

Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, May 11, 2015, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

6:00	I. CALL TO ORDER	Dielman
	II. Additions/deletions from the agenda (ACTION)	Dielman
	III. Conflicts or potential conflicts of interest	Dielman
	IV. Approval of minutes from previous meeting (ACTION)	Dielman
6:05	V. Open forum for general public, comments & communications In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization.	
6:10	VI. PREVIOUS BUSINESS	
	i. Opposite-sex Domestic Partner benefits (ACTION)	Stokes
	ii. Personnel Policy revisions (ACTION)	Stokes/Hawes
	iii. Technology Use Policy (ACTION)	Stokes
7:00	VII. NEW BUSINESS	
	i. FY14-15 Budget Year-end Revisions (ACTION)	Stokes
	ii. FY15-16 Draft Proposal (ACTION)	Stokes
	iii. Director Rotary membership	Stokes
7:45	VIII. ADMINISTRATIVE REPORTS	
	i. Director's Report <i>Related documents:</i> To be distributed at meeting.	Stokes
	ii. Business and Financial Report <i>Related documents:</i> To be distributed at meeting.	Hawes
	IX. Agenda items for next regular meeting: Jun 15, 2015	Dielman
8:00	X. ADJOURNMENT	Dielman

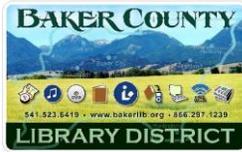
The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's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

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (i) Personnel



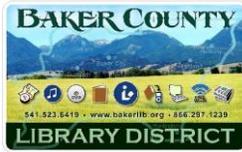
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<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:03pm. The meeting was held in the Riverside Meeting Room. Directors present were: Gary Dielman, Nellie Forrester, Della Steele, Kyra Rohner-Ingram and Betty Palmer arriving at 6:07pm. Others present were Perry Stokes, Library Director, Christine Hawes, Business Manager and guest presenter, Kevin Bell of Clarke & Clarke Insurance.</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or changes to the agenda. One correction was noted that Hawes would give the Business Report rather than Stokes as noted on the Agenda. No other changes were made.</p>
<p>Minutes Approved</p>	<p>Dielman asked for corrections to the minutes. There were no changes to the minutes. Steele made a motion to approve both the Agenda as corrected and the March 9, 2015 Regular Meeting Minutes as presented; Forrester seconded; motion passed (3 votes yea, 1 abstain Rohner-Ingram was not at the meeting).</p>
<p>Conflicts or potential conflict of interest</p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
<p>Open Forum</p>	<p>Dielman stated for the record that there were no members of public other than our guest speaker. Stokes had no correspondence.</p> <p>Palmer arrived at the meeting at 6:07pm.</p>
<p>New Business: Approval of Health Insurance Provider</p>	<p>Dielman thanked Kevin Bell for coming to review insurance coverage. Stokes added that the Special Districts Association of Oregon (SDAO) is changing insurance carriers and needs a decision on what insurance we will go with for the upcoming renewal year beginning June 1. SDAO has requested the decision by April 17 in order to proceed with setting up the new carrier and getting cards out to employees prior to June 1.</p> <p>Kevin Bell began by describing how health insurance has operated in recent years. This year, SDAO is moving to a self-insurance model. The Cities & Counties has already been self-insured for quite some time and it is working well for them. SDAO has contracted with Regence Blue Cross to process all the claims and use their nationwide network. To the employee it will appear that district insurance is with Regence Blue Cross. However, they are really the third party administrator and will charge SDAO an administration fee along with a monthly billing for claims. Blue Cross has also gone into the re-insurance market; insuring any claims over a certain dollar level. Once an individual claim reaches that level, then Regence will pay the bill.</p> <p>Dielman asked if Regence provides the re-insurance in order to get the</p>



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business. Bell replied yes, adding that this is common practice. Going forward on renewals after this year, SDAO will analyze how the year went. They can use the savings to buy down rates, if necessary, in order to control the rates and hopefully, somewhat stabilize them. This also gives the program a lot more flexibility. SDAO has grown to the point it has the ability to do this. Dielman asked where Clarke & Clarke Insurance fits in. Bell said that they still act as the agent of record for SDAO members and help administer the insurance product.

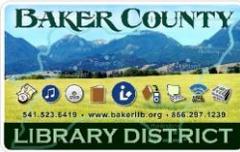
Bell handed out two documents with information about what will happen on renewal this year. Referencing the SDIS Insurance sheet, he has highlighted the plan that we are currently on. This will take effect on June 1, 2015. He explained that Special Districts has historically given the average rate to every District, meaning that all Districts used to pay the same rates. Now they are going to use demographics and give individualized rates to each District. Regence Blue Cross will be mimicking identical coverage that we have had through Pacific Source.

The next sheet gives the anticipated savings for the Library District of \$14,050 for the upcoming year; a monthly savings of \$1,170 (based on the current employees covered). He went on to say that he also got a quote from Pacific Source on an individual rate. The District can choose to stay with Pacific Source, pulling out of Special Districts for health insurance. The quote came back about \$6,400 higher annually than Blue Cross rates being offered through SDAO.

Forrester asked what the maximum amount that Blue Cross pays. Bell responded that he believes the level is \$100,000. The Library District's liability insurance cap is \$500,000 and he believed the fire insurance was as well. The same thing happens there, Special District's buys re-insurance to cover claims over that amount. There was some discussion on the insurance coverage.

Bell said that the dental insurance will change to MODA (was ODS, Oregon Dental). Pacific Source had also been providing the dental insurance. There was a discussion on the MODA company. Dielman asked if these changes affect the bookkeeping or the District financially. Hawes explained the bookkeeping process won't be affected.

Rohner-Ingram made a motion to approve continuing with Special Districts Insurance Services and the rollover with the group health insurance to Regence Blue Cross Red PPO K Plan in providing comparable coverage; Palmer seconded; motion passed unanimous.



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Opposite-Sex Domestic Partner Benefits

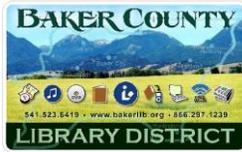
Stokes said that one more item relating to the health insurance needs to be discussed while Kevin Bell is here. The Special Districts insurance already includes coverage for same-sex domestic partners required by law. We have the **opportunity to extend the insurance coverage for opposite-sex (male-female) domestic partners**; those who live together but are not married. The board has previously declined this option. He recommended continuing to decline the option due to cost.

Bell explained the coverage and increased costs. Forrester said that it would be like covering common law marriages. She believed the District should offer it. Rohner-Ingram asked if the rules to qualify for coverage were the same for opposite-sex domestic couples as they are for same-sex domestic couples. Bell wasn't sure because he has never had an instance to look up the rules but will get the rules for covering both ways to Stokes. Dielman commented that people don't always get married anymore. Why, he asked, should the library treat opposite-sex domestic partners any different than same-sex domestic partners? He felt there should be equal treatment.

Discussion ensued on extending coverage for opposite-sex domestic partners. Palmer summarized the coverage and impact to the District. Dielman reiterated if we are offering same-sex domestic partner coverage, then why not offer coverage to opposite-sex domestic partners.

Rohner-Ingram said she agreed although her concern was the financial impact. Forrester said if they are living together long enough to be a viable couple, then coverage should be extended. If they can afford to pay their portion of the coverage, then they should have the option. Dielman agreed, stating that we now have two "yes" votes to extend coverage. Steele agreed with the "yes" votes. She said that sometimes you don't think you will be in a situation like that. She thinks that if you are taking care of one group then we should take care of the other. But given the cost, feels that it was unlikely at this time. Palmer said she is ambivalent, and feels it is better to stay with what we are doing now. Suggesting that we talk about making this change in coverage next year at renewal. Bell again said that he will find out about the requirements for coverage for both options and get the information to the District for next month's meeting.

Palmer asked for the maximum exposure to be calculated and made available at the next meeting. The cost to cover a spouse/domestic partner or family was reviewed. **Dielman asked for a motion. There was no motion put forward. Dielman said the discussion was tabled to the May meeting.** Bell said that he will go ahead with the group health insurance renewal, alerting SDAO that we will decide on the opposite-sex domestic partner coverage in May.



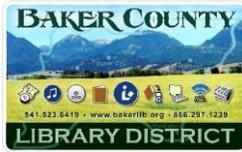
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	<p>Kevin Bell left the meeting at 6:50pm.</p>
<p>Financial Officer Bonding Insurance</p>	<p>Dielman moved on to the next agenda item. Hawes said that when she and Stokes recently met with Kevin Bell to review the liability insurance, it was discovered that the two of them were not bonded as financial officers. The District had this coverage at one time but believed that it was included in the liability coverage. Bell confirmed that it was not. Kent Bailey, the District Auditor, was consulted. He recommended that both Stokes and Hawes be bonded for \$50,000 each. Clarke & Clarke Insurance provided a Public Official Bond Quote. Reviewing the sheet that was included in the board packets, Hawes explained the options. Palmer made a motion to approve bonding Christine Hawes and Perry Stokes at \$50,000 each; Forrester seconded; motion passed unanimous.</p>
<p>Personnel Policy Revisions</p>	<p>Stokes said there are a few proposed policy revisions. The first recommended change for review is for the cessation of in lieu health insurance benefit. It has come to our attention that according to the Affordable Care Act this benefit is prohibited. He and Hawes have discussed the impact of this development with the one staff person whom this affects. He is proposing a 50% cut in the next fiscal year and then eliminating it in the following year. The proposed Personnel Policy change for Article 12.3 Eligibility was included in the board packets for review. After discussion, Rohner-Ingram suggested including a paragraph clarifying the PERS eligibility in the policy.</p> <p>The second Personnel Policy change in Article 12.5 Waiting Periods, Stokes said was a house keeping change. The waiting period for health insurance changed to 60-days, which the District adopted last year. The policy needs to be updated to accurately reflect those changes. Additional verbiage has been added to list the different waiting periods for various benefits. Rohner-Ingram suggested that Article 12.3 list all eligibility requirements and 12.5 should state when they are going to get the benefit.</p> <p>Stokes said the personnel policy doesn't specifically address tobacco, the new medical marijuana law, or prescription drugs. He has added verbiage to address these items in Personnel Policy Article 4 – Drug-Free Workplace, which also incites changes to Articles 9.5 and 9.6, all of which are included in the board packets. The closest model he was able to find was for an electric company where the issue of medical marijuana was addressed. Though for highly safety sensitive lineman, some safety issues may be applicable to library staff. He is specifically concerned with those employees who drive for the library, either their own vehicle or the bookmobile. There was discussion on impairment and drug levels.</p>



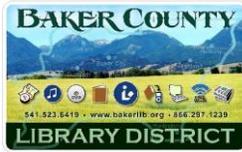
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	<p>Rohner-Ingram said that on the legal side, she would feel more comfortable if the District attorney was consulted. She has concerns with requiring employees to disclose prescription drugs. She felt that a UA test a couple times a year can be an effective deterrent. Stokes said that he has submitted the policy draft to the SDAO legal department, but had not yet received a response. Dielman said based on his work experience, impairment can be based on observation of competent behavior. At that time, you can require a drug test. Palmer said someone on medication can have a safety factor and a real concern, especially since they often travel by themselves.</p> <p>Discussion ensued on how to restate this. Rohner-Ingram suggested talking with the District Attorney on how to state this. Stokes agreed that he would have the District Attorney review the policy. Rohner-Ingram suggested we treat prescription medication and medical marijuana like alcohol; it's legal, but how to go about legally controlling its use at work. Dielman said we need to get more information and find out what others are doing. Palmer felt that more policy changes will likely be coming due to new pending laws.</p> <p>Stokes suggested that these policies can be further discussed and finalized at a future meeting since there are likely more Personnel Policy changes that need to be presented.</p>
Technology Use Policy Revisions	<p>Stokes told the board that the revisions proposed to the Internet & Computer Use Policy are too big to be decided tonight. He proposed a presentation and review of the proposal for this meeting and taking action next month so everyone can have time to ready through the related documents.</p> <p>Included in the board packets are three documents: the Internet & Computer Use Policy currently in effect, the revised version titled Technology Use Policy with markup of all changes, and the Technology Use Policy with changes adopted. The proposed changes transform the Internet & Computer Use Policy into a more generalized policy. He has updated or removed outdated, inaccurate, and redundant passages and many elements that are more appropriate in a services manual rather than a policy document.</p> <p>The policy addresses public exhibition of graphic violence that had not previously been addressed concurrent with exhibition of sexually explicit content. The policy establishes a time, manner & place limit on the activity. The library values first amendment rights and access to information but has an interest in controlling where & how access to explicit graphic violence and sexual content may occur. For example, a person wishing to view graphic violence such as surgery, forensic or beheading videos, or view sexual</p>



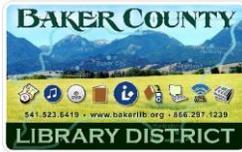
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	<p>content for medical information may be invited to move from a general computer lab to a tutor room for more private viewing or to use a monitor privacy film. He asked the board to take home the policy and the proposed changes to be discussed at the May board meeting.</p>
<p>FY2014-15 Year-End Budget Projection and FY2015-16 Preview</p>	<p>Stokes said he wanted to review the fiscal year-end projection. He will also be highlighting his plans for preparing the budget for fiscal year 2015-16 and asked for the board’s input. Additional tax revenues are projected to be \$31,000 more than projected due to a higher valuation of County property (TAV). Prior revenues will be decreasing because collection rates have been strong in recent years; that line has been decreased by \$7,000. The E-Rate reimbursement line appears to be overestimated and will be adjusted down about \$2,000. The beginning cash shows a \$15,400 shortfall due to implementation of the accrual accounting method. Total revenues are projected slightly above budget.</p> <p>In Personnel expenditures, the business manager wage line will be adjusted to reflect the additional 5 hours a week that were granted effective January 1. One of the office manager wages lines is projected to be slightly over budget. He may have overlooked a step increase on this line. The hiring delays on three positions will result in a substantial savings of about \$23,000 in salaries. Nearly 40% of that will be required to cover the cost of additional desk operations under the Vacation Substitutes wage line that will be over budget. A savings of \$11,700 is projected in the health insurance also due to hiring delays. At this time, it appears there will be no health insurance deductible reimbursement claims this year. Overall, Personnel is projected at \$45,782 under budget.</p> <p>In Materials & Services, the bulk of the Personnel savings, \$33,800 will be used to restore the Book budget. This will bring the Book budget up to 8.5% of the budget. Building \$ Supplies is projected at slightly under budget (\$2,200). In Corporate Costs, Insurance will be over budget at \$1,500; Travel & Training is anticipated to be over budget by \$2,000 due to additional training; Association Dues is also projected to be over budget by \$1,200. Corporate Costs overall, will need to be expanded by \$5,900. In Other Operating Expenses, Children’s Programs will be increased by \$1,600 due to the expanding popularity of our seasonal and Summer Reading Programs. Utilities and Other Operating Expenses should be about \$8,000 under budget. Overall, an extra \$16,650 is anticipated to increase the cash carryover to \$237,031, up from the \$218,121 budgeted.</p> <p>Looking ahead to Fiscal Year 2015-2016 goals. In Personnel, Stokes said that it is a priority to promote branch staff up to the Library Assistant III category to be concurrent with increasing duties in recent years. A new staff with an</p>



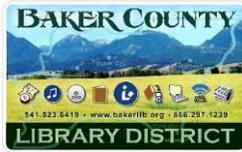
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	<p>MLIS degree has been hired, raising the cost for that position but also the number of staff with professional certifications which is an important standard for effective library organizations. The business manager position has added 5 hours and is eligible for a salary increase. The children’s program manager is budgeted to move up to Library Tech II level to compensate for increased duties. 20 hours from a retired staff will be redistributed to expand the media processor and book processor positions, leaving 12 hours a week to hire a part-time person needed to help cover the front desk. The Reference Librarian has been budgeted at 30 hours; that amount is being increased to 33 hours to reduce the recurrence of comp time accrual required for that staff to accomplish Collection Development and weeding projects. As for the director final management step increase (Mgmt D5), Stokes recommends retaining salary at the Management D4 level, perhaps to be reconsidered in a couple of years on his 10th anniversary (June 2017). He feels the current salary level is adequate and competitive with peer libraries.</p> <p>In Materials & Services for FY15-16, Stokes plans to start the Book budget near \$100,000 (9.6% OPS budget). Building & Grounds will be increased \$5,000 (to \$25,000) in order to cover anticipated projects. He feels there is a need to re-structure the cleaning contract. The cleaning schedule was designed when the prison crew came regularly and helped with custodial duties. The Library really needs custodial attention 5 days a week, at 5 hours an evening and \$13.00 an hour the contract would increase to \$18,000 (currently \$10,500 annually). He intends to put out an RFP for the contract renewal. He aims to increase the Computer hardware budget from \$5,000 to \$10,000. The Technology Specialist is working on a project plan and budget. Children’s Programs will increase by \$2,500 to fully encompass the Ready2Read grant funds. Debt Service will remain at \$2,000 for the Resort Street project due to the City over 14 years. The Operating Contingency minimum goal of \$215,000 (\$200,000 cash carryover plus \$10,000-\$15,000 for medical deductible) will continue to be sustained.</p> <p>Stokes referenced a report included in the packet, 2015-2016 Strategic Plan, Facility Needs & Goals. We have a grant to install a HVAC at the Richland Branch. The Baker Library again needs to have the eaves repaired. Both of the parking lots need resealed and new signage, both painted and installed on posts. The exterior lighting needs to be converted to LED in the future. He continued to review the list of upcoming facility needs and the list of service improvements.</p>
<p>Administrative Reports: Director’s Report</p>	<p>Stokes said that in light of the time nearing 8:00pm, his report could wait. There was nothing critical to share.</p>



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Business and Financial Report

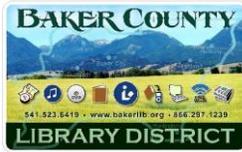
Hawes passed out financial reports and check packets for signatures. The **General Fund** received **\$9,149.78 in tax revenues** and the **final E-Rate refund** of \$451.95 (totaling \$2,918.30 billed) for the first 6-months of the fiscal year. There will be another E-Rate billing for 6 months covering January through June. One vendor declined to validate a funding request; the loss was \$144.90 for the 6-months billed to-date.

Our Technology Specialist has made **two special contract trips** to the Oregon Trail Library District; the first invoice has been paid, the second invoice of \$1,260.36 was mailed recently. We also wrote a check for \$100.40 to the Friends to transfer net year-to-date bookshop sales through PayPal. Children's Programs received a \$100 donation for summer reading. Checks written include Ingram \$2,096.46 (74% of the order was for new adult books) and Visa \$3,820.37 (books \$763.20 and movies \$1,078.03).

Other notable checks, **Alpine Alarm \$430** to install 2 phones, **Scotts Heating \$540.53** for the balance due on the air compressor repair last month, **Mike Bork Auto \$575.13** to replace the Bookmobile alternator, **Intuit \$449** (included on the visa) for the annual payroll subscription, **Quill \$1,220.42** for printer cartridges and copy paper, and finally, **Nero Network \$715.50** for Internet third quarter invoice. The **Upstart** invoice of **\$667.44** for Summer Reading Program supplies will be paid next week after the remaining merchandise on the order can be verified.

Other Funds – a check for \$100 was received from Phillip **Charette** on his account (balance due of \$200) and **Amazon book sales of \$161.78** in March. Donations totaling \$310 in memory of John Burgess received, along with **\$540 in donations** in memory of Tom Vaughan earlier in the fiscal year, were used to help pay for the two new chairs in the lobby. There were three checks for commissions \$124.28, Visa \$17.20 for postage to mail books, and Signs2Fit \$57.00 for staff appreciation engraving.

Sage Fund – Hawes wanted to highlight items on the Sage financial report for this meeting. The **LSTA grant** for the courier services is nearly spent with \$3,081 left in the grant. Of that \$56,952 has been invoiced and reimbursements received from the grant. The **cataloger grant** has received \$7,143 in reimbursements and is due to send in another request. Total catalog related expenditures total \$24,258 at this point (57% of the grant awarded). Checks written are for typical fund expenditures include 6 checks for courier services totaling \$2,267.54, SDAO health insurance \$1,358.16 (2 staff), and Hood River Library contract \$4,496.67 for the Sage System Technician. As an overview of activity, Sage reimburses the General Fund monthly for direct deposit of staff salaries, payroll taxes and PERS expense. Sage pays directly SDAO for its portion of the group health insurance, Lincoln



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	<p>National Life Insurance for group life insurance coverage, and the US Bank Visa for any Sage related expenses charged to that visa card. The Sage fund currently has a cash balance of \$158,798.90. The fund has additional expenses budgeted of \$51,539 with a potential cash carryover of \$107,260 (budgeted contingency of \$84,500). Beginning cash received from EOU totaled \$102,118 (\$95,000 in June plus the balance in the account of \$7,117.96 couple months later).</p> <p>Other news – The quarterly payroll reports were filed April 2. Hawes thanked Stokes for honoring her at the staff meeting last week for 10 years of service. Hawes read a card received from PERS titled “PERS Reporting Star” that said “You submitted 100% of your 2014 reports on or before their due dates...” And finally, an update on E-Rate. Fiscal Year 2015-2016 Category 1 (telephone and Internet) forms were filed in March. The funding approved totaled \$2,326 telephone service (covered at 50%) plus \$2,459 Internet services (covered at 70%), plus NERO Internet \$6,678 (also covered at 70%, vendor bills E-Rate direct); totals \$11,463.76 funding requested. This represents a decrease in funding of \$1,516.83 due to the decrease in telephone support implemented next fiscal year. Category 2 forms (equipment) were filed April 14 for the “Baker Update Project.” The project will start with replacing switches throughout the Baker Library building to improve wireless service at a cost to the Library District of \$6,124 (total equipment quote was \$20,262). Ideas for the second phase of the update project include re-wiring the Baker Library and branch wireless controller systems.</p> <p>Checks were signed and returned to Hawes along with the Approved Bills Lists that had been initialed by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular meeting will be May 11, 2015 at 6:00pm. Items proposed for the May meeting include the fiscal year 2015-16 budget draft proposal and discussion of extending the sick leave benefit program to part-time staff.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 8:05pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>



Affidavit of Domestic Partnership

This form should be used for dependent domestic partners only, in addition to a member enrollment form.

Policy No.: _____ Group Name (if applicable): _____

We, _____, and _____, certify that we
(Enrollee) (Domestic Partner)
meet the requirements set forth below in all respects.

1. We are each 18 years of age or older.
2. We are not related by blood closer than would bar legal marriage in Oregon where we have a permanent residence and are domiciled.
3. We have shared jointly the same permanent residence for at least six (6) months immediately preceding the date of an application to enroll and intend to continue to do so indefinitely.
4. We have joint financial accounts and have agreed to be jointly responsible for each other's common welfare, including basic living expenses.
5. We share an exclusive domestic partnership and have no other domestic partner.
6. Neither one of us has a legally binding marriage nor have we had another domestic partner within the previous six (6) months.
7. We were mentally competent to consent to contract when our domestic partnership began and remain mentally competent.
8. We agree that we are bound by and subject to all the provisions of the health plan.
9. We acknowledge and understand that willful falsification of information contained in this affidavit may result in the termination of our enrollment in the health plan and could result in a claim for damages or losses sustained by the health plan because of such willful falsification.
10. We understand that any coverage obtained by reason of this affidavit will terminate if we fail to meet any of the requirements of this affidavit as well as any applicable requirements of the underlying health plan.
11. We agree to notify the health plan policyholder in writing within 30 days of any change which would cause us to fail to meet any requirement of this affidavit, the underlying health plan.
12. We certify under penalty of perjury under the laws of the State of Oregon that the foregoing is true and accurate to the best of our knowledge.

Employee: _____
 Signature Date Social Security No.

Domestic Partner: _____
 Signature Date Social Security No.

Baker County Library District
Calculate Maximum Exposure for Offering Opposite-Sex (Common Law) Domestic Partner Coverage

May 11, 2015

Employee Covered	Category	District Coverage			Potential Annual Exposure		
		Total Cost	Less employee portion	District Cost	Spouse coverage	Less employee portion	District Cost
Sara Durlinger	Single	\$ 601.25	\$ (30.06)	\$ 571.19	\$ 592.68	\$ (296.34)	\$ 296.34
Christine Hawes	Family	\$ 1,703.44	\$ (551.10)	\$ 1,152.34			
Diana Pearson	Single	\$ 601.25		\$ 601.25	\$ 592.68	\$ (296.34)	\$ 296.34
Melissa Shafer	Spouse	\$ 1,193.93	\$ (296.34)	\$ 897.59			
Courtney Snyder	Single	\$ 601.25		\$ 601.25	\$ 592.68	\$ (296.34)	\$ 296.34
Heather Spry	Single	\$ 601.25		\$ 601.25	\$ 592.68	\$ (296.34)	\$ 296.34
Perry Stokes	Married w/ Single coverage	\$ 601.25		\$ 601.25			
Jim White	Single	\$ 601.25		\$ 601.25	\$ 592.68	\$ (296.34)	\$ 296.34
Carmen Wickam	Spouse	\$ 1,193.93	\$ (296.34)	\$ 897.59			
Sylvia Bowers	Married - not on insurance	\$ -		\$ -			
John Brockman	Family (eff 6/15)	\$ 1,703.44	\$ (551.10)	\$ 1,152.34			
Monthly Totals		\$ 9,402.24	\$ (1,724.94)	\$ 7,677.30	\$ 2,963.40	\$ (1,481.70)	\$ 1,481.70
Multiply x 12 months for annual				\$ 92,127.60			\$ 17,780.40
					5 single employees		
Others covered:							
Cherie Conklin	Spouse only/COBRA	601.25					
Beth Longwell	Single / SAGE	601.25					
David Sale	Single / SAGE	601.25					
		<u>\$ 11,205.99</u>					

ARTICLE 1 – INTRODUCTION

1.1 Purpose

The purpose of the Personnel Policy Manual is to provide systematic and equitable procedures and regulations to guide and inform employees on all general matters relating to their employment with Baker County Library District. Said rules and regulations are provided to maintain uniformity and equity in personnel matters.

The Board is committed to seeing the policy enforced. Any breach of this policy shall be cause for action.

These policies shall not preclude the establishment of rules and regulations specific to various areas of service and responsibility so long as they are not in conflict with the policies set out herein. Such supplementary rules and regulations shall be incorporated into the staff procedures policies ~~Staff Procedures manual~~, which may be amended from time to time by written memo from supervisory personnel and the published content of staff meetings.

1.2 Variances

The Library District Board shall have the power to vary or modify the strict application of the provisions of these policies in any case in which it determines that the said strict application would result in practical difficulties or unnecessary hardships or are at odds with the intent of said policies.

1.3 Application

These personnel rules, policies and procedures apply to all employees, with exceptions noted for temporary and part-time employees. In the event of a conflict between these policies and County ordinance or State or Federal law, the ordinance or law will apply. In all other cases, these policies will apply.

Any resolution adopted by the Library District Board which bears on these policies shall be considered to supersede the policies adopted herein. The Library District Board specifically reserves the right to modify or amend these policies at any time, with or without notice.

None of these provisions shall be deemed to create a vested contractual right in any employee to limit the power of the Library District Board to repeal or modify these policies.

1.4 Distribution

The Library Director shall provide each employee at time of employment with a copy of these policies and any amendments and shall make a record of receipt as provided in *Appendix B*.

ARTICLE 3 – HARRASSMENT AND WORKPLACE BULLYING

3.1 Generally

It is the intent of the Library District to provide a work environment that is free from harassment and workplace bullying. Harassment or workplace bullying is unacceptable and will not be tolerated under any circumstances regardless of employment status. [moved up]Harassment in the The Library District work place which includes the Baker library premises and its environs, the outlying branches, the bookmobile, or in any mode of transportation whatsoever while on paid library business to outreach locations or to meetings on behalf of the Library District. is prohibited; Any employee found to have engaged in unlawful harassment in violation of this policy will be subject to disciplinary action, up to and including discharge immediate termination.

Any employee who believes ~~he/she is~~ that they are the subject of ~~unlawful~~ harassment or workplace bullying should report the complaint to the Library Director for appropriate investigation and action. If the complaint is against the Library Director, the employee should report the ~~alleged act~~ complaint to the Library Board President ~~for appropriate investigation and action.~~

3.2 Harrassment (new)

[moved from paragraph 1]Harassment includes unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory towards either gender or towards racial, ethnic or religious groups, handicapped employees, age groups or any other act of harassment prohibited by law.

3.2.2 Racial

Racial harassment includes but is not limited to: epithets, forms of address based on race, racial jokes and undesirable work assignments due to race or color.

~~3-3~~ 3.2.3 Sexual

Sexual harassment is verbal comments, gestures or physical contact of a sexual nature, which is not freely and mutually agreeable to both parties. Any employee who uses sexual behavior to implicitly or explicitly threaten, coerce, influence or affect the employment, job status, salary or performance of another employee is engaging in sexual harassment.

3.3 Workplace Bullying (new)

Bullying is defined as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades, or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment. Workplace bullying is not discipline by the Director in the course of business, interpersonal conflict, a disagreement or misunderstanding, or incivility/rudeness. Bullying is psychological abuse that can be summarized under three categories: aggressive communication (angry outbursts, excessive profanity, name-calling), acts and behaviors aimed at humiliation (ridicule, harsh teasing, degrading comments), or manipulation.

3.4 Supervisory Responsibility

Supervisors are responsible to ensure that unlawful harassment and bullying does not occur in the work place. Any reports of this type are to be reported to the Library Director, treated seriously, investigated promptly and impartially, and appropriate disciplinary action taken.

ARTICLE 5 – GENERAL RECRUITMENT AND SELECTION

5.1 Job Openings

Job openings for positions of 20 or more hours per week shall be advertised and posted in-house for at least seven (7) days prior to public listing. If unfilled such job openings will then be listed with the State Employment Division and advertised in a newspaper of general circulation in Baker County. Applications on file in the Library Director's office will be considered current for six (6) months. Job openings of less than 20 hours per week may be filled in any reasonable manner.

5.2 Method of Hire

It is the policy of the Library District to give first consideration for job openings to District employees. For internal promotions, publication is not required.

The Library Director shall publish the vacancy, take applications and conduct interviews. Subject to Board approval, the Director shall hire the most suitable candidate based on the following criteria:

- a. Level of training and education relative to the position; past work experience may be considered in place of formal training and/or education according to the judgment of the Library Director;
- b. Extent of previous work experience relevant to the position;
- c. Applicant's mental and physical fitness to perform the functions of the position;
- d. Information placed on application, quality of application regarding completeness, aptness, neatness and accuracy;
- e. Verification of past employment, including option to view applicant's personnel file with past employers (for which standard release form is provided in *Appendix A*);
- f. Responses of references provided by applicant;
- g. A written examination or other demonstration of job-related skills prior to employment at employer's discretion; and
- h. Oral interview.

5.3 Physical and Psychological Examinations

Any applicant or current employee may be required to take a physical or psychological examination to determine their ability to perform the functions of a position. When such an examination is required, it shall be conducted by a licensed physician approved by the District and the District shall pay the cost of such examination.

5.4 Hire of Retired Employee

An Any employee who has worked for the Library District up to retirement, and is willing to come back immediately who wishes to continue part-time service, with no break in service, must present such request to the Director for approval. shall be reinstated at the same salary and benefit level pro-rated for any change in benefit status, except that the salary may be different if the person is filling a different position. Change in benefit status may include no PERS contribution if employee is retired under PERS; if may also include receiving insurance premium reimbursement rather than insurance coverage if Medicare is in place, or no insurance benefit if new hours are less than 19.7 per week. The Director has the authority to approve or decline the request and adjust the salary according to the position for which the retiree is being retained. See Article 12 for retiree benefit policies.

ARTICLE 7 – PERSONNEL RECORDS

7.1 Maintenance/Content

Personnel records are maintained on all Library District employees and are the property of the District. The records shall contain but not be limited to: employment application, W-4 and Employment Eligibility Verification, examination materials, personnel action forms, performance appraisals, disciplinary actions and records relating to fringe benefits.

The District shall maintain a complete service and personnel record for each current employee. The personnel record shall show the employee's name, title of position, job description, salary, change in employment status, training received and other such information affecting employment status and forms as may be required by law.

7.2 Access

Access to the personnel file shall be limited to the employee and such designated employees as may have responsibility for their maintenance. Requests by others for access must be made in writing to the Library Board.

7.3 Written Statements

Employees may include a written statement of explanation or rebuttal to any material placed in their file. Any disciplinary action shall be in writing and signed by both the employee and Library Director.

No material reflecting critically upon the employee may be placed in any employee personnel file that does not bear the signature of the employee or a statement by the employee's supervisor that the employee has seen the material and been provided a copy. For action taken prior to the adoption of these policies, a signed statement by the supervisor characterizing said action shall suffice.

Signatures required by the employer on any document that might be placed in the employee's personnel file or used by the employer to support its position in a labor dispute shall confirm only that the supervisor has discussed and given a copy of the material to the employee, and does not indicate agreement or disagreement.

7.4 Requests for Personnel Information

All requests for information regarding the employment status or performance of past or present District employees shall be directed to the Library Director or the Business Manager.

ARTICLE 9 – EMPLOYEE STATUS/DISCIPLINE

9.1 Generally

All employees serve at the pleasure of the District Library Board.

All employees are subject to a six (6) month probationary period upon hire during which such employee's performance is being evaluated. During that period, a probationary employee may be discharged at any time without cause. At the end of the probationary period an evaluation will be conducted to determine whether employment should be continued. Employees who do not satisfactorily complete the introductory period will be terminated. ~~During the probationary period, sick leave with pay, and vacation benefits will not be granted. Sick leave and vacation time will accrue from the first day of work.~~ Completion of the probationary period does not modify an employee's at-will employment status.

9.2 Due Process

Although the employment relationship does not provide any contractual right to employees, it is the policy of the District that all employees be afforded due process prior to imposing any discipline greater than a written warning or reprimand.

The following constitutes due process:

- a. the employee will be notified of the charges, allegations or reasons that disciplinary action is being considered;
- b. the employee will be notified of the disciplinary sanctions being considered and the requirements for correction; and
- c. the employee will be given an opportunity to respond to the above either in writing or orally in an interview with the Library Director.

9.3 Resignation

To resign in good standing, an employee shall give the Library Director two (2) weeks notice prior to the last day of employment and such resignation shall be in writing. This provision may be waived in the case of extenuating circumstances. The employee does not have the right to revoke the resignation once submitted, but may do so at the discretion of the Library Director.

9.4 Reduction in Force (RIF)

The Library Director and the Baker County Library District Board will determine when a reduction in force is necessary. The Library Director with Board approval will determine which employees are to be retained. The following factors shall be considered:

- a. maintenance of District's equal employment policy;
- b. competence and merit:
 - 1) competence is the ability to meet the Baker County Public Library District's needs based on experience and training;

ARTICLE 12 – BENEFITS

12.1 Defined

Benefits are those compensations paid or partially paid on behalf of a qualified employee as are authorized at any time by the Library Board which are in addition to an employee's salary. They include but are not limited to group life and group health insurance, vacation, sick leave, holidays, and PERS retirement plan. See individual benefits addressed further in this article.

Unemployment coverage is provided by the District per ORS 657.

12.2 Distribution of Costs

The percentage of the costs of the benefit package provided to eligible employees shall be determined by the requirements of the operative benefit plan and the Library Board. Any Board resolution which alters the benefit compensation package shall be made known in writing to affected employees within thirty (30) days of such action.

A benefit package is not a contractual right and may be altered at any time by the Library Board. Decisions affecting package may be based on equity, change in benefit costs, and budget considerations.

It is the Library Board's policy to provide the maximum benefit package possible to attract and retain a skilled work force.

12.3 Benefit Eligibility

After successful completion of the applicable ~~W~~ waiting ~~P~~ period found in Article 12.4 (see 9.1 and 12.5), any permanent employee who is scheduled in any capacity, at any work site, to work for the District at least 20 hours per week is deemed to be eligible for benefits as defined in this article. In the case where the date-of-hire and the date at which an employee begins a qualifying position are different, the qualifying-position date becomes the date from which accruals are calculated and awarded. ~~The benefit waiting period is waived when the employee has already been employed by the District. [moved]~~

~~12.5~~ 12.4 Waiting Periods

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

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

ARTICLE 12 – BENEFITS, Continued

~~12.5~~ 12.4 Waiting Periods, Continued

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

Vacation and Sick Leave benefit accruals begin on the first day of the first full month after the date of employment having no waiting period. See individual articles for complete rules that apply to these benefits further in this article.

In general, all waiting periods begin the first full month after the date of employment.

Benefit waiting period(s) may be waived when the employee has already been employed by the District at the discretion of the Director.

12.5 Group Health and Life Coverage (previously included in Article 12.3)

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

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

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

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

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

ARTICLE 12 – BENEFITS, Continued

~~12.4~~ 12.6 Vacation Leave

A full-time employee shall be credited with 12 days vacation leave after one full year of employment for that first year worked, and thereafter as follows:

1– 4 years service	credited	8 hours per month
5– 9 years service	credited	10 hours per month
10–14 years service	credited	12 hours per month
15–19 years service	credited	14 hours per month
20–24 years service	credited	16 hours per month
25+ years service	credited	20 hours per month

Employees in the first year of employment may use vacation time based on accrual of one day (8 hours) per month for full-time employees which will be considered a charge to, and be subtracted from, the 12 days awarded at the end of the first year. If borrowed and not awarded, such overpayment shall be deducted from the final paycheck. Eligible part-time employees may use their pro-rated vacation earned in the same manner as the full-time employee.

After the first year, vacation leave cannot exceed that which has been earned. Accrued vacation time shall not exceed 250 hours except in the following instance:

In the event that accrued vacation time reaches 250 hours, the Board may waive the limitation on accrual at its discretion, based on review of cause, except that under no circumstances may an employee take more than is earned in any given year, in order to protect the integrity of the process and the District's financial position, while allowing the employee to keep earned time on the books until retirement. The maximum impact this could have in any given fiscal year would be 5 weeks vacation (at 20 years) and compensation in the year of the employee's retirement of up to 250 hours. The employee would forfeit any accrued time in excess of these amounts, which total a maximum of 450 hours.

Accrued vacation upon termination after one full year of employment will be paid for at last regular rate of employee pay on the date of termination.

Accrued vacation upon employee's death, while employed by the district, shall be paid in full at last regular rate of employee's pay to the employee's heirs or estate.

Vacation leave will not accrue while employee is on extended sick leave of over forty (40) hours.

Eligible part-time employees shall accrue prorated vacation leave.

See *Appendix F* for Vacation Scheduling.

ARTICLE 12 – BENEFITS, Continued

~~12.6~~ 12.7 Sick Leave

A full-time employee shall be granted sick leave of one day (8 hours) per month upon employment. Eligible part-time employees shall be granted sick leave on a prorated basis.

After one full year of employment, upon termination or death, all accumulated unused sick leave will be reported to PERS, of which one-half (1/2) is used for inclusion in retirement computation pursuant to State law. The remaining one half (1/2) of accumulated unused sick leave will be paid to employee or heirs at the last regular rate of pay if they are vested. To be fully vested and eligible to receive one-half of any unused sick leave at termination, retirement or death, requires five years continuous employment.

Sick leave will accrue during earned vacation leave.

Sick leave may be used for illness of immediate family member, defined as spouse, parent, sibling, child, grandparent or mother- or father-in-law.

12.7 Maternity Leave

An employee may request and shall be granted maternity leave for a reasonable period of time as determined by the physical needs of the employee as certified in writing by the attending physician or as agreed to between the employee and the District.

An employee may use accumulated sick leave and vacation leave for maternity. A qualified employee on paid leave shall continue to receive benefits.

12.8 Compassionate Leave

An employee may use three (3) days of either accumulated sick leave, earned vacation leave or leave of absence without pay in the event of a death in the immediate family, defined as spouse, parent, sibling, child, grandparent or mother- or father-in-law.

An employee may use one (1) day of sick leave, vacation leave or leave without pay to attend the funeral of other than immediate family with prearrangement for absence made with Library Director.

An employee of the District may voluntarily donate up to three (3) days of either accumulated unused sick leave or earned vacation to another permanent employee of the District at their discretion with prior approval of the Director. An acknowledgement of the voluntary gift will be documented, signed and placed in the donor personnel file.

ARTICLE 12 – BENEFITS, Continued

12.9 Military Leave

All permanent employees will be allowed Military Leave in accordance with law.

12.10 Leave of Absence without Pay

A leave of absence without pay may be granted to employees in extenuating circumstances. Such leave must be requested in writing and approved by the Library Director in writing, with the approval of the Library Board. No credit for longevity or other benefits will be earned while on leave without pay.

12.11 Leave of Absence with Pay

Leave of Absence with pay will be granted for jury duty or if employee is subpoenaed as a witness in a court of law. Any fees received for these services shall be given to the Library District.

12.12 Holidays

A full-time employee shall be granted 8 hours for a paid holiday. Eligible part-time employees shall be granted holiday pay on a prorated basis.

Paid holidays will be posted each year and will be the same holidays each year except as may be changed by the Library Board. On paid holidays the Library will be closed.

Some other holidays may be recognized by the Library Board, which will not be paid, but during which the Library may be closed based on pre-determined and mutually agreed upon staff preferences. On such days, scheduled staff may make up their hours in any appropriate way at any time during the pay period.

See *Appendix G* for list of paid holidays.

12.13 Compensatory Time Off

Compensatory time off may be granted by arrangement with the Library Director and only if the employee has worked or is scheduled to work the full number of hours required in the pay period.

Compensatory time off may not exceed three (3) days accumulation at any one time, and must be used within six (6) months of being earned, unless otherwise approved by the Library Director. It is earned in direct proportion to overtime hours worked and does not accrue additional compensation.

Overtime compensated in this manner is created by the choice of the employee with approval from the Library Director. The employee is responsible for logging compensatory time earned and taken on the time slip and for providing a separate current accounting to the Administrative Assistant before the first of each month, except there shall be no monthly accounting required if there was no credit on the books during the entire pay period.

Compensatory time off may not be taken in advance of being earned unless repaid within the same pay period and by agreement with the Library Director. In such cases the time slip accounting shall be the only accounting required.

ARTICLE 12 – BENEFITS, Continued

~~12.9~~ 12.10 Military Leave

All permanent employees will be allowed Military Leave in accordance with law.

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A leave of absence without pay may be granted to employees in extenuating circumstances. Such leave must be requested in writing and approved by the Library Director in writing, with the approval of the Library Board. No credit for longevity or other benefits will be earned while on leave without pay.

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Compensatory time off may not be taken in advance of being earned unless repaid within the same pay period and by agreement with the Library Director. In such cases the time slip accounting shall be the only accounting required.

ARTICLE 13 – SAFETY, Continued

13.3.3 Reporting Procedure

Any employee who has reasonable cause to believe that a child has been abused or who comes into contact with someone suspected of abusing a child shall immediately notify the Oregon Department of Human Services (~~800-368-6209~~ 866-538-5804 X.272, open 8:00a to 5:00p Monday through Friday) or the Baker County Sheriff (541-523-6415, 24 hours per day). The employee shall then immediately inform the Library Director.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child. The report must contain, if know, the following information:

- The names and addresses of the child and parent/guardians responsible for their child’s care;
- The child’s age;
- The nature and extent of abuse (including any evidence of previous abuse);
- The explanation given for the abuse;
- Any information the employee believes may be helpful in establishing the cause of the abuse or the perpetrator’s identity.

All District volunteers significantly involved in the delivery of services to children are also subject to this policy, even though they are not mandatory reporters under the law. A volunteer who suspects that a child has been abused is to report the situation to the Library Director. The Library Director will then immediately notify the Oregon Department of Human Services or the Baker County Sheriff.

13.3.4 Immunity of Persons Reporting in Good Faith

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

13.3.5 Failure to Comply

Any District employee or volunteer subject to this policy who fails to report suspected child abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of child abuse is also a violation. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, s/he will be disciplined.

13.3.6 Training

The District shall provide ~~annual~~ training for all new District staff and volunteers subject to this policy and review policy periodically at general staff training events. The training shall cover the prevention and identification of child abuse and the obligations of District employees and volunteers to report suspected child abuse.

Appendix E – Meal Per Diem Rates

Baker County Library District
Personnel Policies

~~Mileage and Per Diem Rates
(Rates Effective Beginning July 1, 2007)~~

~~The District Mileage Rate is 40.5 cents per mile for private vehicle use.~~

~~Meal ————— Per Diem~~

~~Breakfast ————— \$7.50~~

~~Lunch ————— \$7.50~~

~~Dinner ————— \$16.00~~

~~Per Day ————— \$31.00~~

~~If travel begins after 8 a.m., deduct breakfast.~~

~~If travel ends before 5 p.m., deduct dinner.~~

~~Deduct all meals included in Conference/Workshop or other registration costs.~~

[Remove outdated information and move current information up]

Mileage and Per Diem Rates
(Rates Effective Beginning September 12, 2011)

The District Mileage Rate is 48.5 cents per mile for private vehicle use.

Meal Per Diem

Breakfast \$8.50

Lunch \$8.50

Dinner \$18.00

Per Day \$35.00

If travel begins after 8 a.m., deduct breakfast.

If travel ends before 5 p.m., deduct dinner.

Deduct all meals included in Conference/Workshop or other registration costs.

APPENDIX F: Vacation Scheduling

Baker County Library District Personnel Policies Vacation Scheduling

Definitions

~~Major Vacation – 5 consecutive~~ is defined as earned paid days that for which an employee uses proportional FTE accrued vacation time.

~~Major holiday—1) Any holiday that is adjacent to a weekend; 2) Christmas;
3) Thanksgiving; 4) Independence Day; 5) Spring Break.~~

~~Interim time off—any earned vacation taken in less than 5 consecutive vacation days that _____ is not a Major Holiday~~

~~Seniority—time in service~~

~~Calendar reservations~~ Vacation Request Guidelines

~~Major Holiday reservations may be made at the beginning of each calendar year.~~

~~Employee may reserve Major V~~ vacation time up to one year in advance.

~~Employee may mark indicate other discretionary time off on staff calendar no earlier than one month previous in advance, unless the time is a specific date around a plane ticket, out of town wedding or the like~~

~~Employees may mark ask for~~ as much time off as they have available and/or that they can arrange on their own (trading shifts or leave without pay), as long as conflicts are time off is cleared by Administrative Assistant or Director and time requested does not violate Major Vacation or Major Holiday rules.

~~Major Vacations and guaranteed Major Holidays will be written in red; all other time off to be written in pencil.~~

Employee must submit Request for Leave at least 24 hours in advance of use, unless circumstances prevent advance notice (emergency, unforeseen event).

District Responsibility

~~District guarantees each employee right to use earned vacation time of whatever amount around only one Major Holiday per year.~~

~~District arranges substitute coverage for employee adding such vacation to Major Holiday.~~

~~District arranges substitute coverage for employee taking Major V~~ vacation time.

Employee Responsibility

Employee must complete “Leave for Request” form and submit to Administrative Assistant or Director for approval of pre-planned day(s) off or schedule vacation.

~~Employee must arrange substitute coverage for evening and/or weekend desk time scheduled Saturdays if time off is not a Major Vacation or built around employee’s elected Major Holiday~~ does not coincide with five or more consecutive vacation days.

~~Employee must clear with Administrative Assistant or Director any time off that coincides with another employee’s already marked time off.~~

Procedures

~~Major Holiday selection will be made by seniority at beginning of each calendar year.~~

~~Major Vacation time may be selected for any time of the year, with approval of Administrative Assistant or Director.~~

~~Interim time off may be written in pencil up to one month in advance, except that further in advance is permitted for certain special events (see calendar reservations).~~

~~Employee seeking interim time off on date that has been selected by another employee
—— must confer with Administrative Assistant or Director to resolve possible conflict
—— or work out own trade.~~

~~Employee seeking interim time off for scheduled evening or weekend desk hours must
—— work out own trade or other financial solution.~~

ARTICLE 4 – DRUG-FREE WORKPLACE

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

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

~~All employees are expected and required to report for work in a mental and physical condition that promotes a productive, safe, healthy, secure and drug-free work environment. Employees are responsible for meeting performance, safety and attendance standards.~~

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, ~~or~~ alcohol, tobacco or marijuana product on all Baker County Library District property is prohibited to employees ~~or~~ and to the public.

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

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

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

Reassignment, demotion or termination due to an employee's inability to perform the terms of his or hire due to substance abuse shall be based solely on the continued ability of that employee to function properly in the workplace. Proper function implies the willingness to seek help and involvement in a rehabilitation program. The District retains the right to expect an employee to take a leave of absence for rehabilitation if the Board deems it necessary or if such rehabilitation occurs at a location distant from the workplace. The leave may be covered by any earned vacation or sick leave. If such leave is exhausted, the employee may take unpaid leave until rehabilitation is complete.

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

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

9.6 Termination

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

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

- 9.6.1 Immediate dismissal may be made for ~~the following reasons~~ gross misconduct, such as:
- a. falsification of any District records, including employment application materials;
 - b. unlawful conduct while on work time;
 - c. conviction of a crime which may call into question the employee's ability to properly carry out the responsibilities of his/her position;
 - a-d. being impaired by, or using, alcohol, illicit drugs, unauthorized controlled substances or marijuana while on duty or at the work site; drinking of alcoholic beverages or other substance abuse while on duty;
 - ~~b. malicious destruction of District property;~~
 - ~~e. theft of District property;~~
 - e. violence or the threat of violence in the workplace;
 - f. theft, attempted theft, or fraud;
 - g. insubordination or refusal to perform work;
 - h. intentional falsification of application for employment or of any District records; serious negligence, recklessness or intentional wrongdoing;
 - i. acts of discrimination, harassment, or retaliation.

-

Obviously the ~~Library~~District cannot cover every possible work violation in the above rules. The above list, therefore, is not meant to be all-inclusive and each employee is expected to use his/her common sense. If an employee is not sure what constitutes appropriate behavior in any situation, it is the employee's responsibility to speak to his/her supervisor before acting.

Policy models:

BCLD Personnel Policy Manual
May 2014

<http://www.rutherfordlibrary.org/wp/wp-content/uploads/2011/08/Rutherford-Public-Library-Personnel-Policy-Manual.pdf>

<http://drexel.edu/hr/resources/policies/dupolicies/hr48/>

<http://www.businessmanagementdaily.com/glp/43084/Termination-Guidelines.html>

ARTICLE 4 – DRUG-FREE WORKPLACE

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

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

Employees are responsible for meeting performance, safety and attendance standards. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, alcohol, tobacco or marijuana product on all Baker County Library District property is prohibited to employees and to the public.

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

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

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

Reassignment, demotion or termination due to an employee's inability to perform the terms of his or hire due to substance abuse shall be based solely on the continued ability of that employee to function properly in the workplace. Proper function implies the willingness to seek help and involvement in a rehabilitation program. The District retains the right to expect an employee to take a leave of absence for rehabilitation if the Board deems it necessary or if such rehabilitation occurs at a location distant from the workplace. The leave may be covered by any earned vacation or sick leave. If such leave is exhausted, the employee may take unpaid leave until rehabilitation is complete.

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

All employees must, as a condition of employment, abide by the terms of the above policy. Conviction of an employee under a criminal drug statute must be reported to the Board by that employee within five (5) days of such conviction.

9.6 Termination

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

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

9.6.1 Immediate dismissal may be made for gross misconduct, such as:

- a. falsification of any District records, including employment application materials;
- b. unlawful conduct while on work time;
- c. conviction of a crime which may call into question the employee's ability to properly carry out the responsibilities of his/her position;
- d. being impaired by, or using, alcohol, illicit drugs, unauthorized controlled substances or marijuana while on duty or at the work site;
- e. violence or the threat of violence in the workplace;
- f. theft, attempted theft, or fraud;
- g. insubordination or refusal to perform work;
- h. serious negligence, recklessness or intentional wrongdoing;
- i. acts of discrimination, harassment, or retaliation.

Obviously the District cannot cover every possible work violation in the above rules. The above list, therefore, is not meant to be all-inclusive and each employee is expected to use his/her common sense. If an employee is not sure what constitutes appropriate behavior in any situation, it is the employee's responsibility to speak to his/her supervisor before acting.

Internet & Computer Use Policy

Approved by Library Board: 8/13/07

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

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

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

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

Rules Governing Use:

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

Internet & Computer Use Policy

Approved by Library Board: 8/13/07

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

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

Printing

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

Wireless Access

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

Special Equipment

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

Parental Responsibility, Internet Privacy & Safety

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

BAKER COUNTY LIBRARY DISTRICT
Public Services Policy Manual

Internet & Computer Technology Use Policy

Approved by Library Board: 8/13/07

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

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

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

Rules Governing Use:

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

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

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

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

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

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

Access by Minors

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

BAKER COUNTY LIBRARY DISTRICT
Public Services Policy Manual

Internet & Computer Technology Use Policy

Approved by Library Board: 8/13/07

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

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

Prohibited activities:

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

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

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

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

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

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

Internet & Computer Technology Use Policy

Approved by Library Board: 8/13/07

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

transactions are vulnerable to unauthorized access. The Library makes no guarantees, either express or implied, with respect to Internet use, nor is the Library responsible for any misuse of copyright or other violations.

Rules Governing Use:

- In general, public computer workstations are available on a first-come, first-served basis.
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- Activity that interferes with others' work, use or enjoyment of the library is prohibited in computer labs, as in all areas of the library. Library staff will intervene to enforce library policy and ensure an appropriate library atmosphere.
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- To ensure adherence to software licensing laws, only authorized staff shall be allowed to install software on computers that are available for public use.
- All material downloaded or copied electronically must adhere to existing copyright laws (Title 17, U.S. Code).
- Users may be held liable for any damage done to library hardware or from willful alteration of software.
- Unlawful activity involving the Library's Internet resources, such as access or distribution of child pornography, will result in notification of law enforcement, loss of library privileges, and may be subject to prosecution by the appropriate authorities.

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Internet & Computer Technology Use Policy

Approved by Library Board: 8/13/07

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

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Wireless Access

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

Special Equipment

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

Parental Responsibility, Internet Privacy & Safety

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- ~~Users are advised to completely log out of personal account sites on the Internet in order to closely guard the security of personal information, credit card numbers, computer accounts, passwords, and other types of authorizations when using the Internet.~~
- ~~The Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.~~

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

Approved by the Board of Directors, August 13, 2007

Last amended: April 13, 2015

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

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

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

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

Rules Governing Use:

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

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

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

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

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

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

Access by Minors

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

Technology Use Policy

Approved by Library Board: 8/13/07

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

Prohibited activities:

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

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

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

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

Approved by the Board of Directors, August 13, 2007

Last amended: April 13, 2015

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2014-15.006

Resolution adopting Supplemental Budget 1

May 11, 2015

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

WHEREAS after the budget was adopted for Fiscal Year 2014-2015, various resources are projected to be received in amounts different from originally estimated, and

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

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

WHEREAS the cumulative General fund changes result in budget increase in the amount of **\$10,172 (+0.88%)**; and

WHEREAS the cumulative Sage fund changes result in budget increase in the amount of **\$33,177 (+8.71%)**; and

WHEREAS the cumulative fund changes result in total budget increase in the amount of **\$43,349 (+2.50%)**; and

WHEREAS, changes within each fund and the total **\$43,349** increase represents less than 10% of the adopted FY14-15 budget of \$1,733,217; and

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

Adopting the budget

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Baker County Library District hereby **adopts Supplemental Budget 1** for the fiscal year 2014-15 in the total of **\$1,776,566** as defined in the Legal Budget form attachments (LB-20, LB-30, LB-31 PS, LB-31 M&S, LB-10 Other, LB-10 Sage), now on file in the Baker County Public Library :
and;

Making appropriations

BE IT FURTHER RESOLVED THAT the amounts for the fiscal year 2014-2015 are hereby appropriated for the purposes shown,

and;

Authorizing transfers

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

Adopted by the Board of Directors of Baker County Library District this 11th day of May, 2015.

FOR THE BOARD:

Signature: Gary Dielman,
BCLD Board President

ATTEST:

Signature: Perry Stokes
District Secretary

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2014-15.006

Resolution adopting Supplemental Budget 1

May 11, 2015

Attachments:

1. Exhibit A Suppl. Budget 1 Fund Appropriations, 5/11/15
2. LB-20 General Fund – Resources. Suppl. Budget 1, 5/11/15
3. LB-30 General Fund - Summary. Suppl. Budget 1, 5/11/15
4. LB-31 General Fund – Personnel Services, Suppl. Budget 1, 5/11/15
5. LB-31 General Fund – Materials & Services, Suppl. Budget 1, 5/11/15
6. LB-10 Other Uses Fund. Suppl. Budget 1, 5/11/15
7. LB-10 Sage Fund. Suppl. Budget 1, 5/11/15

**BAKER COUNTY LIBRARY DISTRICT
LIBRARY BOARD**

Resolution No. 2014-15.006

Resolution adopting Supplemental Budget 1

May 11, 2015

EXHIBIT A. Fund Appropriations

***CURRENT* Suppl. Budget 1 (5/11/15)**

<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
General Fund	\$628,350	\$298,065	\$100	\$2,000	\$12,500	\$231,630	\$0	\$0	\$1,172,645
Other Uses Fund	\$0	\$179,900	\$6,000	\$0	\$4,000	\$0	\$0	\$0	\$189,900
Sage Fund	\$72,737	\$226,428	\$21,000	\$0	\$0	\$11,000	\$0	\$82,856	\$414,021
TOTALS	\$701,087	\$704,393	\$27,100	\$2,000	\$16,500	\$244,630	\$0	\$82,856	\$1,776,566

\$ Change from prev. **\$43,349**
% Change from prev. 2.50%

***PREVIOUS* Adopted Budget (6/16/14)**

<i>FUND</i>	<i>Personnel Services</i>	<i>Materials & Services</i>	<i>Capital Outlay</i>	<i>Debt Service</i>	<i>Interfund Transfers</i>	<i>Contingency</i>	<i>Special Payments</i>	<i>(UEFB) Reserve</i>	<i>Total</i>
General Fund	\$667,187	\$262,065	\$100	\$2,000	\$12,500	\$218,621	\$0	\$0	\$1,162,473
Other Uses Fund	\$0	\$179,900	\$6,000	\$0	\$4,000	\$0	\$0	\$0	\$189,900
Sage Fund	\$62,566	\$233,778	\$21,000	\$0	\$0	\$11,000	\$0	\$52,500	\$380,844
TOTALS	\$729,753	\$675,743	\$27,100	\$2,000	\$16,500	\$229,621	\$0	\$52,500	\$1,733,217

**FORM
LB-20**

**RESOURCES
GENERAL FUND**

BAKER COUNTY LIBRARY DISTRICT

Historical Data				Original Adopted Budget This Year 14/15	Revised Budget This Year 14/15	\$ Change	RESOURCE DESCRIPTION	Budget for Next Year 2015-16					
Actual								Proposed By Budget Officer	\$ Change	Approved By Budget Committee	Adopted By Governing Body		
Fourth Preceding Year 10/11	Third Preceding Year 11/12	Second Preceding Year 12/13	First Preceding Year 13/14										
				205,000	190,000	(15,000)	1	Available cash on hand* (cash basis) or	227,146	22,146			
2	125,733	157,670	162,647				2	Net working capital (accrual basis)					
3	39,949	29,565	37,689	40,000	35,000	(5,000)	3	Previously levied taxes estimated to be received	42,500	2,500			
4	8,686	7,076	9,442	12,500	11,100	(1,400)	4	Interest	11,500	(1,000)			
5	0	2,100	0	4,000	4,000	0	5	Transferred IN, from other funds	4,000	0			
6							6	OTHER RESOURCES					
7	13,987	16,429	17,238	18,000	17,000	(1,000)	7	Fines & Fees	17,000	(1,000)			
8	4,975	5,727	5,838	6,600	7,045	445	8	State revenue (R2R Grant)	7,500	900			
9	1,673	3,456	1,630	3,500	3,500	0	9	Other Tax Revenues	3,500	0			
10	17,481	6,780	6,185	5,000	4,000	(1,000)	10	Federal revenue (E-rate)	3,000	(2,000)			
11	3,563	1,848	1,768	3,100	3,900	800	11	Tech Support Contracts	3,200	100			
12	0	8,787	5,361	100	50	(50)	12	Job Training Programs	0	(100)			
13	2,493	1,000	0	0			13	Grant Revenues					
14	622	200	150	850	1,050	200	14	Donations & Misc	950	100			
15			24,500				15	Capital financing					
16							16						
17	219,162	240,638	247,948	298,650	276,645	(22,005)	17	Total resources, except taxes to be levied	320,296	21,646	0	0	
18				863,823	896,000	32,177	18	Taxes estimated to be received	931,911	68,088			
19	821,285	835,709	850,548				19	Taxes collected in year levied					
20	1,040,447	1,076,347	1,098,496	1,162,473	1,172,645	10,172	20	TOTAL RESOURCES	1,252,207	89,734	0	0	

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

**FORM
LB-30**

**REQUIREMENTS SUMMARY
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**

General Fund

BAKER COUNTY LIBRARY DISTRICT

	Historical Data				Original Budget This Year 14/15	Revised Budget This Year 14/15	\$ Change	REQUIREMENTS DESCRIPTION	Budget For Next Year 15/16				
	Actual								Proposed By Budget Officer	\$ Change vs. Original Bgt	Approved By Budget Committee	Adopted By Governing Body	
	Fourth Preceding Year 10/11	Third Preceding Year 11/12	Second Preceding 12/13	First Preceding 13/14									
PERSONNEL SERVICES													
1	415,327	434,814	457,831	461,942	463,696	442,150	(21,546)	1 Salaries	501,583	37,887			1
2	150,812	169,927	177,504	187,037	200,891	181,900	(18,991)	2 Benefits	202,723	1,832			2
3	2,118	10,354	5,472	0	2,100	3,800	1,700	3 Special Contracts - Tech Support, Job Training	2,800	700			3
4	4,312	2,102	0	9,296			0	4 Severance					4
5				0	500	500	0	5 Payroll Expenses	50	(450)			5
6							0	6					6
7	572,569	617,197	640,807	658,275	667,187	628,350	(38,837)	7 TOTAL PERSONNEL SERVICES	707,156	39,969	0	0	7
	13.4	13.6	13.9	14.5	13.9	13.9	0	Total Full-Time Equivalent (FTE)	14.0	0			
MATERIALS AND SERVICES													
8	100,067	95,017	95,987	100,468	65,500	99,500	34,000	8 Collection Development (Books, audiovisual, digital, etc)	92,500	27,000			8
9	17,082	10,296	10,109	10,477	10,900	10,800	(100)	9 Library Consortium (Sage)	12,250	1,350			9
10	60,938	64,720	57,665	57,869	61,900	63,100	1,200	10 Facilities & IT Maintenance	72,000	10,100			10
11	31,644	27,115	34,617	30,837	35,650	42,265	6,615	11 Corporate Costs (Ins., audit, admin fees, election, etc)	42,400	6,750			11
12	85,800	87,597	84,072	86,227	88,115	82,400	(5,715)	12 Library Operations (travel, bkmb, programs, supplies, utilities)	91,270	3,155			12
13	7,980	758	952	0	2,000	2,000	0	13 Debt Service	2,000	0			13
14	303,511	285,503	283,402	285,878	264,065	300,065	36,000	14 TOTAL MATERIALS AND SERVICES	312,420	48,355	0	0	14
CAPITAL OUTLAY													
15	0	0	0	24,500	100	100	0	15 Capital Outlay	100	0			15
16								16					16
17								17					17
18								18					18
19								19					19
20								20					20
21	0	0	0	24,500	100	100	0	21 TOTAL CAPITAL OUTLAY	100	0	0	0	21
TRANSFERRED TO OTHER FUNDS													
22	0	1,000	1,000	2,500	2,500	2,500	0	22 Transfer - Technology & Election	2,500	0			22
23	6,700	10,000	10,000	10,000	10,000	10,000	0	23 Transfer - Severance Liability	10,000	0			23
24								24					24
25	6,700	11,000	11,000	12,500	12,500	12,500	0	25 TOTAL TRANSFERS	12,500	0	0	0	25
26					218,621	231,630	13,009	26 OPERATING CONTINGENCY	220,031	1,410			26
27	125,733	157,670	162,647	163,287				27 Ending balance (prior years)					27
28								28 UNAPPROPRIATED ENDING FUND BALANCE		0			28
29	1,008,513	1,071,370	1,097,856	1,144,440	1,162,473	1,172,645	10,172	29 TOTAL REQUIREMENTS	1,252,207	89,735	0	0	29

150-504-030 (Rev 0 150-504-030 (Rev 02/13)

0

DETAILED REQUIREMENTS

FORM
LB-31

General Fund - Personnel Services

Baker County Library District

	Historical Data Actual				Original Budget This Year 14/15	Revised Budget This Year 14/15	\$ Change	REQUIREMENTS DESCRIPTION	Number of Employ- ees	Range*	Budget for Next Year 2015-2016				
	Fourth Preceding Year 10/11	Third Preceding Year 11/12	Second Preceding Year 12/13	First Preceding Year 13/14							Proposed by Budget Officer	\$ Change vs. Original bgt	Approved by Budget Committee	Adopted by Governing Body	
1	64,629	65,274	71,014	71,098	71,718	71,720	2	1 Library Director	1.0	MGT4	74,265	2,547			1
2	17,893	18,071	18,248	18,262	18,921	18,600	-321	2 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (Acq/Cat)	0.5	13/5	19,110	189			2
3	19,968	20,176	20,099	20,953	20,579	23,250	2,671	3 Finance + HR Administrator (.5 FTE)	0.5	13/5	25,984	5,405			3
4	11,510						0	4 Library Asst I - Public Services (Weekend)		5/5		0			4
5	32,864	34,853	36,962	38,867	39,199	41,000	1,801	5 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (ILL/Cat)	1.0	13/4	41,575	2,376			5
6	461	193	1,380	5,539	3,512	6,412	2,900	6 Library Asst I - Public Services	0.2	3/3	7,150	3,638			6
7	20,560	28,606	30,409	30,454	30,713	30,750	37	7 Library Tech II - Coll Mgmt / Serials Specialist	1.0	7/5	31,029	315			7
8	22,971	23,369	23,628	24,239	24,498	24,250	-248	8 Library Asst II - Public Services / Children & Teen Specialist	0.8	6/5	26,374	1,877			8
9	29,809	30,107	28,699	25,085	25,715	5,250	-20,465	9 Library Tech II - Coll Mgmt / Cataloging Specialist	1.0	7/5	35,903	10,188			9
10	20,498	12,026	8,584	2,680			0	10 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.0	5/5		0			10
11	14,852	14,625	14,365	14,031	14,529	13,750	-779	11 Library Asst I - Public Services	0.6	3/5	8,103	-6,426			11
12	16,250	15,921	16,146	15,514	16,018	15,500	-518	12 Library Asst III - Coll Mgmt / Shelving/Page Lead+Volunteer Coord	0.6	5/5	16,175	156			12
13	3,985	7,381	10,757	11,642	12,318	12,318	0	13 Library Asst I - Coll Mgmt / Processing	0.5	3/4	17,867	5,549			13
14	1,140	11,525	17,376	17,720	19,501	18,600	-901	14 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.7	5/4	23,910	4,410			14
15	22,781	28,950	29,432	28,319	27,999	28,500	501	15 Librarian I - Public Services + Coll Mgmt Lead	0.8	11/5	31,110	3,111			15
16	7,975	7,602	5,966	13,399	9,626	6,200	-3,426	16 Library Asst I - Public Services / Outreach (Bookmobile)	0.3	4/5	8,525	-1,101			16
17	5,302	6,600	6,352		7,959	4,750	-3,209	17 Library Asst I - Public Services / Outreach (Bookmobile)	0.4	4/5	6,270	-1,689			17
18			5,676	9,168	9,626	6,510	-3,116	18 Facilities Maintenance	0.4	3/3	9,723	97			18
19	0	9,071	4,814	0		0	0	19 Job Training Intern / Library Page I	0.0	3/3		0			19
20	39,816	43,199	46,516	46,823	45,546	44,340	-1,206	20 IT Network and Systems Administrator	1.0	14/5	43,369	-2,177			20
21	2,118	1,283	658	0	2,100	3,800	1,700	21 Tech Support Contracts		14/5	2,800	700			21
22	6,661	7,447	6,834	8,458	8,556	9,650	1,094	22 Vacation Subs + Wkend Assistants	0.3	X	8,114	-442			22
23	55,402	58,889	59,388	57,361	57,161	59,050	1,889	23 Library Asst I - Public Services / Outreach (Branch Leads)	2.25	4/5	61,226	4,064			23
24				2,537		1,750	1,750	24 Staff training			3,000	3,000			24
25	27,574	43,757	47,991	49,362	50,972	46,500	-4,472	25 Retirement (PERS)			59,508	8,536			25
26	31,933	33,786	34,956	35,724	35,633	34,000	-1,633	26 Social Security (FICA)			38,521	2,888			26
27	416	922	430	466	966	500	-466	27 State Unemployment Tax (SUTA @ .001) + Payroll Exp			504	-462			27
28	88,392	88,951	91,199	97,606	110,833	98,200	-12,633	28 Group Health Insurance			101,066	-9,767			28
29	1,646	1,708	1,998	2,640	2,143	1,950	-193	29 Workers Comp Insurance			2,316	174			29
30	851	803	929	882	844	750	-94	30 Life Insurance			808	-36			30
31	4,312	2,102		9,296				31 Severance							31
32								32 Ending balance (prior years)							32
33								33 UNAPPROPRIATED ENDING FUND BALANCE							33
34	572,569	617,197	640,807	658,127	667,187	627,850	-39,337	34 TOTAL REQUIREMENTS	13.7		704,306	37,119	0	0	34

* include a schedule of pay ranges

DETAILED REQUIREMENTS

**FORM
LB-31**

General Fund - Materials & Services

Baker County Library District

	Historical Data							REQUIREMENTS DESCRIPTION	Budget for Next Year 2015-2016				
	Actual				Original Budget	Revised Budget	\$ Change		Proposed by	\$ Change	Approved by	Adopted by	
	Fourth Preceding Year 10/11	Third Preceding Year 11/12	Second Preceding Year 12/13	First Preceding 13/14	This Year 14/15	This Year 14/15			Budget Officer	vs. Revised bgt	Budget Committee	Governing Body	
1	100,067	95,017	95,987	100,468	65,500	99,500	34,000	1 Collection Development (Books, audiovisual, digital, etc)	92,500	-7,000			1
2	17,082	10,296	10,109	10,477	10,900	10,800	-100	2 Library Consortium (Sage)	12,250	1,450			2
3	22,408	30,751	25,911	26,793	25,800	25,800	0	3 Facilities Maintenance	33,000	7,200			3
4	9,375	10,320	10,320	9,460	10,500	10,500	0	4 Janitorial Contract	11,000	500			4
5	2,089	1,993	1,953	2,013	2,100	2,600	500	5 Janitorial Supplies	3,000	400			5
6	3,855	3,299	3,262	2,668	3,500	2,500	-1,000	6 Equipment Maintenance Services	2,500	0			6
7	23,211	18,357	16,219	16,935	20,000	21,700	1,700	7 Computer Maintenance	22,500	800			7
8	9,658	7,576	7,692	8,098	8,000	7,300	-700	8 Bookmobile Operations	8,000	700			8
9	13,100	12,305	13,106	13,888	14,000	15,820	1,820	9 Insurance	16,525	705			9
10	2,884	2,261	2,791	2,997	3,000	5,295	2,295	10 Travel and Training	4,500	-795			10
11	3,172	0	5,989	0	3,300	3,300	0	11 Election	3,500	200			11
12	7,070	7,050	7,280	7,475	7,675	7,675	0	12 Audit	7,800	125			12
13	413	802	1,568	835	800	800	0	13 Bookkeeping	900	100			13
14	1,359	2,073	958	1,579	1,600	3,000	1,400	14 Dues and subscriptions	2,750	-250			14
15	7,980	758	952	0	2,000	2,000	0	15 Debt Service	2,000	0			15
16	395	700	1,104	1,215	1,000	1,600	600	16 Publication	1,600	0			16
17	1,016	485	804	928	1,075	1,075	0	17 Financial Mgt Fees	1,075	0			17
18	200	200	200	250	200	200	0	18 Legal Administration	250	50			18
19	2,035	1,239	393	808	2,000	2,500	500	19 Public Programs	2,500	0			19
20	1,800	2,691	2,544	3,221	3,000	2,750	-250	20 Branch Mileage	3,000	250			20
21	14,532	17,548	12,557	14,153	14,500	13,000	-1,500	21 Library Services Supplies	14,500	1,500			21
22	1,563	1,637	2,967	3,443	3,500	5,000	1,500	22 Youth Programs (Summer Reading, storytime, teen)	8,120	3,120			22
23	1,555	1,998	1,457	1,476	1,700	1,550	-150	23 Postage/Freight	1,800	250			23
24	43,532	42,316	43,945	43,548	44,385	40,000	-4,385	24 Utilities	42,665	2,665			24
25	11,456	13,056	12,910	12,288	13,030	12,800	-230	25 Telecommunications	13,185	385			25
26	1,704	775	424	862	1,000	1,000	0	26 Tech Support Contract - Travel	1,000	0			26
27		0						27 Miscellaneous					27
28								28					28
29								29					29
30								30					30
31								31 Ending balance (prior years)					31
32								32 UNAPPROPRIATED ENDING FUND BALANCE					32
33	303,511	285,503	283,402	285,878	264,065	300,065	36,000	33 TOTAL REQUIREMENTS	312,420	29,018	0	0	33

* include a schedule of pay ranges

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

"Other Uses" Funds by Department

Baker County Library District

	Historical Data				Adopted Budget This Year 14-15	Actual	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2015-2016			
	Actual							Proposed By Budget Officer	\$ Change	Approved By Budget Committee	Adopted By Governing Body
	Fourth Preceding Year 10-11	Third Preceding Year 11-12	Second Preceding Year 12-13	First Preceding Year 13-14							
							RESOURCES				
1	45,982	52,094	52,655	147,917	154,000	145,455	1 Cash on hand * (cash basis), or	150,000	(4,000)		1
2							2 Working Capital* (accrual basis)				2
3							3 Previously levied taxes estimated to be received				3
4	191	223	292	687	600	488	4 Interest	750	150		4
5	6,700	11,000	11,000	12,500	11,000	12,500	5 Transferred IN, from other funds	11,000	0		5
6	10,000	7,500	15,000	0	17,800	8,000	6 Grants and Loans	10,000	(7,800)		6
7	2,572	350	64,841	604	2,500	1,100	7 Donations	1,000	(1,500)		7
8	2,164	1,883	4,806	4,931	4,000	2,826	8 Book Sales online	5,000	1,000		8
9	67,609	73,050	148,594	166,639	189,900	170,370	9 Total Resources, except taxes to be levied	177,750	(12,150)	0	9
10							10 Taxes estimated to be received				10
11							11 Taxes collected in year levied				11
12	67,609	73,050	148,594	166,639	189,900	170,370	12 TOTAL RESOURCES	177,750	(12,150)	0	0
							REQUIREMENTS				
1							1 PERSONNEL SERVICES				1
2				0	0	0	2 Sage Cataloger (Clean Slate LSTA grant)				2
3				0	0	0	3 TOTAL PERSONNEL SERVICES				3
4							4				4
5							5 MATERIALS AND SERVICES				5
6	15,451	18,219	598	2,576	115,550	8,730	6 Memorial & Grants Dept.	99,900	(15,650)		6
7					1,500	1,500	7 Election reserve	3,000	1,500		7
8	3	3	11	1	500	500	8 Literacy Dept.	500	0		8
9	18	11	13	11	12,000	3,000	9 Technology Dept. Reserve	9,000	(3,000)		9
10					6,000	5,000	10 Capital Projects Dept. Contingency	1,000	(5,000)		10
11	43	62	55	26	50,000		11 Severance Liability Dept. Contingency	60,000	10,000		11
12					350	239	12 Corporate Costs (Bank & sales fees)	350	0		12
13	15,515	18,295	677	2,614	185,900	18,969	13 TOTAL MATERIALS AND SERVICES	173,750	(12,150)		13
14							14				14
15							15				15
16	0	2,100	0	15,027	4,000	4,000	16 Operating Transfer OUT	4,000	0		16
17	52,094	52,655	147,917	148,998			17 Ending balance (prior years)				17
18						147,401	18 UNAPPROPRIATED ENDING FUND BALANCE				18
19	67,609	73,050	148,594	166,639	189,900	170,370	19 TOTAL REQUIREMENTS	177,750	(12,150)	0	0

*Includes ending balance from prior year

**FORM
LB-10**

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

BAKER COUNTY LIBRARY DISTRICT

	Historical Data		2014-2015	2014-2015	\$ CHG	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2015-16					
	Actual		Adopted By Governing Body	REVISED			Approved by Sage User Council 3/17/2015	\$ CHG	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year _____	First Preceding Year _____		Suppl Budget 001 <small>Approved by Sage User Council 11/18/2014</small>								
						RESOURCES						
1			\$70,283	\$102,200	\$31,917	1	Cash on hand * (cash basis), or	\$114,856	\$12,656			1
2			\$192,740	\$194,000	\$1,260	2	Membership dues	\$197,381	\$3,381			2
3			\$250	\$250	\$0	3	Interest	\$250	\$0			3
4			\$117,571	\$117,571	\$0	4	Restricted grants	\$95,404	-\$22,167			4
5						5	Miscellaneous revenue					5
6						6						6
7						7						7
8						8						8
9	0	0	\$380,844	\$414,021	\$33,177	9	Total Resources, except taxes to be levied	\$407,891	-\$6,130	\$0	\$0	9
10						10	Taxes estimated to be received					10
11						11	Taxes collected in year levied					11
12	0	0	\$380,844	\$414,021	\$33,177	12	TOTAL RESOURCES	\$407,891	-\$6,130	\$0	\$0	12
							REQUIREMENTS					
13						13	PERSONNEL SERVICES					13
14						14	Salaries					14
15			\$44,125	\$49,641	\$5,516	15	Systems administrator	\$55,984	\$6,343			15
16			\$44,125	\$49,641	\$5,516	16	Total salaries	\$55,984	\$6,343	\$0	\$0	16
17						17						17
18						18	Benefits					18
19			\$5,825	\$6,553	\$728	19	Retirement	\$7,759	\$1,206			19
20			\$3,376	\$3,798	\$422	20	Social Security	\$4,283	\$485			20
21			\$203	\$228	\$25	21	Worker's compensation	\$258	\$30			21
22			\$8,149	\$11,629	\$3,480	22	Health insurance	\$8,556	-\$3,073			22
23			\$44	\$44	\$0	23	Unemployment insurance	\$56	\$12			23
24			\$844	\$844	\$0	24	Life insurance	\$844	\$0			24
25			\$18,440	\$23,096	\$4,656	25	Total benefits	\$21,756	-\$1,340			25
26			\$62,566	\$72,737	\$10,171	26	TOTAL PERSONNEL SERVICES	\$77,740	\$5,003	\$0	\$0	26
27						27						27
28						28	MATERIALS AND SERVICES					28
29			\$400	\$550	\$150	29	Telecommunications	\$240	-\$310			29
30			\$12,000	\$4,500	-\$7,500	30	Technology	\$4,500	\$0			30
31			\$2,900	\$2,900	\$0	31	Accounting and auditing	\$1,500	-\$1,400			31
32			\$6,104	\$6,104	\$0	32	Administrative services (BCLD)	\$7,600	\$1,496			32
33						33	System support (HRCLD)	\$51,000	\$51,000			33
34			\$104,789	\$104,789	\$0	34	Technical services	\$52,704	-\$52,085			34
35			\$100	\$100	\$0	35	Legal services	\$50	-\$50			35
36			\$500	\$500	\$0	36	Dues and subscriptions	\$1,100	\$600			36
37			\$60	\$60	\$0	37	Postage/freight	\$50	-\$10			37
38			\$50	\$50	\$0	38	Printing	\$50	\$0			38
39			\$50	\$50	\$0	39	Supplies, Office	\$50	\$0			39
40			\$3,000	\$3,000	\$0	40	Travel	\$2,500	-\$500			40
41			\$1,500	\$1,500	\$0	41	Training	\$4,500	\$3,000			41
42			\$225	\$225	\$0	42	Miscellaneous		-\$225			42
43			\$100	\$100	\$0	43	Furniture and equipment	\$100	\$0			43
44			\$102,000	\$102,000	\$0	44	Courier	\$86,500	-\$15,500			44
45						45						45
46			\$233,778	\$226,428	-\$7,350	46	TOTAL MATERIALS AND SERVICES	\$212,444	-\$13,984	\$0	\$0	46

	Historical Data		2014-2015	2014-2015	\$ CHG	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2015-16					
	Actual		Adopted By Governing Body	REVISED			Approved by Sage User Council 3/17/2015	\$ CHG	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year _____	First Preceding Year _____		Suppl Budget 001 <small>Approved by Sage User Council 11/18/2014</small>								
47						47					47	
48			\$21,000	\$21,000	\$0	48	Capital outlay	\$21,000	\$0			48
49						49						49
50			\$11,000	\$11,000	\$0	50	Contingency	\$11,000	\$0			50
51						51						51
52						52	Ending balance (prior years)					52
53			\$52,500	\$82,856	\$30,356	53	UNAPPROPRIATED ENDING FUND BALANCE	\$85,707	\$2,851			53
54	0	0	\$380,844	\$414,021	\$33,177	54	TOTAL REQUIREMENTS	\$407,891	-\$6,130	\$0	\$0	54

Total fund less unappropriated ending balance: \$0

Library salary survey

Data source: Oregon Public Library data for FY 13-14

Libraries analyzed: 28 libraries, serving from between 25,000 and 35,000 residents*

	Director			Assistant Director			Librarian			Library Assistant			Library Clerk		
	Low	High	Fixed	Low	High	Fixed	Low	High	Fixed	Low	High	Fixed	Low	High	Fixed
Lowest	\$27.64	\$33.31	\$23.08	\$17.95	\$19.79	\$23.72	\$14.77	\$17.95	\$14.07	\$11.02	\$15.50	\$12.63	\$9.10	\$11.90	\$9.39
1st quartile	\$30.02	\$39.39	\$31.70	\$21.21	\$26.83	\$24.87	\$17.24	\$21.85	\$17.57	\$13.62	\$18.96	\$15.47	\$10.06	\$13.18	\$9.50
2nd quartile	\$33.46	\$42.27	\$35.47	\$24.09	\$30.79	\$26.88	\$20.52	\$25.73	\$19.87	\$15.28	\$20.16	\$18.32	\$11.61	\$16.22	\$9.77
3rd quartile	\$35.89	\$46.25	\$40.82	\$26.25	\$33.49	\$27.36	\$21.68	\$27.48	\$22.19	\$16.63	\$22.57	\$21.16	\$14.70	\$18.51	\$11.61
4th quartile	\$42.20	\$56.96	\$50.27	\$32.44	\$44.30	\$39.15	\$23.81	\$30.15	\$25.75	\$19.15	\$25.22	\$24.00	\$17.00	\$21.00	\$16.42
Highest	\$42.20	\$56.96	\$50.27	\$32.44	\$44.30	\$39.15	\$23.81	\$30.15	\$25.75	\$19.15	\$25.22	\$12.63	\$17.00	\$21.00	\$16.42
HRCLD	\$29.58	\$33.31	\$31.39	\$22.35	\$25.17	\$23.72	\$18.74	\$21.10	\$18.74	\$14.20	\$18.45	N/A	\$11.61	\$13.07	N/A
Diff from Q1	-1.45%	-15.43%	-0.96%	5.37%	-6.18%	-4.62%	8.70%	-3.41%	6.64%	4.30%	-2.66%	N/A	15.46%	-0.83%	N/A

BCLD

\$35.35

Ontario Community was left out of the data set due to being an extremely low outlier. For instance, the low end of their director salary range was \$15.00. The next lowest library was \$27.64.

BAKER COUNTY LIBRARY DISTRICT
WAGE SALARY BUDGET WORKSHEET
FY 2015-16

		Hours current fiscal year	Hrs/wk	FTE	Hours prior fiscal year	% Chg	Range/Step Level	Monthly Salary	Fiscal Year Annual Salary Accrual Basis	PERS 15.64%/ OPSRP 10.69% Rates eff 7/2015	Group Ins. Class	Group Ins Anticipated June Renewal rates	COLI Hourly Rate 1.00%	Current Year Pay rate	Prior Year Pay rate	Rate Chg
Arlidge, Candy	Library Asst III; Shelving/Volunteer	1196	23	0.58	1196	0%	Step 5-5	1,347.88	16,175	2,530	waived	0	13.52	13.39	13.39	0.13
Bowers, Sylvia	Library Tech II; Periodicals	2080	40	1.00	2080	0%	Step 7-5	2,585.73	31,029	3,317	in lieu x 50%	3,608	14.92	14.77	14.77	0.15
Brockman, John	Librarian I; Cataloging	2080	40	1.00	1872	10%	Step 11-4 start step	2,991.89	35,903	3,838	family	13,828	17.26	17.09	17.09	0.17
Durflinger, Sara	Admin 1; Managing Librarian	1014	20	0.5	962	5%	Step 13-5 Retired	1,592.54	19,110	0	single	7,185	18.85	18.66	18.66	0.19
Hawes, Christine	Admin 1; Business Manager	1300	25	0.63	1040	20%	Step 13-5	2,165.36	25,984	2,778	family	13,828	19.99	19.79	19.79	0.20
Lewis, Connie	Library Asst I; Sunday, Sub	338	7	0.16	624	-85%	Step 3-4 step increase	329.15	3,950	422	NA	0	11.69	11.57	11.02	0.67
Pearson, Diana	Librarian I; Collection Mgmt	1716	33	0.83	1560	9%	Step 11-5	2,592.52	31,110	4,866	single	7,215	18.13	17.95	17.95	0.18
PT FRONT DESK STAFF	Library Asst I	728	14	0.35			Step 3-3	675.23	8,103	866	NA	0	11.13	11.02		
Ruby, Linda	Library Asst II ; Bookmobile	728	14	0.35	624	14%	Step 5-4 reclass + increase	789.20	9,470	1,012	NA	0	13.01	12.88	11.57	1.44
Russo, Vinnie	Facilities Maintenance	832	16	0.40	832	0%	Step 3-4 step increase	810.21	9,723	1,039	NA	0	11.69	11.57	11.02	0.67
Shafer, Melissa	Library Tech I ; Childrens Lib	1768	34	0.85	1716	3%	Step 6-5	2,197.87	26,374	4,125	spouse	10,771	14.92	14.77	14.06	0.86
Snyder, Courtney	Library Asst III; Window	1768	34	0.85	1560	12%	Step 5-5	1,992.52	23,910	2,556	single	7,215	13.52	13.39	12.15	1.37
Spry, Heather	Library Asst I; Book Processg	1456	28	0.70	988	32%	Step 3-5	1,488.94	17,867	1,910	single	7,215	12.27	12.15	12.15	0.12
Stokes, Perry	Library Director	2080	40	1.0	2080	0%	MGMT D-5 Step increase	6,188.75	74,265	7,939	single	7,215	35.70	35.35	34.48	1.22
White, Jim	Admin IV; IT Systems Manager	2080	40	1.00	2080	0%	Step 16-5	4,010.78	48,129	7,527	single	7,215	23.14	22.91	22.91	0.23
Wickam, Carmen	Admin 1; Admin/Office Mgr	2080	40	1.00	2080	0%	Step 13-5	3,464.57	41,575	6,502	spouse	10,771	19.99	19.79	19.79	0.20
Wilson, Rebecca	Library Asst II ; Bookmobile	624	12	0.30	624	0%	Step 5-5 reclass	710.45	8,525	911	NA	0	13.66	13.53	12.76	0.90
JobService-Clerk/Title V Employee	Library Asst - Intern	0	0	0.00	520	#DIV/0!	Cost to BCLD \$1/hr	0.00	0	0	NA	0	10.00	9.90	8.95	1.05
Vacation Substitutes		600	10	0.25	600	0%		676.20	8,114	867	NA	0	13.52	13.39	13.39	0.13
Staff Training									600							
TOTL.BAKER		24,468	469.0	11.73	23,038	6%			439,917	53,007		96,066				
Richland 1/2/Paula Geddes	Library Asst II	468	9.0	0.23	468	0%	Step 5-5 reclass / retired	502.46	6,030	0	NA	0	12.88	12.76	12.03	0.85
Richland 1/2/Rebecca Wilson	Library Asst II	468	9.0	0.23	468	0%	Step 5-5 reclass	532.83	6,394	684	NA	0	13.66	13.53	12.76	0.90
Huntington/Christina Gaines	Library Asst II	936	18.0	0.45	936	0%	Step 5-4 reclass + step incr.	920.57	11,047	1,181	NA	0	11.80	11.69	10.39	1.41
Haines/Katie Ash	Library Asst II	936	18.0	0.45	936	0%	Step 5-4 reclass + step incr.	1,014.92	12,179	1,302	NA	0	13.01	12.88	11.57	1.44
Halfway/Linda Bergeron	Library Asst II	936	18.0	0.45	936	0%	Step 5-4 reclass	1,065.67	12,788	2,000	NA	0	13.66	13.53	12.76	0.90
Sumpter/Jerry-Ann Dunn	Library Asst II	936	18.0	0.45	936	0%	Step 5-5 reclass	1,065.67	12,788	1,335	NA	0	13.66	13.53	12.76	0.90
Branch Training									2,400							
TOTL.BRANCH		4,680	90.0	2.25	4,680	0%			63,626	6,501						
TOTL.STAFF		29,148	559.0	13.98	27,718	5%			503,543	59,508	Budget EST \$	96,066				
											Budget last yr	110,833				
											Decrease \$	14,767				
											% Change	15%				
TOTL.BENEFITS																
									197,723	197,723	Benefits % of salaries	28.20%				
											Prior FY Personnel Budget	667,187				
											Potential Increase	\$34,079				
GRAND TOTAL									\$701,266		% budget increase	5.11%				

PERS Rate - Eff 7/01/2015 rates minor increases (PERS 2.44%, OPSRP 0.25%)
Group Ins = Estimated using renewal rates received in March 2015; SDAO/Blue Cross
Group Life Ins= esimated at \$202/Qtr

BAKER COUNTY LIBRARY DISTRICT
Standardized Wage Scale Fiscal Year 2015-2016

\$20,788
1.00%

Prior Fiscal Year Standard Wage Step 3-1
Percentage Increase factor COLI * (See history in margin)

Range	Step	Hourly (w/PERS)	x 0.943	Staff Classifications	Other Notes		
Library Page I - Assistant							
1	1	18,807	1567.25	9.04	8.53	Step 1-1 and 1-2 Not in legal compliance	*COLI History:
1	2	19,797	1649.74	9.52	8.98	Scale 1 - not currently used	FY2014-15 COLI 0%
1	3	20,839	1736.57	10.02	9.45		FY2013-14 COLI 1%
1	4	21,936	1827.97	10.55	9.94		FY2012-13 COLI 1%
1	5	23,090	1924.17	11.10	10.47		FY2011-12 COLI 1%
Library Page II							
2	1	19,797	1649.74	9.52	8.98	Step 2-1 - Not in legal compliance	FY2010-11 COLI 3%
2	2	20,839	1736.57	10.02	9.45	Scale 2 - not currently used	FY2009-10 COLI 0%
2	3	21,936	1827.97	10.55	9.94		
2	4	23,090	1924.17	11.10	10.47		
2	5	24,305	2025.45	11.69	11.02		
Library Asst I - PUBLIC SERVICES							
3	1	20,996	1749.66	10.09	9.52	Step 3-1 not currently used; 2015 OR Min Wage \$9.25	
3	2	22,046	1837.14	10.60	9.99	BRANCH Subs; General Start Step	
3	3	23,148	1929.00	11.13	10.49		
3	4	24,305	2025.45	11.69	11.02	Connie Lewis (Sunday; Step increase to Step 3-4; no PERS); Vinnie Russo (Facility; Step increase Step 3-4)	
3	5	25,521	2126.72	12.27	11.57	Heather Spry (Clerical)	Heather last step increase 7/2014
Library Assistant II							
4	1	22,046	1837.14	10.60	9.99		All Branch staff reclass to Step 4 7/2012
4	2	23,148	1929.00	11.13	10.49	BRANCH Librarian; Christina (Huntington; 3/01/15 new position, step 4-2, cont FY15-16)	
4	3	24,305	2025.45	11.69	11.02		
4	4	25,521	2126.72	12.27	11.57	BRANCH Librarians: Katie (Haines; 7/01/15 step increase 4-4); BOOKMOBILE: Linda Ruby (Bookmobile, Step increase 4-4)	
4	5	26,797	2233.05	12.88	12.15	BRANCH Librarians: Paula (Richland; Retired No PERS), Reb (Richland & Bookmobile), Linda (Halfway), Jerry-Ann (Sumpter); AND Steve (Baker Sub only; No PERS)	
Library Assistant III							
5	1	23,148	1929.00	11.13	10.49		
5	2	24,305	2025.45	11.69	11.02		
5	3	25,521	2126.72	12.27	11.57		Last step increase date for:
5	4	26,797	2233.05	12.88	12.15		Candy 7/2010
5	5	28,136	2344.71	13.53	12.76	Courtney Snyder; Candy Arledge	Courtney 7/2013
Library Technician I							
6	1	24,305	2025.45	11.69	11.02		
6	2	25,521	2126.72	12.27	11.57		
6	3	26,797	2233.05	12.88	12.15		
6	4	28,136	2344.71	13.53	12.76		
6	5	29,543	2461.94	14.20	13.39	Melissa Shafer (Childrens Librarian)	Last step increase date & reclass both 7/2013
Library Technician II							
7	1	25,521	2126.72	12.27	11.57		
7	2	26,797	2233.05	12.88	12.15		
7	3	28,136	2344.71	13.53	12.76		
7	4	29,543	2461.94	14.20	13.39		Last step increase date for:
7	5	31,020	2585.04	14.91	14.06	Sylvia Bowers (Admin/Periodicals)	Sylvia 7/2012
Library Technician III - Lead							
8	1	26,797	2233.05	12.88	12.15		
8	2	28,136	2344.71	13.53	12.76	SAGE: David Sale (Sage Cataloger; start step 8-2, step increase 7/1/15 Step 8-3??)	ASK PERRY
8	3	29,543	2461.94	14.20	13.39		
8	4	31,020	2585.04	14.91	14.06		
8	5	32,572	2714.29	15.66	14.77		
Library Associate I							
9	1	28,136	2344.71	13.53	12.76		
9	2	29,543	2461.94	14.20	13.39		
9	3	31,020	2585.04	14.91	14.06		
9	4	32,572	2714.29	15.66	14.77		
9	5	34,200	2850.01	16.44	15.51		
Library Associate II							
10	1	29,543	2461.94	14.20	13.39		
10	2	31,020	2585.04	14.91	14.06		
10	3	32,572	2714.29	15.66	14.77		
10	4	34,200	2850.01	16.44	15.51		
10	5	35,910	2992.51	17.26	16.28		
Librarian I							
11	1	31,020	2585.04	14.91	14.06		
11	2	32,572	2714.29	15.66	14.77		
11	3	34,200	2850.01	16.44	15.51		
11	4	35,910	2992.51	17.26	16.28	John Brockman (Catalog Specialist; Salary); balance FY14-15 & cont FY2015-16	(Hired 4/1/2015)
11	5	37,706	3142.13	18.13	17.09	Diana Pearson (Reference Librarian)	Last step increase date 7/2011
Librarian II							
12	1	32,572	2714.29	15.66	14.77		
12	2	34,200	2850.01	16.44	15.51		
12	3	35,910	2992.51	17.26	16.28		

12	4	37,706	3142.13	18.13	17.09		
12	5	39,591	3299.24	19.03	17.95		
Admin I							
13	1	34,200	2850.01	16.44	15.51		
13	2	35,910	2992.51	17.26	16.28		
13	3	37,706	3142.13	18.13	17.09		
13	4	39,591	3299.24	19.03	17.95		
13	5	41,570	3464.20	19.99	18.85	Sara Durlinger (Admin Svc; Retired No PERS); Christine Hawes (Business Mgr); Carmen Wickam (Office Mgr/Admin; Salary)	Last step increase date for: Sara 7/2007 (Retired 7/2009) Christine 7/2007 Carmen 7/2014
Admin II							
14	1	35,910	2992.51	17.26	16.28		
14	2	37,706	3142.13	18.13	17.09		
14	3	39,591	3299.24	19.03	17.95		
14	4	41,570	3464.20	19.99	18.85		
14	5	43,649	3637.41	20.99	19.79		
Admin III - IT Systems Administrator							
15	1	37,706	3142.13	18.13	17.09		
15	2	39,591	3299.24	19.03	17.95		
15	3	41,570	3464.20	19.99	18.85		
15	4	43,649	3637.41	20.99	19.79		
15	5	45,831	3819.28	22.03	20.78		
Admin IV -IT Systems Admin							
16	1	39,591	3299.24	19.03	17.95		
16	2	41,570	3464.20	19.99	18.85		
16	3	43,649	3637.41	20.99	19.79		
16	4	45,831	3819.28	22.03	20.78		
16	5	48,123	4010.25	23.14	21.82	Jim White (Technology Specialist; Salary)	Last step increase date 7/2012
Admin V							
17	1	41,570	3464.20	19.99	18.85		
17	2	43,649	3637.41	20.99	19.79		
17	3	45,831	3819.28	22.03	20.78		
17	4	48,123	4010.25	23.14	21.82		
17	5	50,529	4210.76	24.29	22.91		
Admin VI							
18	1	43,649	3637.41	20.99	19.79		
18	2	45,831	3819.28	22.03	20.78		
18	3	48,123	4010.25	23.14	21.82		
18	4	50,529	4210.76	24.29	22.91		
18	5	53,056	4421.30	25.51	24.05		
Admin VII							
19	1	45,831	3819.28	22.03	20.78		
19	2	48,123	4010.25	23.14	21.82		
19	3	50,529	4210.76	24.29	22.91		
19	4	53,056	4421.30	25.51	24.05		
19	5	55,708	4642.36	26.78	25.26	SAGE: Beth Longwell (Sage System Administrator; Salary); Start Step 7/01/2014	

BAKER COUNTY LIBRARY DISTRICT
Wage scale Based on Fiscal Year 2006-07
Standardized scale - Director

Wages scale begins FY 2007-08
Updated CH 04/24/2012

Range	Step	----- As Originally Adopted ----- Adopted by board 12/11/2009			----- Salary Adjusted for COLI: ----- Plus:				Notes
		Annual	Monthly	Hourly	COLI	Annual	Monthly	Hourly	
D	1	\$54,080 7.715% *	\$4,506.67	\$26.00					Executive Director, Perry Stokes; DOH 4/23/2007 FY 2007-08 Starting salary (*Mgmt Step increase % as approved by board)
D	2	\$58,252	\$4,854.36	\$28.01					FY 2008-09 Step increase
D	2	\$58,252	\$4,854.36	\$28.01					FY 2009-10; Step incr DEFERRED one year
D	3	\$62,746	\$5,228.87	\$30.17	3.0%	\$64,629	\$5,385.75	\$31.07	FY 2010-11; Step increase plus COLI
D	3				1.0%	\$65,275	\$5,439.58	\$31.38	FY 2011-12; Step incr DEFERRED; COLI only
D	4	\$67,587	\$5,632.28	\$32.49	1.0%	\$71,014	\$5,917.83	\$34.14	FY 2012-13; Step increase plus COLI; 40 hrs/wk
D	4				0.0%	71,014	5,917.83	34.14	FY 2013-14; Step incr DEFERRED; no COLI
D	4				0.0%	\$69,236	\$5,769.66	\$34.14	FY 2013-14; Salary based on 39 hours/week 7/1/13
D	4				0.0%	\$71,718	\$5,976.53	\$34.48	FY 2013-14; Salary reinstated to 40 hours/week; 10/01/13
D	4				0.0%	\$71,718	\$5,976.53	\$34.48	FY 2014-15; Step increase DEFERRED; No COLI
D	5	\$72,802	\$6,066.81	\$35.00	1.0%	\$77,969	\$6,497.39	\$37.48	FY 2015-16 Step increase 7.715% plus COLI
					1.0%	\$73,530	\$6,127.48	\$35.35	2.53% Alternate Step increase. Original hourly plus COLI

Note: Step increases on this scale are 7.715% over 5 years plus whatever the group gets for COLI (3% estimated) on top of this. The idea is to start the Director where Aletha left off and bring him up to parity with Hermiston and Umatilla Libraries over 5 years.

The Board approved Step 1 at \$54,080 and Step 5 at \$72,800. This forces a larger than 5% step increase for this first 5 year scale as recorded in the December 11, 2006 Minutes.

At the end of 5 years, the Director's Salary should be compared to the current salaries at these other Libraries to be sure we are keeping up with the region standard.

Aletha reviewed and approved this salary scale. 3/29/2007
Final 3/29/07

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

4/7/2015													
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15	Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (5/1/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	Jul '13 - Jun 14 ACTUAL	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
Income													
4000 - Current Year Tax Levy													
4001 - Current Tax Levy	1,485.50	577,213.41	44,062.76	32,000.00	654,761.67	626,885.34	636,957.32	17,804.35		626,462.22	628,835.00	656,000.00	682,570.45
4006 - Local Option Levy	541.60	182,234.54	16,135.46	12,000.00	210,911.60	200,421.65	226,865.59	-15,953.99	92.97%	228,406.42	233,165.00	240,000.00	249,340.58
4000 - Current Year Tax Levy - Other	0.00	29,222.07	0.00	0.00	29,222.07	29,222.07			100.0%	0.00	0.00		
Total 4000 - Current Year Tax Levy	2,027.10	788,670.02	60,198.22	44,000.00	894,895.34	856,529.06	863,822.91	31,072.43	103.6%	854,868.64	862,000.00	896,000.00	931,911.02
4005 - Prior Year Taxes													
4011 - Levy 1st year prior	2,452.63	3,645.70	3,126.88	4,800.00	14,025.21	11,067.52				17,453.40			
4012 - Levy 2nd year prior	1,769.46	2,587.33	2,097.49	1,700.00	8,154.28	7,413.39				8,645.21			
4013 - Levy 3rd year prior	1,176.81	1,560.97	1,159.17	4,200.00	8,096.95	4,611.59				8,030.61			
4014 - Levy 4th year prior	1,693.76	722.51	17.55	-1,250.00	1,183.82	2,433.82				3,225.06			
4015 - Levy 5th year prior	656.61	384.16	0.00	50.00	1,090.77	1,040.77				206.03			
4016 - Levy 6th year prior	0.00	265.62	0.00	50.00	315.62	265.62				10.32			
4005 - Prior Year Taxes - Other	0.00	0.00	0.00	50.00	50.00	0.00	40,000.00	-39,950.00	0.13%	23.53	40,000.00	35,000.00	42,500.00
Total 4005 - Prior Year Taxes	7,749.27	9,166.29	6,401.09	9,600.00	32,916.65	26,832.71	40,000.00	-7,083.35	82.29%	37,594.16	40,000.00	35,000.00	42,500.00
4020 - Other Taxes/Bond Priors-LandSale	0.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00	0.00	100.0%	3,045.93	3,500.00	3,500.00	3,500.00
4060 - State Resource Sharing	0.00	7,045.00	0.00	0.00	7,045.00	7,045.00	6,600.00	445.00	106.74%	6,564.00	6,564.00	7,045.00	7,500.00
4100 - Fines and Fees	3,823.63	4,247.60	3,858.67	4,500.00	16,429.90	12,934.34	18,000.00	-1,570.10	91.28%	17,887.61	18,000.00	17,000.00	17,000.00
4200 - Interest Income	108.05	402.71	586.61	10,000.00	11,097.37	1,097.37	12,500.00	-1,402.63	88.78%	9,694.72	9,500.00	11,100.00	11,500.00
4300 - Other Revenues													
4301.1 - VocRehab Reimb/ODHS	0.00	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%	0.00	0.00	50.00	0.00
4302 - Donations	0.00	100.00	0.00	0.00	100.00	100.00	850.00	-750.00	11.77%	140.00	780.00	200.00	100.00
4307 - E-Rate Refunds	0.00	0.00	2,466.35	460.00	2,926.35	2,918.30	5,000.00	-2,073.65	58.53%	4,196.77	5,500.00	4,000.00	3,000.00
4309 - Friends Booksale Income	0.00	5.35	75.77	50.00	131.12	1.46				87.97		50.00	100.00
4320 - Other Revenues - Miscellaneous	73.57	375.94	302.40	300.00	1,051.91	751.91				662.43		800.00	750.00
Total 4300 - Other Revenues	73.57	481.29	2,844.52	810.00	4,209.38	3,771.67	5,950.00	-1,740.62	70.75%	5,087.17	6,280.00	5,100.00	3,950.00
4310 - Technology Mgr Contract Income	0.00	1,317.13	1,370.58	1,140.24	3,827.95	3,827.95	3,100.00	727.95	123.48%	1,509.59	1,500.00	3,900.00	3,200.00
4500 - Transfer Income	0.00	0.00	4,000.00	0.00	4,000.00	4,000.00	4,000.00	0.00	100.0%	15,027.00	15,027.00	4,000.00	4,000.00
4999 - Beginning Cash													
4999.1 - Checking cash on hand	2,631.61	0.00	0.00	0.00	2,631.61	2,631.61	205,000.00	-202,368.39	1.28%	16,685.00	16,685.00		
4999.2 - LGIP cash on hand	186,941.19	0.00	0.00	0.00	186,941.19	186,941.19				200,000.00	200,000.00	190,000.00	226,796.31
Total 4999 - Beginning Cash	189,572.80	0.00	0.00	0.00	189,572.80	189,572.80	205,000.00	-15,427.20	92.48%	216,685.00	216,685.00	190,000.00	226,796.31
Total Income	203,354.42	811,330.04	79,259.69	70,050.24	1,163,994.39	1,105,610.90	1,162,472.91	1,521.48	100.13%	1,167,963.82	1,179,056.00	1,172,645.00	1,251,857.33
Expense													
5000 - Personal Services													

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

4/7/2015													
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15	Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (5/1/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	Jul '13 - Jun 14 ACTUAL	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
5001 - District salaries													
5100 - Baker Branch													
5102 - PS-Library Director	17,929.59	17,929.59	17,929.59	17,929.59	71,718.36	65,741.83	71,718.00	0.36	100.0%	71,097.75	71,040.00	71,720.00	74,265.00
5104 - SD-Administrative Assistant	4,609.02	4,609.02	4,609.02	4,609.02	18,436.08	17,017.92	18,921.00	-484.92	97.44%	18,262.26	18,155.00	18,600.00	19,110.45
5105 - CH-Business Manager													
5105.3 - Sage Fund	207.80	0.00	0.00	0.00	207.80	207.80				207.80			
5105 - CH-Business Manager - Other	5,145.40	5,145.40	5,976.58	6,670.00	22,937.38	20,720.13	20,579.00	2,358.38	111.46%	20,745.69	20,592.00	23,250.00	25,984.27
Total 5105 - CH-Business Manager	5,353.20	5,145.40	5,976.58	6,670.00	23,145.18	20,927.93	20,579.00	2,566.18	112.47%	20,953.49	20,592.00	23,250.00	25,984.27
5120 - CW-Lib Admin/Supplies Mgr, ILL	10,127.16	10,289.76	10,289.76	10,289.76	40,996.44	37,566.52	39,199.00	1,797.44	104.59%	38,866.59	38,685.00	41,000.00	41,574.83
5123 - AD-Lib Asst/Window, Media	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	2,680.04	3,242.00	0.00	0.00
5124 - CA-Lib Asst/Shelver,VolIntr Mgr	3,869.72	3,688.95	3,883.11	3,850.11	15,291.89	13,952.41	16,018.00	-726.11	95.47%	15,514.20	15,520.00	15,500.00	16,174.58
5125 - LC-Lib Asst/Catalog Specialist													
5125.2 - Severance Pkg LC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	9,296.24	9,300.00	0.00	0.00
5125 - LC-Lib Asst/Catalog Specialist - O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	25,085.07	27,335.00	0.00	0.00
Total 5125 - LC-Lib Asst/Catalog Specialist	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	34,381.31	36,635.00	0.00	0.00
5126 - MS-Lib Tech/Childrens Programs	6,068.30	6,065.49	5,953.01	6,065.49	24,152.29	22,051.72	24,498.00	-345.71	98.59%	24,238.91	24,156.00	24,250.00	26,374.49
5128 - SM-Lib Asst/Public Services	3,594.58	3,558.75	3,787.76	2,769.00	13,710.09	12,753.64	14,529.00	-818.91	94.36%	14,031.09	14,095.00	13,750.00	8,102.79
5129 - SB-Lib Tech/Periodicals Mgr	7,680.39	7,680.39	7,680.39	7,680.39	30,721.56	28,161.43	30,713.00	8.56	100.03%	30,453.51	30,430.00	30,750.00	31,028.82
5131 - DP-Reference Services	7,000.51	7,000.50	7,000.50	7,000.50	28,002.01	25,524.91	27,999.00	3.01	100.01%	28,319.28	28,145.00	28,500.00	31,110.22
5132 - HS-Lib Asst/Processing	2,806.25	3,070.92	3,073.95	3,165.00	12,116.12	11,089.53	12,318.00	-201.88	98.36%	11,641.93	11,525.00	12,318.00	17,867.30
5133 - CS Lib Asst/Media Processing	4,592.77	4,807.01	4,552.61	4,552.61	18,505.00	16,871.41	19,501.00	-996.00	94.89%	17,719.54	17,617.00	18,600.00	23,910.26
5134 - Catalog Specialist (NEW)	0.00	0.00	0.00	8,976.00	5,195.00	2,597.68	25,715.00	-20,520.00	20.2%	0.00	0.00	5,250.00	35,902.67
5140 - Vacation Substitutes	3,003.03	2,027.58	1,972.37	2,600.00	9,602.98	8,698.74	8,556.00	1,046.98	112.24%	8,458.12	7,550.00	9,650.00	8,114.34
5142 - Library Asst, Sunday Desk													
5142.5 - CL-Library Asst, Sunday	903.52	820.81	818.22	850.00	3,392.55	3,069.84	3,512.00	-119.45	96.6%			3,512.00	3,949.77
5142.8 - LR-Library Asst, Sunday	730.38	689.99	665.29	770.00	2,855.66	2,574.07					2,900.00	3,200.00	
5142 - Library Asst, Sunday Desk - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%		5,185.00	0.00	0.00
Total 5142 - Library Asst, Sunday Desk	1,633.90	1,510.80	1,483.51	1,620.00	6,248.21	5,643.91	3,512.00	2,736.21	177.91%	5,539.18	5,185.00	6,412.00	7,149.77
5150 - Bookmobile/Maintenance													
5150.3 - SK-Bookmobile Driver	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%		6,746.00	0.00	0.00
5150.5 - RW-Bookmobile Driver	1,467.40	1,374.89	1,173.92	1,990.00	6,006.21	5,387.91	9,626.00	-3,619.79	62.4%		6,895.00	6,200.00	8,525.36
5150.8 - LR-Bookmobile Driver8	1,175.55	1,194.65	1,113.62	1,175.55	4,659.37	4,125.96	7,959.00	-3,299.63	58.54%		0.00	4,750.00	6,270.41
Total 5150 - Bookmobile/Maintenance	2,642.95	2,569.54	2,287.54	3,165.55	10,665.58	9,513.87	17,585.00	-6,919.42	60.65%	13,399.29	13,641.00	10,950.00	14,795.76
5152 - JWhite-Technology Manager	11,203.00	11,913.21	11,913.21	11,913.21	44,142.63	42,971.56	45,546.00	-1,403.37	96.92%	46,823.02	47,500.00	44,340.00	46,169.33
5173 - JWatson-Facilities Maintenance	705.28	0.00	0.00	0.00	705.28	705.28	0.00	705.28	100.0%	9,167.84	9,180.00	710.00	
5174 - Facilities Maintenance (New)	0.00	1,735.65	2,126.86	1,900.00	5,762.51	4,997.57	9,626.00	-3,863.49	59.86%		0.00	5,800.00	9,722.50
5195 - Staff Training	0.00	229.37	0.00	1,500.00	1,729.37	1,003.77	0.00	1,729.37	100.0%	531.71	630.00	1,750.00	600.00

**Baker County Library District
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	4/7/2015			Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (5/1/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	Jul '13 - Jun 14 ACTUAL	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15										
Total 5100 - Baker Branch	92,819.65	93,831.93	94,519.77	106,256.23	380,846.58	347,791.63	406,533.00	-25,686.42	93.68%	412,079.06	413,523.00	383,100.00	437,957.38
5200 - Branch Attendants													
5202 - Haines	2,624.75	2,510.55	2,566.90	2,825.00	10,527.20	9,539.73				10,300.47	11,900.00		12,179.08
5203 - Halfway	2,918.16	2,979.35	3,011.36	3,025.00	11,933.87	10,905.15				12,245.08	12,117.00		12,788.03
5204 - Richland	2,742.99	3,023.82	2,846.29	3,000.00	11,613.10	10,591.16				11,754.72	11,877.00		12,423.57
5205 - Huntington	2,911.52	2,734.89	2,287.59	2,625.00	10,559.00	9,573.61				9,803.95	10,708.00		11,046.78
5206 - Sumpter	3,020.66	3,040.29	3,041.06	3,041.06	12,143.07	11,129.97				13,257.10	11,900.00		12,788.03
5209 - Branch Training	532.66	855.61	0.00	855.61	2,243.88	1,578.91				2,005.20			2,400.00
5200 - Branch Attendants - Other	0.00	0.00	0.00	0.00	0.00	0.00	57,161.00	-57,161.00	0.0%	0.00	0.00	59,050.00	0.00
Total 5200 - Branch Attendants	14,750.74	15,144.51	13,753.20	15,371.67	59,020.12	53,318.53	57,161.00	1,859.12	103.25%	59,366.52	58,502.00	59,050.00	63,625.51
Total 5001 - District salaries	107,570.39	108,976.44	108,272.97	121,627.90	439,866.70	401,110.16	463,694.00	-23,827.30	94.86%	471,445.58	472,025.00	442,150.00	501,582.89
5300 - Special Contracts													
5153 - JW-Tech Contracts	0.00	0.00	3,500.00	0.00	3,800.00	0.00	2,100.00	1,700.00	180.95%	0.00	1,300.00	3,800.00	2,800.00
5160 - Jobs Plus/Vocation Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00
Total 5300 - Special Contracts	0.00	0.00	3,500.00	0.00	3,500.00	0.00	2,100.00	1,400.00	166.67%	0.00	1,300.00	3,800.00	2,800.00
5400 - Payroll Taxes & Benefits													
5401 - Group Insurance													
5401.1 - Health Insurance	21,371.86	23,436.26	22,743.60	20,700.00	88,251.72	81,064.08	110,833.00	-22,581.28	79.63%	84,942.35	97,550.00	90,000.00	92,455.98
5401.2 - Insurance benefit	2,037.24	2,037.24	2,037.24	2,037.24	8,148.96	7,469.88				6,867.96		8,200.00	3,610.00
5401.3 - Group Insurance Liability										5,796.16			5,000.00
Total 5401 - Group Insurance	23,409.10	25,473.50	24,780.84	22,737.24	96,400.68	88,533.96	110,833.00	-14,432.32	86.98%	97,606.47	97,550.00	98,200.00	101,065.98
5403 - Life Insurance	383.80	189.80	-31.20	180.30	722.70	722.70	844.00	-121.30	85.63%	881.64	885.00	750.00	808.00
5404 - PERS	7,551.34	10,238.58	17,083.36	11,400.00	46,273.28	37,325.44	50,972.00	-4,698.72	90.78%	49,362.22	48,440.00	46,500.00	59,508.10
5405 - S.S. Employer Portion	8,149.31	8,250.55	8,193.95	9,150.00	33,743.81	30,398.07	35,635.00	-1,891.19	94.69%	35,724.24	35,780.00	34,000.00	38,521.03
5406 - SUTA Employer Portion	88.25	99.62	133.67	155.00	476.54	418.74	966.00	-489.46	49.33%	466.42	465.00	500.00	503.54
5407 - Workmans Comp	1,563.84	106.27	92.04	140.00	1,902.15	1,864.16	2,143.00	-240.85	88.76%	2,640.42	2,660.00	1,950.00	2,316.30
Total 5400 - Payroll Taxes & Benefits	41,145.64	44,358.32	50,252.66	43,762.54	179,519.16	159,263.07	201,393.00	-21,873.84	89.14%	186,681.41	185,780.00	181,900.00	202,722.95
6560 - Payroll Expenses	0.00	0.00	-23.40	50.00	26.60	-23.40	500.00	-473.40	5.32%	0.00	500.00	500.00	50.00
Total 5000 - Personal Services	148,716.03	153,334.76	162,002.23	165,440.44	629,493.46	560,349.83	667,687.00	-38,193.54	94.28%	658,126.99	659,605.00	628,350.00	707,155.84
6000 - Materials and Services													
6100 - Books & Periodicals													
6110 - Adult Books	4,476.06	7,379.90	7,893.67	10,000.00	29,749.63	21,872.53	0.00	29,749.63	100.0%	41,269.02	41,140.00	0.00	27,500.00
6120 - Childrens & Juvenile Books	5,679.70	3,201.96	2,172.76	5,000.00	16,054.42	11,458.54	0.00	16,054.42	100.0%	13,961.88	13,000.00	0.00	14,000.00

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4/7/2015													
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6130 - Reference Books	210.04	4,128.45	1,974.13	2,000.00	8,312.62	6,501.02	0.00	8,312.62	100.0%	6,739.34	7,000.00	0.00	9,000.00
6134 - Electronic Subscriptions	5,951.50	3,186.00	1,254.00	0.00	10,391.50	10,391.50				8,145.00	9,000.00		12,000.00
6140 - Periodicals	2,385.69	2,391.01	4,868.47	3,500.00	13,145.17	10,233.95	0.00	13,145.17	100.0%	13,229.39	14,000.00	0.00	14,500.00
6150 - Audio	1,471.43	1,428.77	754.38	1,500.00	5,154.58	3,941.59	0.00	5,154.58	100.0%	4,115.91	4,000.00	0.00	5,000.00
6160 - Video/DVD	2,800.97	3,492.53	5,728.24	3,000.00	15,021.74	13,176.43	0.00	15,021.74	100.0%	13,847.25	13,500.00	0.00	9,000.00
6170 - Mending & Bindery	105.00	0.00	0.00	350.00	455.00	105.00	0.00	455.00	100.0%	532.83	600.00	0.00	500.00
6171 - Music	0.00	0.00	5.94	1,000.00	1,005.94	5.94				369.70	500.00		1,000.00
6100 - Books & Periodicals - Other	0.00	0.00	0.00	0.00	0.00	0.00	65,500.00	-65,500.00	0.0%	0.00	0.00	99,500.00	
Total 6100 - Books & Periodicals	23,080.39	25,208.62	24,651.59	26,350.00	99,290.60	77,686.50	65,500.00	33,790.60	151.59%	102,210.32	102,740.00	99,500.00	92,500.00
6200 - OPAC Services													
6201 - SAGE Network	0.00	10,500.00	0.00	0.00	10,500.00	10,500.00	10,900.00	-400.00	96.33%	10,200.00	10,000.00	10,800.00	11,400.00
6204 - OCLC/ILL Referall	41.43	124.44	5.58	100.00	271.45	171.45				215.25	400.00		850.00
Total 6200 - OPAC Services	41.43	10,624.44	5.58	100.00	10,771.45	10,671.45	10,900.00	-128.55	98.82%	10,415.25	10,400.00	10,800.00	12,250.00
6300 - Building Eq. & Supplies													
6310 - Building & Grounds Maintenance													
6311 - Branch building expenses	1,542.86	758.19	294.42	1,000.00	3,595.47	2,625.47				4,701.31	5,000.00		6,000.00
6312 - Snow Removal	0.00	260.00	520.00	100.00	880.00	780.00				1,035.00	1,800.00		2,000.00
6310 - Building & Grounds Maintenance - Oth	6,456.26	3,591.97	3,194.47	5,000.00	18,242.70	15,429.30	25,800.00	-7,557.30	70.71%	22,689.02	26,125.00	25,800.00	25,000.00
Total 6310 - Building & Grounds Maintenance	7,999.12	4,610.16	4,008.89	6,100.00	22,718.17	18,834.77	25,800.00	-3,081.83	88.06%	28,425.33	32,925.00	25,800.00	33,000.00
6320 - Janitorial Supplies													
6321 - Cleaning contract	2,670.00	2,580.00	2,580.00	2,580.00	10,410.00	9,550.00	10,500.00	-90.00	99.14%	9,460.00	9,500.00	10,500.00	11,000.00
6322 - Supplies	538.24	606.78	596.68	800.00	2,541.70	1,813.05	2,100.00	441.70	121.03%	2,159.44	2,300.00	2,600.00	3,000.00
Total 6320 - Janitorial Supplies	3,208.24	3,186.78	3,176.68	3,380.00	12,951.70	11,363.05	12,600.00	351.70	102.79%	11,619.44	11,800.00	13,100.00	14,000.00
6340 - Equipment Lease	521.87	713.12	597.02	654.00	2,486.01	2,049.85	3,500.00	-1,013.99	71.03%	2,641.74	5,200.00	2,500.00	2,500.00
6345 - Computer Maintenance													
6345.1 - Computer - Maintenance	4,828.84	230.74	1,553.31	1,000.00	7,612.89	7,071.03	6,000.00	1,612.89	126.88%	4,012.26	4,750.00	7,000.00	5,000.00
6345.2 - Software subscriptions	0.00	3,949.00	881.64	100.00	4,930.64	4,830.64	6,000.00	-1,069.36	82.18%	4,216.41	5,000.00	5,000.00	5,000.00
6345.3 - Comp Tech - Branch Travel	442.32	607.22	561.63	600.00	2,211.17	1,980.74	3,000.00	-788.83	73.71%	2,226.15	2,500.00	3,000.00	2,500.00
6345.4 - Computer - Hardware	0.00	1,147.14	3,503.87	2,000.00	6,651.01	4,651.01	5,000.00	1,651.01	133.02%	7,133.65	5,500.00	6,700.00	10,000.00
Total 6345 - Computer Maintenance	5,271.16	5,934.10	6,500.45	3,700.00	21,405.71	18,533.42	20,000.00	1,405.71	107.03%	17,588.47	17,750.00	21,700.00	22,500.00
Total 6300 - Building Eq. & Supplies	17,000.39	14,444.16	14,283.04	13,834.00	59,561.59	50,781.09	61,900.00	-2,338.41	96.22%	60,274.98	67,675.00	63,100.00	72,000.00
6400 - Bookmobile Operations													
6410 - Bookmobile Fuel	805.35	580.98	485.36	500.00	2,371.69	1,988.53	8,000.00			3,127.72	3,500.00		3,000.00
6420 - Bookmobile Maintenance	2,588.14	671.09	835.39	800.00	4,894.62	4,122.14	0.00			4,111.67	4,850.00	0.00	5,000.00

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

4/7/2015													
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15	Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (5/1/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	Jul '13 - Jun 14 ACTUAL	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
6421 - Outreach Mileage										805.39			
Total 6400 - Bookmobile Operations	3,393.49	1,252.07	1,320.75	1,300.00	7,266.31	6,110.67	8,000.00	-733.69	90.83%	8,044.78	8,350.00	7,300.00	8,000.00
6600 - Corporate Costs													
6610 - Insurance													
6612 - Boiler	0.00	0.00	1,090.00	0.00	1,090.00	1,090.00				1,079.00	1,100.00		1,150.00
6613 - SDAO Liability	0.00	0.00	12,931.50	0.00	12,931.50	12,931.50	14,000.00	-1,068.50	92.37%	11,372.50	11,415.00		13,500.00
6614 - Flood Insurance	0.00	0.00	1,440.00	0.00	1,440.00	1,440.00				1,436.00	1,400.00		1,500.00
Financial officer bonding				350.00	350.00								375.00
Total 6610 - Insurance	0.00	0.00	15,461.50	350.00	15,811.50	15,461.50	14,000.00	1,811.50	112.94%	13,887.50	13,915.00	15,820.00	16,525.00
6620 - Travel & Training	475.06	828.22	1,594.38	2,000.00	4,897.66	4,016.88	3,000.00	1,897.66	163.26%	2,833.60	2,800.00	5,295.00	4,500.00
6621 - Special Contracts Travel	0.00	0.00	446.58	500.00	946.58	704.82	1,000.00	-53.42	94.66%	862.32	1,100.00	1,000.00	1,000.00
6630 - Election	0.00	0.00	0.00	3,300.00	3,300.00	0.00	3,300.00	0.00	100.0%	0.00	0.00	3,300.00	3,500.00
6640 - Auditor	0.00	0.00	7,650.00	0.00	7,650.00	7,650.00	7,675.00	-25.00	99.67%	7,475.00	7,475.00	7,675.00	7,800.00
6641 - Bookkeeping Supplies & Services	0.00	0.00	813.48	0.00	813.48	813.48	800.00	13.48	101.69%	834.91	840.00	800.00	900.00
6660 - Association dues	1,069.12	900.53	550.00	300.00	2,819.65	2,419.65	1,600.00	1,219.65	176.23%	1,578.87	1,550.00	3,000.00	2,750.00
6680 - Publication	351.80	306.80	425.00	500.00	1,583.60	1,233.60	1,000.00	583.60	158.36%	1,065.48	1,250.00	1,600.00	1,600.00
6690 - Financial Mgmt Fees													
6690.1 - Checking Account Fees	97.00	41.00	38.53	40.00	216.53	202.53	0.00	216.53	100.0%	221.00	275.00	0.00	250.00
6690.2 - Pool 5291 Fees	42.35	35.40	43.15	45.00	165.90	120.90				168.94	200.00		175.00
6690.3 - PayPal Transaction Fees	21.17	23.96	19.04	25.00	89.17	70.56				107.34	300.00		100.00
6690.4 - Quick Books Direct Deposit Fees	117.90	130.20	133.40	140.00	521.50	432.30	0.00	521.50	100.0%	430.30	275.00	0.00	550.00
6690 - Financial Mgmt Fees - Other	0.00	0.00	0.00	0.00	0.00	0.00	1,075.00	-1,075.00	0.0%	0.00	0.00	1,075.00	0.00
Total 6690 - Financial Mgmt Fees	278.42	230.56	234.12	250.00	993.10	826.29	1,075.00	-81.90	92.38%	927.58	1,050.00	1,075.00	1,075.00
6691 - Legal Administration	0.00	0.00	250.00	0.00	250.00	250.00	200.00	50.00	125.0%	250.00	250.00	200.00	250.00
6696 - PR Events, Programs	711.78	1,357.22	230.00	500.00	2,799.00	2,299.00	2,000.00	799.00	139.95%	808.28	1,500.00	2,500.00	2,500.00
Total 6600 - Corporate Costs	2,886.18	3,623.33	27,655.06	7,700.00	41,864.57	35,675.22	35,650.00	6,214.57	117.43%	30,523.54	31,730.00	42,265.00	42,400.00
6700 - Other Operating Expenses													
6720 - Branch Mileage	414.68	725.59	773.06	800.00	2,713.33	2,438.10	3,000.00	-286.67	90.44%	2,995.79	3,200.00	2,750.00	3,000.00
6730 - Library Services Supplies	2,397.04	2,800.84	4,113.79	3,500.00	12,811.67	9,976.70	14,500.00	-1,688.33	88.36%	13,719.54	14,500.00	13,000.00	14,500.00
6731 - Children & Youth Programs													
6731.2 - Summer Reading	1,543.70	375.82	721.33	800.00	3,440.85	2,540.85				2,388.08			3,500.00
6731.3 - Storytime	0.00	37.00	93.67	200.00	330.67	149.67				738.93			3,120.00
6731.4 - Other Youth Programs	0.00	41.96	441.13	400.00	883.09	543.42				251.12			1,200.00
6731.6 - Haines Summer Reading	96.03	0.00	0.00	300.00	396.03	96.03				34.92			300.00
6731 - Children & Youth Programs - Other	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	-3,500.00	0.0%	85.36	4,500.00	5,000.00	0.00
Total 6731 - Children & Youth Programs	1,639.73	454.78	1,256.13	1,700.00	5,050.64	3,329.97	3,500.00	1,550.64	144.3%	3,498.41	4,500.00	5,000.00	8,120.00

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

4/7/2015													
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15	Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (5/1/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	Jul '13 - Jun 14 ACTUAL	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
6740 - Postage & Freight	385.22	481.01	122.47	550.00	1,538.70	1,332.81	1,700.00	-161.30	90.51%	1,497.03	1,800.00	1,550.00	1,800.00
6750 - Utilities													
6751 - Garbage													
6751.1 - Baker-Baker Sanitary	254.70	561.40	382.05	384.00	1,582.15	1,198.15				1,831.04	1,700.00		1,600.00
6751.2 - Haines-Baker Sanitary	27.00	54.00	27.00	54.00	162.00	108.00				162.00	190.00		175.00
6751.3 - Halfway-LaRue Sanitary	15.98	15.98	0.00	16.00	47.96	31.96				47.94	75.00		50.00
6751.4 - Richland-Eagle Cap Sanitation	12.00	12.00	0.00	12.00	36.00	36.00				24.00	75.00		40.00
6751.5 - Huntington-Baker Sanitary	32.00	64.00	32.00	64.00	192.00	128.00				192.00	225.00		200.00
Total 6751 - Garbage	341.68	707.38	441.05	530.00	2,020.11	1,502.11				2,256.98	2,265.00		2,065.00
6752 - Heating Fuel													
6752.1 - Baker-Cascade Natural Gas	198.00	1,623.06	1,135.10	1,200.00	4,156.16	3,557.67	0.00	4,156.16	100.0%	3,806.50	4,708.00	0.00	4,200.00
6752.2 - Haines-Ed Staub	117.00	491.40	839.80	500.00	1,948.20	1,685.10				2,842.10	2,500.00		2,200.00
6752.3 - Halfway-Ed Staub	0.00	697.50	585.00	45.00	1,327.50	1,327.50				1,586.59	1,750.00		1,400.00
6752.6 - Sumpter-City of Sumpter(Shared)					1,300.00					0.00	1,300.00		1,300.00
Total 6752 - Heating Fuel	315.00	2,811.96	2,559.90	1,745.00	8,731.86	6,570.27	0.00	8,731.86	100.0%	8,235.19	10,258.00	0.00	9,100.00
6753 - Water/Sewer													
6753.1 - Baker-City of Baker City	906.64	376.14	379.64	380.00	2,042.42	1,662.42				1,276.32	2,500.00		2,250.00
6753.2 - Haines-City of Haines	204.00	204.00	204.00	204.00	816.00	680.00				804.00	820.00		850.00
6753.3 - Halfway-City of Halfway	153.50	274.85	130.02	198.00	756.37	624.37				923.88	850.00		800.00
6753.4 - Richland (NEOHA agreement)	100.29	136.14	105.99	110.00	452.42	377.75				652.81	700.00		500.00
6753.5 - Huntington-City of Huntingtn	135.00	284.27	143.23	220.00	782.50	634.50				720.00	700.00		800.00
Total 6753 - Water/Sewer	1,499.43	1,275.40	962.88	1,112.00	4,849.71	3,979.04				4,377.01	5,570.00		5,200.00
6754 - Electric													
6754.1 - Baker - OTEC	5,769.19	5,029.15	2,539.32	5,300.00	18,637.66	15,985.67				17,466.88	19,000.00		19,000.00
6754.2 - Haines - OTEC	327.06	203.51	337.19	300.00	1,167.76	1,058.89				1,118.19	1,300.00		1,200.00
6754.3 - Halfway-Idaho Power	414.99	204.73	124.64	250.00	994.36	864.44				1,061.11	900.00		1,000.00
6754.4 - Richland (NEOHA agreement)	368.79	559.52	1,311.77	1,250.00	3,490.08	2,636.69				3,581.28	3,600.00		3,500.00
6754.5 - Huntington-Idaho Power	94.09	289.79	261.20	350.00	995.08	803.83				1,687.83	1,500.00		1,000.00
6754.6 - Sumpter-City of Sumpter(Shared)					600.00					0.00	600.00		600.00
Total 6754 - Electric	6,974.12	6,286.70	4,574.12	7,450.00	25,884.94	21,349.52				24,915.29	26,900.00		26,300.00
6750 - Utilities - Other	0.00	0.00	0.00	0.00	0.00	0.00	44,385.00	-44,385.00	0.0%	0.00	0.00	40,000.00	0.00
Total 6750 - Utilities	9,130.23	11,081.44	8,537.95	10,837.00	39,586.62	33,400.94	44,385.00	-4,798.38	89.19%	39,784.47	44,993.00	40,000.00	42,665.00
6756 - Telecommunications													
6756.0 - Telephone													

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

4/7/2015													
	Jul - Sep 14	Oct - Dec 14	Jan - Mar 15	Q4 ESTIMATE Apr - Jun 15	PROJECTED TOTAL Jul '14 - Jun 15	ACTUAL (5/1/15) Jul '14 - Jun 15	Original FY14-15 Budget	\$ Over Budget	% of Budget	Jul '13 - Jun 14 ACTUAL	FY13-14 Budget	REVISED FY14-15 Budget	PROPOSED Jul '15 - Jun 16
6756.1 - Baker - BendTel	430.23	270.62	397.06	525.00	1,622.91	1,358.83	0.00	1,622.91	100.0%	1,614.07	1,640.00	0.00	1,600.00
6756.2 - Haines - Cascade/Reliance	197.23	187.02	187.14	190.00	761.39	633.81	0.00	761.39	100.0%	759.85	765.00	0.00	800.00
6756.3 - Halfway - Pine Telephone	102.88	113.76	98.37	110.00	425.01	349.41	0.00	425.01	100.0%	437.96	440.00	0.00	450.00
6756.4 - Richland - Eagle Telephone	72.57	106.00	102.05	105.00	385.62	313.07	0.00	385.62	100.0%	411.97	330.00	0.00	400.00
6756.5 - Huntington - CenturyTel	205.87	134.02	200.99	200.00	740.88	672.15	0.00	740.88	100.0%	749.22	705.00	0.00	800.00
6756.6 - Sumpter - CenturyLink/Qwest	132.58	172.26	90.66	130.00	525.50	438.01	0.00	525.50	100.0%	558.72	525.00	0.00	600.00
6756.8 - US Cellular (3 Lines)	512.38	341.54	517.32	505.00	1,876.24	1,719.66	0.00	1,876.24	100.0%	1,815.73	1,900.00	0.00	1,900.00
Total 6756.0 - Telephone	1,653.74	1,325.22	1,593.59	1,765.00	6,337.55	5,484.94	0.00	6,337.55	100.0%	6,347.52	6,305.00	0.00	6,550.00
6757.0 - Internet													
6757.1 - Baker - NERO Network	0.00	1,431.00	715.50	715.50	2,862.00	2,146.50	0.00	2,862.00	100.0%	1,908.00	1,918.00	0.00	3,000.00
6757.2 - Haines - Cascade/Reliance	187.05	184.32	184.53	185.00	740.90	617.46	0.00	740.90	100.0%	727.05	730.00	0.00	760.00
6757.3 - Halfway - Pine Tel	103.41	103.41	103.41	112.00	422.23	347.48	0.00	422.23	100.0%	392.43	400.00	0.00	440.00
6757.4 - Richland - Pine Tel	86.79	86.79	86.79	85.00	345.37	285.37	0.00	345.37	100.0%	335.56	340.00	0.00	360.00
6757.5 - Huntington -CenturyTel	212.82	141.88	212.82	220.00	787.52	709.40	0.00	787.52	100.0%	1,597.39	1,600.00	0.00	800.00
6757.6 - Sumpter - CenturyLink/Qwest	293.94	434.77	209.86	315.00	1,253.57	1,043.50	0.00	1,253.57	100.0%	867.60	750.00	0.00	1,275.00
Total 6757.0 - Internet	884.01	2,382.17	1,512.91	1,632.50	6,411.59	5,149.71	0.00	6,411.59	100.0%	5,828.03	5,738.00	0.00	6,635.00
6756 - Telecommunications - Other	0.00	0.00	0.00	0.00	0.00	0.00	13,030.00	-13,030.00	0.0%	0.00	0.00	12,800.00	0.00
Total 6756 - Telecommunications	2,537.75	3,707.39	3,106.50	3,397.50	12,749.14	10,634.65	13,030.00	-280.86	97.85%	12,175.55	12,043.00	12,800.00	13,185.00
Total 6700 - Other Operating Expenses	16,504.65	19,251.05	17,909.90	20,784.50	74,450.10	61,113.17	80,115.00	-5,664.90	92.93%	73,670.79	81,036.00	75,100.00	83,270.00
Total 6000 - Materials and Services	62,906.53	74,403.67	85,825.92	70,068.50	293,204.62	242,038.10	262,065.00	31,139.62	111.88%	285,139.66	301,931.00	298,065.00	310,420.00
7000 - Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0.0%	0.00	10.00	100.00	100.00
7500 - Debt Service	0.00	1,000.00	0.00	1,000.00	2,000.00	1,000.00	2,000.00	0.00	100.0%	0.00	10.00	2,000.00	2,000.00
8000 - Transfers & Contingency													
8005 - Transfers													
8005.1 - Transfer-Technology Fund	0.00	0.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00	0.00	100.0%	1,000.00	1,000.00	1,000.00	1,000.00
8005.2 - Transfer-Severence Liab Fund	0.00	0.00	10,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00	100.0%	10,000.00	10,000.00	10,000.00	10,000.00
8005.3 - Transfer-Election Fund	0.00	0.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00	0.00	100.0%	1,500.00	1,500.00	1,500.00	1,500.00
Total 8005 - Transfers	0.00	0.00	12,500.00	0.00	12,500.00	12,500.00	12,500.00	0.00	100.0%	12,500.00	12,500.00	12,500.00	12,500.00
Total 8000 - Transfers & Contingency	0.00	0.00	12,500.00	0.00	12,500.00	12,500.00	12,500.00	0.00	100.0%	12,500.00	12,500.00	12,500.00	12,500.00
Total Expense	211,622.56	228,738.43	260,328.15	236,508.94	937,198.08	815,887.93	944,352.00	-7,153.92	99.24%	955,766.65	974,056.00	941,015.00	1,032,175.84
Net Income	-8,268.14	582,591.61	-181,068.46	-166,458.70	226,796.31	289,722.97	218,120.91	8,675.40	103.98%	212,197.17	205,000.00	231,630.00	219,681.50

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

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Income				
4000 · Current Year Tax Levy				
4001 · Current Tax Levy	630,219.83			
4006 · Local Option Levy	201,642.71	0.00	201,642.71	100.0%
4000 · Current Year Tax Levy - Other	29,222.07	863,823.00	-834,600.93	3.4%
Total 4000 · Current Year Tax Levy	861,084.61	863,823.00	-2,738.39	99.7%
4005 · Prior Year Taxes				
4011 · Levy 1st year prior	12,322.62			
4012 · Levy 2nd year prior	7,980.56			
4013 · Levy 3rd year prior	5,297.73			
4014 · Levy 4th year prior	2,433.82			
4015 · Levy 5th year prior	1,040.77			
4016 · Levy 6th year prior	265.62			
4005 · Prior Year Taxes - Other	0.00	40,000.00	-40,000.00	0.0%
Total 4005 · Prior Year Taxes	29,341.12	40,000.00	-10,658.88	73.4%
4020 · Other Taxes/Bond Priors-LandSale	0.00	3,500.00	-3,500.00	0.0%
4060 · State Resource Sharing	7,045.00	6,600.00	445.00	106.7%
4100 · Fines and Fees	13,535.04	18,000.00	-4,464.96	75.2%
4200 · Interest Income	1,097.37	12,500.00	-11,402.63	8.8%
4300 · Other Revenues				
4301.1 · VocRehab Reimb/ODHS	0.00	100.00	-100.00	0.0%
4302 · Donations	100.00	850.00	-750.00	11.8%
4307 · E-Rate Refunds	2,918.30	5,000.00	-2,081.70	58.4% OK
4309 · Friends Booksale Income	1.46			
4320 · Other Revenues - Miscellaneous	751.91			
Total 4300 · Other Revenues	3,771.67	5,950.00	-2,178.33	63.4%
4310 · Technology Mgr Contract Income	3,827.95	3,100.00	727.95	123.5% OK OTR
4500 · Transfer Income	4,000.00	4,000.00	0.00	100.0% B 1260.3p
4999 · Beginning Cash				
4999.1 · Checking cash on hand	2,631.61	205,000.00	-202,368.39	1.3% Recd
4999.2 · LGIP cash on hand	186,941.19			
Total 4999 · Beginning Cash	189,572.80	205,000.00	-15,427.20	92.5%
Total Income	1,113,275.56	1,162,473.00	-49,197.44	95.8%
Expense				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · PS-Library Director	65,741.83	71,718.00	-5,976.17	91.7%
5104 · SD-Administrative Assistant	17,017.92	18,921.00	-1,903.08	89.9%
5105 · CH-Business Manager				
5105.3 · Sage Fund	207.80			
5105 · CH-Business Manager - Other	20,720.13	20,579.00	141.13	100.7%

*5/04 Tax Revenue Recd
B 7063.96*

*Estimated June E-Rate
Requests @ B 2796.94*

OK 5/11/2015

2:37 PM

05/11/15

Accrual Basis

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

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Total 5105 · CH-Business Manager	20,927.93	20,579.00	348.93	101.7%
5120 · CW-Lib Admin/Supplies Mgr, ILL	37,566.52	39,199.00	-1,632.48	95.8%
5123 · AD-Lib Asst/Window, Media	0.00	0.00	0.00	0.0%
5124 · CA-Lib Asst/Shelver, Vointr Mgr	13,952.41	16,018.00	-2,065.59	87.1%
5125 · LC-Lib Asst/Catalog Specialist				
5125.2 · Severance Pkg LC	0.00	0.00	0.00	0.0%
5125 · LC-Lib Asst/Catalog Specialist - Other	0.00	0.00	0.00	0.0%
Total 5125 · LC-Lib Asst/Catalog Specialist	0.00	0.00	0.00	0.0%
5126 · MS-Lib Tech/Childrens Programs	22,051.72	24,498.00	-2,446.28	90.0%
5128 · SM-Lib Asst/Public Services	12,753.64	14,529.00	-1,775.36	87.8%
5129 · SB-Lib Tech/Periodicals Mgr	28,161.43	30,713.00	-2,551.57	91.7%
5131 · DP-Reference Services	25,524.91	27,999.00	-2,474.09	91.2%
5132 · HS-Lib Asst/Processing	11,089.53	12,318.00	-1,228.47	90.0%
5133 · CS Lib Asst/Media Processing	16,871.41	19,501.00	-2,629.59	86.5%
5134 · Catalog Specialist (NEW)	2,597.68	25,715.00	-23,117.32	10.1%
5140 · Vacation Substitutes	8,698.74	8,556.00	142.74	101.7%
5142 · Library Asst, Sunday Desk				
5142.5 · CL-Library Asst, Sunday	3,069.84	3,512.00	-442.16	87.4%
5142.8 · LR-Library Asst, Sunday	2,574.07			
5142 · Library Asst, Sunday Desk - Other	0.00	0.00	0.00	0.0%
Total 5142 · Library Asst, Sunday Desk	5,643.91	3,512.00	2,131.91	160.7%
5150 · Bookmobile/Maintenance				
5150.3 · SK-Bookmobile Driver	0.00	0.00	0.00	0.0%
5150.5 · RW-Bookmobile Driver	5,387.91	9,626.00	-4,238.09	56.0%
5150.8 · LR-Bookmobile Driver8	4,125.96	7,959.00	-3,833.04	51.8%
Total 5150 · Bookmobile/Maintenance	9,513.87	17,585.00	-8,071.13	54.1%
5152 · JW-Technology Manager	42,971.56	45,546.00	-2,574.44	94.3%
5173 · JW-Facilities Maintenance	705.28	0.00	705.28	100.0%
5174 · Facilities Maintenance (New)	4,997.57	9,626.00	-4,628.43	51.9%
5195 · Staff Training	1,003.77	0.00	1,003.77	100.0%
Total 5100 · Baker Branch	347,791.63	406,533.00	-58,741.37	85.6%
5200 · Branch Attendants				
5202 · Haines	9,539.73			
5203 · Halfway	10,905.15	0.00	10,905.15	100.0%
5204 · Richland	10,591.16			
5205 · Huntington	9,573.61			
5206 · Sumpter	11,129.97			
5209 · Branch Training	1,578.91			
5200 · Branch Attendants - Other	0.00	57,161.00	-57,161.00	0.0%
Total 5200 · Branch Attendants	53,318.53	57,161.00	-3,842.47	93.3%

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

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Total 5001 - District salaries	401,110.16	463,694.00	-62,583.84	86.5%
5300 - Special Contracts				
5153 - JW-Tech Contracts	0.00	2,100.00	-2,100.00	0.0%
5160 - Jobs Plus/Vocation Programs	0.00	0.00	0.00	0.0%
Total 5300 - Special Contracts	0.00	2,100.00	-2,100.00	0.0%
5400 - Payroll Taxes & Benefits				
5401 - Group Insurance				
5401.1 - Health Insurance	80,371.42	110,833.00	-30,461.58	72.5%
5401.2 - Insurance benefit	7,469.88			
Total 5401 - Group Insurance	87,841.30	110,833.00	-22,991.70	79.3%
5403 - Life Insurance	722.70	844.00	-121.30	85.6%
5404 - PERS	37,325.44	50,972.00	-13,646.56	73.2%
5405 - S.S. Employer Portion	30,398.07	35,635.00	-5,236.93	85.3%
5406 - SUTA Employer Portion	418.74	966.00	-547.26	43.3%
5407 - Workmans Comp	1,864.16	2,143.00	-278.84	87.0%
Total 5400 - Payroll Taxes & Benefits	158,570.41	201,393.00	-42,822.59	78.7%
6560 - Payroll Expenses	0.00	500.00	-500.00	0.0%
Total 5000 - Personal Services	559,680.57	667,687.00	-108,006.43	83.8%
6000 - Materials and Services				
6100 - Books & Periodicals				
6110 - Adult Books	23,880.10	0.00	23,880.10	100.0%
6120 - Childrens & Juvenile Books	11,833.25	0.00	11,833.25	100.0%
6130 - Reference Books	6,572.66	0.00	6,572.66	100.0%
6134 - Electronic Subscriptions	10,391.50			
6140 - Periodicals	11,772.23	0.00	11,772.23	100.0%
6150 - Audio	4,341.63	0.00	4,341.63	100.0%
6160 - Video/DVD	13,176.43	0.00	13,176.43	100.0%
6170 - Mending & Bindery	105.00	0.00	105.00	100.0%
6171 - Music	5.94			
6100 - Books & Periodicals - Other	1,222.25	65,500.00	-64,277.75	1.9%
Total 6100 - Books & Periodicals	83,300.99	65,500.00	17,800.99	127.2%
6200 - OPAC Services				
6201 - SAGE Network	10,500.00	10,900.00	-400.00	96.3%
6204 - OCLC/ILL Referral	171.45			
Total 6200 - OPAC Services	10,671.45	10,900.00	-228.55	97.9%
6300 - Building Eq. & Supplies				
6310 - Building & Grounds Maintenance				
6311 - Branch building expenses	2,625.47			
6312 - Snow Removal	780.00			
6310 - Building & Grounds Maintenance - Other	15,596.74	25,800.00	-10,203.26	60.5%

To be adjusted

② Current bill need due 6/01 \$8534.82

+ sage \$1358.16 = Total bill \$9892.78 bill decreased (\$1374.97) = 12%

③ May PERS to be posted for pmt 5/27

LOW 83.8% Budgets to be adjusted 11/2 mo = 91%

100.0% Ingram \$2491.14

100.0% Subscription renewals \$1472.44 + visa 149.84 = \$1622.28

to be adjusted 127.2% (monthly Avg ≈ \$1089 pt)

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

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Total 6310 · Building & Grounds Maintenance	19,002.21	25,800.00	-6,797.79	73.7%
6320 · Janitorial Supplies				
6321 · Cleaning contract	9,550.00	10,500.00	-950.00	91.0%
6322 · Supplies	2,001.41	2,100.00	-98.59	95.3%
Total 6320 · Janitorial Supplies	11,551.41	12,600.00	-1,048.59	91.7%
6340 · Equipment Lease	2,255.35	3,500.00	-1,244.65	64.4%
6345 · Computer Maintenance				
6345.1 · Computer - Maintenance	7,117.02	6,000.00	1,117.02	118.6%
6345.2 · Software subscriptions	4,830.64	6,000.00	-1,169.36	80.5%
6345.3 · Comp Tech - Branch Travel	1,980.74	3,000.00	-1,019.26	66.0%
6345.4 · Computer - Hardware	4,651.01	5,000.00	-348.99	93.0%
Total 6345 · Computer Maintenance	18,579.41	20,000.00	-1,420.59	92.9%
Total 6300 · Building Eq. & Supplies	51,388.38	61,900.00	-10,511.62	83.0%
6400 · Bookmobile Operations				
6410 · Bookmobile Fuel	2,055.78	8,000.00	-5,944.22	25.7%
6420 · Bookmobile Maintenance	4,144.98	0.00	4,144.98	100.0%
Total 6400 · Bookmobile Operations	6,200.76	8,000.00	-1,799.24	77.5%
6600 · Corporate Costs				
6610 · Insurance				
6612 · Boiler	1,090.00			
6613 · SDAO Liability	13,281.50	14,000.00	-718.50	94.9%
6614 · Flood Insurance	1,440.00			
Total 6610 · Insurance	15,811.50	14,000.00	1,811.50	112.9%
6620 · Travel & Training	5,476.85	3,000.00	2,476.85	182.6%
6621 · Special Contracts Travel	704.82	1,000.00	-295.18	70.5%
6630 · Election	0.00	3,300.00	-3,300.00	0.0%
6640 · Auditor	7,650.00	7,675.00	-25.00	99.7%
6641 · Bookkeeping Supplies & Services	813.48	800.00	13.48	101.7%
6660 · Association dues	2,419.65	1,600.00	819.65	151.2%
6680 · Publication	1,233.60	1,000.00	233.60	123.4%
6690 · Financial Mgmt Fees				
6690.1 · Checking Account Fees	202.53	0.00	202.53	100.0%
6690.2 · Pool 5291 Fees	120.90			
6690.3 · PayPal Transaction Fees	72.37			
6690.4 · Quick Books Direct Deposit Fees	401.10	0.00	401.10	100.0%
6690 · Financial Mgmt Fees - Other	0.00	1,075.00	-1,075.00	0.0%
Total 6690 · Financial Mgmt Fees	796.90	1,075.00	-278.10	74.1%
6691 · Legal Administration	250.00	200.00	50.00	125.0%
6696 · PR Events, Programs	2,299.00	2,000.00	299.00	115.0%

7,000
5,000
3,000
6,700

21,700

Clarke + Clarke
\$350
for Officers
bond (NEW)

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

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Total 6600 · Corporate Costs	37,455.80	35,650.00	1,805.80	105.1%
6700 · Other Operating Expenses				
6720 · Branch Mileage	2,438.10	3,000.00	-561.90	81.3%
6730 · Library Services Supplies	10,247.26	14,500.00	-4,252.74	70.7%
6731 · Children & Youth Programs				
6731.2 · Summer Reading	2,540.85			
6731.3 · Storytime	149.67			
6731.4 · Other Youth Programs	543.42			
6731.5 · Teen Activities	57.85			
6731.6 · Haines Summer Reading	96.03			
6731 · Children & Youth Programs - Other	0.00	3,500.00	-3,500.00	0.0%
Total 6731 · Children & Youth Programs	3,387.82	3,500.00	-112.18	96.8%
6740 · Postage & Freight	1,336.55	1,700.00	-363.45	78.6%
6750 · Utilities				
6751 · Garbage				
6751.1 · Baker-Baker Sanitary	1,325.50			
6751.2 · Haines-Baker Sanitary	135.00			
6751.3 · Halfway-LaRue Sanitary	31.96			
6751.4 · Richland-Eagle Cap Sanitation	36.00			
6751.5 · Huntington-Baker Sanitary	160.00			
Total 6751 · Garbage	1,688.46			
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	3,557.67	0.00	3,557.67	100.0%
6752.2 · Haines-Ed Staub	1,685.10			
6752.3 · Halfway-Ed Staub	1,327.50			
Total 6752 · Heating Fuel	6,570.27	0.00	6,570.27	100.0%
6753 · Water/Sewer				
6753.1 · Baker-City of Baker City	1,851.56			
6753.2 · Haines-City of Haines	748.00			
6753.3 · Halfway-City of Halfway	695.37			
6753.4 · Richland (NEOHA agreement)	377.75			
6753.5 · Huntington-City of Huntingtn	707.94			
Total 6753 · Water/Sewer	4,380.62			
6754 · Electric				
6754.1 · Baker - OTEC	15,985.67			
6754.2 · Haines - OTEC	1,058.89			
6754.3 · Halfway-Idaho Power	864.44			
6754.4 · Richland (NEOHA agreement)	2,636.69			
6754.5 · Huntington-Idaho Power	856.51			
Total 6754 · Electric	21,402.20			
6750 · Utilities - Other	0.00	44,385.00	-44,385.00	0.0%

*The Library Store
\$378.49
DVD albums
& inserts*

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

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Total 6750 · Utilities	34,041.55	44,385.00	-10,343.45	76.7%
6756 · Telecommunications				
6756.0 · Telephone				
6756.1 · Baker - BendTel	1,358.83	0.00	1,358.83	100.0%
6756.2 · Haines - Cascade/Reliance	696.23	0.00	696.23	100.0%
6756.3 · Halfway - Pine Telephone	384.85	0.00	384.85	100.0%
6756.4 · Richland - Eagle Telephone	353.75	0.00	353.75	100.0%
6756.5 · Huntington - CenturyTel	672.15	0.00	672.15	100.0%
6756.6 · Sumpter - CenturyLink/Qwest	481.08	0.00	481.08	100.0%
6756.8 · US Cellular (3 Lines)	1,719.66	0.00	1,719.66	100.0%
Total 6756.0 · Telephone	5,666.55	0.00	5,666.55	100.0%
6757.0 · Internet				
6757.1 · Baker - NERO Network	2,146.50	0.00	2,146.50	100.0%
6757.2 · Haines - Cascade/Reliance	679.02	0.00	679.02	100.0%
6757.3 · Halfway - Pine Tel	384.73	0.00	384.73	100.0%
6757.4 · Richland - Pine Tel	310.37	0.00	310.37	100.0%
6757.5 · Huntington -CenturyTel	709.40	0.00	709.40	100.0%
6757.6 · Sumpter - CenturyLink/Qwest	1,148.43	0.00	0.00	100.0%
Total 6757.0 · Internet	5,378.45	0.00	5,378.45	100.0%
6756 · Telecommunications - Other	0.00	13,030.00	-13,030.00	0.0%
Total 6756 · Telecommunications	11,045.00	13,030.00	-1,985.00	84.8%
Total 6700 · Other Operating Expenses	62,496.28	80,115.00	-17,618.72	78.0%
Total 6000 · Materials and Services	251,513.66	262,065.00	-10,551.34	96.0%
7000 · Capital Outlay	0.00	100.00	-100.00	0.0%
7500 · Debt Service	2,000.00	2,000.00	0.00	100.0%
8000 · Transfers & Contingency				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	1,000.00	1,000.00	0.00	100.0%
8005.2 · Transfer-Severence Liab Fund	10,000.00	10,000.00	0.00	100.0%
8005.3 · Transfer-Election Fund	1,500.00	1,500.00	0.00	100.0%
Total 8005 · Transfers	12,500.00	12,500.00	0.00	100.0%
Total 8000 · Transfers & Contingency	12,500.00	12,500.00	0.00	100.0%
Total Expense	825,694.23	944,352.00	-118,657.77	87.4%
Net Income	287,581.33	218,121.00	69,460.33	131.8%

100.0% OK
 City of Baker Cit
 \$1000 -
 may debt
 pmt.

CH 5/11/2015

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

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Income				
4400.0 · Other Uses Funds				
4415.0 · Literacy Department				
4415.1 · Beginning Cash Literacy	733.56	800.00	-66.44	91.7%
4415.2 · Contributions	100.00			
4415.9 · Interest Income Literacy	3.10			
Total 4415.0 · Literacy Department	836.66	800.00	36.66	104.6%
4420.0 · Memorial Department				
4420.1 · Beginning Cash Memorial	97,592.56	106,000.00	-8,407.44	92.1%
4420.2 · Contributions				
4420.21 · Baker Contributions	960.00			
4420.26 · Sumpter Contributions	100.00			
4420.27 · Huntington Contributions	50.00			
4420.2 · Contributions - Other	0.00	2,500.00	-2,500.00	0.0%
Total 4420.2 · Contributions	1,110.00	2,500.00	-1,390.00	44.4%
4420.5 · Grant Income				
4420.55 · Leo Adler Grants	8,000.00			
4420.5 · Grant Income - Other	0.00	17,800.00	-17,800.00	0.0%
Total 4420.5 · Grant Income	8,000.00	17,800.00	-9,800.00	44.9%
4420.7 · Other Revenue				
4420.71 · Amazon Book Sales	3,046.72			
4420.72 · Half.com Book Sales	14.97			
4420.75 · Adler Biography Sales	0.00			
4420.7 · Other Revenue - Other	0.00	4,000.00	-4,000.00	0.0%
Total 4420.7 · Other Revenue	3,061.69	4,000.00	-938.31	76.5%
4429.8 · Transfers from General Fund	1,500.00			
4429.9 · Interest Income Memorial	310.30	600.00	-289.70	51.7%
Total 4420.0 · Memorial Department	111,574.55	130,900.00	-19,325.45	85.2%
4430.0 · Severance Liability Dept				
4430.1 · Beginning cash Severance Liab	38,983.82	39,000.00	-16.18	100.0%
4430.8 · Transfer from General Fund	10,000.00	10,000.00	0.00	100.0%
4430.9 · Interest Income Severance Liab	158.35			
Total 4430.0 · Severance Liability Dept	49,142.17	49,000.00	142.17	100.3%
4524.0 · Technology Department				
4524.1 · Beginning cash Technology	8,145.52	8,200.00	-54.48	99.3%
4524.8 · Transfer from General Fund	1,000.00	1,000.00	0.00	100.0%
4524.9 · Interest income Technology	16.71			
Total 4524.0 · Technology Department	9,162.23	9,200.00	-37.77	99.6%
Total 4400.0 · Other Uses Funds	170,715.61	189,900.00	-19,184.39	89.9%

*2 addl.
Donations \$110
in mem. of J. Burger.*

*April Amazon
Sales \$235.58*

Ch 5/11/2015

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Accrual Basis

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

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Total Income	170,715.61	189,900.00	-19,184.39	89.9%
Expense				
6000 · Other Uses Fund				
6100 · Capital Projects Department	0.00	6,000.00	-6,000.00	0.0%
6200 · Literacy Department	0.00	500.00	-500.00	0.0%
6300 · Memorial Department				
6350 · General Memorial M&S	2,398.30			
6364.5 · Amazon Book Sales Expenses	1,075.55			
6380 · Grants Dept				
6380.3 · Adler Grant Expense	5,283.48			
Total 6380 · Grants Dept	5,283.48			
6398 · Transfer to GF Election Reserve	0.00	1,500.00	-1,500.00	0.0%
6399 · Transfer to General Fund	4,000.00	4,000.00	0.00	100.0%
6300 · Memorial Department - Other	0.00	115,550.00	-115,550.00	0.0%
Total 6300 · Memorial Department	12,757.33	121,050.00	-108,292.67	10.5%
6400 · Technology Department				
6400.1 · Materials & Services				
6400.11 · General Materials & Services	3,000.00			
Total 6400.1 · Materials & Services	3,000.00			
6400 · Technology Department - Other	0.00	12,000.00	-12,000.00	0.0%
Total 6400 · Technology Department	3,000.00	12,000.00	-9,000.00	25.0%
6850.0 · Severance Liability Dept				
6850.1 · Transfer to General Fund	0.00	0.00	0.00	0.0%
6850.0 · Severance Liability Dept - Other	0.00	50,000.00	-50,000.00	0.0%
Total 6850.0 · Severance Liability Dept	0.00	50,000.00	-50,000.00	0.0%
6900 · Misc. bank charges				
6900.2 · Bank Fees-Memorial Fund	220.37			
6900.3 · Bank Fees-Technology	3.71			
6900.4 · Bank Fees-Literacy Fund	0.65			
6900.6 · Bank Fees-Severance	31.78			
6900 · Misc. bank charges - Other	0.00	350.00	-350.00	0.0%
Total 6900 · Misc. bank charges	256.51	350.00	-93.49	73.3%
Total 6000 · Other Uses Fund	16,013.84	189,900.00	-173,886.16	8.4%
Total Expense	16,013.84	189,900.00	-173,886.16	8.4%
Net Income	154,701.77	0.00	154,701.77	100.0%

*Visa - postage
826.69*

CR 5/11/2015

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Accrual Basis

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

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
Income				
4000 · Membership Dues	193,160.00	194,000.00	-840.00	99.6%
4010 · Grant Revenue				
4011 · LSTA Grant #1 - Courier	56,951.91	74,371.00	-17,419.09	76.6%
4012 · LSTA Grant #2 - Cataloger	7,143.21	43,200.00	-36,056.79	16.5%
4010 · Grant Revenue - Other	0.00	0.00	0.00	0.0%
Total 4010 · Grant Revenue	64,095.12	117,571.00	-53,475.88	54.5%
4200 · Interest Income	0.00	250.00	-250.00	0.0%
4300 · Other Revenues	6,030.24			
4999 · Beginning Cash	95,000.00	102,200.00	-7,200.00	93.0%
Total Income	358,285.36	414,021.00	-55,735.64	86.5%
Expense				
5000 · Sage Personal Services				
5100 · Sage Staff Salaries & Wages				
5101 · BL - System Administrator	40,450.32	49,641.00	-9,190.68	81.5%
5102 · CH - Business Manager	4,274.65	6,104.00	-1,829.35	70.0%
Total 5100 · Sage Staff Salaries & Wages	44,724.97	55,745.00	-11,020.03	80.2%
5200 · Sage Payroll Taxes & Benefits				
5201 · Group Health Insurance	9,208.98	11,629.00	-2,420.02	79.2%
5203 · Life Insurance	72.10	844.00	-771.90	8.5%
5204 · PERS Retirement	6,028.08	6,553.00	-524.92	92.0%
5205 · SS Employer Portion	3,332.75	3,798.00	-465.25	87.8%
5206 · SUTA Employer Portion	43.36	44.00	-0.64	98.5%
5207 · Workmans Comp	26.61	228.00	-201.39	11.7%
Total 5200 · Sage Payroll Taxes & Benefits	18,711.88	23,096.00	-4,384.12	81.0%
Total 5000 · Sage Personal Services	63,436.85	78,841.00	-15,404.15	80.5%
5700 · LSTA Grant #2 - Cataloger				
5701 · DS - Cataloger Salary	17,536.28			
5710 · Grant Payroll Taxes & Benefits	7,059.44			
5700 · LSTA Grant #2 - Cataloger - Other	0.00	41,361.00	-41,361.00	0.0%
Total 5700 · LSTA Grant #2 - Cataloger	24,595.72	41,361.00	-16,765.28	59.5%
6000 · Materials & Services				
6100 · Accounting & Auditing	0.00	2,900.00	-2,900.00	0.0%
6130 · Courier Services & Supplies				
6131 · LSTA Grant #1 - Courier	73,980.54	74,371.00	-390.46	99.5%
6132 · Sage Courier Expense	0.00	27,629.00	-27,629.00	0.0%
6130 · Courier Services & Supplies - Other	0.00	0.00	0.00	0.0%
Total 6130 · Courier Services & Supplies	73,980.54	102,000.00	-28,019.46	72.5%
6135 · LSTA Grant #2 Other Expenses				
6135.1 · Travel	1,180.22	1,110.00	70.22	106.3%

no new revenue

*0 checks
\$2601.42
for courier services*

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05/11/15

Accrual Basis

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

	Jul '14 - May 15	Budget	\$ Over Budget	% of Budget
6135.2 · Contractual	1,568.78	3,000.00	-1,431.22	52.3%
Total 6135 · LSTA Grant #2 Other Expenses	2,749.00	4,110.00	-1,361.00	66.9%
6140 · Dues & Subscriptions	2,582.99	500.00	2,082.99	516.6%
6150 · Furniture & Equipment	0.00	100.00	-100.00	0.0%
6160 · Legal Services	0.00	100.00	-100.00	0.0%
6170 · Miscellaneous	0.00	225.00	-225.00	0.0%
6180 · Postage & Freight	50.94	60.00	-9.06	84.9%
6190 · Printing	0.00	50.00	-50.00	0.0%
6200 · Supplies, Office	240.65	50.00	190.65	481.3%
6210 · Technical Services & Maint				
6210.1 · System Librarian (Brent Mills)	46,011.98	104,789.00	-58,777.02	43.9%
6210.3 · LTI Authority Control expense	5,180.60			
6210.5 · Less Cataloger Grant (above)	0.00	-45,471.00	45,471.00	0.0%
6210 · Technical Services & Maint - Other	0.00	0.00	0.00	0.0%
Total 6210 · Technical Services & Maint	51,192.58	59,318.00	-8,125.42	86.3%
6220 · Technology				
6220.1 · Equinox expense	2,500.00	2,500.00	0.00	100.0%
6220.2 · Development	1,558.95	2,000.00	-441.05	77.9%
6220 · Technology - Other	0.00	0.00	0.00	0.0%
Total 6220 · Technology	4,058.95	4,500.00	-441.05	90.2%
6240 · Telecommunications	745.36	550.00	195.36	135.5%
6250 · Training	2,960.73	1,500.00	1,460.73	197.4%
6260 · Travel	2,628.64	3,000.00	-371.36	87.6%
Total 6000 · Materials & Services	141,190.38	178,963.00	-37,772.62	78.9%
66000 · Payroll Expenses	77.40			
7000 · Capital Outlay	0.00	21,000.00	-21,000.00	0.0%
8000 · Contingency	0.00	11,000.00	-11,000.00	0.0%
Total Expense	229,300.35	331,165.00	-101,864.65	69.2%
Net Income	128,985.01	82,856.00	46,129.01	155.7%

CK 5/11/2015