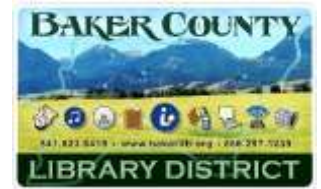


Baker County Library District
 Board of Directors
Regular Meeting Agenda
 Monday, May 8, 2017, 6:00 – 8:00 pm
 Riverside Meeting Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|--|----------------------------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION)
a. Additions/deletions from the agenda
b. Minutes of previous meeting | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | 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. | Dielman |
| V. | REPORTS
a. Director
b. Finance | Stokes
Hawes |
| VI. | OLD BUSINESS
a. Earthquake & Equipment insurance coverage | Stokes |
| VII. | NEW BUSINESS
a. Unused Sick Leave Payout for PT Staff (ACTION)
b. 2016-2017 budget revision (ACTION)
c. 2017-2018 budget proposal draft 2 approval (ACTION) | Stokes
Stokes
Stokes |
| VIII. | Agenda items for next regular meeting: Jun 12, 2017 | Dielman |
| IX. | ADJOURNMENT | Dielman |

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

- | | |
|--|-------------------------------------|
| ORS 192.660 (2) (d) Labor Negotiations | ORS 192.660 (2) (e, j) Property |
| ORS 192.660 (2) (h) Legal Rights | ORS 192.660 (2) (a, b, i) Personnel |

Library Board Meeting – Annotated Agenda

Monday, May 8, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- | | |
|--|---------|
| I. CALL TO ORDER | Dielman |
| II. Consent agenda (ACTION) | Dielman |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting | |

Attachments:

- II.b. Board meeting minutes, Apr 10 2017

- | | |
|--|---------|
| III. Conflicts or potential conflicts of interest | Dielman |
| IV. Open forum for general public, comments & communications | Dielman |
| V. REPORTS | |
| a. Director | Stokes |

Friends & Foundation

The Friends cancelled their April meeting due to members' schedule conflicts.

No report from the Foundation.

Facilities

New Facilities Specialist Ed Adamson has vigorously jumped into the job. He has been prioritizing safety related projects. This is a partial list of activities:

- Exterior garbage bins were repaired.
- He has inspected roofs on the Baker and Haines buildings for roof leak causes.
- To correct the hazardous sidewalk tripping hazard at the northwest corner of the building, he ground down the sidewalk and brought the angles to code.
- He is constructing the shed outbuilding for storage of gas powered landscaping equipment in the north parking area.
- Ed and I met last week with Jim Kauth of Sid Johnson & Co. who is working on a project estimate for roof & soffit repair to give to Special Districts Insurance Services. Ed and Jim agree on a project plan approach and outline to present to SDIS.

Personnel

The Halfway Friends of the Library hosted a retirement party for Linda Bergeron on Saturday, May 6. We had a bouquet of flowers delivered. I was unable to attend due to event hosting at the Baker branch but Carmen and Christine made the trip to represent the district. Linda's replacement is Lourdes Cuevas, who recently moved to the area. Lourdes is a trained professional nurse and is fluent in Spanish. Diana has been up in Halfway to train her and the two are working on a collection reorganization project.

On April 19, myself and two other Baker staff attended the Oregon Library Association conference in Salem. Brian Vegter, new Executive Director of Libraries of Eastern Oregon, will also be riding along with our group to attend his first library conference.

Library Board Meeting – Annotated Agenda

Monday, May 8, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

Public services

Our inaugural **Free Comic Book Day** at the Baker branch this past Saturday, May 6, was a great success. There was a crowd rush when doors opened with over 100 people visiting in the first hour. Visitors were limited to 4 free comics per person until the final hour of the day. I estimate that 80% of the comics were taken. We are considering what to do with the remainders. At least one teacher is interested in them for her class. We could also use them for Summer Reading Prizes or Literacy Coalition giveaway or save them for FCBD next year.

The cosplay workshop was at capacity with 20 people attending. “FCBD Guest of Honor” and workshop presenter **Alkali Layke** of Boise generously gave extra time and personal attention to the workshop participants, working through a scheduled lunch break until making her appearance at 1:30 pm for the general public. The workshop was planned for up to 90 minutes but was double that time.



She stayed until about 3:00 pm signing comics and photos and visiting with fans.



I am delighted that staff strongly supported the spirit of the event by dressing in costume. Heather Spry deserves special recognition for her generous donation of dozens of Loot Crate prizes, which were extremely popular, and for handcrafting an extraordinary Dr. Strange costume.

The total traffic count for the day was extraordinarily high at 438. Saturday counts are typically around 150.

Sage

The search for a Tech Support staff is still ongoing. After being reposted, once again, the job listing did not attract sufficient applicants. The Sage Personnel Committee plans to

Library Board Meeting – Annotated Agenda

Monday, May 8, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

conduct a market survey of salary ranges for such a position then meet to discuss options.

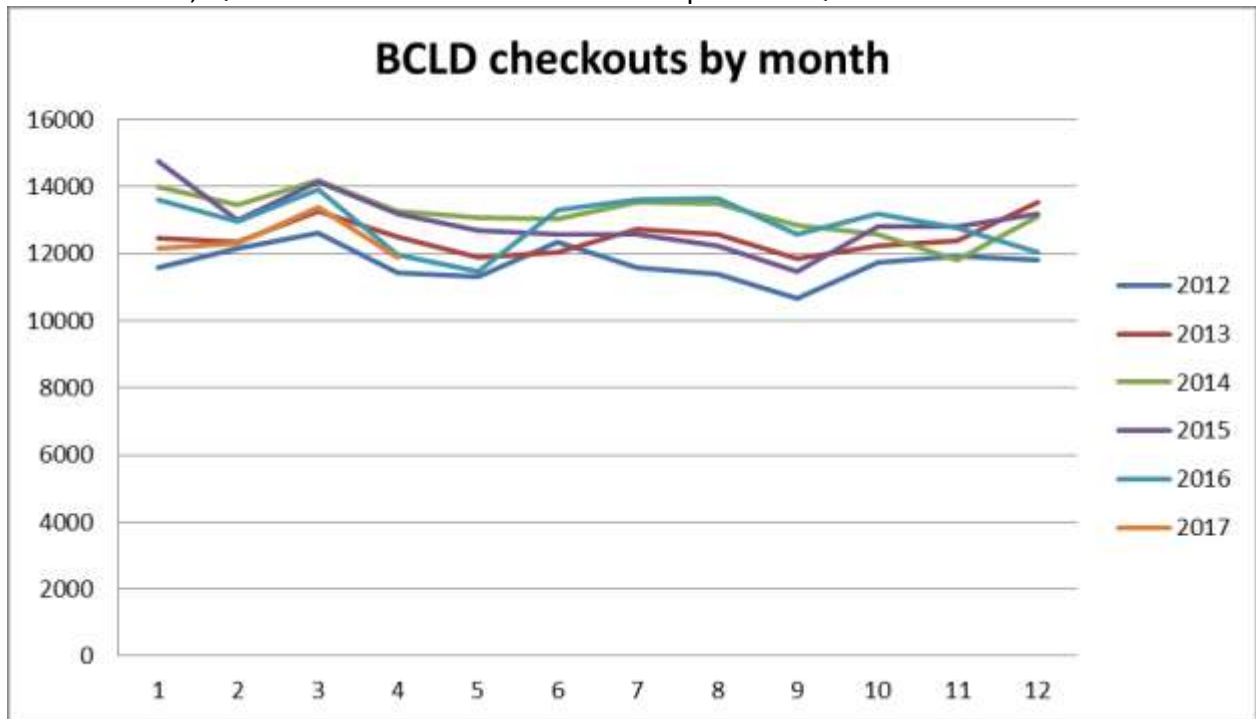
Security

Nothing to report.

Statistics

As is customary, checkouts in April 2017 dropped by -11% compared to the prior month. March is generally a peak month for circulation; April and May are two of the lowest activity months.

Total April 2017 checkouts are nearly identical to last year, April 2016.
In sum, Q1 2017 circulation is down -7% compared to Q1 2016.



Technology

Systems are running smoothly.

b. Finance

Report documents to be distributed at the meeting.

Hawes

VI. OLD BUSINESS

a. Earthquake & Equipment insurance coverage

Stokes

Coverage quote documents will be provided at the meeting. I am recommending to not these coverage add-ons at this time due to budget constraints, which I'll discuss later in the meeting.

Library Board Meeting – Annotated Agenda

Monday, May 8, 2017, 6:00 pm

Notes prepared by Library Director Perry Stokes

VII. NEW BUSINESS

- a. Unused Sick Leave Payout for PT Staff (**ACTION**) Stokes

Attachments:

- VII.a.1. HF staff request letter
- VII.a.2. PT staff sick leave payout analysis

Clarification of district policy is needed in regards to the recent extension of sick leave benefit coverage to part-time employees. The district historically has not been paying out sick leave upon termination. Oregon employment law requires an agency to keep records and reinstate an employee's accumulated sick leave were that employee to be re-hired within 6 months, which has been the practice.

In regards to the cash cost, Christine Hawes states:

“Currently, the district would be liable for \$1,427 in sick leave payable if those under the 20-hour benefit limit were to terminate. These numbers are based on current sick leave balances at March 31, 2017...Most have not vested, having worked 5 consecutive years, so the non-vested at this time is \$1,182. Also if you decide to approve this, then we would also need to pay Katie Ash \$246.19 for one-half of her sick leave.”

A letter to the board on this issue from retiring Halfway staff Linda Bergeron is included in the board packet.

As a matter of fairness, I recommend making the sick leave payout policy the same as benefits-qualifying staff and approving the unused sick leave payout for both staff.

- b. 2016-2017 budget revision (**ACTION**) Stokes

I will present current year budget revision and resolution documents at the meeting for adoption and allocation of surplus revenue and adjustment of various General Fund line items.

- c. 2017-2018 budget proposal draft 2 approval (**ACTION**) Stokes

I am finalizing the presentation documents and will present them at the meeting.

VIII. Agenda items for next regular meeting: **Jun 12, 2017** Dielman

- Budget Hearing approval of FY2017-2018 district budget
- Policy review/revision
 - Social Software
 - Staff Use of Collection Materials
 - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object

IX. ADJOURNMENT

Dielman



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Apr 10, 2017

Call To Order	Gary Dielman, President called the meeting to order at 6:05 pm. The meeting was held in the Riverside Meeting Room. Present at the meeting were Gary Dielman , Della Steele , Nellie Forrester , and Betty Palmer , Directors; Perry Stokes , Library Director and Christine Hawes , Business Manager.
Consent Agenda	Dielman asked if there were any changes to items in the consent agenda and minutes from the previous meeting. The Directors had already read through the minutes; there were a couple of corrections to minor spelling errors noted. Forrester made a motion to approve the Consent Agenda with corrections; Steele seconded; the motion passed unanimously.
Conflicts or Potential Conflicts of Interest	Dielman asked for any potential conflicts of interest. There were no potential conflicts stated.
Open Forum for general public	Dielman stated for the record that there were no members of the public present.
REPORTS: Director	<p>Stokes reported highlights from the detailed report included in the board packets.</p> <p>Friends & Foundation – the Friends approved the District request of \$4,000, of which \$3,000 is for children’s programs, and \$1,000 is for a large screen television monitor for the Storytime Room. No reports from the Foundation.</p> <p>Facilities – An RFQ was released for janitorial services at the Baker County Public Library. The bid period was open for two weeks. The board will award the bid at this meeting later on the agenda. SDAO is waiting an estimate from Sid Johnson & Co for the soffit & roof repair.</p> <p>Grants – A \$100 donation to support the Summer Reading program was received from a local individual.</p> <p>Personnel – The District has hired 2 new people to replace staff that recently resigned. Ed Adamson was hired for Facilities Maintenance Specialist. He brings extensive knowledge and experience as independent general contractor and as former FEMA employee. Stokes said he is looking forward to working with him on projects to make needed improvements to our sites.</p> <p>Interviews have been completed for branch staff at Haines and Halfway. Nola Huey was hired for the Haines branch. She has an MLS degree and</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Apr 10, 2017

many years of library experience. The new hire for the Halfway branch will be announced by next week.

Training – Stokes will be traveling to the Oregon Library Association conference next week with two other staff, Missy Grammon and Courtney Snyder. Both employees work with youth programs. In addition, Brian Vegter, Executive Director for LEO, will be riding with our group to attend his first OLA conference.

Public Services – Four Baker teams attended the regional Oregon Battle of the Books competition Saturday, March 18, at BMCC in Pendleton. The teams were high school, middle school and two grade school teams. Their coaches, library staff Courtney Snyder and Heather Spry were proud of their efforts. Two teams made into the bracket rounds with one team making it through two rounds. There will be a pizza party celebration to conclude the season this Friday.

The library will soon be able to make public announcements throughout the building. Our technology manager has installed two new access points for WiFi that also have a speaker.

Sage System – The Sage Council has approved their 2017-2018 budget. It has no significant changes but did increase member fees by 3%. The search for technical staff continues. The initial job posting did not attract sufficient applicants. The job title was changed to Library Systems Specialist and was reposted.

Security – He has nothing to report in this area. Spring break was one of the quietest we have had with only minor incidents. The door counts were down; it is usually a much busier week.

Statistics – Door traffic reports for 2017 Quarter 1 (Jan-Mar) shows a significant increase over the last couple of years.

Technology – Jim White recently visited a branch of the Boise Public Library in March to explore how BPL is incorporating innovative tech into services and public programs. Jim looked at 3D printers, virtual reality (VR) equipment and robotic gear. He is excited by the VR equipment which can be used for a variety of purposes such as touring Mt. Everest, deep water oceans, or imaginative worlds. Jim used the virtual reality headset to look at Google Earth. While he found it somewhat disorienting, he was very impressed and is inspired to develop some of



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Apr 10, 2017

	<p>these programs for our community.</p>
<p>Finance</p>	<p>Hawes passed out check packets for signatures. She stated that the financial report will be short tonight. The reports have already been added to board packets.</p> <p>The General Fund received tax turnovers of \$8,767.65 on April 3. Under Other Revenues, the Friends line #4309 a check for \$372.68 was issued to the Friends to remit income from bookstore sales and sale of eclipse viewers.</p> <p>In Personnel, the amounts shown in #5700 for Vroom grant wages will be zeroed out when accruals are posted, life insurance #5403 is overspent with the actual being more than estimated; overall Personnel is slightly under budget at 79.7% spent. In Materials & Services, starting with the book budget, checks of interest include Ingram \$4,311.18 and EBSCO for electronic subscriptions of \$1,006. In Computer Maintenance, checks include Davis Computer \$190 for an on-site call assisting Jim with the recent system failure and on the Visa - Aventis Systems \$1,052.30 for a new server. Travel & Training include OLA expenses, 3 conference registrations totaling \$995 and 2 staff online catalog training courses \$398. The Bookkeeping Supplies line #6641 is overspent due to the Intuit annual payroll renewal of \$565 (an increase of \$46 over the prior year renewal of \$519) and a BOLI wage law reference book purchased for \$65. In Youth Programs, a check was written to Elkhorn Embroidery for \$480.75 for Battle of the Books team T-shirts; Stokes said that the Friends will pay for one-half of this expense. Current cash balances are written on the last page of the report for your reference.</p> <p>Other Funds received \$606.32 in March for Amazon book sales. A check was written to Visa for \$85.14 for postage to mail the books sold. Again, cash balances are written on the report for this fund.</p> <p>Sage Fund, there is nothing unusual to report. Checks written were courier services, mileage, payroll and related expenses. A check was written to Equinox Software March 31 for \$2,500 for Sage record maintenance.</p> <p>Checks were returned to Hawes having been signed and approved.</p>
<p>Old Business: Board Member Elections</p>	<p>Stokes confirmed with the County Clerk that everyone is registered for re-election. The clerk also reports that another person has filed to run for the position held by Steele. Palmer and Rohner-Ingram will run unopposed.</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Apr 10, 2017

<p>2017-2018 Budget Committee Members Approved</p>	<p>Stokes told the board Bob Savage has agreed to serve on the Budget Committee. Dan Burton was not available this year. The appointed Budget Committee Member list includes Aletha Bonebrake, Linda Collier, Bob Savage, Joy LeaMaster, and MaryAlys Urey. With no further discussion, Forrester made a motion to approve the five listed Budget Committee Members; Palmer seconded; the motion passed unanimous.</p>
<p>Janitorial Services Contract</p>	<p>Stokes told the board an RFQ was made available for janitorial service bids. He needed to expand the contract and the scope of work. The increase in services needed by the Library is primarily due to the loss of services from the prison crew several years ago, which has not been able to be resumed due to new Department of Corrections policy. The prison crew did a substantial amount of weekly cleaning and maintenance work in exchange for receiving weekly library service visits with the Bookmobile.</p> <p>The prior Janitorial Services contract was for \$860 a month but the scope of work was minimal compared to the new contract. Stokes had the new Facility staff, Ed Adamson, review the RFQ after which he did have a couple suggestions addressing safety protocols.</p> <p>Stokes stated that the library board is also the Contract Review Board so the group will need to make a decision. There were two bids received: one for \$1,495 a month from Goertzen Janitorial and another for \$3,600 a month from Hurley Building Maintenance Inc. The first is a new business and the second is an established maintenance company that does large contracts in town.</p> <p>Stokes reviewed contracting evaluation criteria from Special Districts. The board discussed the proposals in detail and information received from professional and personal references.</p> <p>With no further concerns or discussion, Steele made a motion to award the contract to Goertzen Janitorial; Forrester seconded; the motion passed by unanimous vote. The Janitorial Bid was awarded to Goertzen Janitorial, Stokes will contact him and ask if he can start immediately as there has been a lapse in services this week.</p>
<p>FY2016-17 Budget Outlook</p>	<p>Stokes referenced the legal size budget sheets in the board packets. The first four columns are actual numbers, for Quarters 1, 2 and 3 and Totals, whereas Quarter 4 is estimated. Next to Quarter 4 are the prior year actual Quarter 4 totals. That is followed by a Total Projected FY2016-17. Starting with highlights on the projected fiscal year end for 2016-2017.</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Apr 10, 2017

	<p>The district started out with \$19,000 more than expected cash carryover. The prior taxes for this year have come in higher than expected and are projected to end at \$8,000 over budget. Part of this was additional income from Sunridge Inn back taxes so that was a one-time payment. He will have Christine look at the E-Rate funds; the actual is considerably lower than the budget. He suspects the refunds are in Other Funds. Personal Services is projected to be underspent. We will look into some of the lines that are suspect.</p> <p>In Materials & Services, the book budget is anticipated to be slightly over budget with some orders coming. The Building budget is overspent \$16,000 due to the LED lighting project. The overage will be covered by cash carryover funds. Software subscriptions are underspent in both book budget and computer budget lines; we will look into this to see if there are additional subscriptions anticipated. There were no further questions on the projected fiscal year end 2016-17 budget.</p>
<p>FY2017-18 Budget Proposal Draft 1 Review</p>	<p>Stokes said we will continue to use the same sheets to talk about next year. The columns on the right side are the preliminary first draft of the fiscal year 2017-18 budget. The County growth rate this year was budgeted 3.5%, compared to the previous year of 4.7%, which dropped to 2.8% actual rate. Stokes said that this was highly unusual. He had not seen this since he has been here. We will use 2.5% for this coming fiscal year in order to budget conservatively. Looking at the local option, it is anticipated to be flat, with compression rising slightly. The cash carryover is currently estimated at \$265,000.</p> <p>The best practice for Personnel Services is to keep it under 70% of the operating budget (Total expense of Personnel Services + Materials & Services). The preliminary budget projects 69%. He has started with a 2% cost-of-living increase. Longtime employee, Sara Durflinger, is officially retiring at the end of June so her hours will be re-allocated. Two new staff will be starting at the top of their categories due to their advanced experience. He hopes to increase facility maintenance position from 16 to 19 hours a week to work on needed building improvements. He is exploring the addition of another part-time page position to work on sorting donations; staff have not been able to keep up with the incoming volume. The largest expense increase is PERS estimated at \$19,000 and a small increase of 4.4% in group health insurance. The benefits will increase \$20,000.</p> <p>Materials & Services, the book budget will start at 8.7% of the operating</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Apr 10, 2017

	<p>budget, which is low. The facilities maintenance budget will be a primary focus. There are many building repair, parking lot, and groundskeeping projects to complete. The goal for the coming year will be to get the buildings back in shape. The Janitorial line is also increased due to the expanded scope of work. The Insurance budget has \$1,600 extra in there if the board wants to add earthquake or equipment failure insurance. With equipment aging, Equipment Failure insurance may be a good investment. Steele asked what the risk of earthquake is in this area. Stokes said that geologically Oregon is overdue. Dielman thought that Eastern Oregon would be a pretty low risk. Stokes said we looked at projections last year, if a major earthquake were to strike the coast of Oregon, the implications to our County. The projection indicated broken windows, bookshelves falling over, and possible minor building damage. He wanted to present the option. Dielman felt it would be unlikely that we would need to use the insurance. Overall, Materials & Services is estimated at \$11,000 increase. The capital outlay of \$5,000 is for another LED project, likely starting with the Richland branch. The contingency would remain about the same as prior years at \$226,000.</p>
<p>Earthquake & Equipment Insurance</p>	<p>Stokes asked to table this item. He left those quotes behind. The matter can be addressed next month.</p>
<p>Next Meeting Date</p>	<p>The next Board meeting will be May 8, 2017 at 6:00 pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:18 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

P O Box 941, Halfway OR 97834

TO: Perry Stokes, Director, and the BCLD Board or Directors

RE – Personnel Policy/ part-time staff and sick leave, and termination pay-out

I understand that BCLD is not required to pay out unused sick leave, but has as current policy that it will award one-half payout at termination if an employee is fully vested. Effective January 1, 2016, it became Oregon state law to give part-time employees sick leave.

In 2016, on average, I earned 3.46 hours each month. As of December 31, I believe I had 20.75 hours of unused leave. My last day of employment is April 30, 2017. As of March 31, I had accrued 17.0 YTD sick leave.

I feel I have been a faithful and highly reliable employee who accepted the fact that no paid vacation/no sick leave/no paid holidays was due to my part-time/permanent status.

I understand that the Board may be considering a policy change at its May 8 meeting, which would provide terminating employees a full payout of their unused sick leave.

Because I served the district with continuous employment in this position for 16.75 years before the Oregon state law was passed regarding sick leave for part-time employees, I am requesting that the Board:

- Recognize and honor my long-time service, and
- Consider my personal request by making an exception in my case – in the event the policy is *not* changed - in granting me a full payout of my unused sick leave

I appreciate your deliberation on this.

I would attend the May 8 meeting in person but for the fact that I am the official news reporter for the Pine Eagle School District that same evening, and have that conflict of time.

I do appreciate the long terms of service which many of you have provided as board members for our library district.

Yours truly,

Linda Bergeron

BAKER COUNTY LIBRARY DISTRICT
 ESTIMATE COST TO DISTRICT FOR POTENTIAL PART-TIME STAFF SICK LEAVE PAYOUT
 CALCULATE VALUE OF CURRENT SICK LEAVE - POSSIBLE POLICY CHAGNE

EMPLOYEE NAME	VESTED	DATE TERM	3/31/2017		VESTED:	NOT VESTED:		DOH	OTHER NOTES
			CURRENT SL BALANCE	CURRENT PAY RATE	LIABILITY SL X 50% = \$ AMT DUE	LIABILITY SL X 50% = \$ POTENTIAL			
ADAMSON, ED	NO							4/2017	facility maint - NEW
APPEGATE, LYNNE	NO		1.41	\$ 10.19			\$ 68.20	3/2016 (2008)	Sumpter sub; has not worked 5 consecutive years
ASH, KATIE	YES	3/31/2017	35.68	\$ 13.80	\$ 246.19			12/2011	Haines lead FINAL PAYCHECK 4/01/17
BERGERON, LINDA	YES	4/30/2017	16.63	\$ 13.80	\$ 114.75				
BROCKMAN, CRYSTAL	NO		11.56	\$ 11.80				2/2016	still employed PT sub, Vroom
CHRISTENSEN, TAREN	NO		4.51	\$ 10.19			\$ 22.98	3/2017	temp/ special projects w/Diana
CHUNG, RICHARD	NO		3.79	\$ 10.70			\$ 20.28	11/2013	baker sub
CUEVAS, LOURDES	NO							4/2017	Hlfway lead - NEW
CLARKE, MYRNA	YES		6.11	\$ 10.19			\$ 31.13	8/2014 (2009)	Sumpter sub; has not worked 5 consecutive years
DUNN, JERRY ANN	YES		1.90	\$ 13.80	\$ 13.11			4/2008	Sumpter lead, still employed
DURFLINGER, SARA	YES		56.95	\$ 19.22	\$ 547.29				SL acquired since law went into affect
HAHN, STEVE	NO		3.23	\$ 10.70			\$ 17.28	3/2017	baker sub
HANLEY, SHAUNA	YES		1.41	\$ 10.19	\$ 7.18			7/2008	Halfway sub;
HORN, KATRINA	NO		2.06	\$ 10.70			\$ 11.02	3/2017	baker sub
HUEY, NOLA	NO							4/2017	Haines lead - NEW
KUNZE, STEVE	YES		24.17	\$ 12.39	\$ 149.73			4/2010	SL acquired since law went into affect
LEWIS, CONNIE	NO		22.93	\$ 11.80			\$ 135.29	3/2014	baker Sunday staff
NANTZ, BETH	NO		31.42	\$ 10.19			\$ 160.08	10/2015	Huntington staff
PENNOCK, DEANA	NO		3.17	\$ 10.19			\$ 16.15	8/2013 (2010)	Richland sub; has not worked 5 consecutive years
RUBY, ERIK	NO		17.56	\$ 10.19			\$ 89.47	7/2016	baker shelving
STANCIU, MAUREEN	NO		4.30	\$ 10.19			\$ 21.91	4/2015	Richland sub
VALENTINE, DONNA	NO		56.21	\$ 11.92			\$ 335.01	9/2015	bookmobile lead
WARMUTH, CHRISTINA	NO		5.20	\$ 10.19			\$ 26.49	10/2015	Sumpter sub
WATKINS, CHEYANNE	NO		17.71	\$ 10.19			\$ 90.23	7/2016	baker shelving
WILSON, BRANDY	NO		10.77	\$ 11.92			\$ 64.19	3/2015	Huntington lead
WILSON, REB	YES		50.59	\$ 13.80	\$ 349.07			2/2011	Richland lead
JURY, SARA	NO	3/14/2017	12.23	\$ 11.92			\$ 72.89	8/2016	facility maintenance
COLUMN TOTALS			401.5		\$ 1,427.33		\$ 1,182.61	\$ 2,609.94	
					Vested		Not-vested	Combined total	