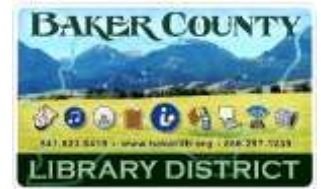


Baker County Library District
 Board of Directors
Regular Meeting Agenda
 Monday, Mar 11, 2019, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|---|---------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION) | Dielman |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meetings | |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications | Dielman |
| | 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. | |
| V. | NEW BUSINESS | |
| | a. May 2019 Special Election - Board member candidacy | Stokes |
| | b. Revision of authorized account signers | Hawes |
| | c. Facilities repair project estimates | Stokes |
| | d. Policy review/revision - Library Card Eligibility (ACTION) | Stokes |
| VI. | OLD BUSINESS | |
| | a. None | Stokes |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Agenda items for next regular meeting: Apr 8, 2019 | Dielman |
| IX. | 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 (2) (d) Labor Negotiations | ORS 192.660 (2) (e, j) Property |
| ORS 192.660 (2) (h) Legal Rights | ORS 192.660 (2) (a, b, i) Personnel |

Library Board Meeting – Annotated Agenda

Monday, Mar 11, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

I. **CALL TO ORDER** Dielman

II. **Consent agenda (ACTION)** Dielman

a. Additions/deletions from the agenda

b. Minutes of previous meetings

Attachments:

- II.b.i. Board meeting minutes, Jan 14 2019

The February meeting was canceled due to severe weather, so the January meeting minutes are the most recent.

III. **Conflicts or potential conflicts of interest** Dielman

IV. **Open forum for general public, comments & communications** Dielman

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.

V. **NEW BUSINESS**

a. **May 2019 Special Election - Board member candidacy** Stokes

Two board member seats will be up for re-election in May 2019, Gary Dielman and Frances Vaughan. I received a candidacy packet from the County Clerk and forwarded those documents. Both have indicated an intent to file their candidacy.

a. **Revision of authorized account signers** Hawes

Revision of the authorized account signers is needed since Nellie resigned and Frances Vaughan was appointed to complete her term. Christine will provide forms for board members to sign.

b. **Facilities repair & remodel project estimates** Stokes

Attachments:

- V.b.i. ADA Railings Halfway Library
- V.b.ii. Siding Repairs Baker City

I will present two new facilities repair project cost estimates prepared by Facilities Specialist Ed Adamson:

- Installation of ADA railings for the Halfway Branch meeting room entry (\$5,000), and
- Repair of wood siding at the Baker branch (\$5,925).

Another project for which I have requested an estimate is Repair of the wooden boardwalk on the southwest (river) side of the Baker branch.

Of the three projects, the Halfway railing is highest priority due to issues of safety and compliance with ADA regulations. That is followed by the boardwalk, then wood siding repairs. With budget preparation work beginning this month, I will be seeking opportunities to direct

Library Board Meeting – Annotated Agenda

Monday, Mar 11, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

funds toward these projects. At the same time, a new roof layer remains a need as well as growing the Operating Reserve, and PERS increase will present a significant challenge this cycle.

Baker staff have also determined that space in the staff work room could be utilized more efficiently with a redesign of the workspaces. A project committee has developed the first draft design after speaking with fellow staff. This will next be submitted to staff for feedback, revised as necessary, and resubmitted until a final plan is agreed upon. New furniture and shelving is projected to be necessary, so funds will be required for that project as well. The Friends group will be approached as a potential co-sponsor.

c. Policy review/revision - Library Card Eligibility (ACTION) Stokes

Attachments:

V.c.i. Library Card Eligibility policy – current

V.c.ii. Library Card Eligibility policy – draft proposal with markup of changes

This policy was last updated in November 2012. I am proposing some labeling changes to card types, and clarifying some elements.

I have also been contemplating how to address the challenge of the current policy requirement of parental authorization/notification to issue a library card to minors. We have experienced that in some cases, minors are living independently from their parent.

One Oregon statute does establish that minors age 16-17 can engage in contracts for lodging [[109.697](#) Right to contract for dwelling unit and utilities without parental consent.] With that in mind, I propose that parental notification for minors age 16-17 may not be required.

One options I have seen offered by other libraries that the Board may consider is permitting issue of cards to “Non-resident individuals who work in or attend school in Baker County”.

VI. OLD BUSINESS

- a. None.

VII. REPORTS

- a. Director Stokes

Friends & Foundation

The library hosted a Winter Book Sale in the Riverside Meeting Room from Jan 25-Feb 3. The library’s Friends group was not able to participate in coordinating the event due to lack of available members. Library staff were able to operate the sale in partnership with high school club and literacy group. Final figures are not yet known but estimates are for an above average net. Proceeds will be shared with the contributing partner groups.

Facilities & vehicles

Library Board Meeting – Annotated Agenda

Monday, Mar 11, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

Baker roof repairs have been working well. With recent heavy precipitation only one small leak was discovered and quickly patched.

The bookmobile is in need of a new generator. Cost is estimated at \$5,000. To operate lights and heat during run prep time, staff has been running the engine which causes an issue with exhaust intrusion into the building through a nearby air intake. Ed has determined that electrical repairs are needed for an interior outlet to operate via an extension cord from the building. Once this is working, it can support an oil-filled radiant space heater and interior lights. We have also purchased two LED lanterns to keep on hand for emergency needs. Approximately \$3,000 is currently remaining in the Bookmobile maintenance line.

With the help of HVAC techs, Ed isolated the source of the high-pitch whistle in the Meeting Room heater vent. This tone was high enough that some people were unable to hear it. But for those who could, it was quite an annoyance. This has been an issue for many years now, so many thanks and congratulations to him on resolving that.

A new door lock with combination code access option will soon be installed on the staff entry door. This will enable us to provide the code for immediate building access by emergency personnel, if necessary. Staff will have the option to not carry a work key and use the code exclusively.

Grants & gifts

An unsolicited gift of \$14,000 was received from the Tylka Family Trust. The accompanying letter stated that the givers' parents were great users of the library. I have corresponded with the giver to express our gratitude and to propose applying a portion of the funds to the upgraded digital microfilm reader (ScanPro 3000). That use was approved.

Marketing

In response to a patron suggestion, I contacted the Baker City Herald about publishing a weekly list of select new items added to the library. The lists are published in the Friday issue on page three. Staff report receiving several positive comments and visitors looking for the listed items.

Programs & services

The digital database has been created to input data from the current Obituary/Local History index card file. The URL will be set as localhistory.bakerlib.org. Data entry is being input with the help of volunteers, for which we are most grateful. Approximately 300 records have been entered to date. Once about a third of the records have been input we will announce the resource to the public.

The Sage Evergreen catalog has presented significant performance issues in recent weeks, with keyword searches hanging up and failing to retrieve results. Sage administrators have been stumped and are seeking additional expertise to troubleshoot the problem.

Personnel

Library Board Meeting – Annotated Agenda

Monday, Mar 11, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

No report.

Safety & Security

A public computer desktop workstation was discovered missing from the Adult Room computer lab on Friday morning, 2/8/19. Security cameras revealed that it was stolen. The theft was reported to Baker City Police Department. At last report, the suspect has been identified but not yet located.

Technology

The ScanPro 3000 microfilm viewer was installed on Thursday, 2/7/19. It is a significant improvement over the former model and includes the capacity to digitize whole rolls. Acquisition of this unit was made possible by a gift from the Tylka Family Foundation. The family has agreed to have a plate recognizing the donation affixed either onto the unit, or in the workstation vicinity.

b. Finance

Hawes

Financial reports to be distributed at the meeting.

VIII. Agenda items for next regular meeting: Apr 8, 2019

Dielman

- Discuss prorated staff benefits
- Wage scale revision
- Fee schedule – revise Non-resident card fee
- Review of weeding procedure
- Review of donations process

IX. ADJOURNMENT

Dielman



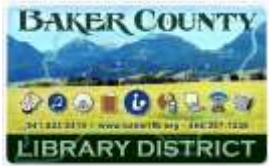
Baker County Library District

Board of Directors

Regular Meeting Minutes

January 14, 2019

Call To Order	<p>The meeting was held in the Riverside Meeting Room. Gary Dielman, President called the meeting to order at 6:03pm. Present at the meeting were Gary Dielman, Della Steele, Kyra Rohner (previously Rohner-Ingram, name change updated), Betty Palmer, Directors as well as new Director, Frances Vaughan; also present were Perry Stokes, Library Director and Christine Hawes, Business Manager. A guest arrived with Della Steele.</p>
Consent Agenda	<p>Dielman asked for any changes to the consent agenda. There were no changes. Rohner made a motion to approve both the Agenda and Minutes from December 10, 2018 as presented; Steele seconded the motion; motion passed (4 yea -Dielman, Rohner, Steele, and Vaughan; 1 abstain – Palmer was not at the meeting).</p>
Conflicts or Potential Conflicts of Interest	<p>Dielman asked for any potential conflicts of interest. There were none.</p>
Open Forum for general public	<p>Dielman noted there was one member of the public who was present to observe. He asked if there were any communications. Stokes had a written note concerning the Huntington Library. The patron alleged that the library lobby was filled with noisy teens and trash littered the steps at front entrance. Stokes has directed staff to patrol and pick up trash around the library as part of the shift opening duties. He explained that this library has limited space. In order to have services available for teens dedicated space is being cultivated in entrance alcove, distanced from the main library space to mitigate noise. There is little other entertainment option available for teens in town so the library is pleased to be able to provide at least one safe, moderated space.</p>
NEW BUSINESS: Policy Update of Public Demonstration: Time, Place, Manner Policy	<p>Stokes stated this policy has been discussed in a prior meeting. The sole change is to increase the permissible activity distance from the doorway from 15 feet to 20 feet. This measurement is more conducive to the layout of the main branch and will make it easier both to communicate and enforce. There were no other changes to the policy. Palmer said this makes sense since we have had people using that area for promotion. Stokes described past uses by people including collecting signatures for political issues and persons handing out religious information.</p> <p>Palmer made a motion to approve the “Time, Place, Manner Policy” as revised; Rohner seconded; motion passed unanimous.</p>
SDAO Conference Possible Attendance	<p>Dielman asked about the SDAO conference. Stokes described the conference to the board and the 2019 location in Sunriver, Oregon this year which is close compared to prior year spots. A brochure was included in the packets for further information. He asked if any of the Directors were interested in going. Special Districts is offering us one free registration. None voiced an interest. Stokes asked that he be contacted by the end of the week if anyone was interested. He went on to say that attendance</p>



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	<p>counts as training and helps achieve the insurance discount. He had thought about going but doesn't think it will be workable with his schedule this year. Hawes said the same thing. It is a good idea, some good HR topics are on the program, but the timing is problematic this year and travel in early February is always a hazard due to weather.</p>
<p>OLD BUSINESS: Film & Photography Policy Proposal</p>	<p>Stokes said he has made revisions to the original proposed policy. In documents presented to the board, the changes are evident in red. One of the big edits was changing the verbiage to "may be" permitted to "with approval from the Director." This allows discretion on a case by case basis. He also included language as recommended by SDAO legal counsel. The purpose of the policy is to protect the library brand and legal exposure. Dielman asked if Stokes had created a Release Form to which the policy refers. Stokes said he has not done that yet. With no further discussion, Rohner made a motion to approve the revised Film & Photography Policy as presented tonight; Steele seconded; Dielman asked for further discussion.</p> <p>Palmer asked Stokes how often this issue has come up. Stokes said very rarely, estimating 3 times in the 11 years he has been here. Rohner recalled that what inspired this policy was concerns from other libraries being used for political issues. Stokes said one Oregon library was being used as backdrop of a political campaign commercial. Libraries have the concern that such association and use of identifying library logos or features gives the appearance of partisanship. It is vital that the library maintain a neutral political position in the community. We serve all.</p> <p>With no further discussion, Dielman called for a vote. The motion passed unanimously.</p>
<p>REPORTS: Director Report</p>	<p>Stokes gave the Director's report.</p> <p>Friends & Foundation – an active former Friends group member unexpectedly passed away last week. Stokes attended the memorial service. Palmer asked about where to make memorial contributions.</p> <p>Facilities & Vehicles – at the Baker branch:</p> <ul style="list-style-type: none"> • The bookmobile is in the shop for repairs to the generator. • DVD storage drawers have been added at the front desk to allow for needed expansion for the collection. Facility maintenance staff, Ed, built 2 drawers. • The fish tank in the lobby has been cleaned. It was past due for a new filtration system. Stokes thanked Ed and Nola for their extra duty work of cleaning the tank after the filtration system failed, and for working extra hours to get a new system in place. The Plecostomus fish will be moved to a new home as it grew too big for the tank size. Another which was ill prior to the



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cleaning, did not survive. New ones will be acquired.

- Director's office now has a backup doorbell, which is a duplicate to the one at the circulation desk. Stokes now can ring for backup staff assistance when he observes it is needed.
- A staff committee is working on a plan to remodel the staff workroom to improve workflow and optimize utilization of space. The district has the opportunity to acquire office furniture from an old bank building that is being cleaned out in preparation for resale.

At the branches, the Halfway staff reported a hazardous condition existing at the steps leading into the back entrance. Presently, there are three concrete steps with no handrail. Ed is authorized to build and install handrails and bring the entry into ADA compliance.

Programs & Services –The IT staff team is working on building a digital database for conversion of our obituary archives. It will be a modern version of the current obituary/local history index card file in the Oregon Room.

Personnel – Family and health emergencies have impacted a few of our staff. One of the managing librarians will be on medical leave through February. We have been able to cover shifts with substitute staff so far. The work schedule of our technology manager is up to half time after being out completely on medical leave in December. Stokes stated that he away on vacation next week.

Safety & Security – We continue to have problems with exterior electrical outlets. Recently, the lock on the electrical outlet at the southwest corner of the building was broken off by apparent blunt force trauma. Surprisingly, there appeared to be no damage to the housing itself. The lock will be replaced with a more substantial one.

Stokes has ordered two new book carts and 6 stepstools to be placed in the stacks for safety. About 6-7 years ago, Stokes purchased book carts that were on special sale. The units were apparently made of lesser grade steel and have rapidly worn out. Welds and braces have not completely alleviated the safety issues they present. The new stepstools will assist patrons that need help reaching the topmost shelves.

Technology – the digital microfilm reader the library has become obsolete. In December, Stokes capitalized on a half-off sale and approved the upgrade to the ScanPro 3000 unit for \$7,600. The purchase will be funded out of the tech budget for the time being. Stokes anticipates increasing the IT budget since the district recently received notice of a forthcoming estate bequest that Stokes anticipate will cover the cost.



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	<p>Steele left the meeting due to feeling unwell. She had already signed checks.</p> <p>Stokes said that for the next Leo Adler Grant request, he wants to ask for funds to digitize the Baker City Herald and other periodicals. The University of Oregon had stopped microfilming services in 2015. Stokes is concerned about long-term public accessibility of these records. They need to be digitized or microfilmed. Dielman gave some history and current information on the local paper ownership.</p>
<p>Finance Report</p>	<p>Hawes prepared to give the finance report. Checks and reports had already been handed out. Dielman asked when Frances would be added on as a bank signature. Hawes said she intended to ask for that to be included in the minutes. She said we need to add Frances and remove Nellie plus give a full list of authorized signers.</p> <p>Rohner made a motion to remove Nellie Forrester as a check signer and to add Frances Vaughan on the two library accounts at US Bank including 153602675362 (general fund account) and 153602672211 (fund account). The other check signers remain the same including Betty Palmer, Gary Dielman, Amanda Steele, and herself, Kyra Rohner. Palmer seconded the motion. With no further discussion, Dielman called for a vote. The motion was passed by a majority with 3 yea votes (Dielman, Palmer, and Rohner approved the motion) and 1 abstain (Vaughan abstained). It was noted that Amanda (Della) Steele had already left the meeting.</p> <p>Hawes proceeded with the finance report.</p> <p>The General Fund received tax turnovers of \$10,962.79 on January 3rd. The District is at 97% of budget in the current tax revenues. Fines and Fees in December totaled \$1,436.03 averaging \$1,512.43 over the past 6 months. Palmer asked about fines and fee history and if it has increased. Stokes said it runs about the same each year budgeted at \$16,000-\$18,000. (<i>See added note below</i>). E-Rate refund requests for the past six months will be submitted by the end of January. Revenues will show up on this line next month.</p> <p>Moving to expenses on page 2. Under Personnel Services, Hawes highlighted two lines at 100% that will be accrued into the prior year. These lines are related to an employee that retired at June 30. On page 3, total District Salaries percent spent is a little high as noted on the previous page. A check for a medical reimbursement for 2018 was issued. The SUTA line is overspent due to the increase in the State rate. The State increased the rate from .001 to .006. The actual amounts are noted in the margin showing the significant increase in this expense. Overall, Personnel Services is at 61% spent compared to the expected 58% for this point in the fiscal year. Hawes added she anticipates having W-2's out by the end of next week.</p> <p>Moving to Materials & Services, notable checks written this month include Ingram</p>



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\$4,104.69 for books, US Bank Visa \$4,349.91, Alpine Alarm \$600 for annual monitoring contract, Integra \$7,615.00 for the new ScanPro 3000, Payne West \$1,257 for boiler room insurance, Guyer & Associates \$8,900 for auditing services, Cascade Natural Gas \$715 to heat the Baker library, and Ed Staub & Sons \$255.15 for propane to heat the Haines Library. The Visa bill included \$249.99 for a mobile Beacon hot spot for test unit and \$265.89 for a laptop to add to the Tech department robotics club program. It also included Storytime supplies for programs of \$254.31 and a magazine floor stand of \$119.92 to move the kids' magazines to a more visible location. Hawes highlighted on page 6, the Baker City water budget line was overspent. The line includes \$303.59 for parking lot crack fill that the City did for us that will be moved to building and grounds maintenance. The line will still be high, the usage is being investigated and she will report findings to Stokes.

Stokes said the idea of the Mobile Beacon Internet hotspots was to offer them for checkout to patrons. The Dalles Library has 100 hot spots available for patrons to take home. Stokes directed IT staff to acquire one for testing. They determined that data coverage is poor currently for Baker County so the service would be problematic for users. The Dalles has much better coverage in their area. Staff also checked with Verizon, but the provider is not able to offer an affordable option for the library. Therefore, the project is currently not feasible due to poor wireless coverage in our area.

[Addition to the minutes: Fines & Fees history was requested. FY2017-18 total \$19,735, monthly average \$1,645; FY2016-17 total \$15,923, monthly average \$1,327; FY2015-16 total \$16,550, monthly average \$1,379. Three year average annual income \$17,402; monthly average over three years \$1,450.]

Other Funds received an Adler Community Foundation Grant award of \$10,000 to be added to the roof fund. Income from Amazon book sales for last month was \$371.49. Other Funds wrote a check of \$68.19 to Visa to cover shipping costs on the books sold.

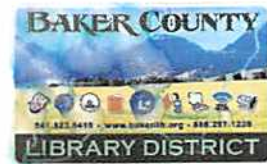
Sage Fund received LSTA Grant funds of \$27,500 for courier services. Beth requested half of the total grant of \$55,000 awarded. You will note the Courier Grant expense line is 100% spent with only half of the reimbursement at this time. The majority of the annual expense is paid out in the first two months of the fiscal year as the main vendor, Orbis Cascade, bills for the year up front. The other small couriers are paid monthly, averaging about \$2,000 a month. The granting agency prefers not to give the entire grant that early in the fiscal year which is why Beth applied for half of the funding now with the other half to be requested on the next reporting period. Other notable checks are \$5,100 to Jon Georg for the monthly IT Service Contract and \$3,750 to Equinox for the annual Evergreen service agreement. A check was written



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	<p>earlier in the month to the Ontario School District for library supplies of \$2,000 which was part of the member credit on the books for them (\$2,632.92 remaining balance). The Accounts Receivable balance is \$13,127 consisting of 5 libraries. A report has been emailed to Beth in response to her request on January 9.</p> <p>With no further questions. Signed checks were collected. The Directors had signed and approved the bills paid.</p>
Next Meeting Date	The next regular Board meeting will be February 11, 2019.
Adjourn	<p>The meeting was adjourned at 7:13 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

DRAFT



Facilities Dept
Ed Adamson
Baker County Library

3/5/2019

Perry Stokes
Director

Library Board

RE: Handicapped / ADA Railings
Halfway Library

Mr. Stokes and Board:

You asked to develop and cost a solution to the ADA railings at the Halfway Library to submit to the board. This is in response to the request.

Ramp Railing: (Please see attached drawing)

The ramp has a bottom curb rail on the outside of the ramp to prevent wheel chairs from going over the outside edge. A rail on the outside of the ramp, over the metal curb, is necessary to bring the ramp to ADA standards. This means that it has to be a maximum of 36" to the top of the rail, a "snout" protruding out from either end 12". The bases will be anchored in the concrete with wedge bolts and epoxy.

Upper ramp landing / building entrance: (Please see attached drawing)

This is the railing to the immediate right of the landing / entrance to the library. This will be a simple affair of a corral gate at the end the upper travel of the ramp. This will prevent wheelchairs from rolling off the entrance pad, and provide a support for those who are not fully ambulatory, or use a walker.

Rear Entrance to Building:

The current stair to the rear of the building can not be made ADA without the demolition of the existing stairs and the construction of a ramp to a landing pad in front of the door. Since a redundant ADA entrance is not necessary by code or convention, our focus should be to make the existing rear access and egress landing and stairs as useful and as safe as possible.

Currently, there is no railing at all on the rear entrance stairs. This makes it very easy to step off the edge of the upper stair landing pad at night, or when the shrubbery creates a low light condition during the day. Code calls for a railing if the surface of the pad or deck is more than 30" above grade. While a railing on this rear entrance is not specified by code, several older users have asked for a railing on the stairs and deck to hold on to while going up and down the stairs. There was a railing at one time, but the roof construction over the stairs necessitated the removal of the railing. The support pillars for the roof effectively block egress from the stairs, and are a problem for anyone trying to leave through the rear door. This problem is made worse when the shrubbery grows out and blooms in spring and summer.

This situation can be remedied by railings on both sides, after the addition of a small landing and stair. These will be added by pouring concrete in a small 6'-0" x 6'-0" pad to the outside of the stair landing (left as you are facing the building), with a single 11"-0" wide step to be flush with the top of the second step (from the top) of the existing stair assembly. One railing will be against the side of the building (right as you face the stairs from the bottom of the stairway) from the top of the upper entrance door stair landing to the existing grade level pad, the other will be to the left side of the entrance door (as you face the door from the bottom of the stairway) from the top of this top stair landing to the top of the new grade level pad.

Other specifications:

- All railings are to be powder coated library green.
- All railings are to be 1-1/2 ductile steel tube.

Costs:

A total approximate cost will not exceed \$5000.00, broken down as follows:

- The cost of the steel work and powder coating will cost approximately \$3500.00 to \$4000.00, depending on the cost of the powder coating.
- The necessary concrete work will cost approximately \$1500.00. A good final estimate will be provided by Mark Torgerson, a Halfway contractor who has done extensive work for the schools and large ranches in the area.

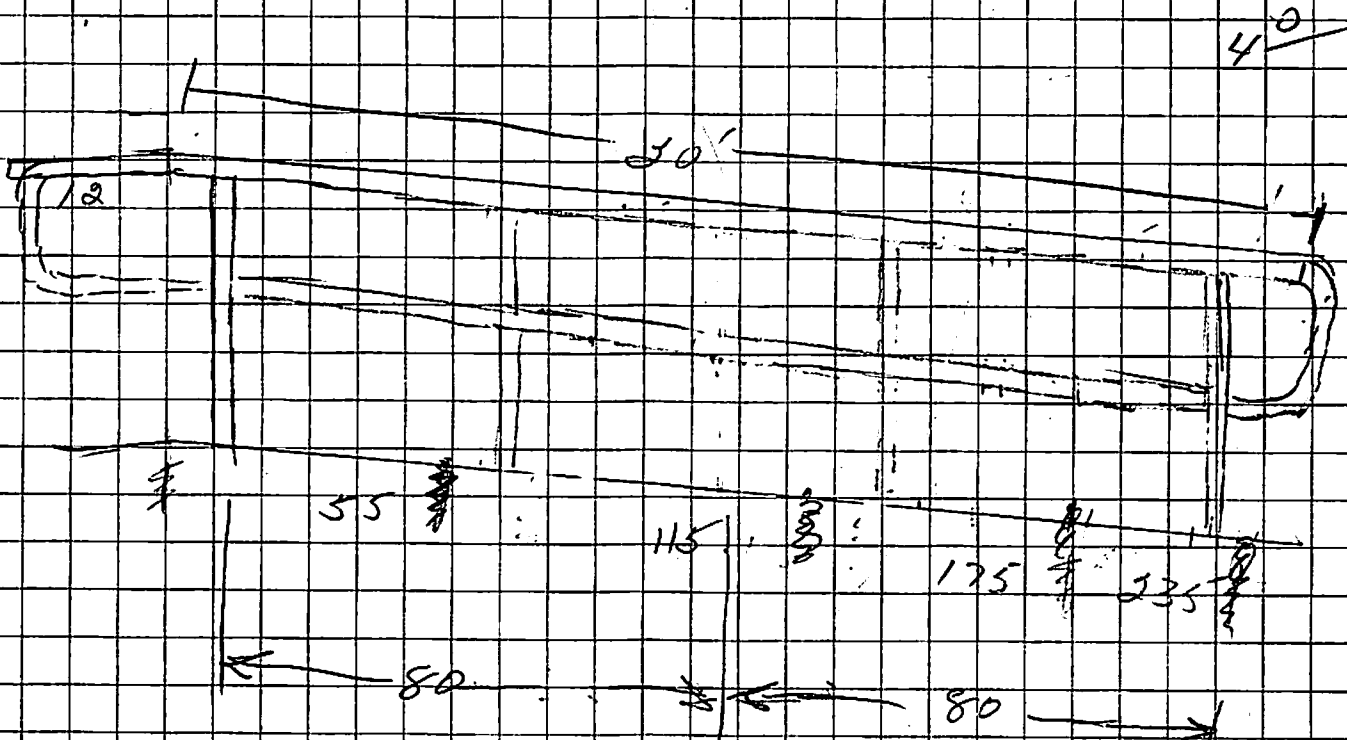
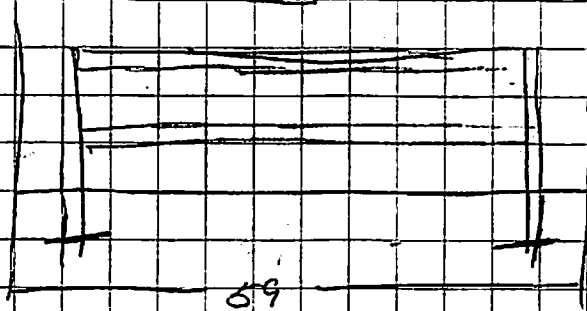
Please let me know how you and the Board wish to proceed.

Ed Adamson
Facilities

Farwest

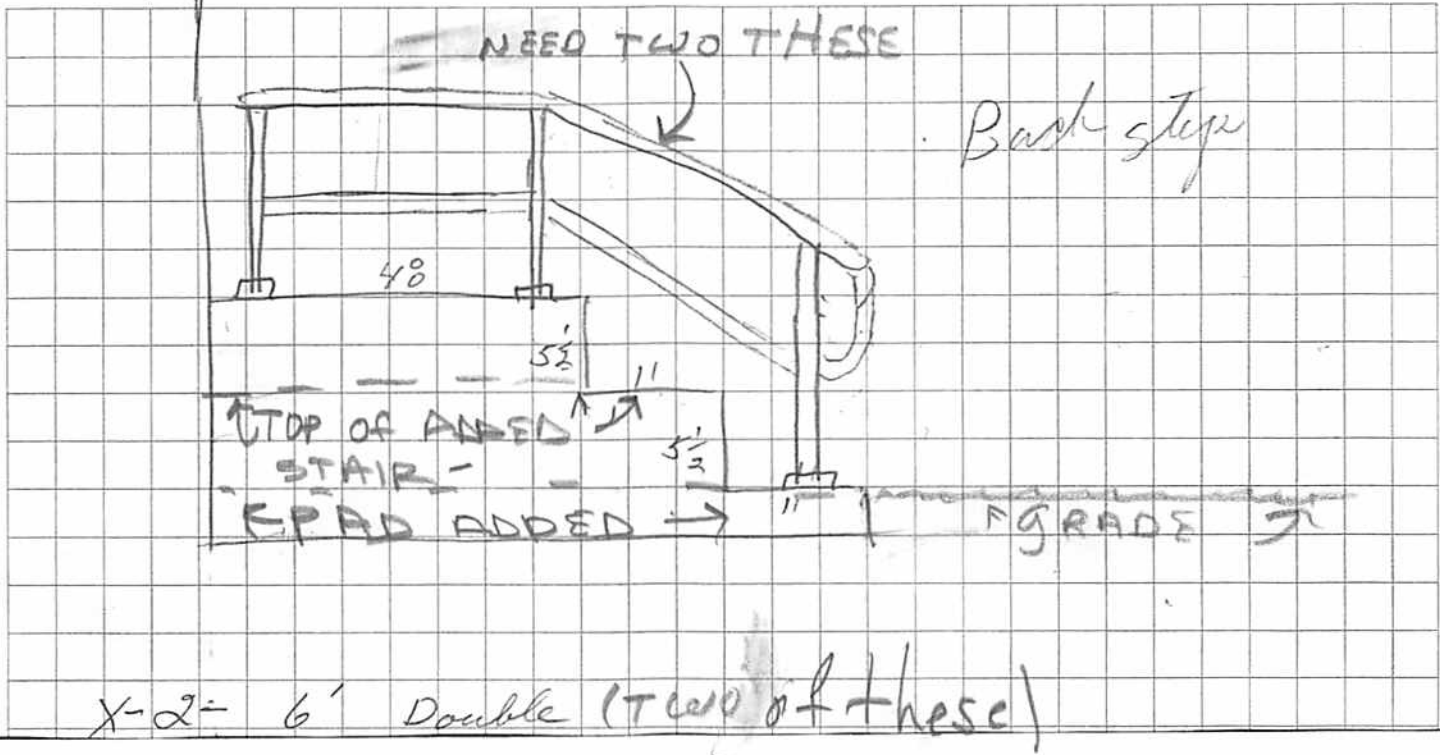
Steel Corporation

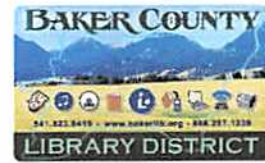
Halfway Library



Farwest

Steel Corporation





**Facilities Dept
Ed Adamson
Baker County Library**

3/6/2019

**Perry Stokes
Director**

Library Board

**RE: Siding Repairs
Baker City Location**

Mr. Stokes and Board:

The pine siding on the Resort Street building has deteriorated substantially since 1999. Cupping, splitting, and finish flaking off is in evidence on all of the siding. However, the siding on the South East Corner, and the adjacent walls around to the inside corner to the staff entrance is the most damaged and problematic.

The siding we have is 3/8" pine with a five inch reveal. This type of siding does not have good longevity, even with regular refinish. The narrow width of relatively soft pine does not resist the natural tendency to cup, warp and curl. Attempts to repair this siding on the South East side have only made the problem worse.

I propose to replace all of the building pine siding, and trim where necessary, with fiber cement siding (Hardi Plank), primed and painted to simulate wood color, with the textured side turned out for a more log / natural wood appearance.

The South East side would be done first, to the areas described above. This would be about 650 Sq. Feet. I propose to replace the other areas of pine siding over a period of the coming years as it fails.

Costs

The following table represents the cost of siding replacement on the South end of the building. The labor costs are adjusted for my doing the work of demolition of the old

siding, removal of the detritus, installation of paper underlayment, priming and painting of new fiber cement siding, the installation of the siding.

Item	Quantity	Cost
Fiber Cement Siding, @ \$4.00 Sq. ft.	Approximately 700 Sq. Ft.	\$2800.00
Trim Boards 1x4 Miratec Exterior Engineered Trim	12 each	\$125.00
Labor: Demolition, paper install, prime and paint, installation	60 Hrs.	\$1500.00
Msc. Supplies. Fasteners, flashing, caulking, primer, paint	\$400.00	\$400.00
Equipment: Siding gauge, compressor, nail gun, brushes, saw blades	\$100.00 (Note: Ed will provide tools from his personal tool crib. Nail guns, etc.	\$100.00
Cost of dumpster, runs to dump, waste collection. Various msc. costs	\$400.00	\$400.00
Contingency Allowance. Price changes, etc.	\$600.00	\$600.00
Total for South side replacement	Total, not to exceed	\$5,925.00

Please let me know how you wish to proceed.



Ed Adamson
Facilities, Baker County Public Library



BCLD Policies:

Library Card Eligibility

Date of Origin: Dec 13, 2010

Last revision: Nov 13, 2012

Summary

This document sets policy regarding borrower's card eligibility for loan and usage of library materials from the Baker County Library District. Circulation procedures detail how these policies are implemented.

BORROWERS

Baker County Library District (BCLD) was established to serve the residents of Baker County, Oregon. BCLD cardholders are able to borrow a variety of materials from the Baker County Library collections, one of the largest in eastern Oregon, as well as from other libraries participating in the Sage Library System.

BCLD issues the following library card account types:

FULL PRIVILEGES

Provided free of charge to persons 18 years of age and older who are residents of or domiciled in Baker County, Oregon and do not already have a library account from another public library in the Sage Library System. To obtain a Full Privileges library card, an applicant must:

- Completely fill out and sign a BCLD Library Card registration form;
- Present a valid State of Oregon driver license or ID card listing the current residence address in Baker County, Oregon; and
- Surrender any prior Public Library account in the Sage Library System.

LIMITED PRIVILEGES

Issued free of charge to persons able to provide:

- A completed and signed BCLD Library Card registration form; and
- Acceptable photo identification other than an Oregon driver license or ID card; and
- Proof of a current residence address in Baker County, Oregon; or proof of property ownership in Baker County, Oregon; or proof of current employment in Baker County, Oregon.

JUVENILE CARDS

Parents and guardians may obtain a Juvenile Library Card with either Full or Limited Privileges for each of their children or wards provided the parent account is in good standing. The child may be of any age up to 18 years old but must be present upon application. The child's Library Card application must include a custodial parent/guardians' printed name and signature. A minor's account will expire when the borrower becomes 18 years old. After that date, any outstanding charges will be assessed to the parent and the account deleted or upgraded to a regular account following standard procedures.

BCLD Policies:

Library Card Eligibility

JUVENILE CARDS (cont.)

A child may be issued a provisional Limited Privileges juvenile card without a parent/guardian present if able to provide:

- A completed BCLD Library Card registration form; and
- An acceptable identification document such as an ID or report card from a Baker County school.

BCLD will notify parents by mail of the library card issue. Minors' Limited Privileges cards will be set to expire every 365 days.

SPECIAL USE

Educators

Instructors, including homeschooling parents, may be issued an Educator Library Card upon presentation of acceptable documentation of employment or ESD registration. Standard loan rules apply, with the exception of late fee immunity for items less than 30 days overdue. Educator cards will expire after one year. Employment or ESD documentation must be re-submitted annually for account renewal.

Institutional Borrower

Institutions in Baker County and agencies of Baker County government are eligible to apply for an institutional card. The purpose of the card is to supplement the materials needed by institutions/agencies to fulfill their missions. (The card is not intended for individual employee use; individuals must apply for a library card and pay the out-of-county fee, if applicable.)

Institution examples include: day care center, kindergarten, preschool, school, prison, rest home or hospital. Institutional Borrower Applications must be submitted by the current director of the institution. An applicant's proof of identification and signature are required.

VISITORS AND NON-RESIDENTS

People not residing in Baker County may buy a Non-Resident Library Card at rates listed in the Visitor and Non-Resident Card Fees policy. A Non-Resident card expires at the end of the period for which it was purchased, for periods of up to one (1) year. Limited Card terms will vary according to the type purchased.

VISITORS to any library branch of the Baker County Library District, who do not have a Library card, may use, inside the building, any items from the regular circulating or reference collections. Identification may be required to use public access equipment or restricted materials.

EXPIRATION & REPLACEMENT

Full Privileges accounts will be reviewed every three (3) years. Expiration of Limited Privileges accounts will vary according to type with none more than one (1) year from the creation date. Accounts with no circulation activity will expire and be deleted one (1) year from the review date. Lost cards may be reissued upon presentation of photo identification and payment of a replacement fee.

BCLD Policies: Library Card Eligibility

Date of Origin: Dec 13, 2010
2019

————— Last ~~revision~~ revised: Nov 13, 2012; Feb 11

Summary

This document sets policy regarding borrower's card eligibility for loan and usage of library materials from the Baker County Library District. Circulation procedures detail how these policies are implemented.

BORROWERS

Baker County Library District (BCLD) was established to serve the residents of Baker County, Oregon. BCLD cardholders are able to borrow a variety of materials from the Baker County Library collections, one of the largest in eastern Oregon, as well as from other libraries participating in the Sage Library System.

BCLD issues the following library card account types:

FULL PRIVILEGES (PREMIUM)

Provided free of charge to persons 18 years of age and older who are residents of or domiciled in Baker County, Oregon and do not already have a library account from another public library in the Sage Library System. To obtain a Full Privileges library card, an applicant must:

- Completely fill out and sign a BCLD Library Card registration form;
- Present a valid State of Oregon driver license or ID card listing name and birthdate; and
- Provide proof of the current ~~residence~~ residential address in Baker County, Oregon. (A PO Box alone is not sufficient); and
- Resolve billing issues and ~~S~~urrender any prior Public Library account in the Sage Library System.

LIMITED PRIVILEGES (ADVANCED, REGULAR, BASIC)

Issued free of charge to persons able to provide:

- A completed and signed BCLD Library Card registration form; and
- Acceptable photo identification other than an Oregon driver license or ID card; and
- Proof of a current residence address in Baker County, Oregon; or proof of property ownership in Baker County, Oregon; or proof of current employment in Baker County, Oregon.

JUVENILE-YOUTH ACCESS CARDS

Parents and guardians may obtain a Juvenile-Youth Access Library Card with either Full or Limited Privileges for each of their children or wards provided the parent account is in good standing. The child may be of any age up to 18 years old but must be present upon application. The child's Library Card application must include a custodial parent/guardians' printed name and signature. A minor's account will expire when the borrower becomes 18 years old. After that date, any outstanding charges will be

BCLD Policies:

Library Card Eligibility

assessed to the parent and the account deleted or upgraded to a regular account following standard procedures.

JUVENILE YOUTH ACCESS CARDS (cont.)

A ~~child-minor~~ may be issued a provisional Limited Privileges juvenile Youth Access card without a parent/guardian present if able to provide:

- A completed BCLD Library Card registration form; and
- An acceptable identification document such as a ~~an~~ Driver License or Baker County school ID or current report card from a Baker County school.

For minors age 15 and under, BCLD will attempt to notify parents by mail of the library card issue. Minors' Limited Privileges cards will be set to expire every no more than 1 year~~365 days~~from date of issue.

SPECIAL USE

Educators

Instructors, including homeschooling parents, may be issued an Educator Library Card upon presentation of acceptable documentation of employment or ESD registration. Standard loan rules apply, with the exception of late fee immunity for items less than 30 days overdue. Educator cards will expire after one year. Employment or ESD documentation must be re-submitted annually for account renewal.

Institutional Borrower

Institutions in Baker County and agencies of Baker County government are eligible to apply for an institutional card. The purpose of the card is to supplement the materials needed by institutions/agencies to fulfill their missions. (The card is not intended for individual employee use; individuals must apply for a library card and pay the out-of-county fee, if applicable.) Institution examples include: day care center, kindergarten, preschool, school, prison, rest home or hospital. Institutional Borrower Applications must be submitted by the current director of the institution. An applicant's proof of identification and signature are required.

VISITORS AND NON-RESIDENTS

People-Persons not residing in Baker County may buy a Non-Resident Library Card at rates listed in the Visitor and Non-Resident Card Fees policy. A Non-Resident card expires at the end of the period for which it was purchased, for periods of up to one (1) year. Limited Card terms will vary according to the type purchased.

VISITORS to any library branch of the Baker County Library District, who do not have a Library card, may use, inside the building, any items from the regular circulating or reference collections. Identification may be required to use public access equipment or restricted materials.

BCLD Policies:

Library Card Eligibility

EXPIRATION & REPLACEMENT

Full Privileges accounts will be reviewed every three (3) years. Expiration of Limited Privileges accounts will vary according to type with none more than one (1) year from the creation date. Accounts with no circulation activity will expire and be deleted one (1) year from the review date. Lost cards may be reissued upon presentation of photo identification and payment of a replacement fee.

**Baker County Library District
Profit & Loss Budget Performance
July 2018 through February 2019**

Annual Basis

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Income				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	792,557.84	0.00	792,557.84	100.0%
4006 · Local Option Levy	232,167.77	0.00	232,167.77	100.0%
4000 · Current Year Tax Levy - Other	0.00	1,037,337.00	-1,037,337.00	0.0%
Total 4000 · Current Year Tax Levy	1,024,725.61	1,037,337.00	-12,611.39	98.8%
4005 · Prior Year Taxes				
4011 · Levy 1st year prior	14,950.75			
4012 · Levy 2nd year prior	2,695.39			
4013 · Levy 3rd year prior	3,437.12			
4014 · Levy 4th year prior	773.16			
4015 · Levy 5th year prior	8.35			
4005 · Prior Year Taxes - Other	0.00	35,000.00	-35,000.00	0.0%
Total 4005 · Prior Year Taxes	21,864.77	35,000.00	-13,135.23	62.5%
4020 · Other Taxes/Bond Priors-LandSale	0.12	4,000.00	-3,999.88	0.0%
4060 · State Ready-2-Read Grant	7,582.00	7,500.00	82.00	101.1%
4066 · Grant Revenue	3,000.00	1,500.00	1,500.00	200.0%
4100 · Fines and Fees				
4101 · Fines	5,992.59			
4102 · Copies	3,009.35			
4103 · Fax	542.55			
4104 · Lost/damaged item reimb	883.74			
4105 · Library card replacement	276.00			
4106 · Non-resident card fees	194.00			
4110 · Misc and weekly over/short	209.33			
4100 · Fines and Fees - Other	0.49	18,000.00	-17,999.51	0.0%
Total 4100 · Fines and Fees	11,108.05	18,000.00	-6,891.95	61.7%
4200 · Interest Income	4,663.90	12,000.00	-7,336.10	38.9%
4300 · Other Revenues				
4302 · Donations	202.44			
4303 · Program Support	1,300.00			
4307 · E-Rate Refunds	3,202.34 ✓	7,300.00	-4,097.66	43.9%
4309 · Friends Booksale Income	2.91			
4315 · Amazon book sales	11.00			
4318 · Insurance Proceeds	0.00	0.00	0.00	0.0%
4320 · Other Revenues - Miscellaneous	1,822.30	0.00	1,822.30	100.0%
Total 4300 · Other Revenues	6,540.99	7,300.00	-759.01	89.6%
4330 · Sage Fiscal Agency Fee	0.00	3,500.00	-3,500.00	0.0%
4351 · Contract Income	0.00	0.00	0.00	0.0%
4500 · Transfer Income	0.00	6,500.00	-6,500.00	0.0%

*Tax Turnovers Recd.
2/04/2019 \$9,878.12*

*E-Rate Reimbursement recd 1/25/2019
\$3202.34 for 6 months (July-Dec) Internet*

Ch 2/11/2019

Baker County Library District
Profit & Loss Budget Performance
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
4999 · Beginning Cash	261,339.65	247,004.00	14,335.65	105.8%
Total Income	1,340,825.09	1,379,641.00	-38,815.91	97.2%
Expense				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · Library Director	51,120.56	76,866.00	-25,745.44	66.5%
5105 · Business Manager	19,442.25	28,947.00	-9,504.75	67.2%
5120 · Lib Admin I, Office Mgr & ILL	3,604.19	0.00	3,604.19	100.0% <i>will accrue into prior year</i>
5129 · Lib Assoc II, Periodicals Mgr	25,343.03	38,104.00	-12,760.97	66.5%
5131 · Librarian I Collection/Branches	24,155.03	37,807.00	-13,651.97	63.9%
5132 · Lib Asst II, Book Processing	20,758.67	26,654.00	-5,895.33	77.9%
5133 · Lib Asst III, Media Processing	18,384.85	26,654.00	-8,269.15	69.0%
5134 · Librarian 1 Catalog Specialist	27,777.23	42,008.00	-14,230.77	66.1%
5135 · Librarian 1, Circ/Ofc Mgr	17,286.36	31,357.00	-14,070.64	55.1%
5136 · Library Asst 1, Desk Clerks	7,133.21	10,688.00	-3,554.79	66.7%
5137 · Lib Tech II, Youth Services	21,892.26	32,927.00	-11,034.74	66.5%
5138 · Library Asst II, Pages, Shelving	13,513.17	22,277.00	-8,763.83	60.7%
5140 · Vacation Subs & Special Projects	4,969.39	12,465.00	-7,495.61	39.9%
5142 · Library Asst I, Sunday Clerks	3,162.93	0.00	3,162.93	100.0%
5150 · Lib Asst 1 Bookmobile				
5150.9 · Bookmobile Lead	5,386.51	13,504.00	-8,117.49	39.9%
Total 5150 · Lib Asst 1 Bookmobile	5,386.51	13,504.00	-8,117.49	39.9%
5152 · IT Systems Manager	30,146.31	45,960.00	-15,813.69	65.6%
5156 · IT Assistant & Intern	6,692.33	11,940.00	-5,247.67	56.0%
5174 · Facilities Maintenance	19,100.55	28,222.00	-9,121.45	67.7%
5195 · Staff Training	1,049.92	1,777.00	-727.08	59.1%
5198 · Severance Payout	22,380.44	0.00	22,380.44	100.0% <i>will accrue into prior year</i>
Total 5100 · Baker Branch	343,299.19	488,157.00	-144,857.81	70.3%
5200 · Branches, Lib Asst III				
5202 · Haines	8,024.51	14,110.00	-6,085.49	56.9%
5203 · Halfway	8,371.69	12,192.00	-3,820.31	68.7%
5204 · Richland	9,432.01	13,433.00	-4,000.99	70.2%
5205 · Huntington	8,046.52	11,056.00	-3,009.48	72.8%
5206 · Sumpter	9,768.64	13,433.00	-3,664.36	72.7%
5209 · Branch Training	1,601.27	2,132.00	-530.73	75.1%
5200 · Branches, Lib Asst III - Other	0.00	0.00	0.00	0.0%

Baker County Library District Profit & Loss Budget Performance July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Total 5200 · Branches, Lib Asst III	45,244.64	66,356.00	-21,111.36	68.2%
5700 · Grant Wages & Related Expense				
5701 · VRoom Grant Wage Expense	247.50			
5703 · Sage System Manager(W2 ONLY)	0.00			
Total 5700 · Grant Wages & Related Expense	247.50			
Total 5001 · District salaries	388,791.33	554,513.00	-165,721.67	70.1%
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	61,900.02	90,835.00	-28,934.98	68.1%
5401.3 · Group Insurance Liability	2,650.10	5,000.00	-2,349.90	53.0%
Total 5401 · Group Insurance	64,550.12	95,835.00	-31,284.88	67.4%
5403 · Life Insurance	840.30	952.00	-111.70	88.3%
5404 · PERS	45,132.99	77,139.00	-32,006.01	58.5%
5405 · S.S. Employer Portion	29,004.73	42,420.00	-13,415.27	68.4%
5406 · SUTA Employer Portion	2,276.12	555.00	1,721.12	410.1%
5407 · Workmans Comp	1,246.51	2,551.00	-1,304.49	48.9%
Total 5400 · Payroll Taxes & Benefits	143,050.77	219,452.00	-76,401.23	65.2%
Total 5000 · Personal Services	531,842.10	773,965.00	-242,122.90	68.7% OK
6000 · Materials and Services				
6100 · Books & Periodicals				
6110 · Adult Books	23,902.22	24,000.00	-97.78	99.6%
6120 · Childrens & Juvenile Books	9,405.57	11,000.00	-1,594.43	85.5%
6130 · Reference Books	3,652.74	6,500.00	-2,847.26	56.2%
6134 · Electronic Subscriptions	13,847.49	13,000.00	847.49	106.5%
6140 · Periodicals	7,862.65	11,000.00	-3,137.35	71.5%
6150 · Audio	2,172.03	4,000.00	-1,827.97	54.3%
6160 · Video/DVD	7,172.95	12,000.00	-4,827.05	59.8%
6171 · Music	0.00	500.00	-500.00	0.0%
6176 · Ready-2-Learn Program	0.00	1,000.00	-1,000.00	0.0%
6177 · LSTA Grant Youth Books	2,810.76			
6100 · Books & Periodicals - Other	5,875.21	0.00	5,875.21	100.0%
Total 6100 · Books & Periodicals	76,701.62	83,000.00	-6,298.38	92.4%
6200 · Library Consortium				
6201 · SAGE Network	12,278.94	12,271.00	7.94	100.1%
6204 · OCLC/ILL Referall	650.97	1,250.00	-599.03	52.1%
Total 6200 · Library Consortium	12,929.91	13,521.00	-591.09	95.6%
6300 · Building Eq. & Supplies				

To move to OF for Reimb.

PERS - Feb to pmt

OK - increase in rates

8/12 months = 67%

Ingram \$1369.55 (YA \$946.32)

Subsc renewals \$441.77

Grey House Publ \$462.05 Polk City Director \$330

Baker County Library District Profit & Loss Budget Performance July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget	
6310 · Building & Grounds Maintenance					
6310.1 · Roof Repair Expense	3,000.00	50,000.00	-47,000.00	6.0%	<i>Scott's Heat/AC \$ 499.59 repair gas valve & tube</i>
6311 · Branch building expenses	1,793.11	6,000.00	-4,206.89	29.9%	
6312 · Snow Removal	920.00	2,500.00	-1,580.00	36.8%	
6310 · Building & Grounds Maintenance - Other	16,735.16	22,000.00	-5,264.84	76.1%	
Total 6310 · Building & Grounds Maintenance	22,448.27	80,500.00	-58,051.73	27.9%	
6320 · Janitorial Supplies					
6321 · Cleaning contract	9,534.00	16,800.00	-7,266.00	56.8%	
6322 · Supplies	1,626.73	2,800.00	-1,173.27	58.1%	
Total 6320 · Janitorial Supplies	11,160.73	19,600.00	-8,439.27	56.9%	
6340 · Equipment Lease	1,195.72	2,600.00	-1,404.28	46.0%	
6345 · Computer Maintenance					
6345.1 · Computer - Maintenance	3,377.81	6,250.00	-2,872.19	54.0%	<i>includes new ScanPro (not in orig. budget hope for grant to cover).</i>
6345.2 · Software subscriptions	5,077.91	7,000.00	-1,922.09	72.5%	
6345.3 · Comp Tech - Branch Travel	1,067.97	2,500.00	-1,432.03	42.7%	
6345.4 · Computer - Hardware	12,812.18	6,250.00	6,562.18	205.0%	
6345.41 · SDAO Safety & Security Project	0.00	0.00	0.00	0.0%	
6345.7 · Tech Programs / Robotics Club	171.70	1,000.00	-828.30	17.2%	
6345 · Computer Maintenance - Other	0.00	0.00	0.00	0.0%	
Total 6345 · Computer Maintenance	22,507.57	23,000.00	-492.43	97.9%	
Total 6300 · Building Eq. & Supplies	57,312.29	125,700.00	-68,387.71	45.6%	
6400 · Bookmobile Operations					
6410 · Bookmobile Fuel	1,243.56	2,000.00	-756.44	62.2%	
6420 · Bookmobile Maintenance	1,997.55	5,000.00	-3,002.45	40.0%	
6400 · Bookmobile Operations - Other	0.00	0.00	0.00	0.0%	
Total 6400 · Bookmobile Operations	3,241.11	7,000.00	-3,758.89	46.3%	
6600 · Corporate Costs					
6610 · Insurance					<i>Special Districts Liability Insur \$ 18,636.-</i>
6612 · Boiler	1,257.00	1,350.00	-93.00	93.1%	
6613 · SDIS Liability	16,905.00	15,350.00	1,555.00	110.1%	
6614 · Flood Insurance	1,731.00	1,650.00	81.00	104.9%	
6610 · Insurance - Other	0.00	0.00	0.00	0.0%	
Total 6610 · Insurance	19,893.00	18,350.00	1,543.00	108.4%	
6620 · Travel & Training	1,600.80	4,000.00	-2,399.20	40.0%	
6630 · Election	0.00	3,500.00	-3,500.00	0.0%	
6640 · Auditor	8,900.00	8,650.00	250.00	102.9%	
6641 · Bookkeeping Supplies & Services	184.86	1,300.00	-1,115.14	14.2%	
6660 · Association Dues	2,726.67	2,900.00	-173.33	94.0%	

18,636 [16,905.00
1,731.00]

*Regular
Expenses
5197.
7615.-
equip.*

Baker County Library District
Profit & Loss Budget Performance
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
6680 · Publication	734.48	1,600.00	-865.52	45.9%
6690 · Financial Mgmt Fees				
6690.1 · Checking Account Fees	280.61	400.00	-119.39	70.2%
6690.2 · Pool 5291 Fees	31.20	200.00	-168.80	15.6%
6690.3 · PayPal Transaction Fees	68.39	155.00	-86.61	44.1%
6690.4 · Quick Books Direct Deposit Fees	343.25	625.00	-281.75	54.9%
6690 · Financial Mgmt Fees - Other	0.00	0.00	0.00	0.0%
Total 6690 · Financial Mgmt Fees	723.45	1,380.00	-656.55	52.4%
6691 · Legal Administration	250.00	250.00	0.00	100.0%
6692 · Professional services	0.00	0.00	0.00	0.0%
6696 · Public Programs	1,059.10	1,500.00	-440.90	70.6%
Total 6600 · Corporate Costs	36,072.36	43,430.00	-7,357.64	83.1%
6700 · Other Operating Expenses				
6720 · Branch Mileage	2,930.54	4,200.00	-1,269.46	69.8%
6730 · Library Services Supplies	10,327.66	15,000.00	-4,672.34	68.9%
6731 · Youth Programs				
6731.2 · Summer Reading	351.59	3,000.00	-2,648.41	11.7%
6731.22 · Haines Summer Reading	0.00	600.00	-600.00	0.0%
6731.25 · Halfway Summer Reading program	0.00	0.00	0.00	0.0%
6731.3 · Storytime	777.30	2,400.00	-1,622.70	32.4%
6731.4 · Other Youth Programs	557.62	1,500.00	-942.38	37.2%
6731.42 · R2R Ready-To-Read program	218.70	0.00	218.70	100.0%
6731.5 · Teen Activities	134.62	1,000.00	-865.38	13.5%
6731.6 · Makerspace Club	567.26	2,000.00	-1,432.74	28.4%
6731.7 · Battle of the Books Program	90.35	0.00	0.00	0.0%
6731 · Youth Programs - Other	0.00	0.00	0.00	0.0%
Total 6731 · Youth Programs	2,697.44	10,500.00	-7,802.56	25.7%
6740 · Postage & Freight	510.56	1,500.00	-989.44	34.0%
6750 · Utilities				
6751 · Garbage				
6751.1 · Baker-Baker Sanitary	1,107.45	1,660.00	-552.55	66.7%
6751.2 · Haines-Baker Sanitary	108.00	190.00	-82.00	56.8%
6751.3 · Halfway-LaRue Sanitary	68.00	165.00	-97.00	41.2%
6751.4 · Richland-Eagle Cap Sanitation	0.00	0.00	0.00	0.0%
6751.5 · Huntington-Baker Sanitary	128.00	225.00	-97.00	56.9%
Total 6751 · Garbage	1,411.45	2,240.00	-828.55	63.0%
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	1,532.65	5,000.00	-3,467.35	30.7%
6752.2 · Haines-Ed Staub	1,133.66	1,800.00	-666.34	63.0%
6752.3 · Halfway-Ed Staub	787.80	1,300.00	-512.20	60.6%

*Demeo Inc
 \$1471.39
 includes
 (3 bookcarts)
 807.97*

*Quill
 \$480.97
 printer cartridges
 Therm rolls (receipt
 printers)*

*Ed Staub & Sons
 \$1042.95
 heating fuel for
 Halfway + Haines.*

Baker County Library District Profit & Loss Budget Performance July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
6752.6 · Sumpter-City of Sumpter(Shared)	0.00	900.00	-900.00	0.0%
Total 6752 · Heating Fuel	3,454.11	9,000.00	-5,545.89	38.4%
6753 · Water/Sewer				
6753.1 · Baker-City of Baker City	1,572.60	1,610.00	-37.40	97.7%
6753.2 · Haines-City of Haines	588.00	975.00	-387.00	60.3%
6753.3 · Halfway-City of Halfway	539.00	950.00	-411.00	56.7%
6753.4 · Richland (NEOHA agreement)	251.38	550.00	-298.62	45.7%
6753.5 · Huntington-City of Huntingtn	685.10	850.00	-164.90	80.6%
Total 6753 · Water/Sewer	3,636.08	4,935.00	-1,298.92	73.7%
6754 · Electric				
6754.1 · Baker - OTEC	10,082.13	17,200.00	-7,117.87	58.6%
6754.2 · Haines - OTEC	762.98	1,500.00	-737.02	50.9%
6754.3 · Halfway-Idaho Power	531.74	1,000.00	-468.26	53.2%
6754.4 · Richland (NEOHA agreement)	1,394.40	2,900.00	-1,505.60	48.1%
6754.5 · Huntington-Idaho Power	831.90	1,600.00	-768.10	52.0%
6754.6 · Sumpter-City of Sumpter(Shared)	0.00	600.00	-600.00	0.0%
Total 6754 · Electric	13,603.15	24,800.00	-11,196.85	54.9%
6750 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 6750 · Utilities	22,104.79	40,975.00	-18,870.21	53.9%
6756 · Telecommunications				
6756.0 · Telephone				
6756.1 · Baker - BendTel	977.09	1,700.00	-722.91	57.5%
6756.2 · Haines - Cascade/Reliance	520.52	800.00	-279.48	65.1%
6756.3 · Halfway - Pine Telephone	305.11	500.00	-194.89	61.0%
6756.4 · Richland - Eagle Telephone	255.86	430.00	-174.14	59.5%
6756.5 · Huntington - CenturyTel	372.13	850.00	-477.87	43.8%
6756.6 · Sumpter - CenturyLink/Qwest	327.31	600.00	-272.69	54.6%
6756.8 · Cellular Service-Verizon	707.88	2,300.00	-1,592.12	30.8%
Total 6756.0 · Telephone	3,465.90	7,180.00	-3,714.10	48.3%
6757.0 · Internet				
6757.1 · Baker - NERO Network	954.00	2,000.00	-1,046.00	47.7%
6757.2 · Haines - Cascade/Reliance	495.60	760.00	-264.40	65.2%
6757.3 · Halfway - Pine Tel	327.20	650.00	-322.80	50.3%
6757.4 · Richland - Pine Tel	200.00	350.00	-150.00	57.1%
6757.5 · Huntington -CenturyTel	3,056.65	4,400.00	-1,343.35	69.5%
6757.6 · Sumpter - CenturyLink/Qwest	734.58	1,400.00	-665.42	52.5%
6757.8 · Bookmobile - Verizon hot spot	240.24			
Total 6757.0 · Internet	6,008.27	9,560.00	-3,551.73	62.8%

*N.E. Housey Auth
AKA Richland Apts
\$1004.91
reimb water +
electric for
3 months (Oct-
Nov-Dec).*

3:10 PM

02/11/19

Accrual Basis

Baker County Library District
Profit & Loss Budget Performance
 July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
6756 · Telecommunications - Other	0.00	0.00	0.00	0.0%
Total 6756 · Telecommunications	9,474.17	16,740.00	-7,265.83	56.6%
Total 6700 · Other Operating Expenses	48,045.16	88,915.00	-40,869.84	54.0%
Total 6000 · Materials and Services	234,302.45	361,566.00	-127,263.55	64.8%
7000 · Capital Outlay	0.00	1,000.00	-1,000.00	0.0%
7500 · Debt Service	1,000.00	4,000.00	-3,000.00	25.0%
8000 · Transfers & Contingency				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	0.00	1,000.00	-1,000.00	0.0%
8005.2 · Transfer-Severence Liab Fund	0.00	10,000.00	-10,000.00	0.0%
Total 8005 · Transfers	0.00	11,000.00	-11,000.00	0.0%
8006 · Contingency	0.00	5,000.00	-5,000.00	0.0%
Total 8000 · Transfers & Contingency	0.00	16,000.00	-16,000.00	0.0%
Total Expense	767,144.55	1,156,531.00	-389,386.45	66.3%
Net Income	573,680.54	223,110.00	350,570.54	257.1%

Current Cash Balances
 Checking \$ 1,578.22
 Pool \$ 587,855.68

Baker Co Library - Other Funds Profit & Loss Budget Performance July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Income				
4400.0 · Other Uses Funds				
4410.0 · Capital Projects Department	0.00	0.00	0.00	0.0%
4415.0 · Literacy Department				
4415.1 · Beginning Cash Literacy	967.55			
4415.9 · Interest Income Literacy	22.78			
4415.0 · Literacy Department - Other	0.00	1,000.00	-1,000.00	0.0%
Total 4415.0 · Literacy Department	990.33	1,000.00	-9.67	99.0%
4420.0 · Memorial Department				
4420.1 · Beginning Cash Memorial	80,614.12	80,000.00	614.12	100.8%
4420.2 · Contributions				
4420.21 · Baker Contributions	945.00			
4420.39 · Other Cash Gifts	1,838.75			
4420.2 · Contributions - Other	0.00	1,000.00	-1,000.00	0.0%
Total 4420.2 · Contributions	2,783.75	1,000.00	1,783.75	278.4%
4420.5 · Grant Income				
4420.55 · Leo Adler Grants	10,000.00			
4420.5 · Grant Income - Other	0.00	10,000.00	-10,000.00	0.0%
Total 4420.5 · Grant Income	10,000.00	10,000.00	0.00	100.0%
4420.7 · Other Revenue				
4420.71 · Amazon Book Sales	3,036.79	6,000.00	-2,963.21	50.6%
4420.76 · Library Book Sale Income	-150.00 *			
Total 4420.7 · Other Revenue	2,886.79	6,000.00	-3,113.21	48.1%
4429.9 · Interest Income Memorial	644.56	1,000.00	-355.44	64.5%
Total 4420.0 · Memorial Department	96,929.22	98,000.00	-1,070.78	98.9%
4430.0 · Severance Liability Dept				
4430.1 · Beginning cash Severance Liab	48,582.06	38,000.00	10,582.06	127.8%
4430.8 · Transfer from General Fund	0.00	10,000.00	-10,000.00	0.0%
4430.9 · Interest Income Severance Liab	461.81	500.00	-38.19	92.4%
Total 4430.0 · Severance Liability Dept	49,043.87	48,500.00	543.87	101.1%
4524.0 · Technology Department				
4524.1 · Beginning cash Technology	1,201.38	1,000.00	201.38	120.1%
4524.8 · Transfer from General Fund	0.00	2,500.00	-2,500.00	0.0%
4524.9 · Interest income Technology	28.29			
Total 4524.0 · Technology Department	1,229.67	3,500.00	-2,270.33	35.1%

*Book Sales in Jan
\$423.17*

** BCLD Staff put on
the book sale;
The Funds will be
deposited here;
Friends loaned the
\$150 for petty cash
to operate the sale.*

CK 2/11/2019

Baker Co Library - Other Funds Profit & Loss Budget Performance July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Total 4400.0 · Other Uses Funds	148,193.09	151,000.00	-2,806.91	98.1%
Total Income	148,193.09	151,000.00	-2,806.91	98.1%
Expense				
6000 · Other Uses Fund				
6100 · Capital Projects Department	0.00	5,000.00	-5,000.00	0.0%
6200 · Literacy Department	0.00	1,000.00	-1,000.00	0.0%
6300 · Memorial Department				
6350 · General Memorial M&S	3,098.75			
6364.5 · Amazon Book Sales Expenses	1,402.33			
6380 · Grants Dept				
6380.52 · Grant- Vroom Grant expenses	266.89			
6380.53 · Teen Room Remodel Grant	592.45			
Total 6380 · Grants Dept	859.34			
6398 · Transfer to GF Election Reserve	0.00	3,000.00	-3,000.00	0.0%
6399 · Transfer to General Fund	0.00	1,500.00	-1,500.00	0.0%
6300 · Memorial Department - Other	0.00	86,900.00	-86,900.00	0.0%
Total 6300 · Memorial Department	5,360.42	91,400.00	-86,039.58	5.9%
6400 · Technology Department	0.00	1,000.00	-1,000.00	0.0%
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	52,500.00	-52,500.00	0.0%
Total 6850.0 · Severance Liabilty Dept	0.00	52,500.00	-52,500.00	0.0%
6900 · Misc. bank charges				
6900.2 · Bank Fees-Memorial Fund	165.05			
6900 · Misc. bank charges - Other	0.00	100.00	-100.00	0.0%
Total 6900 · Misc. bank charges	165.05	100.00	65.05	165.1%
Total 6000 · Other Uses Fund	5,525.47	151,000.00	-145,474.53	3.7%
Total Expense	5,525.47	151,000.00	-145,474.53	3.7%
Net Income	142,667.62	0.00	142,667.62	100.0%

Visa -
Postage to mail
books sold \$48.24

Current Cash
 Checking - mem \$4039.80
 Pool - memorial \$85,336.99
 Tech 1,229.67
 Literacy 990.33
 Severance 49,043.87
136,600.86

Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
Income				
4000 · Membership Dues	203,300.00	214,571.00	-11,271.00	94.7%
4010 · Grant Revenue				
4011 · LSTA Grant #1 - Courier	27,500.00	55,000.00	-27,500.00	50.0%
4012 · LSTA Grant #1- Indirect Charges	0.00	0.00	0.00	0.0%
Total 4010 · Grant Revenue	27,500.00	55,000.00	-27,500.00	50.0%
4200 · Interest Income	0.00	10.00	-10.00	0.0%
4300 · Other Revenues	0.00	2,600.00	-2,600.00	0.0%
4999 · Beginning Cash	201,284.07	190,000.00	11,284.07	105.9%
Total Income	432,084.07	462,181.00	-30,096.93	93.5%
Expense				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · System Administrator- ER	34,663.51	59,700.00	-25,036.49	58.1%
5102 · Business Manager- CH	3,229.16	5,850.00	-2,620.84	55.2%
Total 5100 · Sage Staff Salaries & Wages	37,892.67	65,550.00	-27,657.33	57.8%
5200 · Sage Payroll Taxes & Benefits				
5201 · Group Health Insurance	5,106.13	7,725.00	-2,618.87	66.1%
5203 · Life Insurance	23.70	100.00	-76.30	23.7%
5204 · PERS Retirement	6,295.82	13,840.00	-7,544.18	45.5%
5205 · SS Employer Portion	2,898.79	5,011.00	-2,112.21	57.8%
5206 · SUTA Employer Portion	158.13	66.00	92.13	239.6%
5207 · Workmans Comp	17.11	80.00	-62.89	21.4%
66000 · Payroll Expenses	57.75	85.00	-27.25	67.9%
Total 5200 · Sage Payroll Taxes & Benefits	14,557.43	26,907.00	-12,349.57	54.1%
Total 5000 · Sage Personal Services	52,450.10	92,457.00	-40,006.90	56.7%
6000 · Materials & Services				
6100 · Accounting & Auditing	0.00	0.00	0.00	0.0%
6110 · Administrative Svc (personnel)	0.00	3,494.00	-3,494.00	0.0%
6130 · Courier Services & Supplies				
6131 · LSTA Grant #1 - Courier	55,000.00	55,000.00	0.00	100.0%
6132 · Sage Courier Expense	7,623.60	40,000.00	-32,376.40	19.1%
6133 · Courier Supplies	548.22	0.00	548.22	100.0%
6130 · Courier Services & Supplies - Other	0.00	0.00	0.00	0.0%
Total 6130 · Courier Services & Supplies	63,171.82	95,000.00	-31,828.18	66.5%
6140 · Dues & Subscriptions	2,783.81	3,750.00	-966.19	74.2%
6160 · Legal Services	0.00	250.00	-250.00	0.0%
6180 · Postage & Freight	6.70	50.00	-43.30	13.4%
6190 · Printing	0.00	25.00	-25.00	0.0%

*Recently Read memberships
Totally \$12,681
A/R - 3 outstanding
\$2106,-
Email to Beth.*

*5 courier checks
totally \$1099.16
Visa - courier exp.
\$326.35*

Ch 2/11/19

Baker Co Library - Sage Fund Profit & Loss Budget Overview July 2018 through February 2019

	Jul '18 - Feb 19	Budget	\$ Over Budget	% of Budget
6200 · Supplies, Office	368.61	500.00	-131.39	73.7%
6210 · Technical Services & Maint				
6210.1 · System Specialist Contract	35,500.00	61,800.00	-26,300.00	57.4%
6210.3 · LTI Authority Control expense	0.00	2,500.00	-2,500.00	0.0%
Total 6210 · Technical Services & Maint	35,500.00	64,300.00	-28,800.00	55.2%
6220 · Technology				
6220.1 · Equinox expense	6,250.00			
6220.2 · Development	732.89			
6220 · Technology - Other	0.00	4,500.00	-4,500.00	0.0%
Total 6220 · Technology	6,982.89	4,500.00	2,482.89	155.2%
6240 · Telecommunications	234.00	250.00	-16.00	93.6%
6250 · Training	705.00	5,000.00	-4,295.00	14.1%
6260 · Travel	514.82	2,500.00	-1,985.18	20.6%
6263 · Member Credits Expense	2,961.80	12,000.00	-9,038.20	24.7%
Total 6000 · Materials & Services	113,229.45	191,619.00	-78,389.55	59.1%
7000 · Capital Outlay	0.00	25,000.00	-25,000.00	0.0%
8000 · Contingency	0.00	23,105.00	-23,105.00	0.0%
Total Expense	165,679.55	332,181.00	-166,501.45	49.9%
Net Income	266,404.52	130,000.00	136,404.52	204.9%

*Visa includes:
Travel:
Hotels \$194.73*

*Registrations:
Evergreen \$
Int'l Conf 300
Wash Library \$ 405
ASSN.
OLA/WLA Conf.*

*Current Cash Balance
\$255,990.13*

**Baker County Library District
Profit & Loss Budget Performance
July 2018 through June 2019**

	<u>Jul - Sep 18</u>	<u>Oct - Dec 18</u>	<u>Jan - Mar 19</u>	<u>Apr - Jun 19</u>	<u>Jul '18 - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income								
4000 - Current Year Tax Levy								
4001 - Current Tax Levy	0.00	779,464.71	13,093.13	0.00	792,557.84	0.00	792,557.84	100.0%
4006 - Local Option Levy	0.00	227,172.66	4,995.11	0.00	232,167.77	0.00	232,167.77	100.0%
4000 - Current Year Tax Levy - Other	0.00	0.00	0.00	0.00	0.00	1,037,337.00	-1,037,337.00	0.0%
Total 4000 - Current Year Tax Levy	0.00	1,006,637.37	18,088.24	0.00	1,024,725.61	1,037,337.00	-12,611.39	98.78%
4005 - Prior Year Taxes								
4011 - Levy 1st year prior	2,011.26	11,663.04	1,276.45	0.00	14,950.75			
4012 - Levy 2nd year prior	523.87	1,668.52	503.00	0.00	2,695.39			
4013 - Levy 3rd year prior	308.91	2,179.97	948.24	0.00	3,437.12			
4014 - Levy 4th year prior	714.89	37.53	20.74	0.00	773.16			
4015 - Levy 5th year prior	4.11	0.00	4.24	0.00	8.35			
4005 - Prior Year Taxes - Other	0.00	0.00	0.00	0.00	0.00	35,000.00	-35,000.00	0.0%
Total 4005 - Prior Year Taxes	3,563.04	15,549.06	2,752.67	0.00	21,864.77	35,000.00	-13,135.23	62.47%
4020 - OtherTaxes/Bond Priors-LandSale	0.00	0.12	0.00	0.00	0.12	4,000.00	-3,999.88	0.0%
4060 - State Ready-2-Read Grant	0.00	7,582.00	0.00	0.00	7,582.00	7,500.00	82.00	101.09%
4066 - Grant Revenue	3,000.00	0.00	0.00	0.00	3,000.00	1,500.00	1,500.00	200.0%
4100 - Fines and Fees								
4101 - Fines	2,342.09	2,673.55	2,195.54	0.00	7,211.18			
4102 - Copies	1,050.89	1,275.90	1,152.71	0.00	3,479.50			
4103 - Fax	208.50	228.90	220.15	0.00	657.55			
4104 - Lost/damaged item reimb	308.37	472.80	301.95	0.00	1,083.12			
4105 - Library card replacement	84.00	88.00	150.00	0.00	322.00			
4106 - Non-resident card fees	130.00	62.00	4.00	0.00	196.00			
4110 - Misc and weekly over/short	96.08	53.53	89.98	0.00	239.59			
4100 - Fines and Fees - Other	0.00	0.00	0.49	0.00	0.49	18,000.00	-17,999.51	0.0%
Total 4100 - Fines and Fees	4,219.93	4,854.68	4,114.82	0.00	13,189.43	18,000.00	-4,810.57	73.28%
4200 - Interest Income	605.81	2,450.66	1,607.43	0.00	4,663.90	12,000.00	-7,336.10	38.87%
4300 - Other Revenues								
4302 - Donations	73.90	110.46	18.63	0.00	202.99			
4303 - Program Support	0.00	1,300.00	0.00	0.00	1,300.00			
4307 - E-Rate Refunds	0.00	0.00	3,202.34	0.00	3,202.34	7,300.00	-4,097.66	43.87%
4309 - Friends Booksale Income	11.67	-11.67	37.47	0.00	37.47			
4311 - PayPal-Winter BookSale Proceeds	0.00	0.00	183.75	0.00	183.75			
4315 - Amazon book sales	11.00	0.00	0.00	0.00	11.00			
4318 - Insurance Proceeds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4320 - Other Revenues - Miscellaneous	0.00	1,822.30	24.74	0.00	1,847.04	0.00	1,847.04	100.0%
Total 4300 - Other Revenues	96.57	3,221.09	3,466.93	0.00	6,784.59	7,300.00	-515.41	92.94%
4330 - Sage Fiscal Agency Fee	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
4351 - Contract Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4500 - Transfer Income	0.00	0.00	0.00	0.00	0.00	6,500.00	-6,500.00	0.0%
4999 - Beginning Cash	261,339.65	0.00	0.00	0.00	261,339.65	247,004.00	14,335.65	105.8%
Total Income	272,825.00	1,040,294.98	30,030.09	0.00	1,343,150.07	1,379,641.00	-36,490.93	97.36%
Gross Profit	272,825.00	1,040,294.98	30,030.09	0.00	1,343,150.07	1,379,641.00	-36,490.93	97.36%

**Baker County Library District
Profit & Loss Budget Performance
July 2018 through June 2019**

Expense	Jul - Sep 18	Oct - Dec 18	Jan - Mar 19	Apr - Jun 19	Jul '18 - Jun 19	Budget	\$ Over Budget	% of Budget
5000 - Personal Services								
5001 - District salaries								
5100 - Baker Branch								
5102 - Library Director	19,091.71	19,217.31	19,217.31	0.00	57,526.33	76,866.00	-19,339.67	74.84%
5105 - Business Manager	7,082.40	7,349.10	7,237.75	0.00	21,669.25	28,947.00	-7,277.75	74.86%
5120 - Lib Admin I, Office Mgr & ILL	3,604.19	0.00	0.00	0.00	3,604.19	0.00	3,604.19	100.00%
5129 - Lib Assoc II, Periodicals Mgr	9,464.75	9,526.98	9,526.96	0.00	28,518.69	38,104.00	-9,585.31	74.84%
5131 - Librarian I Collection/Branches	8,958.57	9,020.31	9,063.74	0.00	27,042.62	37,807.00	-10,764.38	71.53%
5132 - Lib Asst II, Book Processing	6,912.97	8,133.75	7,924.94	0.00	22,971.66	26,654.00	-3,682.34	86.19%
5133 - Lib Asst III, Media Processing	6,712.93	7,004.66	6,944.34	0.00	20,661.93	26,654.00	-5,992.07	77.52%
5134 - Librarian 1 Catalog Specialist	10,271.43	10,503.48	10,503.48	0.00	31,278.39	42,008.00	-10,729.61	74.46%
5135 - Librarian 1, Circ/Ofc Mgr	4,938.96	7,408.44	7,408.44	0.00	19,755.84	31,357.00	-11,601.16	63.00%
5136 - Library Asst 1, Desk Clerks	3,056.56	2,720.44	2,248.20	0.00	8,025.20	10,688.00	-2,662.80	75.09%
5137 - Lib Tech II, Youth Services	8,176.00	8,229.75	8,229.76	0.00	24,635.51	32,927.00	-8,291.49	74.82%
5138 - Library Asst II, Pages, Shelving	6,875.58	3,920.71	3,861.57	0.00	14,657.86	22,277.00	-7,619.14	65.8%
5140 - Vacation Subs & Special Projects	2,265.06	938.93	3,122.24	0.00	6,326.23	12,465.00	-6,138.77	50.75%
5142 - Library Asst I, Sunday Clerks	1,296.18	1,173.50	1,037.29	0.00	3,506.97	0.00	3,506.97	100.00%
5150 - Lib Asst 1 Bookmobile								
5150.9 - Bookmobile Lead	1,798.12	2,200.88	2,105.19	0.00	6,104.19	13,504.00	-7,399.81	45.2%
Total 5150 - Lib Asst 1 Bookmobile	1,798.12	2,200.88	2,105.19	0.00	6,104.19	13,504.00	-7,399.81	45.2%
5152 - IT Systems Manager	10,997.31	11,489.40	11,489.40	0.00	33,976.11	45,960.00	-11,983.89	73.93%
5156 - IT Assistant & Intern	2,355.61	2,484.28	2,828.92	0.00	7,668.81	11,940.00	-4,271.19	64.23%
5174 - Facilities Maintenance	7,144.02	7,182.36	7,110.01	0.00	21,436.39	28,222.00	-6,785.61	75.96%
5195 - Staff Training	735.16	265.16	49.60	0.00	1,049.92	1,777.00	-727.08	59.08%
5198 - Severance Payout	22,380.44	0.00	0.00	0.00	22,380.44	0.00	22,380.44	100.00%
Total 5100 - Baker Branch	144,117.95	118,769.44	119,909.14	0.00	382,796.53	488,157.00	-105,360.47	78.42%
5200 - Branches, Lib Asst III								
5202 - Haines	2,861.52	3,031.25	2,952.96	0.00	8,845.73	14,110.00	-5,264.27	62.69%
5203 - Halfway	3,290.62	3,108.53	2,896.96	0.00	9,296.11	12,192.00	-2,895.89	76.25%
5204 - Richland	3,687.98	3,407.48	3,277.13	0.00	10,372.59	13,433.00	-3,060.41	77.22%
5205 - Huntington	3,230.23	2,897.16	2,840.31	0.00	8,967.70	11,056.00	-2,088.30	81.11%
5206 - Sumpter	3,804.85	3,551.31	3,582.22	0.00	10,938.38	13,433.00	-2,494.62	81.43%
5209 - Branch Training	401.02	811.58	562.41	0.00	1,775.01	2,132.00	-356.99	83.26%
5200 - Branches, Lib Asst III - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total 5200 - Branches, Lib Asst III	17,276.22	16,807.31	16,111.99	0.00	50,195.52	66,356.00	-16,160.48	75.65%
5700 - Grant Wages & Related Expense								
5701 - VRoom Grant Wage Expense	0.00	37.50	112.50	0.00	150.00			
5703 - Sage System Manager(W2 ONLY)	0.00	0.00	0.00	0.00	0.00			
Total 5700 - Grant Wages & Related Expense	0.00	37.50	112.50	0.00	150.00			
Total 5001 - District salaries	161,394.17	135,614.25	136,133.63	0.00	433,142.05	554,513.00	-121,370.95	78.11%
5400 - Payroll Taxes & Benefits								
5401 - Group Insurance								
5401.1 - Health Insurance	22,386.82	22,274.22	25,196.36	0.00	69,857.40	90,835.00	-20,977.60	76.91%

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5401.3 · Group Insurance Liability	0.00	2,650.10	0.00	0.00	2,650.10	5,000.00	-2,349.90	53.0%
Total 5401 · Group Insurance	22,386.82	24,924.32	25,196.36	0.00	72,507.50	95,835.00	-23,327.50	75.66%
5403 · Life Insurance	290.88	549.42	0.00	0.00	840.30	952.00	-111.70	88.27%
5404 · PERS	19,960.53	18,906.00	12,983.19	0.00	51,849.72	77,139.00	-25,289.28	67.22%
5405 · S.S. Employer Portion	12,068.65	10,098.59	10,138.40	0.00	32,305.64	42,420.00	-10,114.36	76.16%
5406 · SUTA Employer Portion	132.52	1,467.82	927.37	0.00	2,527.71	555.00	1,972.71	455.44%
5407 · Workmans Comp	1,065.95	122.70	82.74	0.00	1,271.39	2,551.00	-1,279.61	49.84%
Total 5400 · Payroll Taxes & Benefits	55,905.35	56,068.85	49,328.06	0.00	161,302.26	219,452.00	-58,149.74	73.5%
Total 5000 · Personal Services	217,299.52	191,683.10	185,461.69	0.00	594,444.31	773,965.00	-179,520.69	76.81%
6000 · Materials and Services								
6100 · Books & Periodicals								
6110 · Adult Books	7,517.92	12,419.50	10,565.37	0.00	30,502.79	24,000.00	6,502.79	127.1%
6120 · Childrens & Juvenile Books	2,794.94	4,494.28	3,738.81	0.00	11,028.03	11,000.00	28.03	100.26%
6130 · Reference Books	811.06	2,223.94	1,582.84	0.00	4,617.84	6,500.00	-1,882.16	71.04%
6134 · Electronic Subscriptions	6,368.45	7,432.04	283.00	0.00	14,083.49	13,000.00	1,083.49	108.34%
6140 · Periodicals	2,313.41	3,927.60	1,796.87	0.00	8,037.88	11,000.00	-2,962.12	73.07%
6150 · Audio	598.43	1,305.94	619.24	0.00	2,523.61	4,000.00	-1,476.39	63.09%
6160 · Video/DVD	2,046.52	3,427.05	2,834.70	0.00	8,308.27	12,000.00	-3,691.73	69.24%
6171 · Music	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
6176 · Ready-2-Learn Program	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
6177 · LSTA Grant Youth Books	2,801.18	0.00	21.52	0.00	2,822.70			
6100 · Books & Periodicals - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6100 · Books & Periodicals	25,251.91	35,230.35	21,442.35	0.00	81,924.61	83,000.00	-1,075.39	98.7%
6200 · Library Consortium								
6201 · SAGE Network	7.94	12,271.00	0.00	0.00	12,278.94	12,271.00	7.94	100.07%
6204 · OCLC/ILL Referral	202.69	348.32	106.57	0.00	657.58	1,250.00	-592.42	52.61%
Total 6200 · Library Consortium	210.63	12,619.32	106.57	0.00	12,936.52	13,521.00	-584.48	95.68%
6300 · Building Eq. & Supplies								
6310 · Building & Grounds Maintenance								
6310.1 · Roof Repair Expense	0.00	3,000.00	0.00	0.00	3,000.00	50,000.00	-47,000.00	6.0%
6311 · Branch building expenses	1,029.77	226.89	1,422.70	0.00	2,679.36	6,000.00	-3,320.64	44.66%
6312 · Snow Removal	0.00	715.00	785.00	0.00	1,500.00	2,500.00	-1,000.00	60.0%
6310 · Building & Grounds Maintenance - Other	6,108.57	7,473.49	4,696.05	0.00	18,278.11	22,000.00	-3,721.89	83.08%
Total 6310 · Building & Grounds Maintenance	7,138.34	11,415.38	6,903.75	0.00	25,457.47	80,500.00	-55,042.53	31.62%
6320 · Janitorial Supplies								
6321 · Cleaning contract	2,784.00	4,050.00	4,050.00	0.00	10,884.00	16,800.00	-5,916.00	64.79%
6322 · Supplies	665.73	746.71	294.25	0.00	1,706.69	2,800.00	-1,093.31	60.95%
Total 6320 · Janitorial Supplies	3,449.73	4,796.71	4,344.25	0.00	12,590.69	19,600.00	-7,009.31	64.24%
6340 · Equipment Lease	396.68	605.59	193.45	0.00	1,195.72	2,600.00	-1,404.28	45.99%
6345 · Computer Maintenance								
6345.1 · Computer - Maintenance	1,734.79	1,245.05	1,202.55	0.00	4,182.39	7,250.00	-3,067.61	57.69%
6345.2 · Software subscriptions	1,748.61	3,326.31	5.98	0.00	5,080.90	6,000.00	-919.10	84.68%
6345.3 · Comp Tech - Branch Travel	485.97	348.23	233.77	0.00	1,067.97	2,500.00	-1,432.03	42.72%
6345.4 · Computer - Hardware	1,943.38	10,602.91	-6,125.61	0.00	6,420.68	6,250.00	170.68	102.73%

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6345.41 - SDAO Safety & Security Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6345.7 - Tech Programs / Robotics Club	149.22	22.48	88.99	0.00	260.69	1,000.00	-739.31	26.07%
6345 - Computer Maintenance - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6345 - Computer Maintenance	6,061.97	15,544.98	-4,594.32	0.00	17,012.63	23,000.00	-5,987.37	73.97%
Total 6300 - Building Eq. & Supplies	17,046.72	32,362.66	6,847.13	0.00	56,256.51	125,700.00	-69,443.49	44.76%
6400 - Bookmobile Operations								
6410 - Bookmobile Fuel	558.15	600.71	345.86	0.00	1,504.72	2,000.00	-495.28	75.24%
6420 - Bookmobile Maintenance	1,833.63	111.68	111.13	0.00	2,056.44	5,000.00	-2,943.56	41.13%
6400 - Bookmobile Operations - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6400 - Bookmobile Operations	2,391.78	712.39	456.99	0.00	3,561.16	7,000.00	-3,438.84	50.87%
6600 - Corporate Costs								
6610 - Insurance								
6612 - Boiler	0.00	0.00	1,257.00	0.00	1,257.00	1,350.00	-93.00	93.11%
6613 - SDIS Liability	0.00	0.00	15,842.50	0.00	15,842.50	15,350.00	492.50	103.21%
6614 - Flood Insurance	0.00	0.00	1,731.00	0.00	1,731.00	1,650.00	81.00	104.91%
6610 - Insurance - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6610 - Insurance	0.00	0.00	18,830.50	0.00	18,830.50	18,350.00	480.50	102.62%
6620 - Travel & Training	1,138.64	462.16	730.00	0.00	2,330.80	4,000.00	-1,669.20	58.27%
6630 - Election	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%
6640 - Auditor	0.00	0.00	8,900.00	0.00	8,900.00	8,650.00	250.00	102.89%
6641 - Bookkeeping Supplies & Services	8.90	124.97	59.44	0.00	193.31	1,300.00	-1,106.69	14.87%
6660 - Association Dues	1,468.67	1,258.00	0.00	0.00	2,726.67	2,900.00	-173.33	94.02%
6680 - Publication	0.00	539.48	195.00	0.00	734.48	1,600.00	-865.52	45.91%
6690 - Financial Mgmt Fees								
6690.1 - Checking Account Fees	182.61	98.00	70.00	0.00	350.61	400.00	-49.39	87.65%
6690.2 - Pool 5291 Fees	0.60	20.45	10.15	0.00	31.20	200.00	-168.80	15.6%
6690.3 - PayPal Transaction Fees	26.84	36.50	33.16	0.00	96.50	155.00	-58.50	62.26%
6690.4 - Quick Books Direct Deposit Fees	168.50	128.00	90.00	0.00	386.50	625.00	-238.50	61.84%
6690 - Financial Mgmt Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6690 - Financial Mgmt Fees	378.55	282.95	203.31	0.00	864.81	1,380.00	-515.19	62.67%
6691 - Legal Administration	0.00	250.00	0.00	0.00	250.00	250.00	0.00	100.0%
6692 - Professional services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6696 - Public Programs	470.00	589.10	-102.32	0.00	956.78	1,500.00	-543.22	63.79%
Total 6600 - Corporate Costs	3,464.76	3,506.66	28,815.93	0.00	35,787.35	43,430.00	-7,642.65	82.4%
6700 - Other Operating Expenses								
6720 - Branch Mileage	1,182.44	841.52	1,362.30	0.00	3,386.26	4,200.00	-813.74	80.63%
6730 - Library Services Supplies	3,744.06	5,392.63	3,094.84	0.00	12,231.53	15,000.00	-2,768.47	81.54%
6731 - Youth Programs								
6731.2 - Summer Reading (SRP)	351.59	0.00	0.00	0.00	351.59	3,600.00	-3,248.41	9.77%
6731.22 - Haines Summer Reading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6731.25 - Halfway Summer Reading program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6731.3 - Storytime	40.16	482.83	400.64	0.00	923.63	2,400.00	-1,476.37	38.49%
6731.4 - Other Youth Programs	0.00	276.71	280.91	0.00	557.62	1,500.00	-942.38	37.18%
6731.42 - R2R Ready-To-Read program	0.00	0.00	218.70	0.00	218.70	0.00	218.70	100.0%

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6731.5 · Teen Activities	0.00	134.62	0.00	0.00	134.62	1,000.00	-865.38	13.46%
6731.6 · Makerspace Club	63.93	434.89	109.89	0.00	608.71	2,000.00	-1,391.29	30.44%
6731.7 · Battle of the Books Program	0.00	90.35	0.00	0.00	90.35			
6731 · Youth Programs - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6731 · Youth Programs	455.68	1,419.40	1,010.14	0.00	2,885.22	10,500.00	-7,614.78	27.48%
6740 · Postage & Freight	19.53	334.05	174.31	0.00	527.89	1,500.00	-972.11	35.19%
6750 · Utilities								
6751 · Garbage								
6751.1 · Baker-Baker Sanitary	508.05	457.05	269.70	0.00	1,234.80	1,660.00	-425.20	74.39%
6751.2 · Haines-Baker Sanitary	54.00	54.00	27.00	0.00	135.00	190.00	-55.00	71.05%
6751.3 · Halfway-LaRue Sanitary	36.00	16.00	16.00	0.00	68.00	165.00	-97.00	41.21%
6751.4 · Richland-Eagle Cap Sanitation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
6751.5 · Huntington-Baker Sanitary	64.00	64.00	32.00	0.00	160.00	225.00	-65.00	71.11%
Total 6751 · Garbage	662.05	591.05	344.70	0.00	1,597.80	2,240.00	-642.20	71.33%
6752 · Heating Fuel								
6752.1 · Baker-Cascade Natural Gas	18.42	798.23	1,328.67	0.00	2,145.32	5,000.00	-2,854.68	42.91%
6752.2 · Haines-Ed Staub	0.00	878.51	576.26	0.00	1,454.77	1,800.00	-345.23	80.82%
6752.3 · Halfway-Ed Staub	0.00	0.00	787.80	0.00	787.80	1,300.00	-512.20	60.6%
6752.6 · Sumpter-City of Sumpter(Shared)	0.00	0.00	0.00	0.00	0.00	900.00	-900.00	0.0%
Total 6752 · Heating Fuel	18.42	1,676.74	2,692.73	0.00	4,387.89	9,000.00	-4,612.11	48.75%
6753 · Water/Sewer								
6753.1 · Baker-City of Baker City	654.54	758.02	160.04	0.00	1,572.60	1,610.00	-37.40	97.68%
6753.2 · Haines-City of Haines	168.00	252.00	252.00	0.00	672.00	975.00	-303.00	68.92%
6753.3 · Halfway-City of Halfway	231.00	231.00	154.00	0.00	616.00	950.00	-334.00	64.84%
6753.4 · Richland (NEOHA agreement)	97.46	118.59	70.66	0.00	286.71	550.00	-263.29	52.13%
6753.5 · Huntington-City of Huntingtn	340.00	170.00	260.10	0.00	770.10	850.00	-79.90	90.6%
Total 6753 · Water/Sewer	1,491.00	1,529.61	896.80	0.00	3,917.41	4,935.00	-1,017.59	79.38%
6754 · Electric								
6754.1 · Baker - OTEC	4,837.44	4,012.12	2,478.31	0.00	11,327.87	17,200.00	-5,872.13	65.86%
6754.2 · Haines - OTEC	330.52	317.73	227.07	0.00	875.32	1,500.00	-624.68	58.36%
6754.3 · Halfway-Idaho Power	275.12	170.73	164.77	0.00	610.62	1,000.00	-389.38	61.06%
6754.4 · Richland (NEOHA agreement)	374.16	667.72	763.73	0.00	1,805.61	2,900.00	-1,094.39	62.26%
6754.5 · Huntington-Idaho Power	174.38	237.66	419.86	0.00	831.90	1,600.00	-768.10	51.99%
6754.6 · Sumpter-City of Sumpter(Shared)	0.00	0.00	0.00	0.00	0.00	600.00	-600.00	0.0%
Total 6754 · Electric	5,991.62	5,405.96	4,053.74	0.00	15,451.32	24,800.00	-9,348.68	62.3%
6750 · Utilities - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6750 · Utilities	8,163.09	9,203.36	7,987.97	0.00	25,354.42	40,975.00	-15,620.58	61.88%
6756 · Telecommunications								
6756.0 · Telephone								
6756.1 · Baker - BendTel	418.24	420.71	281.76	0.00	1,120.71	1,700.00	-579.29	65.92%
6756.2 · Haines - Cascade/Reliance	196.94	193.90	194.90	0.00	585.74	800.00	-214.26	73.22%
6756.3 · Halfway - Pine Telephone	106.83	120.53	114.23	0.00	341.59	500.00	-158.41	68.32%
6756.4 · Richland - Eagle Telephone	75.98	110.84	104.04	0.00	290.86	430.00	-139.14	67.64%
6756.5 · Huntington - CenturyTel	183.62	188.51	0.00	0.00	372.13	850.00	-477.87	43.78%

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6756.6 · Sumpter - CenturyLink/Qwest	152.01	135.10	42.67	0.00	329.78	600.00	-270.22	54.96%
6756.8 · Cellular Service-Verizon	290.91	312.73	248.51	0.00	852.15	2,300.00	-1,447.85	37.05%
Total 6756.0 · Telephone	1,424.53	1,482.32	986.11	0.00	3,892.96	7,180.00	-3,287.04	54.22%
6757.0 · Internet								
6757.1 · Baker - NERO Network	477.00	477.00	0.00	0.00	954.00	2,000.00	-1,046.00	47.7%
6757.2 · Haines - Cascade/Reliance	185.85	185.85	185.85	0.00	557.55	760.00	-202.45	73.36%
6757.3 · Halfway - Pine Tel	122.70	122.70	122.70	0.00	368.10	650.00	-281.90	56.63%
6757.4 · Richland - Pine Tel	75.00	75.00	75.00	0.00	225.00	350.00	-125.00	64.29%
6757.5 · Huntington -CenturyTel	1,275.00	1,331.19	900.92	0.00	3,507.11	4,400.00	-892.89	79.71%
6757.6 · Sumpter - CenturyLink/Qwest	314.82	314.82	104.94	0.00	734.58	1,400.00	-665.42	52.47%
6757.8 · Bookmobile - Verizon hot spot	80.04	120.19	40.01	0.00	240.24			
Total 6757.0 · Internet	2,530.41	2,626.75	1,429.42	0.00	6,586.58	9,560.00	-2,973.42	68.9%
6756 · Telecommunications - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 6756 · Telecommunications	3,954.94	4,109.07	2,415.53	0.00	10,479.54	16,740.00	-6,260.46	62.6%
Total 6700 · Other Operating Expenses	17,519.74	21,300.03	16,045.09	0.00	54,864.86	88,915.00	-34,050.14	61.71%
Total 6000 · Materials and Services	65,885.54	105,731.41	73,714.06	0.00	245,331.01	361,566.00	-116,234.99	67.85%
7000 · Capital Outlay	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
7500 · Debt Service	0.00	1,000.00	0.00	0.00	1,000.00	4,000.00	-3,000.00	25.0%
8000 · Transfers & Contingency								
8005 · Transfers								
8005.1 · Transfer-Technology Fund	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
8005.2 · Transfer-Severence Liab Fund	0.00	0.00	0.00	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 8005 · Transfers	0.00	0.00	0.00	0.00	0.00	11,000.00	-11,000.00	0.0%
8006 · Contingency	0.00	0.00	0.00	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 8000 · Transfers & Contingency	0.00	0.00	0.00	0.00	0.00	16,000.00	-16,000.00	0.0%
Total Expense	283,185.06	298,414.51	259,175.75	0.00	840,775.32	1,156,531.00	-315,755.68	72.7%
Net Income	-10,360.06	741,880.47	-229,145.66	0.00	502,374.75	223,110.00	279,264.75	225.17%