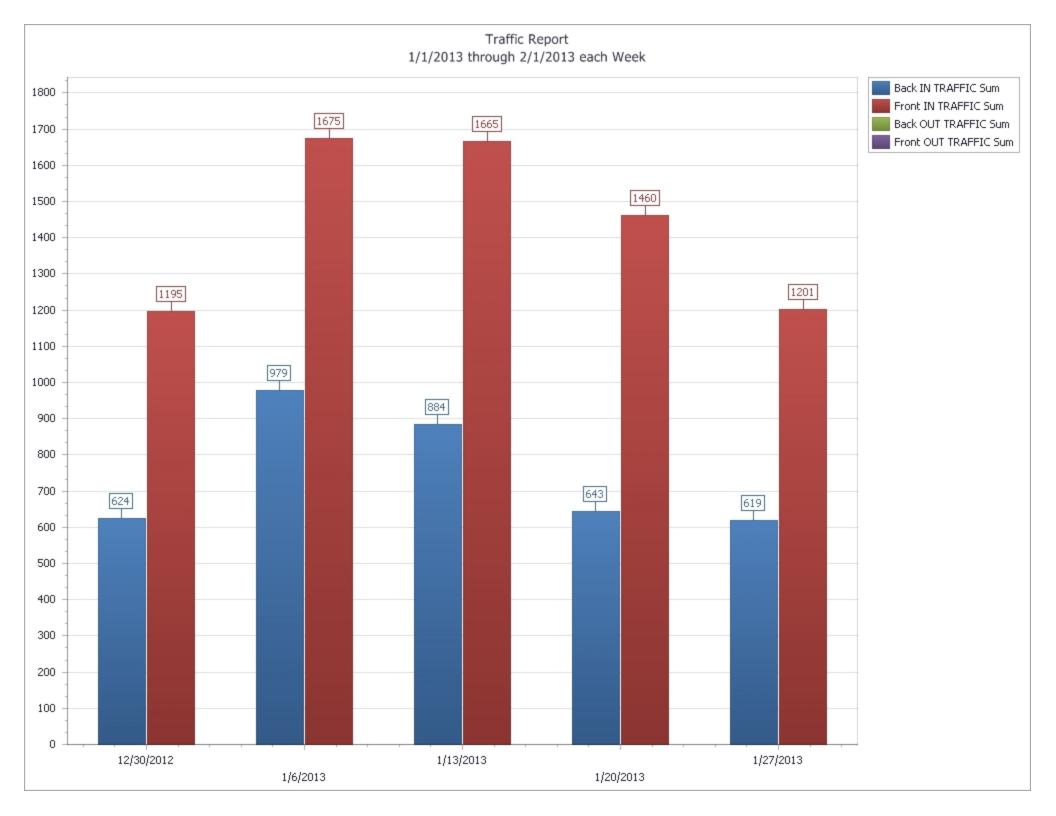
Nov	45	1,135
	46	3,015
	47	2,778
	48	3,092
Dec	49	3,014
	50	3,150
	51	2,893
	52	2,363
Jan	1	2,600
	2	2,654
	3	2,549
	4	2,103
	5	2,665
Feb	6	2,877
	7	2,942
	8	2,481
	9	3,029
Mar	10	2,864
	11	2,999
	12	3,260
	13	4,240
	Dec Jan Feb	46 47 48 Dec 49 50 50 50 50 51 52 Jan 1 2 33 44 55 Feb 6 7 88 99 Mar 10 11 12



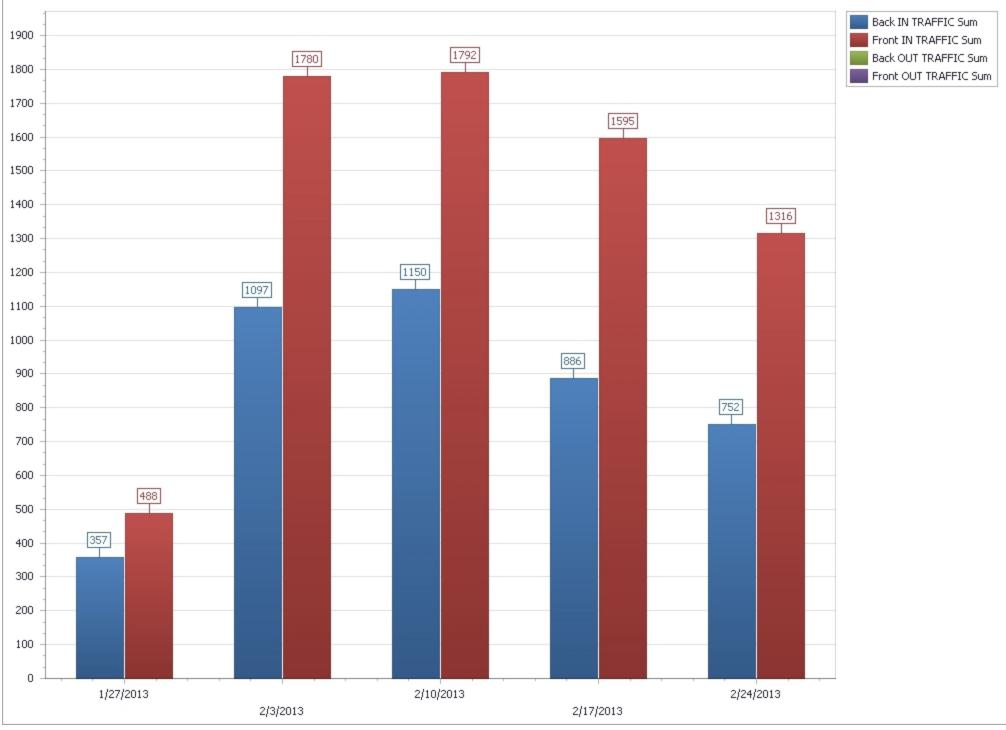


Traffic Report 12/1/2012 through 1/1/2013 each Week

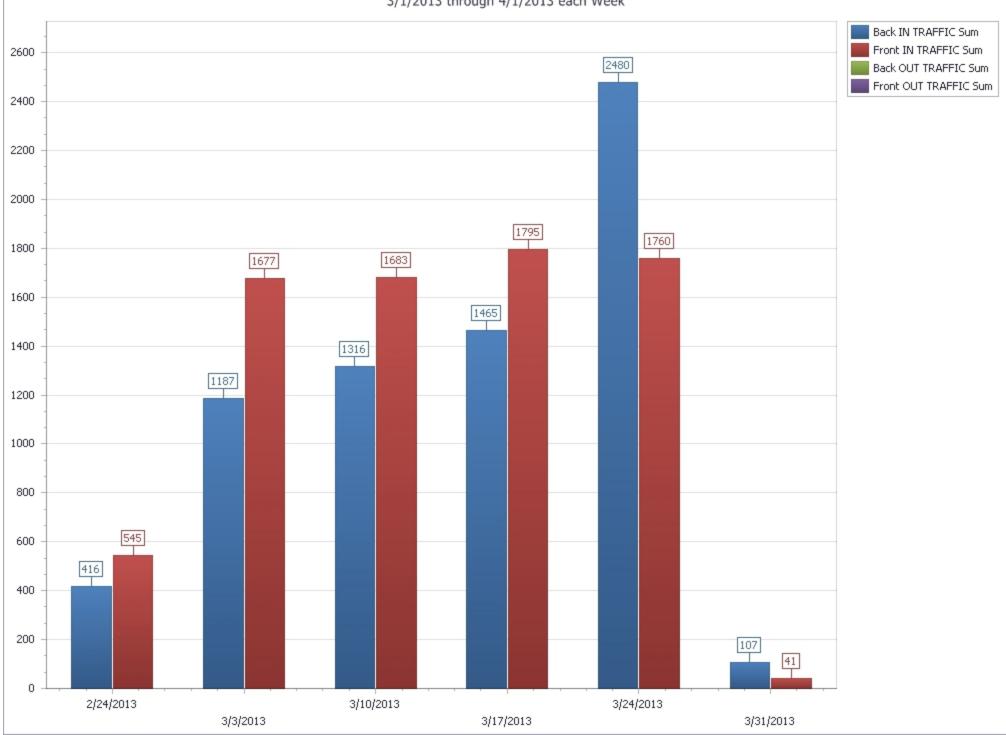




Traffic Report 2/1/2013 through 3/1/2013 each Week



Traffic Report 3/1/2013 through 4/1/2013 each Week



							PROJECTE	D TOTAL		FY13-14	\$ CHG		% CHG	
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget		Projected		Budget	
Income														
4000 · Current Year Tax Levy														
4001 · Current Tax Levy	0	480,928	100,183	581,111	32,271	613,382	604,200	9,182	101.52%	624,545	11,163	1.8%	20,345	
4006 · Local Option Levy														
4006.1 · Current Local Option Levy	0	0	39,146	39,146	1,669	40,815								
4006 · Local Option Levy - Other	0	187,923	294	188,217	13,000	201,217								
Total 4006 · Local Option Levy	0	187,923	39,441	227,364	14,669	242,032	242,238	-206	99.92%	239,338	-2,694	-1.1%	-2,900	
4000 · Current Year Tax Levy - Other	0	0	0	0	0	0								
Total 4000 · Current Year Tax Levy	0	668,850	139,624	808,474	46,940	855,414	846,438	8,976	101.06%	863,883	8,469	1.0%	17,445	2.1%
4005 · Prior Year Taxes														
4011 · Levy 1st year prior	3,348	7,014	3,919	14,281	2,700	16,981								
4012 · Levy 2nd year prior	2,335	4,889	2,691	9,915	636	10,551								
4013 · Levy 3rd year prior	851	3,442	1,508	5,801	1,300	7,101								
4014 · Levy 4th year prior	4,118	198	7	4,322	-800	3,522								
4015 · Levy 5th year prior	66	72	7	145	0	145								
4016 · Levy 6th year prior	6	3	15	24	1	25								
4017 · Levy 7+ prior years	0	0	14	14	0	14								
4005 · Prior Year Taxes - Other	0	0	0		0	0	35,000	-35,000	0.0%	38,000				
Total 4005 · Prior Year Taxes	10,723	15,618	8,161	34,502	3,837	38,339	35,000	3,339	109.54%	38,000	-339	-0.9%	3,000	8.6%
4020 · OtherTaxes/Bond Priors-LandSale	0	0	0	0	3,200	3,200	1,200	2,000	266.67%	3,000	-200	-6.3%	1,800	150.0%
4021 · Transfer of Bond II balance	0	0		0										
4022 · Transfer of Flex Lease Balance	0	0		0										
4060 · State Resource Sharing	0	0	5,838	5,838	0	5,838	6,000	-162	97.3%	6,000				
4065 · LEOelection support	0	0		0										
4066 · Grant Revenue	0	0		0										
4100 · Fines and Fees	4,976	3,761	4,700	13,437	4,000	17,437	13,000	4,437	134.13%	15,000	-2,437	-14.0%	2,000	15.4%
4200 · Interest Income				0										
4200.1 · Flex-Tan Interest	0	0		0										
4200 · Interest Income - Other	141	369	615	1,125	6,500					7,000				
Total 4200 · Interest Income	141	369	615	1,125	6,500	7,625	9,000	-1,375	84.72%	7,000	-625	-8.2%	-2,000	-22.2%
4300 · Other Revenues				0										
4301.1 · VocRehab Reimb/ODHS	3,704	1,657	0	5,361	3,400	8,761	5,000	3,761	175.23%	CHECK 5,000	-3,761	-42.9%	0	0.0%
4301.5 · Leo Adler Parkway gift	0	0		0										
4302 · Donations	150	0	30	180	-30	150	200	-50	75.0%	200	50	33.3%	0	0.0%
4302.2 · Gates Opportnty Matching Grant	0	0		0										
4303 · Program Support	163	222		385	0	385		385						
4303.2 · Workshop Income	0	0		0										
4305 · Adopt-A-Magazine	0	0		0										
4306 · Value of gifts	0	0		0										
4307 · E-Rate Refunds	1,339	0	0	1,339	6,000	7,339	6,500	839	112.91%	7,500	161	2.2%	1,000	15.4%
4309 · Other Revenues - Miscellaneous	0	280	0	280	0	280								
4300 · Other Revenues - Other	0	0	0	0	0	0								
Total 4300 · Other Revenues	5,356	2,160	30	7,546	9,370	16,916	11,700	5,216	144.58%	12,700	-4,216	-24.9%	1,000	8.5%
4310 · Technology Mgr Contract Income	924	0	0	924	1,800	2,724	2,700	24	100.89%	4,000	1,276	46.8%	1,300	48.1%
4311 · Technology Mgr Services Income	0	0		0										
4400 · Contributions	0	0		0										
4500 · Transfer Income	0	0	0	0	2,000	2,000	2,060	-60	97.09%					
4800 · Proceeds on Xerox 16P Cap Lease	0	0		0										
4998 · Severance carryover	0	0		0										

							PROJECTE	D TOTAL			FY13-14	\$ CHG	9	% CHG	
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget			Projected		Budget	
4999 · Beginning Cash				0											
4999.1 · Checking cash on hand	0	0		0											
4999.2 · LGIP cash on hand	219,343	0	0	219,343	0	219,343	19,273	200,070	1,138.08%		20,109				
4999 · Beginning Cash - Other	0	0	0	0	0	0	200,000	-200,000	0.0%		200,000				
Total 4999 · Beginning Cash	219,343	0	0	219,343	0	219,343	219,273	70	100.03%		220,109	766	0.3%	836	
Total Income	241,463	690,759	158,968	1,091,189	77,647	1,168,836	1,146,371	22,465	101.96%		1,176,692	7,855	0.7%	30,321	2.6%
Expense				0											
5102 · PS-Library Director	17,275	17,753	17,753	52,782	17,753	70,536	68,014	2,522	103.71%	CHECK	71,665	1,129	1.6%	3,651	5.4%
5104 · SD-Administrative Assistant				0											
5104.1 · Severance Pkg	0	0		0											
5104 · SD-Administrative Assistant - Other	4,548	4,562		9,111											
Total 5104 · SD-Administrative Assistant	4,548	4,562	4,562	13,673	4,562	18,235	18,670	-435	97.67%		18,857	622	3.4%	187	1.0%
5105 · CH-Business Manager	4,686	5,211	5,093	14,991	5,211	20,202	20,290	-88	99.57%		20,512	310	1.5%	222	1.1%
5120 · CW-Lib Asst/Supplies Mgr, ILL	9,065	9,241	9,241	27,546	9,241	36,786	36,786	0	100.0%		39,021	2,235	6.1%	2,235	6.1%
5121 · AR-Clerk Ic				0											
5121.1 · Retirement severance pay	0	0		0											
5121 · AR-Clerk Ic - Other	0	0		0											
Total 5121 · AR-Clerk Ic	0	0		0											
5122 · CC-Lib Asst/Outreach, Br Circ				0											
5122.1 · Insurance comp.	0	0		0											
5122.2 · Severance Pkg	0	0		0											
5122 · CC-Lib Asst/Outreach, Br Circ - Other	0	0		0											
Total 5122 · CC-Lib Asst/Outreach, Br Circ	0	0		0											
5123 · AD-Lib Asst/Window, Media				0											
5123.2 · Severance Pkg	0	0		0											
5123 · AD-Lib Asst/Window, Media - Other	2,107	2,318		4,425											
Total 5123 · AD-Lib Asst/Window, Media	2,107	2,318	2,087	6,511	2,318	8,829	10,369	-1,540	85.15%		10,520	1,690	19.1%	151	1.5%
5124 · CA-Lib Asst/Shelver,Volntr Mgr				0											
5124.1 · CA Sunday Desk	0	0		0											
5124 · CA-Lib Asst/Shelver,Volntr Mgr - Othe	3,979	4,115		8,095											
Total 5124 · CA-Lib Asst/Shelver,Volntr Mgr	3,979	4,115	3,994	12,088	4,115	16,204	15,806	398	102.52%		15,961	-243	-1.5%	155	1.0%
5125 · LC-Lib Asst/Catalog Specialist				0											
5125.1 · LC Sunday desk	0	0		0											
5125 · LC-Lib Asst/Catalog Specialist - Other	7,577	7,602		15,179											
Total 5125 · LC-Lib Asst/Catalog Specialist	7,577	7,602	7,032	22,212	7,032	29,244	30,384	-1,140	96.25%	Reduced hrs fr	30,411	1,167	4.0%	27	0.1%
5126 · MS-Lib Asst/Childrens Services	5,940	5,898	5,850	17,689	5,898	23,586	24,440	-854	96.51%	Reclass not im	24,679	1,092	4.6%	239	1.0%
5127 · JobService-Clerk	0	0		0							2,076	2,076		2,076	
5128 · SM-Lib Asst/Public Services	3,421	3,671	3,593	10,686	3,671	14,357	14,960	-603	95.97%		15,112	755	5.3%	152	1.0%
5129 · SB-Lib Asst/Periodicals Mgr	7,458	7,602	7,602	22,662	7,602	30,264	30,264	0	100.0%	CHECK step in	30,696	431	1.4%	432	1.4%
5130 · CA,LC Sunday employees	0	0		0											
5131 · DP-Reference Services				0											
5131.1 · DP-Special Projects	0	0		0											
5131 · DP-Reference Services - Other	7,156	7,557		14,712											
Total 5131 · DP-Reference Services	7,156	7,557	7,437	22,149	7,557	29,706	27,628	2,078	107.52%	Extra hours for	27,908	-1,798	-6.1%	280	1.0%
5132 · HS-Lib Asst/Processing	2,651	2,768	2,537	7,956	2,768	10,724	10,701	23	100.22%		11,947	1,222	11.4%	1,246	11.6%
5133 · CS Lib Asst/Media Processing	4,285	4,441	4,374	13,099	4,441	17,540	16,952	588	103.47%	Extra hours for	17,974	434	2.5%	1,022	6.0%
5138 · Library Page/Shelving	0	0	0	0	0	0									
5139 · Student/Public Services	0	0		0											
5140 · Vacation Substitutes				0											

							PROJECTE	D TOTAL			FY13-14	\$ CHG		% CHG	
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget			Projected		Budget	
5139.1 · Summer Reading Sub	0	0		0											
5140 · Vacation Substitutes - Other	2,157	1,647		3,804											
Total 5140 · Vacation Substitutes	2,157	1,647	1,016	4,820	1,647	6,466	7,845	-1,379	82.43%	CHECK Some	7,921	1,455	22.5%	76	1.0%
5141 · Weekend Staff	0	0		0								,			
5142 · TG-Library Asst, Sunday	0	0	580	580	726	1,307					2,287	2,287	75.1%	2,287	
5146 · RM-Clerk Ih	0	0		0											
5147 · TM-Clerk le	0	0		0											
5148 · KH-Clerk II	0	0		0											
5150 · Bookmobile/Maintenance				0											
5150.1 · KM-Bookmobile, PRCI Crew Mgr	0	0		0											
5150.2 · BA-Bookmobile Driver	0	0		0											
5150.3 · SK-Bookmobile Driver	1,226	2,037	1,872	5,134	2,037	7,170	7,824	-654	91.65%	Out for injury	7,935	765	10.7%	111	1.4%
5150.4 · TC-Bookmobile Driver	0	0		0											
5150.5 · RW-Bookmobile Driver	1,777	1,257	1,395	4,429	1,257	5,687	7,451	-1,765	76.32%	CHECK	7,905	2,219	39.0%	454	6.1%
5150.9 · GJ-Driving	0	0		0											
5150 · Bookmobile/Maintenance - Other	0	0		0											
Total 5150 · Bookmobile/Maintenance	3,002	3,294	3,267	9,563	3,294	12,857	15,275	-2,418	84.17%		15,840	2,984	23.2%	565	3.7%
5151 · JR-Book processor	0	0		0											
5152 · JW-Technology Manager				0											
5152.1 · Tech Services	0	0		0											
5152 · JW-Technology Manager - Other	11,569	11,794		23,363											
Total 5152 · JW-Technology Manager	11,569	11,794	11,794	35,156	11,794	46,950	46,949	1	100.0%		47,613	663	1.4%	664	1.4%
5154 · HH-Book Processor	0	0		0											
5155 · Amazon Book Project	0	0		0											
5161 · JF-Hispanic Interp.	0	0		0											
5166 · DC-Volunteer Program Coordinato	0	0		0											
5167 · RE-Literacy Coordinator	0	0		0											
5168 · JC-Child Care Provider	0	0		0											
5170 · DR -Cleaning	0	0		0											
5171 · BB-Cleaning	0	0		0											
5172 · MN-Special Services Temp.	0	0		0											
5173 · Facilities Maintenance	0	665	2,161	2,826	2,161	4,987	6,101	-1,114	81.74%	Start delayed	8,622	3,635	72.9%	2,521	41.3%
5100 · Baker Branch - Other	0	0		0											
Total 5100 · Baker Branch	96,876	100,139	99,973	296,988	101,791	398,779	401,434	-2,655	99.34%		419,621	20,841	5.2%	18,187	4.5%
5200 · Branch Attendants				0											
5202 · Haines	3,112	2,856	2,618	8,586	2,856	11,442	11,736	-294	97.5%		11,290	-152	-1.3%	-446	-3.8%
5203 · Halfway	3,260	3,362	3,248	9,870	3,362	13,233	11,736	1,497	112.75%	CHECK	11,903	-1,330	-10.0%	167	1.4%
5204 · Richland	3,203	2,727	2,838	8,767	2,727	11,494	11,456	38	100.33%		11,880	386	3.4%	424	3.7%
5205 · Huntington	2,502	2,659	2,268	7,428	2,659	10,087	10,686	-599	94.4%		10,241	154	1.5%	-445	-4.2%
5206 · Sumpter	3,060	3,148	3,047	9,255	3,148	12,402	11,736	666	105.68%	CHECK	11,903	-499	-4.0%	167	1.4%
5209 · Branch Training	0	937	0	937	937	1,873	1,500	373	124.9%	CHECK					
5200 · Branch Attendants - Other	0	0		0											
Total 5200 · Branch Attendants	15,137	15,688	14,018	44,843	15,688	60,532	58,850	1,682	102.86%		57,217	-3,315	-5.5%	-1,633	-2.8%
5001 · District salaries - Other	0	0		0											
otal 5001 · District salaries	112,013	115,827	113,991	341,832	117,479	459,311	460,284	-973	99.79%		476,838	17,527	3.8%	16,554	3.6%
300 · Special Contracts	,		-,	0										,	
5153 · JW-Tech Contracts				0											
5153.1 · Harney County Library	0	0		0											
5153.2 · Or Trail Library District	0	0		0											

							PROJECTE	DTOTAL			FY13-14	\$ CHG		% CHG	
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget			Projected		Budget	
5153.3 · Lakeview Library District	0	0		0											
5153 · JW-Tech Contracts - Other	0	0	0	0	0	0	1,700	-1,700	0.0%						
Total 5153 · JW-Tech Contracts	0	0	0	0	0	0	1,700	-1,700	0.0%						
5160 · Jobs Plus/Vocation Programs	3,780	2,191	0	5,971	0	5,971	2,076	3,895	287.61%	CHECK					
5300 · Special Contracts - Other	0	0		0											
Total 5300 · Special Contracts	3,780	2,191	0	5,971	0	5,971	3,776	2,195	158.13%						
5400 · Payroll Taxes & Benefits				0											
5401 · Group Insurance				0											
5401.1 · Health Insurance	18,572	18,572	11,322	48,465	18,572	67,037	73,294	-6,257	91.46%	CHECK	85,026				
5401.2 · Insurance benefit	1,447	1,447	1,447	4,341	1,447	5,788	4,288	1,500	134.98%	CHECK					
5401.3 · Group Insurance Liability	5,600	1,030	8,400	15,030	3,000	18,030		18,030							
5401 · Group Insurance - Other	0	0		0											
Total 5401 · Group Insurance	25,619	21,049	21,169	67,836	23,019	90,855	77,582	13,273	117.11%	\$18,000 covere	85,026	-5,829	-6.4%	7,444	9.6%
5402 · Health Insurance Contingency	0	0		0											
5403 · Life Insurance	455	236	238	929	236	1,165	900	265	129.46%	CHECK	952	-213	-18.3%	52	5.8%
5404 · PERS	11,498	19,092	11,402	41,991	11,402	53,393	47,309	6,084	112.86%	CHECK	70,772	17,379	32.5%	23,463	49.6%
5405 · FICA S.S. Employer Portion	8,747	8,902	9,467	27,116	8,902	36,018	35,480	538	101.52%	CHECK	36,478	460	1.3%	998	2.8%
5406 · SUTA Employer Portion	97	102	135	334	102	436	459	-23	94.96%		477	41	9.4%	18	3.9%
5407 · Workmans Comp	1,798	103	191	2,092	103	2,195	2,110	85	104.04%		2,193	-2	-0.1%	83	4.0%
5408 · Bob's termination benefit	0	0		0											
5409 · Direct Deposit Fees	0	0		0											
5400 · Payroll Taxes & Benefits - Other	0	0		0											
Total 5400 · Payroll Taxes & Benefits	48,213	49,484	42,601	140,298	43,764	184,062	163,840	20,222	112.34%		195,899	11,837	6.4%	32,059	19.6%
6560 · Payroll Expenses	97	108	100	305	0	305	,	- ,			,	,		- ,	
5000 · Personal Services - Other	0	0		0											
Total 5000 · Personal Services	164,103	167,609	156,693	488,406	161,243	649,649	627,900	21,749	103.46%		672,736	23,087	3.6%	44,836	7.1%
6000 · Materials and Services				0			,	,			0,.00			,	
6100 · Books & Periodicals				0											
6110 · Adult Books	4,801	12,948	16,039	33,788	7,000	40,788	33,766	7,022	120.8%		25,000	-15,788	-38.7%	-8,766	-26.0%
6120 · Childrens & Juvenile Books	3,264	5,346	2,398	11,007	2,000	13,007	12,000	1,007	108.39%		7,000	-6,007	-46.2%	-5,000	-41.7%
6125 · Benchmark Book Purchases	0	0	_,	,1	_,	,	,	.,			.,	-,		-,	
6130 · Reference Books	Ŭ	Ŭ		0											
6135 · CD Roms	0	0		0											
6130 · Reference Books - Other	770	2,615		3,385											
Total 6130 · Reference Books	770	2,615	371	3,756	1,700	5,456	7,500	-2,045	72.74%		5,000	-456	-8.3%	-2,500	-33.3%
6134 · Electronic Subscriptions	4,550	4,646	689	9,885	0	9,885	9,000	885	109.83%		10,000	115	1.2%	1,000	11.1%
6140 · Periodicals	2,824	2,368	4.318	9,510	2,500	12,010	12,000	10	100.08%		12,000	-10	-0.1%	0	0.0%
6150 · Audio	1,199	1,526	1,419	4,144	1,200	5,344	6,000	-656	89.06%		5,000	-344	-6.4%	-1,000	-16.7%
6160 · Video/DVD	1,802	3,862	4,928	10,592	1,500	12,092	6,000	6,092	201.54%		6,000	-6,092	-50.4%	0	0.0%
6169 · Ready-2-Read Grant Purchases	_,	0	0	0	0	0	1,000	-1,000	0.0%		-,	-,		-	
6170 · Bindery	0	0	Ũ	0	Ŭ	Ŭ	1,000	1,000	01070						
6171 · Music	0	191	426	617	0	617	500	117	123.42%		500	-117	-19.0%	0	0.0%
6100 · Books & Periodicals - Other	0	0	.=0	0	Ů	0.1	000				000		_5.070	Ŭ	210/0
Total 6100 · Books & Periodicals	19,209	33,501	30,588	83,299	15,900	99,199	87,766	11,433	113.03%		70,500	-28,699	-28.9%	-17,266	-19.7%
6200 · OPAC Services	15,209	55,501	00,000	03,239	10,900	55,155	01,100	11,400	110.0078		70,000	20,000	20.570	17,200	15.770
6200 · OFAC Services 6201 · SAGE Network	0	10,000	0	10,000	0	10,000	10,500	-500	95.24%		11,000	1,000	10.0%	500	4.8%
6202 · Supercat Subscription	0	10,000	0	10,000	0	10,000	10,300	-300	33.2470		11,000	1,000	10.0%	500	4.070
6202 · Supercat Subscription 6203 · Leased Line Exp	0	0		0											
-	0 113	0 16	6	135	200	335	600	-265	55 96%		400	65	10.2%	200	22 20/
6204 · OCLC/ILL Referall	113	16	6	135	200	335	000	-265	55.86%		400	65	19.3%	-200	-33.3%

							PROJECTE	ED TOTAL		FY1:	3-14	\$ CHG		% CHG	
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget			Projected		Budget	
6205 · Cataloging Utilities	0	0		0											
6200 · OPAC Services - Other	0	0		0											
Total 6200 · OPAC Services	113	10,016	6	10,135	200	10,335	11,100	-765	93.11%		11,400	1,065	10.3%	300	2.7%
6300 · Building Eq. & Supplies				0											
6310 · Building & Grounds Maintenance				0											
6311 · Branch building expenses	1,375	714	3,713	5,803	0	5,803	5,000	803	116.05%		5,000	-803	-13.8%	0	0.0%
6312 · Snow Removal	0	0	742	742	17	759	2,000	-1,242	37.93%		2,000	1,242	163.7%	0	0.0%
6310 · Building & Grounds Maintenance - Other	1,992	4,161	4,115	10,267	3,000	13,267	20,000	-6,733	66.34%		15,000	1,733	13.1%	-5,000	-25.0%
Total 6310 · Building & Grounds Maintenance	3,368	4,875	8,570	16,812	3,017	19,828	27,000	-7,172	73.44%		22,000	2,172	11.0%	-5,000	-18.5%
6320 · Janitorial Supplies				0											
6321 · Cleaning contract	2,580	2,580	2,580	7,740	2,580	10,320	10,500	-180	98.29%		11,000	680	6.6%	500	4.8%
6322 · Supplies	389	506	484	1,379	700	2,079	2,000	79	103.93%		2,100	21	1.0%	100	5.0%
6320 · Janitorial Supplies - Other	0	0		0											
Total 6320 · Janitorial Supplies	2,969	3,086	3,064	9,119	3,280	12,399	12,500	-101	99.19%		13,100	701	5.7%	600	4.8%
6340 · Equipment Maint. & Supplies	928	1,212	779	2,919	1,000	3,919	3,800	119	103.12%		3,500	-419	-10.7%	-300	-7.9%
6345 · Computer Maintenance				0											
6345.1 · Computer - Maintenance	1,739	1,279	221	3,240	700	3,940	5,000	-1,060	78.79%		5,000	1,060	26.9%	0	0.0%
6345.2 · Software subscriptions	59	1,851	2,160	4,070	500	4,570	5,000	-430	91.41%		5,000	430	9.4%	0	0.0%
6345.3 · Comp Tech - Branch Travel	544	565	636	1,745	636	2,381	2,000	381	119.07%		2,500	119	5.0%	500	25.0%
6345.4 · Computer - Hardware	3,017	1,619	638	5,274	1,000	6,274	5,000	1,274	125.47%		6,000	-274	-4.4%	1,000	20.0%
6345 · Computer Maintenance - Other	0	0		0											
Total 6345 · Computer Maintenance	5,359	5,314	3,656	14,328	2,836	17,165	17,000	165	100.97%		18,500	1,335	7.8%	1,500	8.8%
6300 · Building Eq. & Supplies - Other	0	0		0											
Total 6300 · Building Eq. & Supplies	12,623	14,487	16,068	43,178	10,133	53,310	60,300	-6,990	88.41%		57,100	3,790	7.1%	-3,200	-5.3%
6400 · Bookmobile Operations				0											
6410 · Bookmobile Fuel	822	839	798	2,459	850	3,309	4,000	-691	82.71%		3,500	191	5.8%	-500	-12.5%
6420 · Bookmobile Maintenance	1,077	986	2,272	4,336	800	5,136	3,500	1,636	146.73%		4,000	-1,136	-22.1%	500	14.3%
6421 · Outreach Mileage	0	0		0											
6400 · Bookmobile Operations - Other	0	0		0											
Total 6400 · Bookmobile Operations	1,899	1,825	3,070	6,794	1,650	8,444	7,500	944	112.59%		7,500	-944	-11.2%	0	0.0%
6600 · Corporate Costs				0											
6610 · Insurance				0											
6612 · Boiler	0	0	1,068	1,068	0	1,068	1,100	-32	97.09%		1,100	32	3.0%	0	0.0%
6613 · SDAO Liability	0	0	10,725	10,725	0	10,725	10,100	625	106.18%		11,000	276	2.6%	900	8.9%
6614 · Flood Insurance	0	0	1,314	1,314	0	1,314	1,250	64	105.12%		1,400	86	6.5%	150	12.0%
6610 · Insurance - Other	0	0		0											
Total 6610 · Insurance	0	0	13,107	13,107	0	13,107	12,450	657	105.27%		13,500	394	3.0%	1,050	8.4%
6620 · Travel & Training				0											
6620.1 · Comp Tech - Branch Travel	0	0		0											
6620.2 · Tech Services Travel	0	0		0											
6620.3 · PLA Conference 2010	0	0		0											
6620 · Travel & Training - Other	1,335	452		1,786	1,000		3,000				3,000	3,000		0	0.0%
Total 6620 · Travel & Training	1,335	452	254	2,040	1,000	3,040	3,000	40	101.34%		3,000	-40	-1.3%	0	0.0%
6621 · Special Contracts Travel	0	0	0	_,0	400	400	1,000	-600	40.0%	CHECK	500	100	25.0%	-500	-50.0%
6630 · Election	0	0	0	0	3,200	3,200	3,200	0	100.0%		0	-3,200	-100.0%	-3,200	-100.0%
6640 · Auditor	0	0	7,283	7,283	0,200	7,283	7,250	33	100.46%		7,500	217	3.0%	250	3.4%
6641 · Bookkeeping Supplies & Services	0	0	60	60	1,200	1,260	900	360	139.97%	CHECK	500	-760	-60.3%	-400	-44.4%
6660 · Association dues	423	190	270	883	800	1,683	2,100	-417	80.15%	CHECK	1,700	17	1.0%	-400	-19.0%
6670 · Debt Service	-125	0	2.0	0	500	0	2,100		00.1070		.,. 00		2.070		10.070
	0	0		0		0									

							PROJECTE	D TOTAL			FY13-14	\$ CHG		% CHG	
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget			Projected		Budget	
6680 · Publication	250	253	195	698	300	998	1,000	-2	99.84%		1,000	2	0.2%	0	0.0%
6690 · Financial Mgmt Fees				0		0									
6690.1 · Checking Account Fees	55	54	66	175	70	245	450	-205	54.36%	CHECK	275	30	12.4%	-175	-38.9%
6690.2 · Pool 5291 Fees	43	45	34	123	50	173	200	-27	86.26%	CHECK	200	27	15.9%	0	0.0%
6690.3 · PayPal Transaction Fees	0	0	10	10	50	60	300	-240	19.95%	CHECK	300	240	401.3%	0	0.0%
6690.4 · Quick Books Direct Deposit Fees	0	0		0											
6690 · Financial Mgmt Fees - Other	0	0		0											
Total 6690 · Financial Mgmt Fees	98	99	110	307	170	477	950	-473	50.21%		775	298	62.5%	-175	-18.4%
6691 · Legal Administration	0	200	0	200	0	200	200	0	100.0%		200	0	0.0%	0	0.0%
6692 · Professional services	0	0	0	0	0	0	10	-10	0.0%		10	10		0	0.0%
6695 ⋅ cash advance	0	0		0											
6696 · PR Events, Programs	412	0	0	412	0	412	2,000	-1,588	20.61%		2,000				
6600 · Corporate Costs - Other	0	0	0	0	0	0				CHECK					
Total 6600 · Corporate Costs	2,518	1,194	21,278	24,990	8,070	33,060	37,060	-4,000	89.21%		33,685	625	1.9%	-3,375	-9.1%
6700 · Other Operating Expenses				0											
6710 · Branch Rent				0											
6710.5 · Masonic lodge mortgage	0	0		0											
6710 · Branch Rent - Other	0	0		0											
Total 6710 · Branch Rent	0	0		0											
6720 · Branch Mileage	768	699	620	2,086	700	2,786	2,500	286	111.45%		2,900	114	4.1%	400	16.0%
6730 · Library Services Supplies				0											
6730.7 · Library supplies	0	0		0											
6730 · Library Services Supplies - Other	3,583	3,625		7,208											
Total 6730 · Library Services Supplies	3,583	3,625	2,981	10,189	3,500	13,689	15,000	-1,311	91.26%		15,000	1,311	9.6%	0	0.0%
6731 · Children & Youth Programs				0											
6731.2 · Summer Reading	555	0	21	576	800	1,376	1,500	-124	91.76%						
6731.3 · Storytime	0	83	101	184	43	227									
6731.4 · Other Youth Programs	0	186	9	195	0	195									
6731.5 · Teen Activities	616	-149	0	467	300	767									
6731.6 · Haines Summer Reading	96	0	0	96	400	496	400	96	124.01%						
6731 · Children & Youth Programs - Other	0	0	0	0	0	0	2,000	-2,000	0.0%		3,500	3,500		1,500	75.0%
Total 6731 · Children & Youth Programs	1,267	121	131	1,519	1,543	3,062	3,900	-838	78.51%		3,500	438	14.3%	-400	-10.3%
6740 · Postage & Freight	358	342	398	1,098	700	1,098	2,400	-1,302	45.74%		1,500	402	36.6%	-900	-37.5%
6750 · Utilities															
6751 · Garbage															
6751.1 · Baker-Baker Sanitary	404	412	408	1,224	410	1,634	1,650	-16	99.03%		1,700	66	4.0%	50	3.0%
6751.2 · Haines-Baker Sanitary	54	27	54	135	54	189	175	14	108.0%		190	1	0.5%	15	8.6%
6751.3 · Halfway-LaRue Sanitary	0	16	16	32	16	48	100	-52	47.96%		75	27	56.4%	-25	-25.0%
6751.4 · Richland-Eagle Cap Sanitation	0	12	12	24	12	36	90	-54	40.0%		75	39	108.3%	-15	-16.7%
6751.5 · Huntington-Baker Sanitary	64	32	64	160	64	224	200	24	112.0%		240	16	7.1%	40	20.0%
6751 · Garbage - Other	0	0		0											
Total 6751 · Garbage	522	499	554	1,575	556	2,131	2,215	-84	96.2%		2,280	149	7.0%	65	2.9%
6752 · Heating Fuel															
6752.1 · Baker-Cascade Natural Gas	408	1,413	2,391	4,212	2,500	6,712	6,000	712	111.87%		6,750	38	0.6%	750	12.5%
6752.2 · Haines-Ed Staub	40	476	1,470	1,986	350	2,336	2,500	-164	93.44%		2,500	164	7.0%	0	0.0%
6752.3 · Halfway-Ed Staub	0	682	914	1,596	50	1,646	1,600	46	102.89%		1,600	-46	-2.8%	0	0.0%
6752.5 · Huntington (None-Electric)	0	0		0											
6752.6 · Sumpter-City of Sumpter(Shared)	0	0	0	0	1,200	1,200	2,500	-1,300	48.0%		1,300	100	8.3%	-1,200	-48.0%
6752.9 · Gas-Branch	0	0		0											

							PROJECTE	PROJECTED TOTAL			FY13-14			% CHG	
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget			Projected		Budget	
6752 · Heating Fuel - Other	0	0		0											
Total 6752 · Heating Fuel	448	2,570	4,776	7,794	4,100	11,894	12,600	-706	94.4%		12,150	256	2.1%	-450	-3.6%
6753 · Water/Sewer				0											
6753.1 · Baker-City of Baker City	1,107	425	404	1,936	300	2,236	2,000	236	111.78%		2,400	164	7.4%	400	20.0%
6753.2 · Haines-City of Haines	201	201	201	603	205	808	800	8	101.0%		820	12	1.5%	20	2.5%
6753.3 · Halfway-City of Halfway	257	277	210	743	220	963	850	113	113.33%		1,000	37	3.8%	150	17.6%
6753.4 · Richland (Pine Eagle agreemt)	188	192	128	508	180	688	800	-112	86.0%		750	62	9.0%	-50	-6.3%
6753.5 · Huntington-City of Huntingtn	176	176	176	527	175	702	680	22	103.16%		725	24	3.3%	45	6.6%
6753.6 · Sumpter-City of Sumpter(Shared)	0	0	0	0	0	0	500	-500	0.0%		0	0		-500	-100.09
6753 · Water/Sewer - Other	0	0		0											
Total 6753 · Water/Sewer	1,928	1,270	1,119	4,316	1,080	5,396	5,630	-234	95.85%		5,695	299	5.5%	65	1.29
6754 · Electric				0											
6754.1 · Baker - OTEC	5,452	4,277	3,863	13,592	5,400	18,992	16,500	2,492	115.11%		19,000	8	0.0%	2,500	15.29
6754.2 · Haines - OTEC	241	446	212	899	350	1,249	1,100	149	113.57%		1,300	51	4.1%	200	18.29
6754.3 · Halfway-Idaho Power	329	162	177	668	220	888	900	-12	98.65%		900	12	1.4%	0	0.09
6754.4 · Richland (Pine Eagle agreemt)	522	1,082	2,235	3,839	1,300	5,139	3,500	1,639	146.83%		5,500	361	7.0%	2,000	57.19
6754.5 · Huntington-Idaho Power	345	299	519	1,163	260	1,423	1,400	23	101.66%		1,500	77	5.4%	100	7.19
6754.6 · Sumpter-City of Sumpter(Shared)	0	0	0	0	600	600	1,200	-600	50.0%		600	0		-600	-50.0%
6754 · Electric - Other	0	0		0			.,								
Total 6754 · Electric	6,888	6,267	7,007	20,162	8,130	28,292	24,600	3,692	115.01%		28,800	508	1.8%	4,200	17.19
6755 · Telephone service	0	0,207	1,001	0	0,100	20,202	21,000	0,002	11010170		20,000	000	1.070	.,200	
6750 · Utilities - Other	0	0		0											
Total 6750 · Utilities	9,786	10,606	13,455	33,847	13,866	47,713	45,045	2,668	105.92%		48,925	1,212	2.5%	3,880	8.69
6756 · Telecommunications	5,700	10,000	10,400	55,647	10,000	47,710	-10,0-10	2,000	100.0270		40,323	1,212	2.370	5,000	0.07
6756.0 · Telephone															
6756.1 · Baker Tel - BendTel	571	421	408	1,400	420	1,820	2,000	-180	91.02%		2,000	180	9.9%	0	0.0%
6756.2 · Haines Tel- Reliance(Cascade)	191	191	185	566	190	756	750	6	100.85%		775	19	2.5%	25	3.39
6756.3 · Halfway Tel- Pine Telephone	99	116	103	318	120	438	480	-42	91.32%		460	22	4.9%	-20	-4.29
6756.4 · Richland Tel- Eagle Telephone	81	81	85	248	90	338	325	13	103.99%		350	12	3.6%	-20	7.79
6756.5 · Huntington Tel- CenturyTel	170	172	174	517	175	692	625	67	110.68%		725	33	4.8%	100	16.09
6756.6 · Sumpter - Qwest	152	151	144	447	153	600	600	-1	99.92%		625	26	4.3%	25	4.29
6756.8 · US Cellular (3 Lines)	522	494	505	1,520	520	2,040	1,200	840	169.97%	CHECK	2,100	60	3.0%	900	75.09
6756.9 · E-Rate Reimb-Telephone	0	494	505	1,520	520	2,040	1,200	040	103.37 /0	ONLOR	2,100	00	5.070	300	75.07
6756.0 · Telephone - Other	0	0		0											
Total 6756.0 · Telephone	1,786	1,626	1,604	5,016	1,668	6,684	5,980	704	111.77%		7,035	351	5.3%	1,055	17.6%
6757.0 · Internet	1,780	1,020	1,004	5,010	1,000	0,004	5,500	704	111.7770		7,000	551	5.570	1,000	17.07
6757.1 · Baker - NERO Network	0	0	0	0	2,800	2,800	2,800	0	100.0%	CHECK	2,800	0	0.0%	0	0.0%
	180	180	180	540	180	2,800	2,800 740	-20	97.24%	ONLON	2,800	30	4.2%	10	1.49
6757.2 · Haines - Reliance(Cascade)	180	180	129	386	130	516	740 540	-20	97.24%		730 540	30 24	4.2% 4.6%	0	0.09
6757.3 · Halfway - Pine Telephone	129	129	129	342	130	457	480	-24 -23	95.57%		470	13	4.0% 2.9%	-10	-2.19
6757.4 · Richland - Eagle Telephone 6757.5 · Huntington -SkyeVista/Sch Dist	401	626	401	342 1,429	405	457 1,834	480	-23	132.91%	CHECK	1,900	66	2.9% 3.6%	-10 520	-2.19 37.79
	401 180	180	180	540	405	720	780	-60	92.31%	CHECK	750	30	3.6% 4.2%	-30	-3.89
6757.6 · Sumpter - Qwest	180	180	100	540	180	720	780	-00	92.31%		750	30	4.2%	-30	-3.67
6757.9 · E-Rate Reimb-Internet 6757.0 · Internet - Other	0	0		0											
			4.004	0	2.040	7.040	0.700	200	104.000/		7.040	404	2 204	400	7.00
Total 6757.0 · Internet	1,004 0	1,229	1,004	3,236 0	3,810	7,046	6,720	326	104.86%		7,210	164	2.3%	490	7.39
6756 · Telecommunications - Other		0	0.000	Ű		10 700	10 500	1.000	100.4.55		11015		0.764		
Total 6756 · Telecommunications	2,790	2,855	2,608	8,252	5,478	13,730	12,700	1,030	108.11%		14,245	515	3.7%	1,545	12.29
6700 · Other Operating Expenses - Other	0	0		0											
otal 6700 · Other Operating Expenses	18,552	18,248	20,192	56,991	25,787	82,778	81,545	1,233	101.51%		86,070	3,292	4.0%	4,525	5.5%

							PROJECTE	FY13-14	\$ CHG		% CHC		
	Jul - Sep 12	Oct - Dec 12	Jan - Mar 13	Q1-3 TOTAL	Q4 Apr - Jun 13	Jul '12 - Jun 13	Annual Budget	\$ Over Budget	% of Budget		Projected		Bud
6000 · Materials and Services - Other	0	0		0									
Total 6000 · Materials and Services	54,914	79,271	91,202	225,387	61,740	287,127	285,271	1,856	100.65%	266,255	-20,872	-7.3%	-1
6696.5 · Transfer resale to capital	0	0		0									
7000 · Capital Outlay				0									
7010 · Value of gifts	0	0		0									
7000 · Capital Outlay - Other	0	0		0						100	100		
Total 7000 · Capital Outlay	0	0	0	0	0	0	100	-100	0.0%	100	100		
7500 · Debt Service	0	952	0	952	0	952	100	852	951.56%				
8000 · Transfers & Contingency				0									
8005 · Transfers				0									
8005.1 · Transfer-Technology Fund	0	0	0	0	1,000	1,000	1,000	0	100.0%	1,000	0	0.0%	
8005.2 · Transfer-Severence Liab Fund	0	0	0	0	10,000	10,000	10,000	0	100.0%	10,000	0	0.0%	
8005.3 · Transfer-Election Fund	0	0		0						1,500	1,500		
8005 · Transfers - Other	0	0		0									
Total 8005 · Transfers	0	0	0	0	11,000	11,000	11,000	0	100.0%	12,500	1,500	13.6%	
8999 · Contingency													
8999.1 · Operating Contingency						0	7,000			10,000	10,000		
8999.2 · Group Insurance Liability						0	15,000			15,000	15,000		
8999.4 · Contingency Reserve					200,000	200,000	200,000			200,000	0		
Total 8999 · Contingency					200,000	200,000	222,000			225,000	25,000	12.5%	
8000 · Transfers & Contingency - Other	0	0		0									
Total 8000 · Transfers & Contingency	0	0	0	0	211,000	211,000	233,000	-22,000	90.56%	237,500	26,500	12.6%	
otal Expense	219,017	247,832	247,895	714,745	433,983	1,148,728	1,146,371	2,357	100.21%	1,176,691	27,964	2.4%	:
t Income	22,445	442,926	-88,927	376,444	-356,336	20,109	0	20,109	100.0%	0			

-19,016 -6.7%

0.0%

0.0%

0.0%

0.0%

0.0%

1.4%

1.9%

2.6%

100 0

0

0

0

30,320

1,500 13.6% 3,000 42.9% 0

Volunteer Policy - proposed 4/8/13

The Baker County Library District recognizes that volunteers are a valuable resource for the District. Their energy and talents help the District meet its commitment to providing quality service to the public. Volunteers enhance, rather than replace, adequate staffing. Volunteer services aid the District in making the best use of its fiscal resources and help connect the District to other community groups and organizations.

Volunteers can also be valuable advocates for the Library in the community. The District and its volunteers must work together to ensure a successful relationship. District staff will continually work to recognize the contributions of volunteers and seek to expand the volunteer group as needed.

Baker County Library District volunteers are coordinated by the Library Director, or designee, and must be at least 14 years of age. Each volunteer must complete the "Volunteer Interest Form," which will be kept on file. Forms are available at the public service desks at all locations. Volunteers may also be interviewed to determine their interests and levels of experience. Volunteer talents, experience, availability, and interests will be considered in job assignments.

Baker County Library District volunteers are bound by the rules contained in all District policies and guidelines, especially those that relate to patron privacy and confidentiality. Volunteers are recognized by the public as representatives of the Library and will be guided by the same work and behavior policies as employees. In addition, provisions of the District's Personnel Policies related to Non-Discrimination, Harassment, Safety and Health, and general behavior also apply to volunteers.

Volunteers work with the status of "at will" employees and the Baker County Library District has the right to terminate the volunteer's working association with the District at any time, for any reason. Volunteers working in the library are covered by Baker County Library District's Property, Liability, and Workers' Compensation Insurance policies.

Volunteers are asked to record their hours of service using a designated form. The Library accepts volunteers requiring court ordered community service at the discretion of the Library Director. Court ordered community service volunteers are required to be interviewed by the Library Director, or designee, prior to being accepted for service.

Junior volunteers under the age of 18 required to perform service for specific programs are accepted on a short-term basis. Parents/guardians of junior volunteers must sign a consent form for their children to perform volunteer service hours for the District. Members of the Board of Directors serving as volunteers for the District in other capacities are subject to the same rules and expectations of other volunteers.

Approved by the Board of Directors, xxx xx, 20xx