

Baker County Library District

Board of Directors

Regular Meeting Agenda

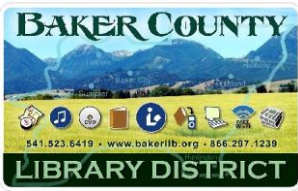
Monday, Sep 19, 2016, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

- | | | |
|-------|---|----------------|
| I. | CALL TO ORDER | Dielman |
| II. | Additions/deletions from the agenda (ACTION) | Dielman |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Approval of minutes (ACTION) | Dielman |
| V. | Open forum for general public, comments & communications | |
| VI. | PREVIOUS BUSINESS | |
| i. | Personnel Policy 8.2 – Remote Work *NEW (ACTION) | Stokes |
| VII. | ANNUAL / RECURRING BUSINESS | |
| i. | None | |
| VIII. | NEW BUSINESS | |
| i. | FY2016-17 TRAN Loan | Stokes/Hawes |
| ii. | Code of Conduct revision (ACTION) | Stokes |
| iii. | SDAO Ethics Law Best Practices Checklist | Hawes |
| IX. | ADMINISTRATIVE REPORTS | |
| i. | Director's Report | Stokes |
| ii. | Business and Financial Report | Hawes |
| X. | Agenda items for next regular meeting: Oct 10, 2016 | Dielman |
| XI. | ADJOURNMENT | Dielman |



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Gary Dielman, President

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| II. | Additions/deletions from the agenda (ACTION) | Dielman |
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| IV. | Approval of minutes (ACTION) | Dielman |

Attachments:

- IV. Minutes from Board Meeting, 8/8/16

V. Open forum for general public, comments & communications

VI. PREVIOUS BUSINESS

None

VII. ANNUAL / RECURRING BUSINESS

- | | | |
|----|---|---------------|
| i. | Personnel Policy 8.2 – Remote Work *NEW (ACTION) | Stokes |
|----|---|---------------|

Attachments

- VII.i. Remote Work Policy (revised proposal)

This draft includes board changes from the August meeting. I sought opinion from the Oregon Worker's Compensation Division but they declined on the basis they are a "regulatory agency only" and referred the district to an attorney for assistance. SDAO counsel provided some comments in response to questions.

1. [Is this sufficient language to establish the scope of a workman's comp claim?](#)
I don't see any reason to include the portion of the policy that addresses workers' comp and liability coverage. As the district's employee they are automatically covered regardless of where they will actually be working.
2. [Would periodic on-site visits & inspections be required, not just a "reserved right"](#)
I see no reason for periodic on-site visits. This is basically a trust issue that the employee would be adhering to the terms of the policy. On the other hand, if you had concerns then requesting an on-site visit would be reasonable.
3. [Are there any other liability issues that needs to be addressed?](#)
Can't think of any other liability issues.
4. [Is there another agency \(Oregon Workers' Compensation Division\) we should check with about this policy?](#)
Can't think of any other agency that needs to review the policy.

Any other comments and changes are welcome for discussion. Otherwise, I recommend a motion for adoption of the Remote Work policy for inclusion in the Personnel Policy.

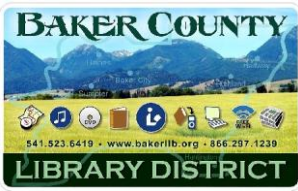
VIII. NEW BUSINESS

- | | | |
|----|-------------------------------------|---------------------|
| i. | FY2016-17 TRAN Loan (ACTION) | Stokes/Hawes |
|----|-------------------------------------|---------------------|

Attachments

- VIII.i. Cash flow projection

Christine projects that cash reserves will be sufficient to fund operations through the end of October, so no short term loan will be required. We had discovered that a TRAN loan from US



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Bank was not cost effective due to substantial attorney fees for the process. Given the low amount and extremely short period funds would be required, the attorney we spoke with recommended utilizing a regular bank line of credit rather than a tax-exempt loan we have used in the past. Christine has done some research on that and will report on those options.

ii. Code of Conduct revision (**ACTION**)

Dielman

Attachments

- VIII.ii. Code of Conduct policy

As previously discussed, the district policy regarding a requirement of shoes in the library was been challenged a few months ago by a local family. While an individual in that family may have cause for an exemption to be granted on ADA grounds, my research into the matter did support the patron's assertion that there are no clear safety or medical grounds for the policy restriction. There are, however, not only medical reasons for accommodating people who prefer to go barefoot but religious preference reasons as well. Therefore, I recommend that element be struck from the Code of Conduct. I also recommend including a justification for "sufficient closing" be included, which is primarily to protect furniture from being soiled by bodily sweat and oils with direct skin contact. Otherwise, if a person is not using library furniture and is sufficiently clothed as to not be breaking an Indecent Exposure law, I see no reason to regulate what visitors choose to wear in the library.

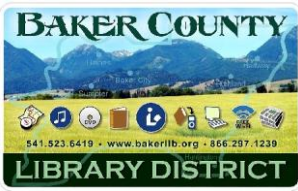
Other changes include

- an addition of directing visitors to park bicycles outside in racks
- a grammatical change on noise
- changes to the phrasing of the food and beverage element which highlights food as a source of odor nuisance
- an addition of "spit" and causing hazard from "bodily fluid or other dangerous substance" as prohibited activity. Spitting into library garbage bins or other receptacles that staff or custodial contractors may come into contact with is the primary issue with use of smokeless tobacco in the libraries.
- a grammatical change from "use" to "operate" wheeled devices such as skateboards, etc on library property.

iii. SDAO Ethics Law Best Practices Checklist

Hawes

Special Districts Association of Oregon is focusing on public official ethics this year as part of their rate discount program offered to members. Christine will review Oregon state law regarding ethics for public officials and an associated checklist from SDAO on board member understanding.



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IX. ADMINISTRATIVE REPORTS

i. Director's Report

Stokes

a. Friends & Foundation

Summer Book Sale netted approximately \$2,200. Revenue was \$2,475; expenses totaled \$225 for table rental and marketing.

b. Facilities & vehicles

LED conversion project underway.

Natural gas bill for Baker City is excessively high through summer months. From a service call we learned that the boiler must be manually shut off.

Janitorial supplies odor for odor control in select restrooms.

Carpet cleaning of the Baker branch is scheduled with Heaven's Best for October 9-10.

Bid received for Sidewalk Replacement at northwest corner and pad for shed.

c. Grants & gifts

Ready to Read grant application submitted. Program significantly re-designed. We will be exploring use of an online tool for tracking reading.

d. Marketing/Outreach

No report.

e. Personnel

No report.

f. Sage

No report.

g. Statistics

I have some data but have not yet completed the Oregon State Library statistics report. That is due by the end of September so I will report about it in the October meeting. At first look, it appears checkouts were significantly down last year compared to the 3 prior years.

h. Technology

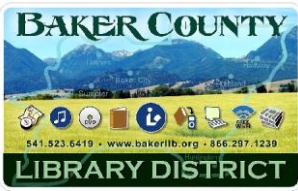
The new server array is working smoothly. We have been awaiting formal approval from E-rate of the wiring replacement portion of the project. It is in final review stages.

i. Training

The annual fall staff training event is planned for October 10. The agenda is still a work in progress.

j. Other

With a new receipt template from Sage, checkout slips now show "You Saved \$XXX.00". The idea is to demonstrate the value of library usage. Many have found the figure very interesting. I



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did, however, receive an anonymous complaint about it in our Comments box. The complainant states it is “in poor taste...tacky” and questions why the library would be “imitating Safeway?”

ii. Business and Financial Report

Stokes

Related documents: To be distributed at meeting.

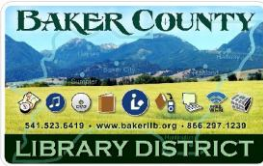
X. Agenda items for next regular meeting: Oct 10, 2016

Dielman

- OSL Statistics Report review
- Fee Schedule policy
- Video Security & Records policy
- Rights Statements for digital cultural heritage objects

XI. ADJOURNMENT

Dielman



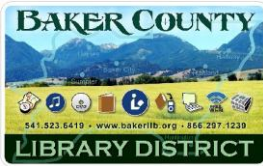
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, Aug 8, 2016

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:04pm. The meeting was held in the Riverside meeting room. Directors present included Gary Dielman, Nellie Forrester, Betty Palmer and Kyra Rohner-Ingram. Others present were Perry Stokes, Library Director. Christine Hawes, Business Manager, was unable to attend.</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or changes to the agenda. There were none.</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 declared.</p>
<p>Minutes Approved</p>	<p>Dielman asked for corrections to the minutes. There were no changes suggested. Forrester made a motion to approve both the Agenda and the July 11 2016 Regular Meeting Minutes, as presented; Palmer seconded; motion passed.</p>
<p>New Business: Personnel Policy 8.2 – Workplace Attire (Dress Code)</p>	<p>Stokes said that with new staff on board there has been some question about appropriate attire when representing the library. Currently, there is no clear BCLD standard. The only district policy reference to attire is Personnel Policy 8.1.8. General Provisions – Behavior in the Workplace in which “employees are encouraged to...Maintain a neat and clean personal appearance.”</p> <p>A couple of months ago, Stokes directed administrative staff to create a taskforce committee to formulate a guidance document. About three weeks ago, a draft policy from that group was presented to staff for comment and additional input, of which there was very little. Some of that feedback was incorporated into the final draft policy presented to the board.</p> <p>Stokes said that as a strong supporter of free expression, his intent is to have a workplace at which staff feel comfortable and encouraged be creative with fashion provided that safety standards and taste levels are upheld. With that in mind, the final policy primarily attempts to provide guidance on what is commonly out-of-bounds and “unacceptable” rather than what is “acceptable.”</p> <p>Dielman commented that he is surprised a policy would be necessary. He voiced support for the policy given that it was crafted by staff and with opportunity for feedback and collaboration.</p> <p>Palmer made a motion to approve the Workplace Attire policy as presented as part of the Personnel Policy; Forrester seconded; motion passed unanimous.</p>



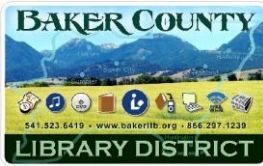
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Monday, Aug 8, 2016

<p>New Business: Remote Work policy</p>	<p>Stokes said that other Sage library directors recommended a Remote Work Policy be adopted given the relocation of Sage Administrator Beth Longwell to Boise, Idaho this year.</p> <p>The policy model was provided by Hood River County Library District. It serves to define various issues such as authorization protocol, liability, travel reimbursement eligibility, and property ownership.</p> <p>Dielman recommended limiting agreement authority to the Library Director only by striking the several references to “his/her supervisor.” Other board members supported that change.</p> <p>Rohner-Ingram expressed concerns about the Worker’s Compensation liability. She wondered if an on-site inspection would be required to make the policy enforceable. She strongly recommended that SDAO and/or state officials from the Workers’ Comp department review and advise on the document. Other board members agreed.</p> <p>Stokes will present the policy to SDAO and Oregon’s Workers’ Compensation Division for feedback and report back in a future meeting.</p>
<p>Administrative Reports</p>	<p>Friends/Foundation – The Friends have not yet met following the Summer Book Sale so there is no figure available to report on the amount raised.</p> <p>Facility – Huntington staff reported a failure of the HVAC system during a heat wave. The issue required a service visit from Scott’s and was fixed quickly. This fall, Stokes aims to complete the HVAC maintenance contract RFP process and secure a vendor for regular preventative maintenance.</p> <p>The carpet in the aisle to the Director’s office has been replaced. There is still a bit of finishing work to do such as re-installation of the door, but the job is very nearly complete.</p> <p>Grants – The Record Courier archive was delivered to the library in Baker City after closure of the publication. The collection consists of 87 annual volumes for years 1928 - 2015. One volume for 1930 is the only one missing. The library currently has no suitable or available secure space to keep the oversize volumes from being publicly accessible without staff authorization. They will be stored on top of Archive and Genealogy Room cabinets until a better solution can be arranged. Stokes also aims to have a Gift Agreement form signed by the donor Gina Perkins.</p> <p>Digitization is the long-range strategy for these volumes. Stokes has</p>



Baker County Library District

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Regular Meeting Minutes

Monday, Aug 8, 2016

reached out to Oregon Historic Newspapers and received a brief pricing outline for digitization projects. Given the many years of publication, this would be a massive project for which grant funding would be necessary to accomplish. Identification of other possible funders would be needed for a grant project proposal.

The request for continued Ready to Learn project funding from an LSTA grant was denied for reasons unspecified. Participating libraries will continue program of newsletter production and encouraging OCSP accounts with other small prize drawings.

Personnel – Ms. Sara Jury was hired as Facilities Specialist. Sara is a local BHS graduate with a versatile maintenance background gained from working on a family ranch. She is a veteran of the USMC, former officer with BCPD, and reserve officer with the BC Sheriff Dept.

Also, a new youth volunteer intern Oren Black has begun working with Technology Manager Jim White. Black will be trained on various things including computer maintenance, security, and networking issues.

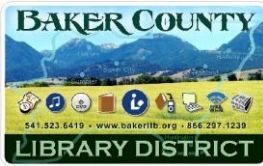
Programs – Stokes shared an email from Haines staff Katie Ash on the success of the Summer Reading Program at that branch. He commended Katie for her excellent work and inspiring report.

Technology – OSL hosting support ends in August 2016. Billing for independent hosting from Enfold Systems is expected in Aug-Sep. The website is in dire need of changes to make it optimized for mobile devices. Stokes plans to explore alternative templates from Enfold.

Jim has completed installation of servers in a professional grade “server closet” as part of the E-rate funded upgrade of our Internet network infrastructure. The unit will be moved into the server room after testing is complete.

Staff Training – Missy Grammon will be attending the Oregon State Library Focus on Children and Young Adults Institute September 25-28 at Menucha Retreat Center in the Columbia Gorge. This is a training opportunity for public library staff who work with children and teens and do not have a Masters in Library Science. This costs \$85 total for the trainings, lodging, and meals.

Other– Stokes proposed to move the September meeting back one week to Sep 19. He will be attending a conference in Montana at which his wife



Baker County Library District
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Regular Meeting Minutes
 Monday, Aug 8, 2016

	<p>is expected to win at least one award for her OTEC work.</p>
<p>Business Manager's Report</p>	<p>With Hawes unable to attend the meeting, Stokes passed out the financial statement for the fiscal year to date (8/6/16) that she had prepared for the board.</p> <p>Looking at the General Fund Profit & Loss report, tax turnovers received in July totaled \$3,065. Fines and fees to date amount to \$1,812. In Materials & Services, book purchasing has been limited so far with an Ingram invoice of just \$635. White has been getting busy with computer purchasing to replace older models and upgrade the server room. Current cash balance totaled \$137,788.</p> <p>Turning the page to Other Funds Profit & Loss report, an E-rate refund request was submitted for \$6,562 for a project completed last fiscal year. The total current cash balance is \$108,090.</p> <p>Looking at the Sage Fund Profit & Loss report, there is no activity of note. The Sage Fund current cash balance totals \$77,179.</p> <p>Checks were signed and returned to Stokes along with the Approved Bills Lists that had been initialed by those present.</p>
<p>Next Meeting Date</p>	<p>The next Board meeting will be September 19, 2016 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 6:45 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

Baker County Library District

Personnel Policy 6.5 Attendance - Remote Work

At the discretion of the Library Director ~~and an employee's supervisor~~, some employees may be permitted to work remotely. The District's needs shall be first priority when considering remote work.

Remote work shall only be considered for jobs with tasks for which in-person attendance is not essential to effective performance. Employees considered for remote work shall be assessed on past work performance, dependability, ability to work independently, and other factors deemed relevant.

Specific remote work terms, including but not limited to number of hours, scheduling, locations, and reporting requirements, shall be governed by individual agreements between an employee and ~~his/her supervisor~~ the Library Director. Only employees with such agreements are eligible to work remotely. Work days or times not specifically mentioned in the agreement shall require pre-approval by the ~~employee's supervisor~~ Library Director.

In remote work arrangements, the District shall:

- Provide workers' compensation and liability insurance as relevant for the defined tasks and times within the remote work arrangement. The District assumes no responsibility for any activity, damages, or injuries not directly associated with employees' job duties.
- Reimburse costs and travel only if pre-arranged. The District shall not reimburse travel to and from a remote site to any District facility, nor shall the District reimburse costs for items usually provided to employees working at District facilities.
- Retain ownership of, maintain, and insure any equipment or software it provides as part of the remote work arrangement. The District assumes no responsibility for an employee's personal property.

Employees working remotely shall:

- Maintain regular contact via telephone, email, online chat, or other methods as specified by the ~~employee's supervisor~~ Library Director.
- Follow any local, state, or federal work regulations, including but not limited to regulations on breaks, meals, and safety.
- Maintain a safe and professional workspace.
- Provide and maintain equipment, utilities, communication connections, and non-specialized software necessary for them to work remotely, unless otherwise noted in the agreement.
- Take reasonable care of any District-provided equipment and other property.
- Attend any functions in-person if required by the nature of the event or by their supervisor, even if the events occur during normally-scheduled remote work times.
- Check with ~~their supervisor~~ the Library Director before removing District property or documents from District facilities for use at a remote location.
- Ensure security of and prevent unauthorized access to sensitive information.
- Follow provisions for conducting District business on personal equipment.
- Manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities.
- Seek pre-approval for any overtime hours.
- Abide by all other District policies.

The District retains the right to make on-site inspections, at a mutually agreed upon time, to ensure that the above provisions are followed. Remote work agreements may be rescinded at any time by the

Baker County Library District Personnel Policy 6.5 Attendance - Remote Work

Library Director ~~or employee's supervisor~~ if the agreements are deemed no longer in the District's best interests.

DRAFT

Perry Stokes

From: Luanne Richey [REDACTED]@sdao.com>
Sent: Thursday, August 11, 2016 11:43 AM
To: Perry Stokes
Subject: RE: BCLD Remote Work Policy DRAFT

Hi Perry, You mention that this employee would be primarily working from home. Is there some business reason why this would make sense? Luanne

1. I don't see any reason to include the portion of the policy that addresses workers' comp and liability coverage. As the district's employee they are automatically covered regardless of where they will actually be working.
2. I see no reason for periodic on-site visits. This is basically a trust issue that the employee would be adhering to the terms of the policy. On the other hand, if you had concerns then requesting an on-site visit would be reasonable.
3. Can't think of any other liability issues.
4. Can't think of any other agency that needs to review the policy.

From: Perry Stokes [mailto:[REDACTED]@bakerlib.org]
Sent: Monday, August 08, 2016 7:09 PM
To: Luanne Richey <[REDACTED]@sdao.com>
Cc: Christine Hawes <[REDACTED]@bakerlib.org>
Subject: BCLD Remote Work Policy DRAFT

Hi Luanne,

We have an employee who will primarily be working from home and would like to establish a policy to clarify expectations and liability coverage. Please see the attached Remote Work policy proposed to be added to our Personnel Policy. It is modeled after one in use by Hood River County Library District.

On review, our Board is wondering

- is this sufficient language to establish the scope of a workman's comp claim?
- would periodic on-site visits & inspections be required, not just a "reserved right"?
- are there any other liability issues that needs to be addressed?
- Is there another agency (Oregon Workers' Compensation Division) we should check with about this policy?

 Perry Stokes | Library Director
 Baker County Library District | 2400 Resort St | Baker City, OR 97814
 o: 866-297-1239 | m: 541.403.[REDACTED] | f: 541-523-9088 | e: [REDACTED]@bakerlib.org

Perry Stokes

From: BANE Carolyn A * DCBS <[REDACTED]@oregon.gov> on behalf of DCBS Questions WorkComp * DCBS <WorkComp.Questions@oregon.gov>
Sent: Friday, August 12, 2016 8:12 AM
To: 'Perry Stokes'
Subject: RE: BCLD Remote Work Policy DRAFT

Perry,

The Workers' Compensation Division is the regulatory agency and we are unable to provide counsel on this matter.

As a subject employer you must comply with Oregon Revised Statutes and Oregon Administrative Rules regarding workers' compensation for any subject worker.

If you need further assistance regarding this matter we suggest you contact an attorney.

If you should have further questions please contact a Benefit Consultant with the Workers' Compensation Division at 800-452-0288.

Thank you,

Carolyn Bane, Benefit Consultant,
 Benefits Consultation Unit, Resolution Section
 Workers' Compensation Division
 800.452.0288



From: Perry Stokes [mailto:[REDACTED]@bakerlib.org]
Sent: Thursday, August 11, 2016 5:11 PM
To: DCBS Questions WorkComp * DCBS
Subject: BCLD Remote Work Policy DRAFT

Hello,

I am writing on behalf of an Oregon library district. We have an employee who will soon primarily be working from home and would like to establish a policy to clarify expectations and liability coverage. Please see the attached Remote Work policy proposed to be added to our Personnel Policy.

On review, our Board is wondering

- is this sufficient language to establish the scope of a workman's comp claim?
- would periodic on-site visits & inspections be required, not just a "reserved right"?
- are there any other liability issues that needs to be addressed?

We welcome any opinion or counsel WCD would have on the matter (any Remote Work Policy template available?).

Thanks for your time,

Perry Stokes | Library Director
Baker County Library District | 2400 Resort St | Baker City, OR 97814
o: 866-297-1239 | m: 541.403. [REDACTED] | f: 541-523-9088 | e: [REDACTED]@bakerlib.org

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From: Perry Stokes [mailto:[REDACTED]@bakerlib.org]
Sent: Monday, August 08, 2016 7:09 PM
To: 'Luanne Richey' <[REDACTED]@sdao.com>
Cc: Christine Hawes ([REDACTED]@bakerlib.org) <[REDACTED]@bakerlib.org>
Subject: BCLD Remote Work Policy DRAFT

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Perry Stokes | Library Director
Baker County Library District | 2400 Resort St | Baker City, OR 97814
o: 866-297-1239 | m: 541.403. [REDACTED]

BAKER COUNTY LIBRARY DISTRICT

Memo

Date: September 15, 2016

From: Christine Hawes
Business Manager

To: Perry Stokes, Director and
Board of Directors

Re: **US Bank Short-Term Loan Options**

At Perry's request, I contacted US Bank regarding a potential short-term loan with them. At that point in time, the \$32,000 grant funds was still pending and with the Cash Flow showing only \$40,000 buffer that included that money, we were looking at options. Perry had contacted the company that we had used for many years but their requirements had changed and it doesn't seem to be a viable option. Perry will give you a full report on that.

US Bank Small Business Group in La Grande, gave us a couple options, both of which seem viable.

1. A small Line-Of-Credit, \$25,000-\$50,000, could be put in place to cover the 5-10 day window that we will be short at the end of October until the November taxes begin coming in. They offer a 5-6% interest rate on unsecured line; that can be as low as 3% with some security from assets. Once in place, we can use it this year and pay it off, then leave it in place for use in future years.
2. Municipal Leasing, probably the best option, is a fairly new program. We can lump together the cost of doing one or more specific projects. They would fund the project in full and set up a payment plan for up to 5 years, which can be paid monthly, quarterly, or annual payments. The example we came up with is the current LED Lighting Project (total cost estimated at \$48,866). We can submit the \$30,000 check we just wrote plus the balance due of \$18,866 when it is paid; they will fund 100% of the project, giving us the \$48,866 in cash. We could pay for this over 3 years; making 1/3 payments each year at a 3% interest rate. We could also opt to pay off the loan in full after the majority of the District taxes revenues have come in (December or so). The form is one-page and takes 48 hours to obtain approval. We can use the program for projects, new carpet in the building, a new phone system, new furniture, software; it cannot be used for building related items like a new roof. This loan would boost our cash during this critical time of the year to a comfortable level.

I have attached copies of the Municipal Leasing information and form that I received.

Sincerely,





U.S. BANK EQUIPMENT FINANCE
SMALL BUSINESS GROUP

**We finance
essential use
assets, such as:**

- Computers
- Communication systems
- Energy management
- Fire trucks
- Yellow iron
- Portable buildings
- Irrigation equipment

Equipment leasing for municipalities

U.S. Bank Equipment Finance offers a municipal leasing solution to meet your unique financial needs. Municipal leases provide significant cost savings compared to issuing bonds. Structured as an installment purchase, it allows for the annual appropriation of lease payments.

This great method to finance essential use assets is available to entities defined by Section 103 of the IRS code, including:

- State and local government
- Public schools
- Universities
- Fire departments
- Public utilities
- Other special purpose districts

Benefits of municipal leasing

- 100% financing
- Lease to own
- Flexible terms
- Tax-exempt interest rates
- Delivery for immediate use
- Simple approval process
- Advance funding
- Product specifications and vendor guarantees

For more information, contact:

Shannon Houck

541-963-7293

shannon.houck@usbank.com

usbank.com



5 benefits of working with U.S. Bank Equipment Finance

1. 100% Financing

No down payment required.

2. Additional 25% financing

Simplify payments - roll up to 25% of additional costs into the agreement, such as installation, training and freight.

3. Quick, convenient financing

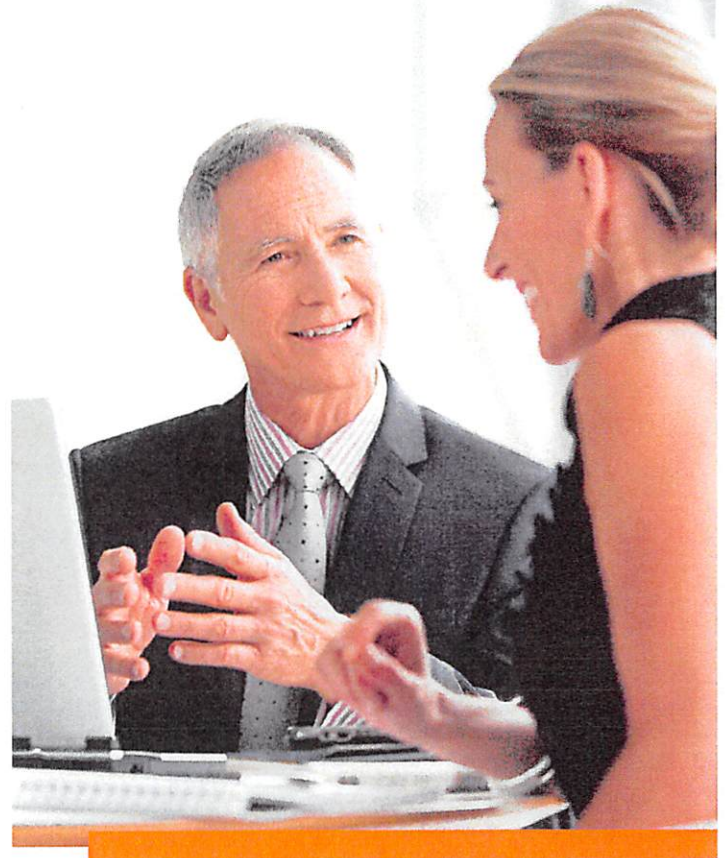
Establish a pre-approval for up to \$500,000, and enjoy our quick, application-only process for transactions up to \$150,000.

4. Flexible payment structure

Enhance your business' cash flow - payments may be scheduled on a monthly, seasonal or semiannual basis.

5. Tax benefits

Maximize potential tax benefits. Section 179 allows for a tax deduction on qualifying equipment with certain transaction structures.



For more information, contact:

Shannon Houck

541-963-7293

shannon.houck@usbank.com

2016 WORLD'S MOST
**ETHICAL
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usbank.

Essential Use Form

For Municipal Government Customers

U.S. BANK EQUIPMENT FINANCE
SMALL BUSINESS GROUP

Lessee Information

Lessee Legal Name Federal Tax ID

Primary Contact Title

Phone Fax E-Mail Address

Street Address City, State Zip Mailing Address City, State Zip

Invoicing Instructions (contact, if different from above, PO #, etc.)

Equipment / Project description

New (the Lessee has never used equipment like this before) Upgrade Additional Replacement

The equipment / project is:

If replacement, how old is the current equipment ?

How is the equipment / project essential to the Lessee (include specific department application, if applicable)?

Lease payments paid from which governmental fund?

Yes No Yes No

Has the 1st lease payment been appropriated? Is the lease payment dependent on any loan or grant monies?

Yes No

Will the Lessee issue more than \$10 million in tax-exempt obligations during the calendar year?

Yes No

Has the Lessee ever defaulted or non-appropriated on an obligation?

Submitted by

X

Signature Title Date

For Office Use Only

Shannon Houck SDHOUCK 541-963-7293 3110

Banker Preferred ID Phone Branch #

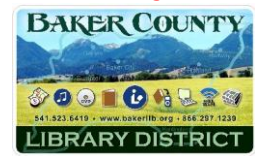
Each individual signing as principal certifies that the information provided is accurate and complete. Customer(s) further authorizes banks, trade references, and financial institutions the right to release information to us. IMPORTANT NEW CUSTOMER INFORMATION: to help the government fight the funding of terrorism and money laundering activities, Federal law requires financial institutions to obtain, verify and record identifying information on new customers. The personal data requested above will allow us to identify each person signing this application. We may also ask for copies of drivers' licenses or other identifying documents. By providing us with a telephone number for a cellular phone or other wireless device, you are expressly consenting to receiving communications at that number - including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system - from U.S. Bank and its affiliates and agents. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls regardless of their purpose.

ECOA Notice (to be retained by applicant(s)) Thank you for your business credit application. We will review it carefully and get back to you promptly. If your application for business credit is denied, you have the right to a written statement of the specific reasons for that denial. To obtain that statement, please write to us at: 2 Meridian Crossing, Richfield, MN 55423 within 60 days from the date that you were notified of our decision. We will send you a written statement of the reasons for the denial within 30 days of your request for the statement. NOTICE: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter the binding contract), because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers our compliance with this law is the OCC Customer Assistance Group, 1301 McKinney St. Ste. 3450, Houston, TX 77010-9050.

Please fax completed application to 541-963-3635

All of  serving you®





BAKER COUNTY LIBRARY DISTRICT

Code of Conduct

We here at the Baker County Library District want to make sure that our libraries are safe, clean and welcoming environments for everyone. To do this, we ask that you please follow these few rules while using the library.

While on library property, please do:

- Ask for help when you need it.
- Let us know if the library does not have the item or service you want.
- Report immediately any behavior or situation that is disruptive, hazardous, threatening, abusive, bothersome, or questionable in any way.
- Store bicycles outside the library in the bicycle rack.
- Wear sufficient clothing, including tops, and bottoms, and footwear to minimize direct skin contact with furniture
- Keep your activities including conversations ~~(in and around the library and on the phone)~~, and use of -personal electronic devices, ~~and activities~~ at a volume that does not disturb others.
- Use a covered container for drinks and refrain from bringing food or snacks that create a nuisance because of odor, garbage, or spills. Consume beverages in covered containers.
- ~~Consume f~~Food may be consumed anywhere except ~~at computer workstations and near sensitive collections such as~~ the Archive, Genealogy or Oregon Rooms of the Baker County Public Library.
- Ensure that children under the age of 10 are adequately supervised by an accompanying adult.
- Check out your library materials before leaving.
- Be courteous and cooperative with other patrons and library staff who interpret and apply library rules.

While on library property, you may not:

- Destroy, deface, or abuse library property.
- Be disruptive, disorderly, or disrespectful to other patrons and/or staff.
- Use or exhibit hostile, aggressive or obscene language or gestures.
- Litter, spit, neglect to properly dispose of trash, or otherwise cause a nuisance or hazard from food, beverage, ~~or~~ debris, bodily fluid or other dangerous substance.
- Use or display tobacco or marijuana products, or smoke in any form, including e-cigarettes.
- Be under the influence of or consume alcohol or illegal substances.
- Sleep, appear to be sleeping, lie down or loiter.
- Bring animals into the library (other than service animals or those involved in authorized for library programs) that are not contained or personally carried at all times.
- Leave animals or personal belongings unattended.
- Create an obstacle or take up seating with personal belongings.
- ~~Use~~ Operate skateboards, skates, rollerblades, or bicycles on library property.
- Run.
- Engage in excessively intimate public displays of affection.
- Engage in, or simulate sexually explicit conduct or visibly display sexually explicit materials.
- Create a disruptive scent in the library from strong body odor, personal care product, or personal belongings.
- Use restrooms for bathing, shaving or laundering.
- Conduct surveys or post or distribute printed material without staff approval.
- Panhandle or solicit for sales, charity, religious, or political purposes.
- Neglect a reasonable staff request to cease behavior that interferes with library operations.

In addition to the above, any violation of Federal, State, or local statutes will be regarded as a violation of library rules. Baker County Library District reserves the right to eject or suspend library privileges of those individuals who violate District rules. In addition to the sanctions imposed by the library, further sanctions may be pursued as determined by law. Appeals of disciplinary actions imposed may be made to the Library Director.

BAKER COUNTY LIBRARY DISTRICT

Code of Conduct

Approved by the Board of Directors: 6/18/07

Revised: 1/12/09; 9/14/09; 2/11/13; 2/10/14; 10/12/15; [9/19/16](#)

BAKER COUNTY LIBRARY DISTRICT

Memo

Date: September, 2016

From: Christine Hawes
Business Manager

To: Perry Stokes, Director and
Board of Directors

Re: Special Districts Ethics Law Best Practices Checklist
Qualifying for 10% Insurance Credit

Hello Perry, Gary, Betty, Kyra, Della and Nellie:

This year Special Districts wants the Board of Directors to complete a checklist related to the Oregon Ethics Law. This is one of the qualifying items, on a list of five, to complete in order to once again qualify for a 10% credit on our annual General Liability Insurance. On the invoice paid earlier this year (check 25083 dated 02/08/2016), we paid \$15,864 for our annual insurance from which we saved \$1,445. In addition, we also received another \$1,148 longevity credit refund check that was credited back against this expense line for net expense of \$14,716. Without these credits we would have paid \$17,309. We qualified for the full 10% credit last year.

In an effort to qualify for the 10% credit again for next year's insurance invoice, I have submitted letters and documentation to qualify for two items on the list including providing proof of our *Affiliate Membership* with the Oregon State Library (2% credit) and provided a copy of our "Personal Use of District Resources Policy" that verifies that we have already adopted the required *Oregon Ethics Law Policy* (2% Credit).

One piece that the board can do is to complete the Checklist. Attached to the checklist are resources the checklist references including: OGE's Guide for Public Officials (2015 Supplement attached) and excerpts from ORS 244 Oregon Ethics Law off of the Oregon State website and a copy of our Personal Use of District Resources Policy for you to review the District's policy with regards to this topic.

Only ONE OF THE CHECKLISTS needs to be completed and signed. The others are simply for your reference. Please return the signed copy to me so I can send it in for credit.

Thank you,



Oregon Ethics Law Best Practices Checklist

**** To be completed by the Board of Directors ****

District Name: Baker County Library District

****Our insurance services website is changing!** The site will be launched **October 3, 2016**. At that time, the Best Practices checklist will be available to complete online. **

Below is the Best Practices Checklist for you to complete and return. Your answers will not be scored but are to be used for self-assessment. Submission of your complete and signed checklist verifying review from your board of directors (signature line on page 2) will result in a 2% credit to your 2017 property/casualty insurance contributions.

Steps to receive this credit to your 2017 general liability, auto liability, and property insurance contributions:

- Board of Directors and District Manager (if applicable) complete all questions on checklist.
- Board of Directors review and approve answers.
- Representative of the Board fill out and sign page 2 of the checklist.
- After filling out and signing page 2, return **entire checklist** by mail, email, or fax (OR complete online) to SDIS by **November 15, 2016**.

Completing the checklist online saves time and gives you immediate access to valuable resources. After the new insurance site has been launched, you will be able to complete the checklist online using the following steps:

- Go to **www.sdao.com**
- Click the Sign In button and enter your user credentials.
- After signing in, click on the Insurance Site tab.
- Once on the SDIS Insurance Site homepage, click Insurance on the left.
- Click Best Practices on the left, under Forms.
- Click Take Survey.
- Complete survey and click Save.

Read the statement and check Yes if the statement is true of your board and No if it is not.

Yes No

		Yes	No
1.	Familiar with the permissible statutory provisions regarding Oregon Ethics Law (ORS 244), i.e., conflicts of interest, gifts, and financial gain.		
2.	Aware that Oregon Government Ethics Commission, or OGEC, enforces government ethics laws.		
3.	Recognize that ethics laws apply to all district elected or appointed officials, employees, and agents, irrespective of whether the person is compensated for services.		
4.	Distribute a copy of OGEC's Guide for Public Officials and 2015 Supplement to each board and staff member. ✓		
5.	Adopt an Oregon Ethics Law policy (sample available through SDAO). ✓		
6.	Provide annual ethics trainings to all board members and staff.		
7.	Understand the difference between an actual and potential conflict of interest.		

8.	Aware of the requirements for declaring an actual or potential conflict of interest under Oregon Ethics Law. ✓		
9.	Informed of who is considered a relative for the purpose of the ethics laws. ✓		
10.	Understand the "but for" test and how it relates to financial gain or avoiding financial detriment. ✓ (page 9+10 in Guide)		
11.	Recognize that anything acquired through an official compensation package is not financial gain.		
12.	Aware that a "gift" is something of economic value received by a public official, his relatives, or household members.		
13.	Realize that food and beverages at a reception, when they are an incidental part of the reception or consumed at an event when a public official represents the district, are not a gift.		
14.	Familiar with the definition of "legislative or administrative" interest.		
15.	Aware that there is a \$50 gift limit from a source that has an administrative or legislative interest in the district. This includes invitations to events or activities such as concerts, plays, sporting events, and hunting.		
16.	Realize that the maximum penalty for an ethics violation is \$5,000. In addition to this penalty, if a public official financially benefits by violating Oregon Ethics Law, the OGE can impose a civil penalty in an amount equal to twice the amount the public official realized as a result of the violation.		

Filling out the form below certifies that your Board of Directors has reviewed and approved all answers:

District Name: Baker County Library District

Your Name: _____ **Your Title:** _____

Signature: _____ **Date:** _____

Return the signed checklist (OR complete online) by **November 15, 2016** to receive a 2% credit to your 2017 general liability, auto liability, and property insurance contributions.

How to Submit Your Best Practices Checklist

Mail
SDIS
PO Box 12613
Salem, OR 97309-0613

Email
memberservices@sdao.com

Fax
(503) 371-4781

Online
www.sdao.com

If you have any questions, please contact SDAO Member Services at 800-285-5461 or by email at memberservices@sdao.com.

11:40 AM

09/15/16

Accrual Basis

Baker County Library District - *General Fund* Profit & Loss Budget Performance July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
Income				
4000 · Current Year Tax Levy	0.00	962,853.00	-962,853.00	0.0%
4005 · Prior Year Taxes				
4011 · Levy 1st year prior	3,661.50			
4012 · Levy 2nd year prior	1,635.17			
4013 · Levy 3rd year prior	1,743.74			
4014 · Levy 4th year prior	2,591.63			
4015 · Levy 5th year prior	34.16			
4016 · Levy 6th year prior	35.70			
4005 · Prior Year Taxes - Other	0.00	35,000.00	-35,000.00	0.0%
Total 4005 · Prior Year Taxes	9,701.90	35,000.00	-25,298.10	27.7%
4020 · Other Taxes/Bond Priors-LandSale	0.00	2,500.00	-2,500.00	0.0%
4060 · State Ready-2-Learn Grant	0.00	7,000.00	-7,000.00	0.0%
4100 · Fines and Fees	4,211.11	17,500.00	-13,288.89	24.1%
4200 · Interest Income	265.40	10,000.00	-9,734.60	2.7%
4300 · Other Revenues				
4301.1 · VocRehab Reimb/ODHS	0.00	10.00	-10.00	
4302 · Donations	100.00	26,500.00	-26,400.00	
4307 · E-Rate Refunds	0.00	22,000.00	-22,000.00	
4309 · Friends Booksale Income	140.86			
4320 · Other Revenues - Miscellaneous	125.00			
Total 4300 · Other Revenues	365.86	48,510.00	-48,144.14	0.8%
4310 · Technology Mgr Contract Income	0.00	10.00	-10.00	
4312 · Sage Fiscal Agency Fee	0.00	2,560.00	-2,560.00	
4500 · Transfer Income	0.00	9,700.00	-9,700.00	
4999 · Beginning Cash	0.00	235,000.00	-235,000.00	
Total Income	14,544.27	1,330,633.00	-1,316,088.73	1.1%
Expense				
5000 · Personal Services				
5001 · District salaries				
5100 · Baker Branch				
5102 · PS-Library Director	18,350.34	73,874.00	-55,523.66	24.8%
5104 · SD-Administrative Assistant	4,794.62	18,996.00	-14,201.38	25.2%
5105 · CH-Business Manager	6,994.27	27,833.00	-20,838.73	25.1%
5120 · CW-Lib Admin/Supplies Mgr, ILL	10,531.20	42,411.00	-31,879.80	24.8%
5124 · CA-Lib Asst/Shelver, Volntr Mgr				
5124.2 · Severance Pkg CA	0.00	0.00	0.00	0.0%
5124 · CA-Lib Asst/Shelver, Volntr Mgr - Other	294.55	0.00	294.55	100.0%

*NOTE
Cash flow report
included - Pg. 5*

*1 Tax Turnovers
received 9/01/2016
\$ 6,637.01*

*2 E-Rate program
approved funding for
basic services
Internet @ 80% + Telephone
@ 40% for FY 2016-17
on 8/05/2016
Totaling
\$ 13,078.55*

*Cash carry over @ 7/01
\$ 242,732.84*

Ch 9/15/2016

Baker County Library District Profit & Loss Budget Performance July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
Total 5124 · CA-Lib Asst/Shelver,Volntr Mgr	294.55	0.00	294.55	100.0%
5126 · MS-Lib Tech/Childrens Programs	0.00	0.00	0.00	0.0%
5129 · SB-Lib Tech/Periodicals Mgr	8,954.75	36,619.00	-27,664.25	24.5%
5131 · DP-Reference Services	8,023.06	31,733.00	-23,709.94	25.3%
5132 · HS-Lib Asst/Processing	4,663.39	20,090.00	-15,426.61	23.2%
5133 · CS Lib Asst/Media Processing	5,263.17	24,399.00	-19,135.83	21.6%
5134 · JB-Catalog Specialist	9,402.49	38,465.00	-29,062.51	24.4%
5136 · DV - Lib Asst (new)	1,572.07	9,028.00	-7,455.93	17.4%
5137 · MG Youth Services Librarian	7,533.57	30,127.00	-22,593.43	25.0%
5138 · Library Page/Shelving (New)	1,488.05	16,506.00	-15,017.95	9.0%
5140 · Vacation Subs & Special Project	2,736.57	11,869.00	-9,132.43	23.1%
5142 · Library Asst, Sunday Desk				
5142.5 · CL-Library Asst, Sunday	869.07	7,670.00	-6,800.93	11.3%
5142.8 · LR-Library Asst, Sunday	742.44			
Total 5142 · Library Asst, Sunday Desk	1,611.51	7,670.00	-6,058.49	21.0%
5150 · Bookmobile/Maintenance				
5150.5 · Bookmobile Driver5	0.00	5,300.00	-5,300.00	0.0%
5150.8 · Bookmobile Driver8	737.61	4,800.00	-4,062.39	15.4%
5150.9 · Bookmobile Driver9	1,571.38	0.00	1,571.38	100.0%
Total 5150 · Bookmobile/Maintenance	2,308.99	10,100.00	-7,791.01	22.9%
5152 · JW-Technology Manager	12,191.18	49,094.00	-36,902.82	24.8%
5174 · Facilities Maintenance	1,269.23	10,413.00	-9,143.77	12.2%
5195 · Staff Training	0.00	1,500.00	-1,500.00	0.0%
Total 5100 · Baker Branch	107,983.01	460,727.00	-352,743.99	23.4%
5200 · Branch Attendants				
5202 · Haines	3,102.68			
5203 · Halfway	3,427.02			
5204 · Richland	3,681.46			
5205 · Huntington	2,976.63			
5206 · Sumpter	3,475.95			
5209 · Branch Training	0.00			
5200 · Branch Attendants - Other	0.00	65,783.00	-65,783.00	0.0%
Total 5200 · Branch Attendants	16,663.74	65,783.00	-49,119.26	25.3%
5700 · Grant Wages & Related Expense				
5701 · VRoom Grant Wage Expense	313.92			
5702 · Pre-K Links Grant	417.90			
Total 5700 · Grant Wages & Related Expense	731.82			

} 7/01 wages for June will be accrued into prior year.

Ch 9/15/16

Baker County Library District

Profit & Loss Budget Performance

July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
Total 5001 · District salaries	125,378.57	526,510.00	-401,131.43	23.8%
5300 · Special Contracts				
5153 · JW-Tech Contracts	0.00	0.00	0.00	0.0%
Total 5300 · Special Contracts	0.00	0.00	0.00	0.0%
5400 · Payroll Taxes & Benefits				
5401 · Group Insurance				
5401.1 · Health Insurance	21,572.61	93,932.00	-72,359.39	23.0%
Total 5401 · Group Insurance	21,572.61	93,932.00	-72,359.39	23.0%
5403 · Life Insurance	231.60	780.00	-548.40	29.7%
5404 · PERS	16,222.86	60,835.00	-44,612.14	26.7%
5405 · S.S. Employer Portion	9,237.75	40,276.00	-31,038.25	22.9%
5406 · SUTA Employer Portion	125.91	527.00	-401.09	23.9%
5407 · Workmans Comp	2,193.11	2,422.00	-228.89	90.5%
Total 5400 · Payroll Taxes & Benefits	49,583.84	198,772.00	-149,188.16	24.9%
6560 · Payroll Expenses	10.00	10.00	-10.00	0.0%
Total 5000 · Personal Services	174,962.41	725,292.00	-550,329.59	24.1%
6000 · Materials and Services				
6100 · Books & Periodicals				
6110 · Adult Books	8,566.70			
6120 · Childrens & Juvenile Books	1,636.64			
6130 · Reference Books	626.39			
6134 · Electronic Subscriptions	4,232.13			
6140 · Periodicals	2,422.83			
6150 · Audio	810.00			
6160 · Video/DVD	1,076.61			
6171 · Music	21.83			
6100 · Books & Periodicals - Other	0.00	94,000.00	-94,000.00	
Total 6100 · Books & Periodicals	19,393.13	94,000.00	-74,606.87	
6200 · Library Consortium				
6204 · OCLC/ILL Referral	86.98			
6200 · Library Consortium - Other	0.00	13,050.00	-13,050.00	
Total 6200 · Library Consortium	86.98	13,050.00	-12,963.02	
6300 · Building Eq. & Supplies				
6310 · Building & Grounds Maintenance				
6311 · Branch building expenses	327.48			
6310 · Building & Grounds Maintenance - Other	31,079.24	33,000.00	-1,920.76	

OK = 3 months

Sept. PERS paid on 9/12/16 via ACH \$6451.12

Review work comp line

7/01 \$1295.98 current year estimate paid annually in July

8/18 \$737.46 balance due on prior year (will be accrued into last year)

\$2033.44

Budget 3 mo / 12 = 25%

9/12/16 Ingram \$10,191.85 new books check 25578

8/18/16 Tudor.com \$2530.00 annual subscription; check 25531

visa-minor amounts

Scott Heating \$100.00 service call for boiler (see #4 on page 5)

Arnos Electric \$30,050.00 progress billing on LED Light Project (approved by board in Jan)

NOTE: work done in FY16-17 so expense will stay in current fiscal year

94.2% - high

CK 9/15/16

Baker County Library District Profit & Loss Budget Performance July through September 2016

09/15/16

Accrual Basis

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
Total 6310 · Building & Grounds Maintenance	31,406.72	33,000.00	-1,593.28	95.2%
6320 · Janitorial Supplies				
6321 · Cleaning contract	1,820.00	12,000.00	-10,180.00	15.2%
6322 · Supplies	841.33	3,250.00	-2,408.67	25.9%
Total 6320 · Janitorial Supplies	2,661.33	15,250.00	-12,588.67	17.5% x
6340 · Equipment Lease	430.79	2,600.00	-2,169.21	16.6%
6345 · Computer Maintenance				
6345.1 · Computer - Maintenance	825.48	6,000.00	-5,174.52	13.8%
6345.2 · Software subscriptions	501.00 *	6,000.00	-5,499.00	8.4%
6345.3 · Comp Tech - Branch Travel	614.99	2,500.00	-1,885.01	24.6%
6345.4 · Computer - Hardware	7,502.54	8,500.00	-997.46	88.3% OK
6345.6 · Makerspace project supplies	0.00	0.00	0.00	0.0%
6345 · Computer Maintenance - Other	0.00	0.00	0.00	0.0%
Total 6345 · Computer Maintenance	9,444.01	23,000.00	-13,555.99	41.1%
Total 6300 · Building Eq. & Supplies	43,942.85	73,850.00	-29,907.15	59.5%
6400 · Bookmobile Operations				
6410 · Bookmobile Fuel	322.40			
6420 · Bookmobile Maintenance	191.64			
6400 · Bookmobile Operations - Other	0.00	6,000.00	-6,000.00	0.0%
Total 6400 · Bookmobile Operations	514.04	6,000.00	-5,485.96	8.6%
6600 · Corporate Costs				
6610 · Insurance	0.00	20,425.00	-20,425.00	0.0%
6620 · Travel & Training	539.73	4,500.00	-3,960.27	12.0%
6621 · Special Contracts Travel	0.00	200.00	-200.00	0.0%
6630 · Election	0.00	3,500.00	-3,500.00	0.0%
6640 · Auditor	0.00	8,200.00	-8,200.00	0.0%
6641 · Bookkeeping Supplies & Services	0.00	900.00	-900.00	0.0%
6660 · Association Dues	1,493.24 *	2,750.00	-1,256.76	54.3% OK
6680 · Publication	0.00	1,600.00	-1,600.00	0.0%
6690 · Financial Mgmt Fees				
6690.1 · Checking Account Fees	28.00			
6690.2 · Pool 5291 Fees	31.40			
6690.3 · PayPal Transaction Fees	87.32			
6690.4 · Quick Books Direct Deposit Fees	102.25			
6690 · Financial Mgmt Fees - Other	0.00	1,210.00	-1,210.00	0.0%
Total 6690 · Financial Mgmt Fees	248.97	1,210.00	-961.03	20.6%
6691 · Legal Administration	0.00	250.00	-250.00	0.0%

Open DNS \$830.00 software subscription for access ports

** Special Districts \$759.24 annual membership dues*

Ch 9/15/16

Baker County Library District Profit & Loss Budget Performance July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
6696 · Public Programs	437.00	2,500.00	-2,063.00	17.5%
Total 6600 · Corporate Costs	2,718.94	46,035.00	-43,316.06	5.9%
6700 · Other Operating Expenses				
6720 · Branch Mileage	770.18	3,500.00	-2,729.82	22.0%
6730 · Library Services Supplies	2,039.44	15,500.00	-13,460.56	13.2%
6731 · Youth Programs				
6731.2 · Summer Reading	535.80			
6731.22 · Haines Summer Reading	24.97			
6731.4 · Other Youth Programs	67.94			
6731.6 · Makerspace Club	58.51	2,000.00	-1,941.49	2.9%
6731 · Youth Programs - Other	0.00	10,400.00	-10,400.00	0.0%
Total 6731 · Youth Programs	687.22	12,400.00	-11,712.78	5.5%
6740 · Postage & Freight	114.49	1,500.00	-1,385.51	7.6%
6750 · Utilities				
6751 · Garbage				
6751.1 · Baker-Baker Sanitary	254.70			
6751.2 · Haines-Baker Sanitary	73.13			
6751.3 · Halfway-LaRue Sanitary	15.98			
6751.5 · Huntington-Baker Sanitary	64.00			
Total 6751 · Garbage	407.81			
6752 · Heating Fuel				
6752.1 · Baker-Cascade Natural Gas	640.03 4			
Total 6752 · Heating Fuel	640.03			
6753 · Water/Sewer				
6753.1 · Baker-City of Baker City	186.02			
6753.2 · Haines-City of Haines	152.00			
6753.3 · Halfway-City of Halfway	192.19			
6753.4 · Richland (NEOHA agreement)	48.94			
6753.5 · Huntington-City of Huntingtn	160.00			
Total 6753 · Water/Sewer	739.15			
6754 · Electric				
6754.1 · Baker - OTEC	2,695.43			
6754.2 · Haines - OTEC	155.42			
6754.3 · Halfway-Idaho Power	218.60			
6754.4 · Richland (NEOHA agreement)	191.96			
6754.5 · Huntington-Idaho Power	307.59			
Total 6754 · Electric	3,569.00			

④ Cascade Nat Gas
 August bill paid 9/10/16
~~\$ 468.46~~ - very high!
 Last year \$10.00; Perry
 Called Scott Heating to
 find problem, auto switch/
 sensor not working

CA 9/15/16

Baker County Library District Profit & Loss Budget Performance July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
6750 · Utilities - Other	0.00	41,210.00	-41,210.00	0.0%
Total 6750 · Utilities	5,355.99	41,210.00	-35,854.01	13.0%
6756 · Telecommunications				
6756.0 · Telephone				
6756.1 · Baker - BendTel	308.49			
6756.2 · Haines - Cascade/Reliance	191.36			
6756.3 · Halfway - Pine Telephone	104.34			
6756.4 · Richland - Eagle Telephone	66.73			
6756.5 · Huntington - CenturyTel	164.88			
6756.6 · Sumpter - CenturyLink/Qwest	140.95			
6756.8 · US Cellular (3 Lines)	335.69			
Total 6756.0 · Telephone	1,312.44			
6757.0 · Internet				
6757.2 · Haines - Cascade/Reliance	182.88			
6757.3 · Halfway - Pine Tel	149.34			
6757.4 · Richland - Pine Tel	75.00			
6757.5 · Huntington - CenturyTel	428.01			
6757.6 · Sumpter - CenturyLink/Qwest	415.27			
Total 6757.0 · Internet	1,250.50			
6756 · Telecommunications - Other	0.00	14,150.00	-14,150.00	
Total 6756 · Telecommunications	2,562.94	14,150.00	-11,587.06	18.1%
6700 · Other Operating Expenses - Other	9.99			
Total 6700 · Other Operating Expenses	11,540.25	88,260.00	-76,719.75	13.1%
6900 · Grant Expenses				
6900.1 · Vroom Grant Expenses	0.00			
6900 · Grant Expenses - Other	0.00			
Total 6900 · Grant Expenses	0.00			
Total 6000 · Materials and Services	78,196.19	321,195.00	-242,998.81	24.3%
7000 · Capital Outlay	0.00	71,000.00	-71,000.00	0.0%
7500 · Debt Service	0.00	2,000.00	-2,000.00	0.0%
8000 · Transfers & Contingency				
8005 · Transfers				
8005.1 · Transfer-Technology Fund	0.00	1,000.00	-1,000.00	0.0%
8005.2 · Transfer-Severence Liab Fund	0.00	10,000.00	-10,000.00	0.0%
Total 8005 · Transfers	0.00	11,000.00	-11,000.00	0.0%

Other Notes:

* Current cash balances
at 9/15/16:
Checking \$ 640.07
Pool 26,698.11
\$ 27,338.18

* There were 47 checks written on 9/12
totaling \$ 46,961.34 (1 of these was to
Arnos Electric \$ 30,000).

* See Cash Flow Report Attached
(believe other funds)

ok in
Total

Ch 9/15/2016

Baker Co Library - Other Funds Profit & Loss Budget Performance July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
Income				
4400.0 · Other Uses Funds				
4415.0 · Literacy Department				
4415.1 · Beginning Cash Literacy	0.00	900.00	-900.00	0.0%
4415.9 · Interest Income Literacy	1.40	50.00	-48.60	2.8%
Total 4415.0 · Literacy Department	1.40	950.00	-948.60	0.1%
4420.0 · Memorial Department				
4420.1 · Beginning Cash Memorial	0.00	94,000.00	-94,000.00	0.0%
4420.2 · Contributions				
4420.21 · Baker Contributions	125.00			
4420.2 · Contributions - Other	0.00	1,000.00	-1,000.00	0.0%
Total 4420.2 · Contributions	125.00	1,000.00	-875.00	12.5%
4420.5 · Grant Income				
4420.66 · LSTA Pre-K Links Grant	2,715.04 (1)			
4420.5 · Grant Income - Other	0.00	10,000.00	-10,000.00	0.0%
Total 4420.5 · Grant Income	2,715.04	10,000.00	-7,284.96	27.2%
4420.7 · Other Revenue				
4420.71 · Amazon Book Sales	363.26			
4420.7 · Other Revenue - Other E-Rate Program	0.00 (2)	4,000.00	-4,000.00	0.0%
Total 4420.7 · Other Revenue	363.26	4,000.00	-3,636.74	9.1%
4429.9 · Interest Income Memorial	88.67	600.00	-511.33	14.8%
Total 4420.0 · Memorial Department	3,291.97	109,600.00	-106,308.03	3.0%
4430.0 · Severance Liability Dept				
4430.1 · Beginning cash Severance Liab	0.00	58,500.00	-58,500.00	0.0%
4430.8 · Transfer from General Fund	0.00	10,000.00	-10,000.00	0.0%
4430.9 · Interest Income Severance Liab	86.53	50.00	36.53	173.1%
Total 4430.0 · Severance Liability Dept	86.53	68,550.00	-68,463.47	0.1%
4524.0 · Technology Department				
4524.1 · Beginning cash Technology	0.00	100.00	-100.00	0.0%
4524.8 · Transfer from General Fund	0.00	1,000.00	-1,000.00	0.0%
4524.9 · Interest income Technology	0.00	50.00	-50.00	0.0%
Total 4524.0 · Technology Department	0.00	1,150.00	-1,150.00	0.0%
Total 4400.0 · Other Uses Funds	3,379.90	180,250.00	-176,870.10	1.9%
Total Income	3,379.90	180,250.00	-176,870.10	1.9%

(1) Received OSL LSTA pre-k link grant reimb Total \$ 35,809.89 of which \$ 33,094.85 was accrued into FY 2015-2016 and balance shown on FY 2016-17 \$ 2,715.04

(2) Received E-Rate refund \$ 6562.05 accrued into FY 2015-2016 for Phase 1 of network update (purchased switches).

CW 9/15/16

Baker Co Library - Other Funds Profit & Loss Budget Performance July through September 2016

09/15/16

Accrual Basis

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
6000 · Other Uses Fund				
6100 · Capital Projects Department	0.00	5,000.00	-5,000.00	0.0%
6200 · Literacy Department	0.00	500.00	-500.00	0.0%
6300 · Memorial Department				
6350 · General Memorial M&S	243.26			
6364.5 · Amazon Book Sales Expenses	173.41			
6380 · Grants Dept				
6380.51 · Grant-Pre-K Links expenses	① 2,715.04 OK			
6380.52 · Grant- Vroom Grant expenses	771.44 ④			
Total 6380 · Grants Dept	3,486.48			
6398 · Transfer to GF Election Reserve	0.00	500.00	-500.00	0.0%
6399 · Transfer to General Fund	0.00	9,700.00	-9,700.00	0.0%
6300 · Memorial Department - Other	0.00	104,200.00	-104,200.00	0.0%
Total 6300 · Memorial Department	3,903.15	114,400.00	-110,496.85	3.4%
6400 · Technology Department				
6400.15 · E-Rate Project	9,242.00 ③			
6400 · Technology Department - Other	0.00	1,500.00	-1,500.00	0.0%
Total 6400 · Technology Department	9,242.00	1,500.00	7,742.00	616.1%
6850.0 · Severance Liability Dept	0.00	58,500.00	-58,500.00	0.0%
6900 · Misc. bank charges				
6900.2 · Bank Fees-Memorial Fund	30.20			
6900.4 · Bank Fees-Literacy Fund	0.16			
6900.6 · Bank Fees-Severance	9.99			
6900 · Misc. bank charges - Other	0.00	350.00	-350.00	0.0%
Total 6900 · Misc. bank charges	40.35	350.00	-309.65	11.5%
Total 6000 · Other Uses Fund	13,185.50	180,250.00	-167,064.50	7.3%
Total Expense	13,185.50	180,250.00	-167,064.50	7.3%
Net Income	-9,805.60	0.00	-9,805.60	100.0%

In progress -
④ Vroom Grant
Recd \$5000 revenue
in June 2016;
Spent \$2779.61
in FY 2015-16 and
\$ 771.44 YTD FY2016-17
(Grant ends 11/19/2016)

⑤ E-Rate Project
FY2016-17
Phase 2 (Server
room equipment)
of Network update;
Project completed.
Still waiting on
E-Rate Funding
Approval; therefore
Phase 3 Network
(rewiring of
building) is on
hold.

Check to Davis
Computer \$9242-
for project 9/1/16

Current cash balances
at 9/15/2016
Checking \$ 1071.34
Pool 142,207.07
Total \$ 142,278.41

Ch 9/15/16

BAKER COUNTY LIBRARY DISTRICT
 CASH FLOW PROJECTION
 For period July through November 1, 2016
 Updated 09/15/2016

		<u>\$ Amount</u>	<u>GENERAL FUND- CASH FLOW ESTIMATED \$ Amount</u>
September - in progress:			
Checking, General Fund - actual at date	9/1/2016	\$330.97	
LGIP, General Fund - actual at date	9/1/2016	\$88,624.05	\$88,955.02
Plus Sep tax turnovers (prior year \$4399)	actual recd	\$6,637.01	
Plus Sep fines & fee income (\$300/wk x 4)	estimated	\$328.01	\$6,965.02
September 1 payroll + bills	completed		
Sept group health	completed		
Sept payroll taxes	actual paid	(\$11,747.00)	
Sept PERS bill	actual paid	(\$6,451.12)	
Sept bills, 10th (incl bills due+mags+draws)	actual paid 9/12	(\$16,961.34)	
Sept bills, Visa (prior year bill \$3478)	actual paid	(\$3,956.32)	
Sept bills, 20th	estimated	(\$3,000.00)	
LED Lighting Project (bldg budget)-partial invoice	actual due	(\$30,000.00)	
(anticipate Rebate \$20,000 in November)			(\$72,115.78)
	adjust misc activity to actual @ 9/15		2751.27
Actual Cash Available at 9/15/2016		Cash @ 9/15	\$26,555.53

Available in Other Funds to borrow: Total \$141,169.19
Amount Anticipated for General Fund to borrow from Other Funds in October \$100,000.00

October - estimated:			
Plus Oct tax turnovers (prior year \$3014)	estimated	\$3,000.00	
Plus Oct fines & fees income (\$300/wk x 4)	estimated	\$1,200.00	\$4,200.00
October 1 payroll + bills	estimated	(\$32,000.00)	
Oct group health	estimated	(\$8,823.00)	
Oct payroll taxes	estimated	(\$11,700.00)	
Oct PERS bill	estimated	(\$6,500.00)	
Oct bills, 10th (incl bills due+mags+draws)	estimated	(\$10,000.00)	
Oct bills, Visa (prior year bill \$1792)	estimated	(\$5,000.00)	
Oct bills, 20th	estimated	(\$3,000.00)	
LED Lighting Project (bldg budget)-balance due	estimated	(\$18,900.00)	

total expenses (\$95,923.00)

 Estimated cash balance, October 31 \$34,832.53
 November 1 payroll (Payday is Monday, Nov 2)
 November PAYROLL ONLY; bills held until after turnover
 (payroll taxes due Friday Nov 6) (\$32,000.00)

Estimated General Fund Cash Balance at Nov 1 \$2,832.53
Cash balance in Other Funds: \$41,169.19 Total cash: \$44,001.72
 (Cash BEFORE turnovers begin)

Note: historically receive tax turnover Nov 3-5
 FY2014-15 Recd turnover Oct 28, Nov 4
 FY2013-14 Recd turnover Nov 5, Nov 12
 FY2012-13 Recd turnover Nov 1, Nov 7
 FY2011-12 Recd turnover Nov 3, Nov 8

		<u>CASH FLOW ESTIMATED \$ Amount</u>
Checking OF - actual	9/13/2016	\$1,071.34
LGIP OF- actual	9/13/2016	\$99,174.91
E-Rate Refund - FY15-16	Actual recd	\$6,562.05
Grant LSTA Pre-K Link	Actual recd	\$35,809.89
Actual Cash Available at 9/15/2016		\$142,618.19
Retirements - None known	None	
Projects:		
E-Rate Network Equipment	Actual paid 9/1	(\$9,242.00)
LSTA Grant - VROOM	Designated funds balance to spend	(\$1,449.00)
E-Rate Refunds - anticipate Nov 2016		\$16,781.00

Cash Available September 30 \$141,169.19

Baker Co Library - Sage Fund Profit & Loss Budget Overview July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget	Note:
Income					
4000 · Membership Dues	0.00	205,000.00	-205,000.00	0.0%	① Last year membership bills sent out in October totaling \$197,097
4010 · Grant Revenue					
4011 · LSTA Grant #1 - Courier	0.00	50,000.00	-50,000.00	0.0%	
Total 4010 · Grant Revenue	0.00	50,000.00	-50,000.00	0.0%	
4200 · Interest Income	0.00	10.00	-10.00	0.0%	
4300 · Other Revenues	0.00	3,000.00	-3,000.00	0.0%	
4999 · Beginning Cash	148,801.19	110,000.00	38,801.19	135.3%	
Total Income	148,801.19	368,010.00	-219,208.81	40.4%	
Expense					
5000 · Sage Personal Services					
5100 · Sage Staff Salaries & Wages					
5101 · BL - System Administrator	14,112.82	56,816.00	-42,703.18	24.8%	health insurance person = \$602.19/month
5102 · CH - Business Manager	1,212.83	5,600.00	-4,387.17	21.7%	
Total 5100 · Sage Staff Salaries & Wages	15,325.65	62,416.00	-47,090.35	24.6%	
5200 · Sage Payroll Taxes & Benefits					
5201 · Group Health Insurance	1,805.57	7,900.00	-6,094.43	22.9%	PERS paid 9/12 \$1096.14
5203 · Life Insurance	0.00	100.00	-100.00	0.0%	
5204 · PERS Retirement	3,433.05	9,796.00	-6,362.95	35.0%	
5205 · SS Employer Portion	1,172.41	5,180.00	-4,007.59	22.6%	IRS-payroll taxes now paid direct by Sage 9/10/16 \$1334.98
5206 · SUTA Employer Portion	10.72	63.00	-52.28	17.0%	
5207 · Workmans Comp	8.01	76.00	-67.99	10.5%	
Total 5200 · Sage Payroll Taxes & Benefits	6,429.76	23,115.00	-16,685.24	27.8%	
Total 5000 · Sage Personal Services	21,755.41	85,531.00	-63,775.59	25.4%	
5700 · LSTA Grant #2 - Cataloger					
5701 · DS - Cataloger Salary	3,825.14				GF-still pays Oregon payroll tax + reimb by Sage
5710 · Grant Payroll Taxes & Benefits	1,575.71				
Total 5700 · LSTA Grant #2 - Cataloger	5,400.85				
6000 · Materials & Services					
6100 · Accounting & Auditing	0.00	1,500.00	-1,500.00	0.0%	monthly courier services + postage \$1997.42
6110 · Administrative Svc (personnel)	0.00	2,558.00	-2,558.00	0.0%	
6130 · Courier Services & Supplies					
6131 · LSTA Grant #1 - Courier	45,242.11	50,000.00	-4,757.89	90.5%	7 vendors
6132 · Sage Courier Expense	0.00	33,865.00	-33,865.00	0.0%	
6133 · Courier Supplies	192.06				
6130 · Courier Services & Supplies - Other	0.00	0.00	0.00	0.0%	
Total 6130 · Courier Services & Supplies	45,434.17	83,865.00	-38,430.83	54.2%	

CK 9/15/2016

Baker Co Library - Sage Fund Profit & Loss Budget Overview July through September 2016

	Jul - Sep 16	Budget	\$ Over Budget	% of Budget
6135 · LSTA Grant #2 Other Expenses	0.00	2,500.00	-2,500.00	0.0%
6140 · Dues & Subscriptions	0.00	3,750.00	-3,750.00	0.0%
6160 · Legal Services	0.00	50.00	-50.00	0.0%
6180 · Postage & Freight	0.00	100.00	-100.00	0.0%
6190 · Printing	0.00	50.00	-50.00	0.0%
6200 · Supplies, Office	12.90	500.00	-487.10	2.6%
6210 · Technical Services & Maint				
6210.1 · System Librarian (Brent Mills)	4,671.79 ^{② = 1 month}	56,100.00	-51,428.21	8.3% <i>Low</i>
Total 6210 · Technical Services & Maint	4,671.79	56,100.00	-51,428.21	8.3%
6220 · Technology	0.00	4,500.00	-4,500.00	0.0%
6240 · Telecommunications	0.00	250.00	-250.00	0.0%
6250 · Training	0.00	4,500.00	-4,500.00	0.0%
6260 · Travel	0.00	3,000.00	-3,000.00	0.0%
Total 6000 · Materials & Services	50,118.86	163,223.00	-113,104.14	30.7%
66000 · Payroll Expenses	13.00	100.00	-87.00	13.0%
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	77,288.12	280,854.00	-203,565.88	27.5%
Net Income	71,513.07	87,156.00	-15,642.93	82.1%

② Requested Sept. invoice from new director; rec'd 9/13/16 to be paid on 9/26 next check run \$4795.39

Current cash balance
@ 9/15/16
Checking \$86,871.69

ck 9/15/16