

FORM

LB-20

**RESOURCES
GENERAL FUND**

(Fund)

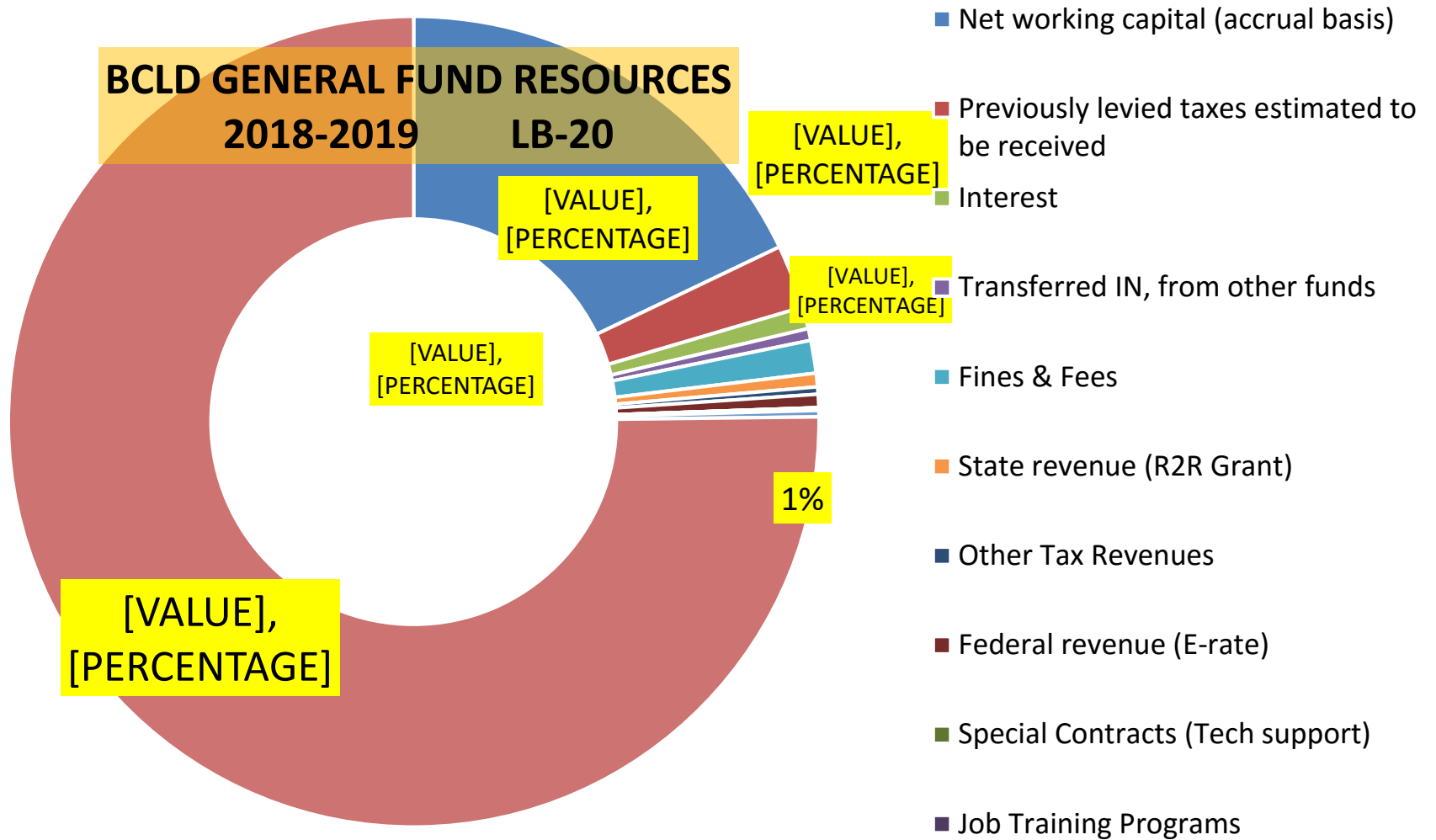
BAKER COUNTY LIBRARY DISTRICT

(Name of Municipal Corporation)

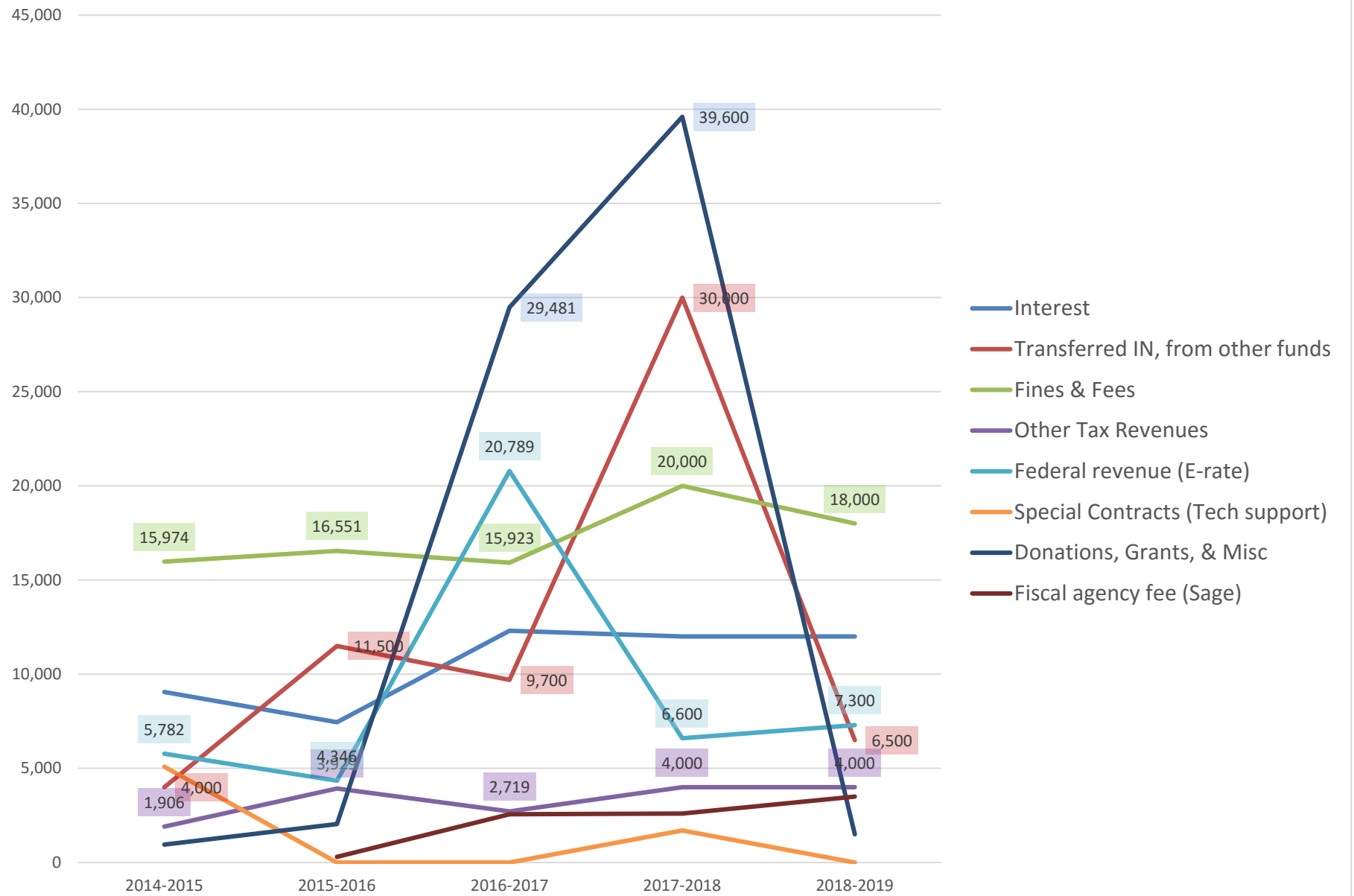
Historical Data					TO BE REVISED 11-Jun Year 2017-2018	RESOURCE DESCRIPTION	Budget for Next Year <u>2018-2019</u>					Approved By Budget Committee	Adopted By Governing Body
Actual			Adopted Budget	Proposed By Budget Officer			\$ Change vs orig.	% Change	\$ Change vs revised	% Change			
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017	13-Nov Year 2017-2018										
1					1	Available cash on hand* (cash basis) or							1
2	158,124	191,061	216,851	262,456	2	Net working capital (accrual basis)	247,004	(15,452)	-5.9%	(15,452)	-5.9%		2
3	30,897	28,954	38,070	40,000	3	Previously levied taxes estimated to be received	35,000	(5,000)	-12.5%	0	0.0%		3
4	9,051	7,450	12,307	9,500	4	Interest	12,000	2,500	26.3%	0	0.0%		4
5	4,000	11,500	9,700	4,000	5	Transferred IN, from other funds	6,500	2,500	62.5%	(23,500)	-78.3%		5
6					6	OTHER RESOURCES		0		0			6
7	15,974	16,551	15,923	17,500	7	Fines & Fees	18,000	500	2.9%	(2,000)	-10.0%		7
8	7,045	6,773	6,922	6,800	8	State revenue (R2R Grant)	7,500	700	10.3%	80	1.1%		8
9	1,906	3,929	2,719	5,000	9	Other Tax Revenues	4,000	(1,000)	-20.0%	0	0.0%		9
10	5,782	4,346	20,789	7,300	10	Federal revenue (E-rate)	7,300	0	0.0%	700	10.6%		10
11	5,088	0	0	0	11	Special Contracts (Tech support)	0	0		(1,700)			11
12	0	0	0	0	12	Job Training Programs	0	0		0			12
13	951	2,040	29,481	30,500	13	Donations, Grants, & Misc	1,500	(29,000)	-95.1%	(38,100)	-96.2%		13
14	0				14	Capital financing		0		0			14
15		300	2,560	2,600	15	Fiscal agency fee (Sage)	3,500	900	34.6%	900	34.6%		15
16					16								16
17					17								17
18					18								18
19					19								19
20					20								20
21					21								21
22					22								22
23					23								23
24					24								24
25					25								25
26					26								26
27					27								27
28					28								28
29	238,818	272,904	355,322	385,656	29	Total resources, except taxes to be levied	342,304	(43,352)	-11.2%	(79,072)	-18.8%	0	0
30				993,014	30	Taxes estimated to be received	1,037,337	44,323	4.5%	30,337	3.0%		
31	887,323	943,059	964,477		31	Taxes collected in year levied							
32	1,126,142	1,215,963	1,319,799	1,378,670	32	TOTAL RESOURCES	1,379,641	971	0.1%	(48,735)	-3.4%	0	0

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

BCLD GENERAL FUND RESOURCES 2018-2019 LB-20



Resources except taxes to be levied



REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

General Fund

(name of fund)

Historical Data						REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)	Budget for Next Year 2018-2019								
Actual			Adopted Budget 13-Nov Year 2017-2018	TO BE REVISED 11-Jun Year 2017-2018	Proposed By Budget Officer		\$ Change vs orig.	% Change	\$ Change vs revised	% Change	Approved By Budget Committee	Adopted By Governing Body			
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017													
1					1	PERSONNEL SERVICES						1			
2	445,567	493,233	512,454	541,473	545,366	2	Salaries	556,081	14,608	2.7%	10,715	2.0%			2
3	178,759	193,018	189,357	221,379	214,096	3	Benefits	219,802	(1,576)	-0.7%	5,706	2.7%			3
4	0	0	0	0		4	Special Contracts - Grants, Tech Support, Job Training	0	0		0		0		4
5	0	0			25,000	5	Severance		0		(25,000)	-100.0%			5
6	0	0	0	0		6	Payroll Expenses	0	0		0		0		6
7						7			0		0				7
8	624,326	686,252	701,811	762,852	784,462	8	TOTAL PERSONNEL SERVICES	775,883	13,032	1.7%	(8,579)	-1.1%	0	0	8
9	13.90	13.90	14.00	14.70	14.96	9	Total Full-Time Equivalent (FTE)	15.11							9
10						10	MATERIALS AND SERVICES						10		
11	100,810	95,908	99,802	73,100	88,650	11	Collection Development	83,000	9,900	13.5%	(5,650)	-6.4%			11
12	10,676	12,603	12,579	13,400	13,250	12	Library Consortium	13,521	121	0.9%	271	2.0%			12
13	60,369	68,992	68,828	175,800	145,550	13	Facilities & IT Maintenance	125,700	(50,100)	-28.5%	(19,850)	-13.6%			13
14	42,546	34,382	45,698	40,673	42,390	14	Corporate Costs	43,430	2,757	6.8%	1,040	2.5%			14
15	81,852	87,975	84,140	96,200	98,225	15	Library Operations	95,915	(285)	-0.3%	(2,310)	-2.4%			15
16	2,000	2,000	2,000	2,000	2,000	16	Debt Service	4,000	2,000	100.0%	2,000	100.0%			16
17						17									17
18						18									18
19						19									19
20						20									20
21						21									21
22						22									22
23						23									23
24						24									24
25						25									25
26						26									26
27	298,254	301,860	313,046	401,173	390,065	27	TOTAL MATERIALS AND SERVICES	365,566	(35,607)	-8.9%	(24,499)	-6.3%	0	0	27
28						28	CAPITAL OUTLAY						28		
29	0	0	74,404	1,000	1,000	29		1,000	0	0.0%	0	0.0%			29
30						30									30
31						31									31
32						32									32
33						33									33
34						34									34
35	0	0	74,404	1,000	1,000	35	TOTAL CAPITAL OUTLAY	1,000	0	0.0%	0	0.0%	0	0	35
36	922,580	988,112	1,089,262	1,165,025	1,175,527	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,142,449	(22,575)	-1.9%	(33,078)	-2.8%	0	0	36

150-504-030 (Rev 10-16)

REQUIREMENTS SUMMARY

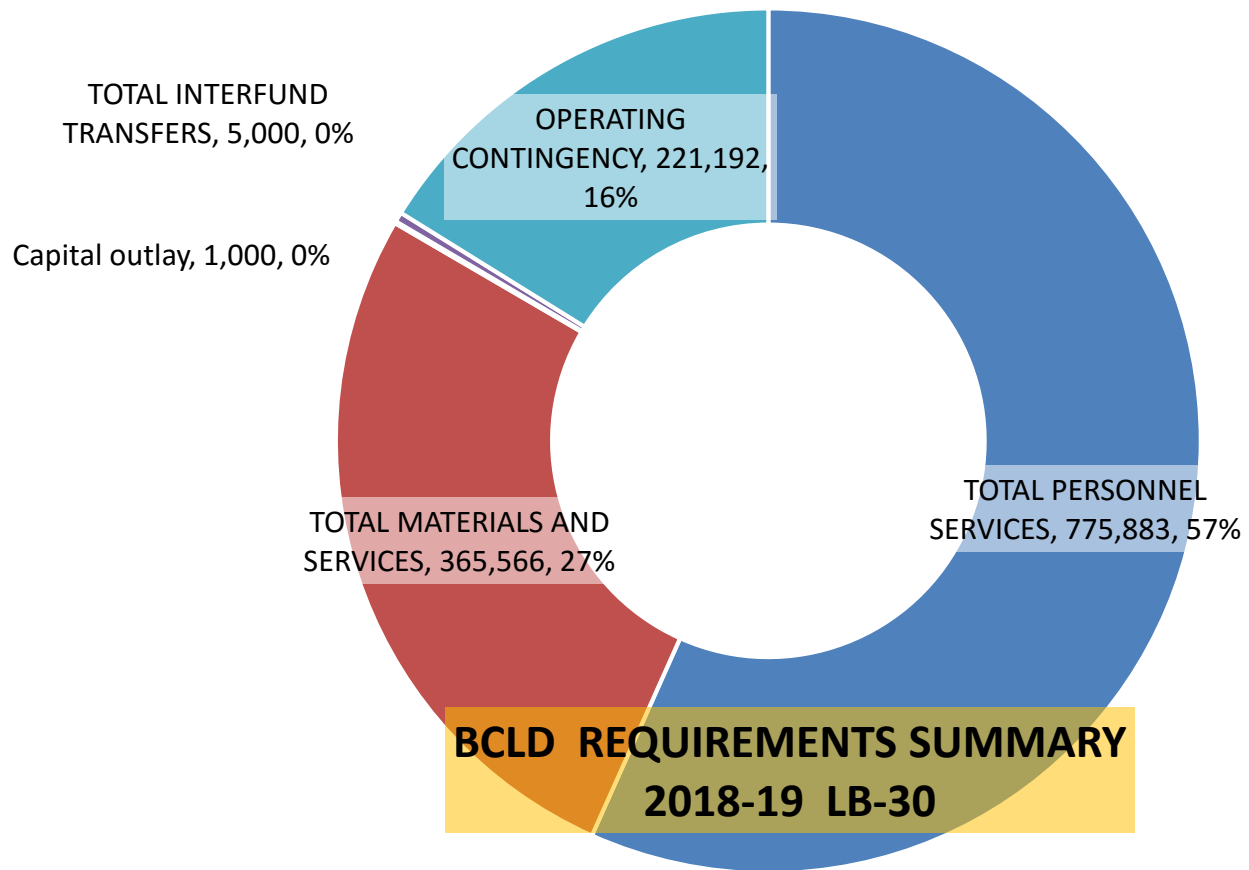
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General Fund

(name of fund)

**FORM
LB-30**

Historical Data						REQUIREMENTS DESCRIPTION	Budget For Next Year 2018-2019						
Actual			Adopted Budget	TO BE REVISED			Proposed By Budget Officer	\$ Change vs orig.	% Change	\$ Change vs revised	% Change	Approved By Budget Committee	Adopted By Governing Body
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017	13-Nov Year 2017-2018	11-Jun Year 2017-2018									
						1	PERSONNEL SERVICES NOT ALLOCATED						
						2							
						3							
4	0	0	0			4	TOTAL PERSONNEL SERVICES	0	0	0	0	0	0
5						5	Total Full-Time Equivalent (FTE)						
						6	MATERIALS AND SERVICES NOT ALLOCATED						
7	0	0	0			7							
8						8							
9	0	0	0	0	0	9	TOTAL MATERIALS AND SERVICES	0	0	0	0	0	0
						10	CAPITAL OUTLAY NOT ALLOCATED						
11	0	0				11							
12						12							
13	0	0	0	0	0	13	TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
						14	DEBT SERVICE						
15						15							
16						16							
17	0	0	0	0	0	17	TOTAL DEBT SERVICE	0	0	0	0	0	0
						18	SPECIAL PAYMENTS						
19						19							
20						20							
21	0	0	0	0	0	21	TOTAL SPECIAL PAYMENTS	0	0	0	0	0	0
						22	INTERFUND TRANSFERS						
23	2,500	1,000	1,000	0	0	23	Transfer - Technology & Election	1,000	1,000		1,000		
24	10,000	10,000	10,000	10,000	10,000	24	Transfer - Severance Liability	10,000	0	0.0%	0	0.0%	
25						25							
26						26							
27						27							
28	12,500	11,000	11,000	10,000	10,000	28	TOTAL INTERFUND TRANSFERS	11,000	1,000	10.0%	1,000	10.0%	0
29				3,645	5,000	29	OPERATING CONTINGENCY	5,000	1,355	37.2%	0		
30	12,500	11,000	11,000	13,645	15,000	30	Total Requirements NOT ALLOCATED	16,000	2,355	17.3%	1,000	6.7%	0
31	922,580	988,112	1,089,262	1,165,025	1,175,527	31	Total Requirements for ALL Org.Units/Programs within fund	1,142,449	(22,575)	-1.9%	(33,078)	-2.8%	
32				200,000	237,849	32	Reserved for future expenditure	221,192					
33	191,061	216,851	219,537			33	Ending balance (prior years)						
34						34	UNAPPROPRIATED ENDING FUND BALANCE	0	0	#DIV/0!	0	#DIV/0!	
35	1,126,141	1,215,963	1,319,799	1,378,670	1,428,376	35	TOTAL REQUIREMENTS	1,379,641	971	0.1%	(48,735)	-3.4%	0



- TOTAL PERSONNEL SERVICES
- Capital outlay
- OPERATING CONTINGENCY

- TOTAL MATERIALS AND SERVICES
- TOTAL INTERFUND TRANSFERS

FORM
LB-31

DETAILED REQUIREMENTS

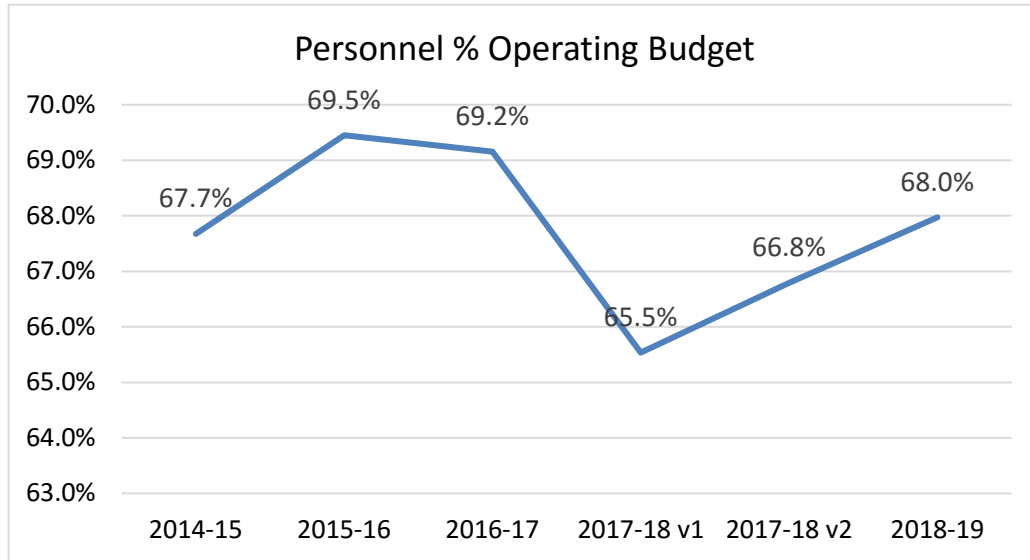
GENERAL FUND
(Name of Fund)

Historical Data						REQUIREMENTS FOR: Personnel Services	Budget for Next Year 2018-2019							
Actual			Adopted Budget	TO BE REVISED	Object Classification		Detail	Proposed by Budget Officer	\$ Change vs orig.	% Change	\$ Change vs revised	% Change	Approved by Budget Committee	Adopted by Governing Body
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017	13-Nov Year 2017-2018	11-Jun Year 2017-2018										
1						1								
2	71,718	72,436	73,884	75,362	75,362	2	MGT4	Library Director	76,866	1,504	2.0%	1,504	2.0%	
3	47,653	48,123	49,086	40,054	41,000	3	16/5	IT Network and Systems Administrator	45,960	5,906	14.7%	4,960	12.1%	
4	23,214	27,539	27,820	28,376	28,800	4	14/5	Admin Assistant - Business Mgr	28,947	570	2.0%	147	0.5%	
5	41,159	41,570	42,402	43,259	43,259	5	11/1	Admin Assistant - Library Mgr	32,927	(10,332)	-23.9%	(10,332)	-23.9%	
6	8,522	35,910	38,460	39,228	39,228	6	12/5	Librarian II - Tech Svcs / Cataloging	42,008	2,779	7.1%	2,780	7.1%	
7	6,045	4,060	8,506	13,590	8,500	7	5/4	Library Asst I - Public Services / Outreach (Bookmobile)	13,504	(86)	-0.6%	5,004	58.9%	
8	30,722	34,200	36,628	37,361	37,361	8	10/5	Library Tech II - Coll Mgmt / Serials Specialist	38,104	743	2.0%	743	2.0%	
9	24,099	22,930	30,134	32,270	32,200	9	7/5	Library Tech I - Public Services / Children & Teen Specialist	32,927	658	2.0%	727	2.3%	
10					9,500	10	6/4	Library Tech I - IT Asst	11,940	11,940		2,440	25.7%	
11	12,183	8,102	5,236	7,846	6,500	11	5/5	Library Asst I - Public Services		(7,846)	-100.0%	(6,500)	-100.0%	
12	12,575	18,035	19,286	26,350	26,351	12	6/5	Library Asst I - Coll Mgmt / Processing	26,654	303	1.2%	303	1.1%	
13	18,833	21,053	22,837	28,546	26,000	13	6/5	Library Asst II - Col Mgmt / Processing & Eval. Specialist	26,654	(1,892)	-6.6%	654	2.5%	
14	28,962	32,715	31,903	32,363	33,000	14	12/5	Librarian II - Community Services + Coll Mgmt	37,807	5,443	16.8%	4,807	14.6%	
15	4,290	4,971				15	5/5	Library Asst I - Public Services / Outreach (Bookmobile)						
16	58,418	62,091	67,413	64,645	70,450	16	5/1-5	Library Asst I - Public Services / Outreach (Branch Leads)	66,356	1,711	2.6%	(4,094)	-5.8%	
17	6,370	7,096	11,060	27,106	27,105	17	6/5	Facilities Maintenance	28,222	1,116	4.1%	1,117	4.1%	
18	18,585	18,699	19,646		0	18	13/5	Library Asst (prev Admin Asst - Lib Mgr)		0		0	#DIV/0!	
19	6,088	3,907	7,838	18,196	10,500	19	3/3	Library Asst I - Public Services	10,688	(7,508)	-41.3%	188	1.8%	
20	15,171	14,412	10,394	15,897	15,000	20	3/1	Library Pages	22,277	6,379	40.1%	7,277	48.5%	
21	9,875	8,654	9,761	8,522	12,750	21	X	Temp staff	12,465	3,943	46.3%	(285)	-2.2%	
22	1,085	244	160	2,500	2,500	22	BENEFITS	Staff training	1,777	(723)	-28.9%	(723)	-28.9%	
23	45,409	62,364	56,200	79,298	77,000	23	BENEFITS	Retirement (PERS)	77,358	(1,940)	-2.4%	358	0.5%	
24	33,617	36,202	37,862	41,423	40,000	24	BENEFITS	Social Security (FICA)	42,540	1,118	2.7%	2,540	6.4%	
25	434	536	354	541	541	25	BENEFITS	State Unemployment Tax (SUTA @ .001) + Payroll Exp	556	15	2.7%	15	2.8%	
26	94,705	92,606	91,730	96,818	93,500	26	BENEFITS	Group Health Insurance	95,838	(980)	-1.0%	2,338	2.5%	
27	3,872	542	2,349	2,491	2,100	27	BENEFITS	Workers Comp Insurance	2,558	67	2.7%	458	21.8%	
28	723	768	862	808	955	28	BENEFITS	Life Insurance	952	144	17.8%	(3)	-0.3%	
29		6,488			25,000	29	BENEFITS	Severance						
30						30		Payroll expenses						
31						31								
32	13.9	13.9	14.0	14.7	15.0	32	Total Full Time Equivalent (FTE)*		15.1					
33						33	Ending balance (prior years)							
34						34	UNAPPROPRIATED ENDING FUND BALANCE							
35	624,326	686,253	701,811	762,852	784,462	35	TOTAL REQUIREMENTS		775,883	13,032	1.7%	(8,579)	-1.1%	0

150-504-031 (Rev 10-16)

* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

	2014-15	2015-16	2016-17	2017-18 v1	2017-18 v2	2018-19
Personnel	624,326	686,252	701,811	762,852	784,462	775,883
M&S	298,254	301,860	313,046	401,173	390,065	365,566
TOTAL	922,580	988,112	1,014,858	1,164,025	1,174,527	1,141,449
%	67.7%	69.5%	69.2%	65.5%	66.8%	68.0%



BAKER COUNTY LIBRARY DISTRICT
Standardized Wage Scale Fiscal Year 2018-2019

NOTES ON CHANGES:

Removed Range 1 and 2 - historically not used and not in compliance
Removed Non-PERS rate column; move those in that range to PERS
The purpose of these changes is to move toward a uniform classification

\$21,844 Prior Fiscal Year Standard Wage Step 3-1
2.00% ## Percentage Increase factor COLI * (See history in margin)

CURRENT OREGON MINIMUM WAGE \$10.00 (2018-BAKER COUNTY)

Range	Step	Annual	Monthly Salary	Hourly Rate	Staff Classifications	Other Notes
Library Asst I - PUBLIC SERVICES						
3	1	22,281	1856.74	10.71	Page/Shelving: Ashlie Chastain - hold at 3-1, move to PERS rate Jordan Remien - hold at 3-1, move to PERS rate Isabelle Wachtel - hold at 3-1, move to PERS rate Ericka Wirth - hold at 3-1, move to PERS rate	Step increase due 7/01/18 Step increase due 7/01/18 Step increase due 7/01/18 Step increase due 7/01/18
3	2	23,395	1949.58	11.25		
3	3	24,565	2047.06	11.81	YaWen Ott (SUB) - hold at 3-3 move to PERS rate (to simulate step increase)	YO Step increase due 7/01/18
3	4	25,793	2149.41	12.40	Katie Horn (resigned 4/23/18; SUB ONLY FY18-19) - hold at 3-4, move to PERS rate (to simulate step increase)	KH Last step increase 7/01/17;
					* Crystal Brockman (DOH 9/18/17 SUB; no PERS) - Move to 3-4 PERS rate * Connie Lewis (DOH 3/19/14; no PERS) - move to 3-4 PERS rate to hold at Rate 3-5 wage level	CB hold at Rate 3-5 wage CL Last step increase 7/01/16
3	5	27,083	2256.88	13.02		
Library Assistant II						
4	1	23,395	1949.58	11.25		
4	2	24,565	2047.06	11.81		
4	3	25,793	2149.41	12.40		
4	4	27,083	2256.88	13.02	* Steve Kunze (SUB ONLY; no PERS) - move to 4-4 PERS rate from Step 4-5 no PERS (to simulate Step 4-5 non PERS)	SK Last step increase 7/01/12; retired 5/01/2013
4	5	28,437	2369.72	13.67		
Library Assistant III / Branch						
5	1	24,565	2047.06	11.81	Juanita Klosky, Huntington (DOH 2/06/18, start step hold for FY18-19)	
5	2	25,793	2149.41	12.40		
5	3	27,083	2256.88	13.02	Lourdes Cuevas, Halfway (DOH 4/10/17) - step increase from 5-2	LC Step increase due 7/01/18
5	4	28,437	2369.72	13.67	Donna Valentine, Bookmobile (DOH 9/01/15) - step increase from 5-3	DV Step increase due 7/01/18
5	5	29,859	2488.21	14.36	CS & HS MOVED FROM HERE	
				14.36	Reb Wilson, Richland (DOH 2/28/11), Jerry Ann Dunn, Sumpter (DOH 4/30/08)	RW Last step increase 7/01/15; JD Last step 7/1/15
Library Technician I						
6	1	25,793	2149.41	12.40		
6	2	27,083	2256.88	13.02		
6	3	28,437	2369.72	13.67		
6	4	29,859	2488.21	14.36	Brian Ames, IT Intern(DOH 07/01/2017; no PERS) - hold at 6-4, move to PERS rate (to simulate step increase)	BA Step increase due 7/01/18
6	5	31,351	2612.62	15.07	Ed Adamson, Facility Maint (DOH 4/10/17, started at Step 6-5) Courtney Snyder (DOH 10/01/11); Heather Spry (DOH 10/03/11) - RECLASS from 5-5 (7/1/18)	EA Started at Step 6-5 top of scale CS Last step increase 7/01/13; HS Last step 7/01/16
Library Technician II						
7	1	27,083	2256.88	13.02		
7	2	28,437	2369.72	13.67		
7	3	29,859	2488.21	14.36		
7	4	31,351	2612.62	15.07	Nola Huey, Haines Branch (DOH 4/17/17) - step increase from 7-3	NH Step increase due 7/1/2018
7	5	32,919	2743.25	15.83	Missy Grammon, Youth Services (DOH 4/25/16)	MG Last step increase 7/01/17

COLI History:
FY2016-17 COLI 2%
FY2015-16 COLI 1%
FY2014-15 COLI 0%
FY2013-14 COLI 1%

*Ask Perry, moved 3 staff from 3-5 to 3-4 to maintain wage rate with move to PERS wage

BAKER COUNTY LIBRARY DISTRICT
Standardized Wage Scale Fiscal Year 2018-2019

\$21,844 Prior Fiscal Year Standard Wage Step 3-1
2.00% ## Percentage Increase factor COLI * (See history in margin)

NOTES ON CHANGES:

Removed Range 1 and 2 - historically not used and not in compliance
Removed Non-PERS rate column; move those in that range to PERS
The purpose of these changes is to move toward a uniform classification

CURRENT OREGON MINIMUM WAGE \$10.00 (2018-BAKER COUNTY)

Range	Step	Annual	Monthly Salary	Hourly Rate	Staff Classifications	Other Notes
Library Technician III - Lead						
8	1	28,437	2369.72	13.67		
8	2	29,859	2488.21	14.36		
8	3	31,351	2612.62	15.07		
8	4	32,919	2743.25	15.83		
8	5	34,565	2880.41	16.62		
Library Associate I						
9	1	29,859	2488.21	14.36		
9	2	31,351	2612.62	15.07		
9	3	32,919	2743.25	15.83		
9	4	34,565	2880.41	16.62		
9	5	36,293	3024.43	17.45		
Library Associate II						
10	1	31,351	2612.62	15.07		
10	2	32,919	2743.25	15.83		
10	3	34,565	2880.41	16.62		
10	4	36,293	3024.43	17.45		
10	5	38,108	3175.66	18.32	Sylvia Bowers, Admin/Periodicals (DOH 7/1/2011)	SB Last step increase 7/01/2016
Librarian I						
11	1	32,919	2743.25	15.83		
11	2	34,565	2880.41	16.62		
11	3	36,293	3024.43	17.45		
11	4	38,108	3175.66	18.32		
11	5	40,013	3334.44	19.24	DP & JB MOVED FROM HERE	
Librarian II						
12	1	34,565	2880.41	16.62		
12	2	36,293	3024.43	17.45		
12	3	38,108	3175.66	18.32		
12	4	40,013	3334.44	19.24		
12	5	42,014	3501.16	20.20	John Brockman, Catalog Specialist (DOH 4/01/15); Diana Pearson, Reference/Branch Mgr (DOH 3/19/07) - RECLASS from 11-5 (7/1/18)	JB Last step increase 7/01/16; DP Last step increase 7/01/14
Admin I						
13	1	36,293	3024.43	17.45		
13	2	38,108	3175.66	18.32		
13	3	40,013	3334.44	19.24		
13	4	42,014	3501.16	20.20		
13	5	44,115	3676.22	21.21	Carmen Wickam, Office Manager	RETIRED 6/30/2018
Admin II						
14	1	38,108	3175.66	18.32		
14	2	40,013	3334.44	19.24		
14	3	42,014	3501.16	20.20		
14	4	44,115	3676.22	21.21		
14	5	46,320	3860.03	22.27	Christine Hawes, Business Mgr (DOH 4/18/2005)	Last step increase 7/01/2015
Admin III - IT Systems Administrator						
15	1	40,013	3334.44	19.24		
15	2	42,014	3501.16	20.20		
15	3	44,115	3676.22	21.21		
15	4	46,320	3860.03	22.27		

BAKER COUNTY LIBRARY DISTRICT
Standardized Wage Scale Fiscal Year 2018-2019

\$21,844 Prior Fiscal Year Standard Wage Step 3-1
2.00% ## Percentage Increase factor COLI * (See history in margin)

NOTES ON CHANGES:

Removed Range 1 and 2 - historically not used and not in compliance
Removed Non-PERS rate column; move those in that range to PERS
The purpose of these changes is to move toward a uniform classification

CURRENT OREGON MINIMUM WAGE \$10.00 (2018-BAKER COUNTY)

Range	Step	Annual	Monthly Salary	Hourly Rate	Staff Classifications	Other Notes
15	5	48,636	4053.03	23.38		
Admin IV -IT Systems Admin						
16	1	42,014	3501.16	20.20		
16	2	44,115	3676.22	21.21		
16	3	46,320	3860.03	22.27		
16	4	48,636	4053.03	23.38		
16	5	51,068	4255.68	24.55	Jim White, Technology Manager (DOH 7/06/2001; Eff 7/01/2017 32 hours/wk)	Last step increase 7/01/2012
Admin V						
17	1	44,115	3676.22	21.21		
17	2	46,320	3860.03	22.27		
17	3	48,636	4053.03	23.38		
17	4	51,068	4255.68	24.55		
17	5	53,622	4468.47	25.78		
Admin VI						
18	1	46,320	3860.03	22.27		
18	2	48,636	4053.03	23.38		
18	3	51,068	4255.68	24.55		
18	4	53,622	4468.47	25.78		
18	5	56,303	4691.89	27.07		
Admin VII						
19	1	48,636	4053.03	23.38		
19	2	51,068	4255.68	24.55		
19	3	53,622	4468.47	25.78		
19	4	56,303	4691.89	27.07		
19	5	59,118	4926.48	28.42	SAGE: Beth Longwell (Sage System Admin; DOH 7/01/2014)	Last step increase 7/01/2014

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

Wages scale begins FY 2007-08
Updated CH 03/23/2017

Range	Step	----- As Originally Adopted -----			----- Salary Adjusted for COLI: -----				Notes
		Annual	Monthly	Hourly	COLI	Annual	Monthly	Hourly	
		Adopted by board 12/11/2009							
D	1	\$54,080	\$4,506.67	\$26.00					Executive Director, Perry Stokes; DOH 4/23/2007 FY 2007-08 Starting salary (*Mgmt Step increase % as approved by board)
		7.715% *							
D	2	\$58,252	\$4,854.36	\$28.01					FY 2008-09 Step increase FY 2009-10; Step incr DEFERRED one year
D	2	\$58,252	\$4,854.36	\$28.01					
D	3	\$62,746	\$5,228.87	\$30.17	3.0%	\$64,629	\$5,385.75	\$31.07	FY 2010-11; Step increase plus COLI FY 2011-12; Step incr DEFERRED; COLI only
D	3				1.0%	\$65,275	\$5,439.58	\$31.38	
D	4	\$67,587	\$5,632.28	\$32.49	1.0%	\$71,014	\$5,917.83	\$34.14	FY 2012-13; Step increase plus COLI; 40 hrs/wk FY 2013-14; Step incr DEFERRED; no COLI
D	4				0.0%	71,014	5,917.83	34.14	
D	4				0.0%	\$69,236	\$5,769.66	\$34.14	FY 2013-14; Salary based on 39 hours/week 7/1/13
D	4				0.0%	\$71,718	\$5,976.53	\$34.48	FY 2013-14; Salary reinstated to 40 hours/week; 10/01/13
D	4				0.0%	\$71,718	\$5,976.53	\$34.48	FY 2014-15; Step increase DEFERRED; No COLI
D	4				1.0%	\$72,436	\$6,036.30	\$34.82	FY 2015-16; Step increase DEFERRED; COLI only
D	4				2.0%	\$73,884	\$6,157.02	\$35.52	FY 2016-17; Step increase DEFERRED; COLI only
D	4				2.0%	\$75,362	\$6,280.17	\$36.23	FY 2017-18; Step increase DEFERRED; COLI only
D	4				2.0%	\$76,869	\$6,405.77	\$36.96	FY 2018-19; Step increase DEFERRED; COLI only
D	5	\$72,802	\$6,066.81	\$35.00	0.0%	\$79,584	\$6,632.04	\$38.26	FY 2017-18 Step increase 7.715% plus COLI

6 Years at Step D-4
} PS? Step increase?
} for FY2017-18?
}

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

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

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

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

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND

(Name of Fund)

Historical Data				TO BE REVISED 11-Jun Year 2017-2018	REQUIREMENTS FOR: <u>Materials & Services</u>	Budget for Next Year 2018-2019								
Actual			Adopted Budget 13-Nov Year 2017-2018			Object Classification	Detail	Proposed by Budget Officer	\$ Change vs Orig.	% Change	\$ Change vs revised	% Change	Approved by Budget Committee	Adopted by Governing Body
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017												
1					1									
2	100,810	95,908	99,802	73,100	2	Collection Development (Books, audiovisual, digital, etc)	83,000	9,900	13.5%	(5,650)	-6.4%			
3	10,676	12,603	12,579	13,400	3	Library Catalog (Sage)	13,521	121	0.9%	271	2.0%			
4	21,236	27,399	32,094	128,500	4	Facilities Maintenance	80,500	(48,000)	-37.4%	(15,300)	-16.0%			
5	11,270	10,420	12,325	18,450	5	Janitorial Contract	16,800	(1,650)	-8.9%	(200)	-1.2%			
6	2,660	2,121	2,768	3,250	6	Janitorial Supplies	2,800	(450)	-13.8%	0	0.0%			
7	2,851	3,078	2,690	2,600	7	Equipment Maintenance Services / Lease	2,600	0	0.0%	200	8.3%			
8	22,352	25,974	18,952	23,000	8	Computer Maintenance	23,000	0	0.0%	(4,550)	-16.5%			
9	7,001	5,721	5,271	6,000	9	Bookmobile Operations	7,000	1,000	16.7%	(1,500)	-17.6%			
10	15,812	16,265	16,672	17,475	10	Insurance	18,350	875	5.0%	240	1.3%			
11	6,361	2,422	6,019	2,500	11	Travel and Training	4,000	1,500	60.0%	(2,500)	-38.5%			
12	2,567	0	5,827	3,500	12	Election	3,500	0	0.0%	3,500				
13	7,650	7,905	8,165	8,573	13	Audit	8,650	77	0.9%	250	3.0%			
14	813	855	1,080	1,000	14	Bookkeeping	1,300	300	30.0%	(100)	-7.1%			
15	2,420	2,856	2,744	2,900	15	Dues and subscriptions	2,900	0	0.0%	(100)	-3.3%			
16	2,000	2,000	2,000	2,000	16	Debt Service	4,000	2,000	100.0%	2,000	100.0%			
17	1,549	1,487	1,908	1,600	17	Publication	1,600	0	0.0%	0	0.0%			
18	1,042	1,159	1,315	1,375	18	Financial Mgt Fees	1,380	5	0.4%	0	0.0%			
19	250	250	0	250	19	Legal Administration	250	0	0.0%	0	0.0%			
20	2,958	1,183	1,968	1,500	20	Public Programs	1,500	0	0.0%	(250)	-14.3%			
21	2,955	2,964	3,970	3,600	21	Branch Mileage	4,200	600	16.7%	0	0.0%			
22	11,647	17,440	13,672	15,500	22	Library Services Supplies	15,000	(500)	-3.2%	0	0.0%			
23	4,133	4,599	6,086	11,000	23	Youth Programs (Summer Reading, storytime, teen)	10,500	(500)	-4.5%	(1,200)	-10.3%			
24	1,494	1,572	1,445	1,500	24	Postage/Freight	1,500	0	0.0%	0	0.0%			
25	41,528	42,352	40,215	41,140	25	Utilities	40,975	(165)	-0.4%	330	0.8%			
26	13,095	13,327	13,480	17,460	26	Telecommunications	16,740	(720)	-4.1%	60	0.4%			
27	1,125	0	0	0	27	Special contracts - grants, tech support travel								
28					28	Miscellaneous								
29					29									
30					30									
31					31	Total Full Time Equivalent (FTE)*								
32					32	Ending balance (prior years)								
33					33	UNAPPROPRIATED ENDING FUND BALANCE								
34	298,254	301,860	313,047	401,173	390,065	34	TOTAL REQUIREMENTS	365,566	(35,607)	-8.9%	(24,499)	-6.3%	0	0

* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

OTHER USES
(Fund)

BAKER COUNTY LIBRARY DISTRICT
Name of Municipal Corporation

Historical Data					TO BE REVISED 11-Jun Year 2017-2018	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2018-2019					
Actual			Adopted Budget 13-Nov Year 2017-2018	Proposed By Budget Officer			\$ Change vs orig.	% Change	\$ Change vs revised	% Change	Approved By Budget Committee	Adopted By Governing Body
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017										
1					1	RESOURCES						1
2					2	Cash on hand * (cash basis), or						2
3	148,998	158,577	151,771	153,000	3	Working Capital (accrual basis)						3
4					4	Previously levied taxes estimated to be received						4
5	688	871	1,445	1,000	5	Interest						5
6	12,500	11,000	11,000	10,000	6	Transferred IN, from other funds						6
7	8,000	27,835	27,672	20,000	7	Grants and Loans						7
8	1,220	1,977	522	1,000	8	Donations						8
9	3,279	3,935	5,500	5,000	9	Book Sales online						9
10		6,562			10	Program reimbursements						10
11	174,684	210,757	197,910	190,000	11	Total Resources, except taxes to be levied						11
12					12	Taxes estimated to be received						12
13					13	Taxes collected in year levied						13
14	174,684	210,757	197,910	190,000	14	TOTAL RESOURCES						14
16					15	REQUIREMENTS **						15
16					16	Org Unit or Prog & Activity	Object Classification	Detail				16
17			1,476		17	Personnel		Wages				17
18			146		18	Personnel		Payroll taxes & related				18
19					19							19
20	9,060	38,065	25,229	109,300	20	M&S		Memorial & Grants Dept.				20
21	0	0	0	3,000	21	M&S		Election reserve				21
22	1	1	1	850	22	M&S		Literacy Dept.				22
23	3,005	9,375	2	0	23	M&S		Technology Dept. Reserve				23
24		0	0	5,000	24	M&S		Capital Projects Dept. Contingency				24
25	41	45	47	67,500	25	M&S		Severance Liability Dept. Contingency				25
26		0	0	350	26	M&S		Corporate Costs (Bank & sales fees)				26
27	4,000	11,500	9,700	4,000	27	TRANSFER		Transfer Out				27
28					28							28
29					29							29
30	158,577	151,771	161,309		30	Ending balance (prior years)						30
31					31	UNAPPROPRIATED ENDING FUND BALANCE						31
32	174,684	210,757	197,910	190,000	32	TOTAL REQUIREMENTS						32

150-504-010 (Rev. 10-16)

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

FORM
LB-10

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

SAGE LIBRARY SYSTEM
(Fund)

BAKER COUNTY LIBRARY DISTRICT
(Name of Municipal Corporation)

Historical Data					REVISED Budget This Year Year 2017-2018	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2018-2019								
Actual			Adopted Budget This Year Year 2017-2018	Proposed By Budget Officer			\$ Change vs orig.	% Change	\$ Change vs revised	% Change	Approved By Budget Committee	Adopted By Governing Body			
Preceding Year 2014-2015	Preceding Year 2015-2016	First Preceding Year 2016-2017													
1					1	RESOURCES							1		
2					2	Cash on hand * (cash basis), or							2		
3	95,000	135,422	148,801	160,350	191,000	3	Working Capital (accrual basis)	190,000	29,650	18.5%	(1,000)	-0.5%	3		
4						4	Previously levied taxes estimated to be received						4		
5			0	10	0	5	Interest	10	0	0.0%	10		5		
6	193,160	197,097	203,697	211,000	211,000	6	Membership dues	214,571	3,571	1.7%	3,571	1.7%	6		
7						7	Transferred IN, from other funds						7		
8	118,811	95,404	45,242	50,000	54,000	8	Restricted grants	55,000	5,000	10.0%	1,000	1.9%	8		
9	6,030	772	1,580	2,575	2,575	9	Miscellaneous revenue	2,600	25	1.0%	25	1.0%	9		
10	7,118					10	Proceeds from prior fiduciary account						10		
11						11							11		
12	420,119	428,695	399,320	423,935	458,575	12	Total Resources, except taxes to be levied	462,181	38,246	9.0%	3,606	0.8%	0	0	12
13						13	Taxes estimated to be received								13
14						14	Taxes collected in year levied								14
15	420,119	428,695	399,320	423,935	458,575	15	TOTAL RESOURCES	462,181	38,246	9.0%	3,606	0.8%	0	0	15
16						16	REQUIREMENTS **								16
17						17	Org Unit or Prog & Activity								17
18						18	Object Classification								18
19	49,643	55,708	56,730	58,000	58,000	19	PERSONNEL SALARIES								19
20	5,165	5,310	4,936	5,750	5,750	20	Systems administrator	59,700	1,700	2.9%	1,700	2.9%			20
21	54,808	61,018	61,666	63,750	63,750	21	Admin Assistant - Business Mgr	5,850	100	1.7%	100	1.7%			21
22						22	Total Salaries	65,550	1,800	2.8%	1,800	2.8%	0	0	22
23	7,206	8,069	8,600	13,100	13,100	23	PERSONNEL BENEFITS								23
24	4,096	4,240	4,717	4,900	4,900	24	Retirement	13,840	740	5.6%	740	5.6%			24
25	30	47	33	80	80	25	Social Security	5,011	111	2.3%	111	2.3%			25
26	9,810	7,215	7,226	7,550	7,550	26	Worker's compensation	80	0	0.0%	0	0.0%			26
27	48	47	57	65	65	27	Health insurance	7,725	175	2.3%	175	2.3%			27
28	72	95	72	100	100	28	Unemployment insurance	66	1	1.5%	1	1.5%			28
29	96	1,652	72	85	150	29	Life insurance	100	0	0.0%	0	0.0%			29
30	21,358	21,365	20,777	25,880	25,945	30	Payroll insurance	85	0	0.0%	(65)	-43.3%			30
31	76,166	82,383	82,443	89,630	89,695	31	Total benefits	26,907	1,027	4.0%	962	3.7%	0	0	31
32						32	TOTAL PERSONNEL SERVICES	92,457	2,827	3.2%	2,762	3.1%	0	0	32
33						33	MATERIALS & SERVICES								33
34	745	260	294	250	250	34	Telecommunications	250	0	0.0%	0	0.0%			34
35	5,309	1,733	3,233	4,500	4,500	35	Technology	4,500	0	0.0%	0	0.0%			35
36	0	0	0	0	0	36	Accounting and auditing	0	0		0				36
37	0	300	0	2,560	2,560	37	Administrative services (BCLD)	3,494	934	36.5%	934	36.5%			37
38	59,505	54,908	45,925	57,783	43,000	38	System support (contracted)	61,800	4,017	7.0%	18,800	43.7%			38
39	45,835	45,922	4,585	2,500	5,500	39	Technical services	2,500	0	0.0%	(3,000)	-54.5%			39

40	0	0	0	50	50	40			Legal services	250	200	400.0%	200	400.0%			40
41	2,583	1,013	3,661	3,750	3,750	41			Dues and subscriptions	3,750	0	0.0%	0	0.0%			41
42	91	64	27	50	50	42			Postage/freight	50	0	0.0%	0	0.0%			42
43	0	0	0	25	25	43			Printing	25	0	0.0%	0	0.0%			43
44	624	586	94	500	5,500	44			Supplies, Office	500	0	0.0%	(5,000)	-90.9%			44
45	3,489	2,460	2,112	2,500	4,000	45			Travel	2,500	0	0.0%	(1,500)	-37.5%			45
46	2,961	4,115	1,330	5,000	5,000	46			Training & Professional Developmt	5,000	0	0.0%	0	0.0%			46
47	87,389	81,689	68,602	90,000	93,600	47			Courier	95,000	5,000	5.6%	1,400	1.5%			47
48	0	0	0	12,520	12,520	48			Member credits	12,000	(520)	-4.2%	(520)	-4.2%			48
49	208,531	193,050	129,863	181,988	180,305	49			TOTAL MATERIALS & SERVICES	191,619	9,631	5.3%	11,314	6.3%	0	0	49
50						50											50
51						51	RESERVE		RESERVE FUNDS								51
52	0	0	0	21,000	21,000	52			Capital outlay	25,000	4,000	19.0%	4,000	19.0%			52
53	0	0	0	11,000	11,000	53			Contingency	23,105	12,105	110.0%	12,105	110.0%			53
54						54											54
55						55											55
56	135,422	153,263	187,014			56			Ending balance (prior years)								56
57				120,317	156,575	57			UNAPPROPRIATED ENDING FUND BALANCE	130,000	9,683	8.0%	(26,575)	-17.0%			57
58	420,119	428,696	399,320	423,935	458,575	58			TOTAL REQUIREMENTS	462,181	38,246	9.0%	3,606	0.8%	0	0	58

150-504-010 (Rev. 10-16)

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

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.