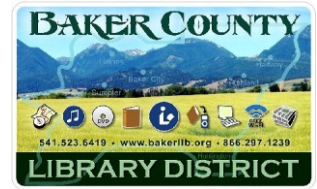


Baker County Library District
 Board of Directors
Regular Meeting Agenda
 Monday, May 10 2021, 6:00 – 8:00 pm
Virtual Meeting held electronically via GoToMeeting
 Kyra Rohner, President



Join meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/480835405>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3311](tel:+18722403311)

Access Code: 480-835-405

- | | | |
|--------------|---|--------|
| I. | CALL TO ORDER | Rohner |
| II. | Consent agenda (ACTION) | Rohner |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| III. | Conflicts or potential conflicts of interest | Rohner |
| IV. | Open forum for general public, comments & communications | Rohner |
| | In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | |
| V. | OLD BUSINESS | |
| | a. FY21-22 Budget Preview Draft 2 | Stokes |
| VI. | NEW BUSINESS | |
| | a. None | |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Next meetings: | Rohner |
| | Budget Committee, May 26 2021 5:00 pm | |
| | Board meeting/Budget Hearing Jun 14 2021 | |
| IX. | ADJOURNMENT | Rohner |

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

ORS 192.660 (2) (d) Labor Negotiations
 ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property
 ORS 192.660 (2) (a, b, i) Personnel

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p via online web conference software. The meetings are open to the public. Sign language interpretation for the hearing impaired is available if at least 48 hours' notice is given.

Library Board Meeting – Annotated Agenda

Monday, May 10, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

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

Attachments:

- II.b.i. Board meeting minutes, Apr 12 2021 *NOT YET AVAILABLE

- III. **Conflicts or potential conflicts of interest** Rohner
- IV. **Open forum for general public, comments & communications** Rohner
- a. Thank you note from Baker City Public Works

Attachments:

- VI.a.i. Tom Fisk email, 5/7/2021
- b. Patron complaint about movie with mature content.

In late April I received a voicemail from a patron who was disturbed by strong sexual content in the film “God’s Own Country” which was checked out and shared with grandchildren. I replied to the complainant by written letter and used the matter as a training opportunity at recent staff meeting.

Staff training highlights:

- Titles may be misleading. Parent/viewer discretion always advised. Library collection has materials that are R, NC-17, and un-rated. Both the Family and Juvenile Video collections are curated for audiences of all ages. All others may contain content unsuitable for some viewers.
- Library cannot apply labeling that would prejudice patron experience with item, only labels that indicate library ownership, facilitate filing & retrieval, or amplify information already on work (e.g. R-rated labels).
- Library doesn’t discriminate against works featuring same-sex relationships. People of all backgrounds in our county deserve to have representation in the library collection, including our taxpayers that are LGBTQ.
- Staff can assist with questions about specific items. We recommend reading the descriptive information on the case. We can also assist be checking movie review resources recommended for parents, grandparents, or anyone curious such as
 - CommonSenseMedia.org
 - IMDB – Parents Guide. Note: crowdsourced. Created by IMDB users.
 - Dove.org. Christian values-based reviews.

- V. **OLD BUSINESS**
- a. FY21-22 Budget Preview Draft 2 Stokes

Attachments:

- V.a.i. FY21-22 Budget Proposal Draft 2

BCLD will begin the next fiscal year in solid financial health. We have met and are retaining the target of \$500,000 in Operations Reserve plus are transferring out a \$107,500 boost to the Capital

Library Board Meeting – Annotated Agenda

Monday, May 10, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

Investment Reserve for future large facilities maintenance needs. Projected revenues are expected to be strong, enabling the district to address goals and priorities such as employee salary structure, facilities enhancements and strategic planning, digital collection development, and public relations and marketing.

GENERAL FUND

I am estimating County Tax Assessed Value (TAV) at a growth rate of 3.5% next year. Home sales are reported to be strong, and construction costs have increased significantly. The rate for 20-21 was 3.8%. Tax revenue growth compared to the original FY20-21 budget is estimated at approximately \$86,700. I am also estimating restoration of normal income from Fines/Fees and increases in Prior Taxes and Interest for a total sustainable income growth of about \$105,000.

Personnel costs will be the major expense increase for FY21-22, with benefits expenses increasing \$26,350 and salaries \$17,740 for a total of \$44,100. Besides the health insurance increase, a new PERS biennium begins with an accompanying rate increase. Since Oregon PERS asset returns suffered losses in 2018 and 2019, contribution rate increases are assessed but were reduced by legislative action that re-amortized the liability.

- For BCLD Tier 1 employees, the rate rises only about a half percent from 26.00% to 26.44%.
- For OPSRP employees, the rate increase is nearly 2% from 18.28% to 20.14%.
- Rate changes amount to a total dollar increase of about \$9,000 for BCLD.

The number of employees receiving health insurance will increase by one from 10 to 11, which will boost that expense category by around \$10,000. The addition is technically not new, but a resumption of benefits since the employee had previously opted out due to having coverage elsewhere for many years, which saved the district a substantial amount over that period.

The proposed budget includes a 2.5% cost-of-living increase for classified employees, which is just under the West Region CPI I project will be around 3% for 2020-2021. The total cost of this COLI rate is about \$17,100. A 1% COLI would be about \$6,850.

The general 2.5% cost-of-living award will keep the district on track to stay ahead of the state minimum wage increase schedule which will increase to \$12.00 for nonurban counties as of July 1. With a 2.5% increase, our lowest wage on the FY21-22 schedule will be \$12.54. Next year (July 2022), the final state minimum wage adjustment will take effect with a rate of \$12.50. To recruit and retain quality staff, the district needs a wage structure ahead of that basic level.

The state wage mandate does put upward pressure on all staff salaries. I am pleased this budget allows the ability to incorporate step-level increases for two of our most senior managerial-level staff in order to correct imbalances in relation to the Director salary, and bring them in line with peer library compensation rates. The disparity should continue to be addressed over the next five years with additional step adjustments and keeping the Director COLI to no more than half the rate awarded to classified and managerial staff.

Library Board Meeting – Annotated Agenda

Monday, May 10, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

In Materials & Services, the I am proposing to retain the Collections budget near the level of this current year with a boost to digital content services. Library Materials investments will be 9.1% of the Operations Budget. Facilities Maintenance will continue to be a priority and is increased by \$5,000 over the original budget last year. The Janitorial Contract is corrected back down to pre-pandemic level normal. In Corporate Costs, I have targeted increases for IT (new WiFi hotspots) and Marketing (website & logo redesign) categories.

Thanks to the recent boost in reserve funds, I project that we will be able to maintain a sufficient Operating Reserve, and also enhance both the Capital Project line and transfer about \$20,000 to the Reserve Fund for Capital Improvement.

OTHER USES FUND

The Other Uses Fund carryover will begin lower due to payouts of a portion of the Barger Bequest to the Foundation and digitization project expenses. There is otherwise little change to category lines.

RESERVE FUND

The Special Reserve Fund for Capital Investment will grow by \$20,000 from a General Fund transfer bringing the total to \$186,500.

SAGE FUND

Sage cash reserves have decreased due to investment into new server equipment this last year and use of surplus contingency funds for digital content acquisition and contracted support for help with a software update.

In Personnel, the salary line of the Systems Administrator is increased and the benefits expenses decreased due to retirement and rehire. The employee has opted out of the district's insurance plan and the Sage User Council chose to redirect that expense to salary compensation.

VI. NEW BUSINESS

a. None

I. REPORTS

a. Director

Stokes

i. Pandemic Situation & Response Report

Grant and Baker counties have been improving but continue to be among the hottest virus risk spots per capita among all western states.

As of Friday, 5/7/21, Baker was downgraded from Extreme Risk to High.

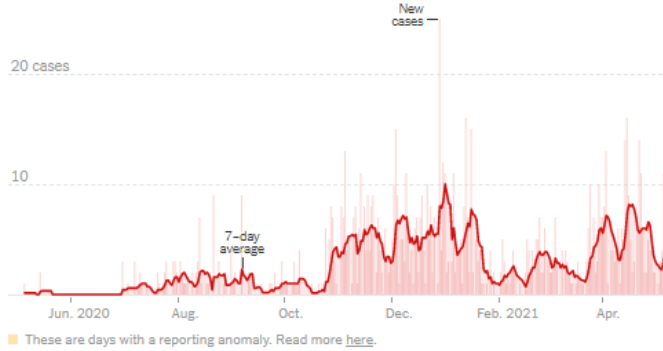
Library Board Meeting – Annotated Agenda

Monday, May 10, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

Cases have decreased over the past week but are still very high.

New reported cases by day



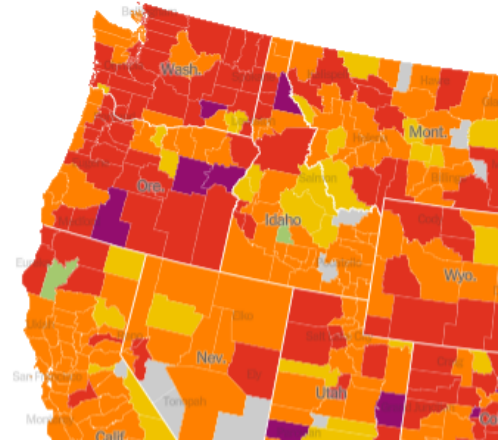
About this data

An average of 4 cases per day were reported in Baker County, a 36 percent decrease from the average two weeks ago. Since the beginning of the pandemic, at least 1 in 17 residents have been infected, a total of 946 reported cases.

Risk levels

RISK FOR UNVACCINATED PEOPLE, BASED ON CASES AND TEST POSITIVITY

LOW MODERATE HIGH VERY HIGH EXTREMELY HIGH



BCLD service limits increased slightly with public restrooms closed again upon the designation of Extreme Risk and remain in effect under High Risk. The primary issue addressed by closing restrooms is to the number of anti-mask visitors staff have experienced. Relaxation of restrictions will be in effect upon return to Moderate or Low Risk level.

The New York Times

Tracking Coronavirus in Baker County, Ore.



Baker County is at a **very high risk** of exposure to Covid-19.

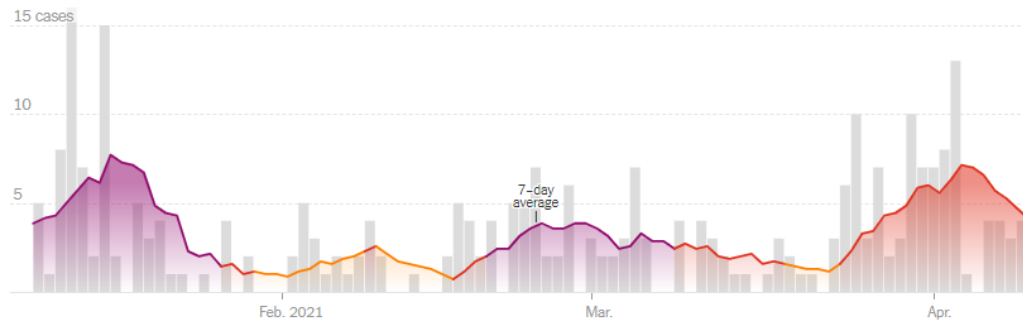
[About the risk levels](#) [Full national map >](#)

The risk of exposure to Covid-19 is based on cases per capita and test positivity.

LOW MEDIUM HIGH VERY HIGH EXTREMELY HIGH

New reported cases by day

TOTAL ON APR. 9 4 14-DAY CHANGE +21%

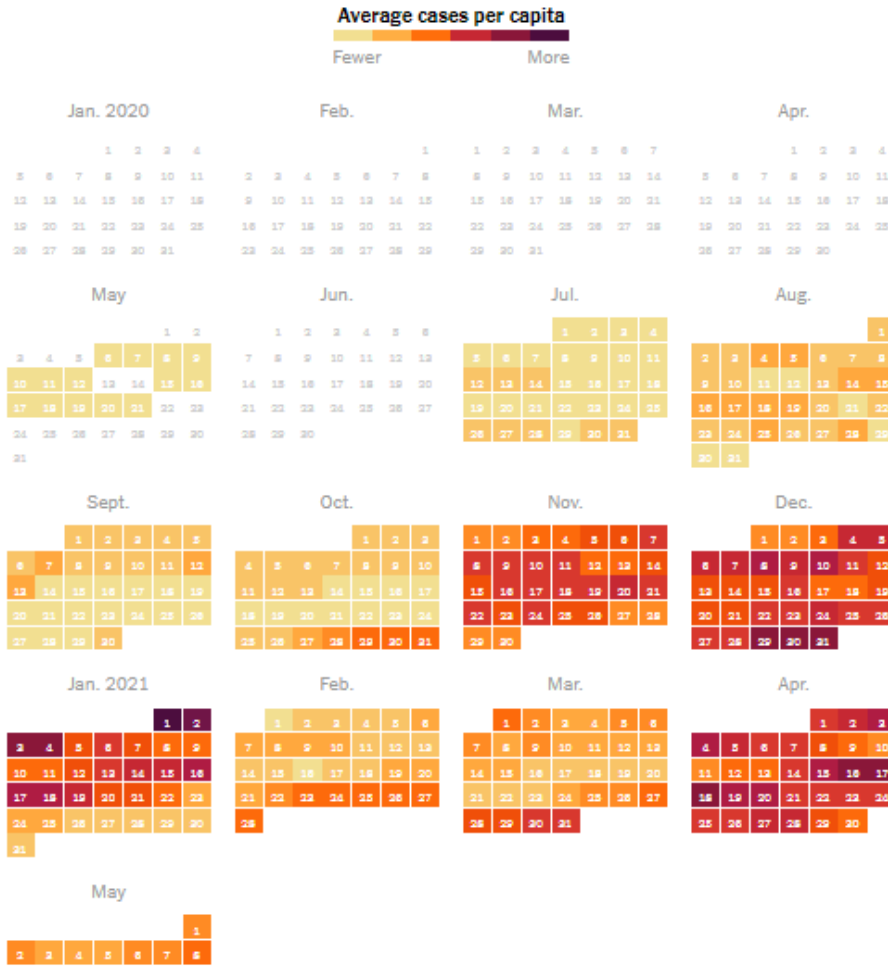


Library Board Meeting – Annotated Agenda

Monday, May 10, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

December 2020 was the worst month for cases in Baker County.

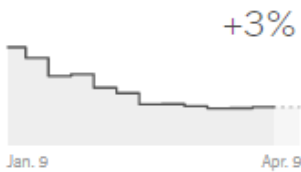


Library staff became eligible for vaccination on April 5 as part of the “front-line workers” group.

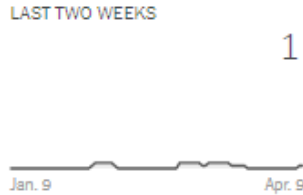
We are strongly encouraging but not requiring staff to get vaccinated.

I anticipate being able to implement additional relaxations in early June with most all staff having been fully immunized.

Hospitalized
14-DAY CHANGE



Deaths

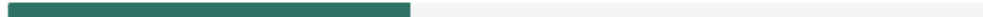


Test positivity
14-DAY AVG.



Fully vaccinated

41%



[See who is eligible >](#)

Library Board Meeting – Annotated Agenda

Monday, May 10, 2021, 6:00 pm

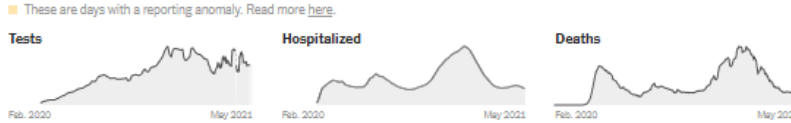
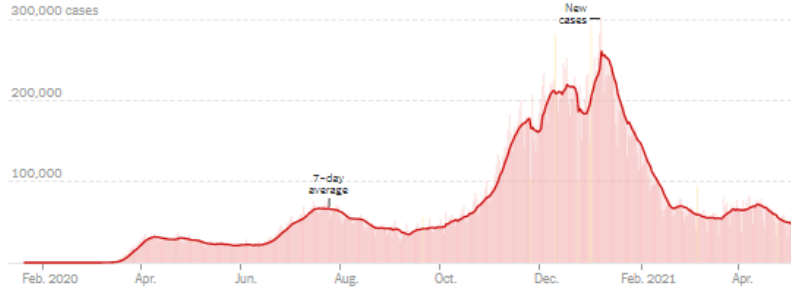
Notes prepared by Library Director Perry Stokes

Nationally -- according to the [NYT](#),

Coronavirus in the U.S.: Latest Map and Case Count

Updated May 8, 2021

New reported cases



	AVG. ON MAY 8	14-DAY CHANGE	TOTAL REPORTED
Cases	42,097	-29%	32,713,671
Tests	1,109,433	—	—
Hospitalized	39,078	-14%	—
Deaths	675	-6%	581,056

Vaccinations

[See more details >](#)

Fully vaccinated

34%

At least one dose

46%

[About this data](#)

State of the virus

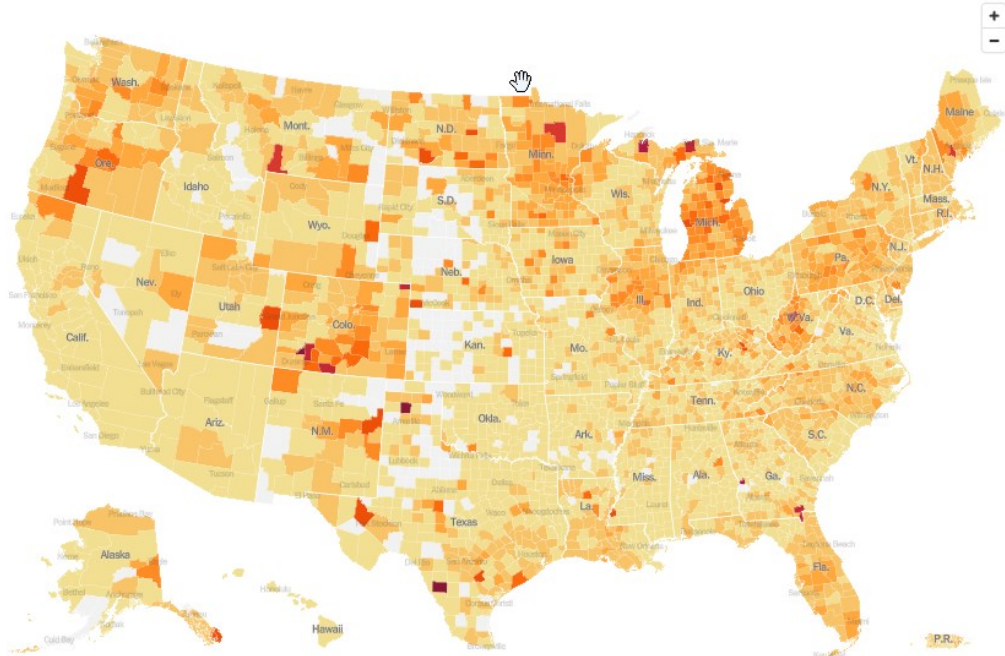
Update for May 4

- The country's case numbers are starting to drop again after a month of stagnation.
- Outbreaks are subsiding in the Upper Midwest. [Michigan](#), [Minnesota](#) and [Illinois](#) are all reporting drops in new cases.
- The pace of [vaccination](#) has slowed somewhat in recent weeks.
- Reports of new cases are increasing in [Oregon](#), though the state's recent infection rate is not yet among the country's worst.

[Show less](#)

Hot spots

AVERAGE DAILY CASES PER 100,000 PEOPLE IN PAST WEEK



Library Board Meeting – Annotated Agenda

Monday, May 10, 2021, 6:00 pm

Notes prepared by Library Director Perry Stokes

ii. Continuation of Services Plan – Update (**ACTION**)

Stokes

Attachments:

- VI.a.iii. [Continuation of Services Plan](#)

Vaccinated staff are now allowed option to wear mask only, no face shield required on service desk.

iii. General

- Facilities –
 - Focus has been on groundskeeping.
 - Water flood in Children’s Room 4/30 due to drinking fountain leak. Carpet stained.
 - Repairs needed to Bike Repair Station due to vandalism.
 - New tires purchased for Windstar minivan. Donation agreement signed. DMV appointment scheduled for Title transfer.
 - Rebate application submitted to Energy Trust of Oregon for HVAC system upgrade savings.
 - Exploring renovation option of old space in Teen Room that was custom-built for pop machine. I’ve proposed to move wall out to accommodate a staff desk and open room for more shelving.
 - Facilities Specialist staff on flexible schedule under Family Medical Leave accommodation.
- Marketing & Publicity
 - The Foundation has sponsored a year’s subscription to the LibraryAware marketing resource from Ebsco. It includes ready-made professional graphics that can be customized for use in producing flyers, bookmarks, signage, and social media posts.
- Operations & Services
 - Trial of virtual Story Bites – shorter Story Times based on view data.
- Personnel
 - Staff health – No new incidence of staff COVID-19 cases.
- Safety & Security
 - Oregon grape shrubbery at north parking lot cut back significantly for better visibility and deterrence of illicit drug use in that area, indicated by discarded syringes and needles found.

b. Finance

Hawes

Attachments:

- VII.b.i. Not yet available.

VIII. Next meeting:

Rohner

Budget Committee, May 26 2021 5:00 pm

Board Meeting/Budget Hearing, June 14 2021 6:00 pm

Please let me know if you have any agenda items to request.

IX. ADJOURNMENT

Rohner

Attachment VI.a.i. Tom Fisk email, 5/7/2021

----- Original Message -----

Subject: COMPRESSOR

From: "Tom Fisk"

Date: Fri, May 07, 2021 11:31 am

To: "'Perry Stokes'"

Cc: "'Ed Adamson"'; Michelle Owen

Perry, just a short note to say "thank you" for the gift of the County Library's used air compressor. We have installed it in one of our equipment buildings and will get use it regularly.

Thanks again.

Tom Fisk

Baker City Public Works

Operations Supervisor

P.O. Box 650

541-524-2020 Cell 541-519-6455

Baker City, Oregon 97814

INFORMAL COMPLAINT

4/22/2021 "Pornographic" / strong "homosexual" content.



Note: Film is Not Rated. Shelved in DRAMA category. Summary on case describes "binge-drinking and casual sex."

FORM
LB-20

RESOURCES
GENERAL FUND
(Fund)

(Name of Municipal Corporation)

	Historical Data					Adopted Budget This Year Year 2020-2021	SUPPL Budget 1 This Year Year 2020-2021	SUPPL Budget 2 This Year Year 2020-2021	\$ Change vs prev.	RESOURCE DESCRIPTION	Budget for Next Year 2021-2022						
	Actual										Proposed By Budget Officer	\$ Change vs orig.	% Change	\$ Change vs prev.	% Change		
	Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020												
1									1	Available cash on hand* (cash basis) or						1	
2	191,061	216,851	219,537	197,121	272,341	430,708	552,383	552,383	0	2	Net working capital (accrual basis)	515,000	84,292	19.6%	(37,383)	-6.8%	2
3	28,954	38,070	29,006	26,751	137,586	35,000	35,000	50,000	15,000	3	Previously levied taxes estimated to be received	45,000	10,000	28.6%	(5,000)	-10.0%	3
4	7,450	12,307	11,927	15,278	19,926	12,000	15,000	15,000	0	4	Interest	15,000	3,000	25.0%	0	0.0%	4
5	11,500	9,700	29,000	4,720	0	6,000	6,000	6,000	0	5	Transferred IN, from other funds	4,000	(2,000)	-33.3%	(2,000)	-33.3%	5
6									0	6	OTHER RESOURCES		0		0		6
7	16,551	15,923	19,736	19,158	14,474	9,000	10,950	12,000	1,050	7	Fines & Fees	15,000	6,000	66.7%	3,000	25.0%	7
8	6,773	6,922	7,412	7,582	7,890	8,000	8,000	8,000	0	8	State revenue (R2R Grant)	8,000	0	0.0%	0	0.0%	8
9	3,929	2,719	2,897	0	0	500	500	500	0	9	Other Tax Revenues	500	0	0.0%	0	0.0%	9
10	4,346	20,789	6,417	6,308	6,546	7,000	7,000	7,000	0	10	Federal revenue (E-rate)	7,000	0	0.0%	0	0.0%	10
11	0	0	1,686	0	0	0	0	0	0	11	Special Contracts (Tech support)	0	0		0		11
12	0	0	0	0	0	0	0	0	0	12	Job Training Programs	0	0		0		12
13	2,040	29,481	12,663	3,718	15,298	2,500	242,500	202,500	(40,000)	13	Donations, Grants, & Misc	8,000	5,500	220.0%	(194,500)	-96.0%	13
14	0	0	0	0	0	0	0	0	0	14	Capital financing	0	0		0		14
15	300	2,560	2,560	2,000	2,200	2,000	2,000	2,000	0	15	Fiscal agency fee (Sage)	2,000	0	0.0%	0	0.0%	15
16			31,563	6,464	1,616	5,000	0	0		16	Other financing sources	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										27							27
28										28							28
29	272,904	355,322	374,404	289,100	477,877	517,708	879,333	855,383	(23,950)	29	Total resources, except taxes to be levied	619,500	101,792	19.7%	(235,883)	-27.6%	29
30						1,192,242	1,235,772	1,235,772	0	30	Taxes estimated to be received	1,278,935	86,693	7.3%	43,163	3.5%	30
31	943,059	964,477	1,004,065	1,105,085	1,190,552					31	Taxes collected in year levied						31
32	1,215,963	1,319,799	1,378,469	1,394,185	1,668,429	1,709,950	2,115,105	2,091,155	(23,950)	32	TOTAL RESOURCES	1,898,435	188,485	11.0%	(192,720)	-9.2%	32

150-504-020 (rev 10-16)

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

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General Fund

Baker County Library District

(name of fund)

(name of Municipal Corporation)

Line Item	Historical Data					Adopted Budget This Year Year 2019-2020	SUPPL Budget 1 This Year Year 2020-2021	SUPPL Budget 2 This Year Year 2020-2021	\$ Change vs prev.	REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)	Budget for Next Year 2021-2022						
	Actual										Proposed By Budget Officer	\$ Change vs orig.	% Change	\$ Change vs prev.	% Change		
	Preceding Year 2015-2016	Preceding Year 2016-2017	Second Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020												
1										1	PERSONNEL SERVICES					1	
2	493,233	512,454	537,297	537,136	537,123	575,586	566,323	557,379	(8,944)	2	Salaries	593,329	17,743	3.1%	35,950	6.4%	2
3	193,018	189,357	212,305	218,436	225,038	271,915	269,450	272,850	3,400	3	Benefits	298,273	26,358	9.7%	25,423	9.3%	3
4	0	0								4	Special Contracts - Grants, Tech Support, Job Training						4
5	0		22,380							5	Severance						5
6	0	10								6	Payroll Expenses						6
7										7							7
8	686,252	701,821	771,982	755,572	762,161	847,501	835,773	830,229	(5,544)	8	TOTAL PERSONNEL SERVICES	891,602	44,101	5.2%	61,373	7.4%	8
9	13.90	14.00	14.70	15.20	14.85	14.85	14.85	14.85		9	Total Full-Time Equivalent (FTE)		(15)	-100.0%	(15)	-100.0%	9
10										10	MATERIALS AND SERVICES					10	
11	95,908	99,802	91,538	113,506	106,399	102,000	125,000	125,300	300	11	Collection Development	120,000	18,000	17.6%	(5,300)	-4.2%	11
12	12,603	12,579	13,042	13,383	13,827	14,400	15,900	15,900	0	12	Library Consortium	16,250	1,850	12.8%	350	2.2%	12
13	68,992	72,918	155,510	82,147	102,369	121,700	334,300	289,800	(44,500)	13	Facilities & IT Maintenance	120,400	(1,300)	-1.1%	(169,400)	-58.5%	13
14	34,382	45,698	40,881	45,275	39,416	51,780	51,780	55,005	3,225	14	Corporate Costs	56,480	4,700	9.1%	1,475	2.7%	14
15	87,975	84,140	96,394	97,463	105,293	121,375	131,375	127,325	(4,050)	15	Library Operations	115,650	(5,725)	-4.7%	(11,675)	-9.2%	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	299,860	315,137	397,365	351,773	367,304	411,255	658,355	613,330	(45,025)	27	TOTAL MATERIALS AND SERVICES	428,780	17,525	4.3%	(184,550)	-30.1%	27
28										28	CAPITAL OUTLAY					28	
29	0	70,314	0	0	10,283	10,000	25,000	25,000	0	29		25,000	15,000	150.0%	0	0.0%	29
30										30							30
31										31							31
32										32							32
33										33							33
34										34							34
35	0	70,314	0	0	10,283	10,000	25,000	25,000	0	35	TOTAL CAPITAL OUTLAY	25,000	15,000	150.0%	0	0.0%	35
36	986,112	1,087,272	1,169,347	1,107,345	1,139,749	1,268,756	1,519,128	1,468,559	(50,569)	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,345,382	76,626	6.0%	(123,177)	-8.4%	36

10.3% 7.5% -5.3% 2.9% 14.6% 19.7% -3.3% -11.4%

150-504-030 (Rev 11-18)

**FORM
LB-30**

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General Fund
(name of fund)

Baker County Library District
(name of Municipal Corporation)

unicipal

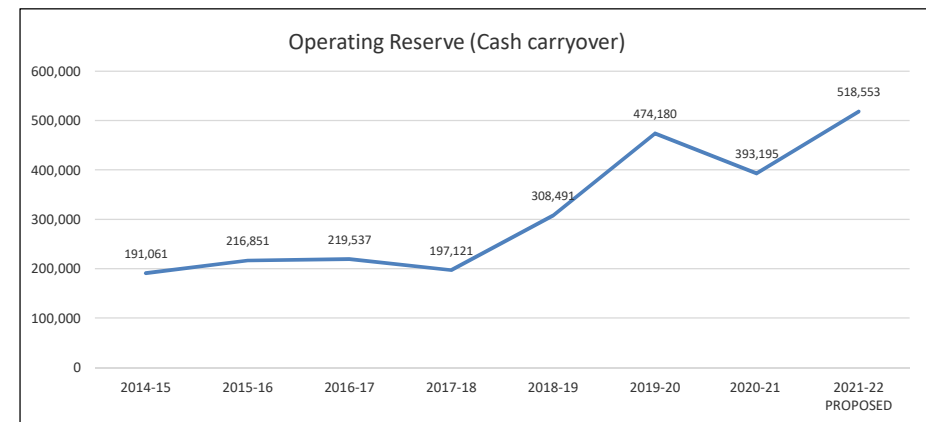
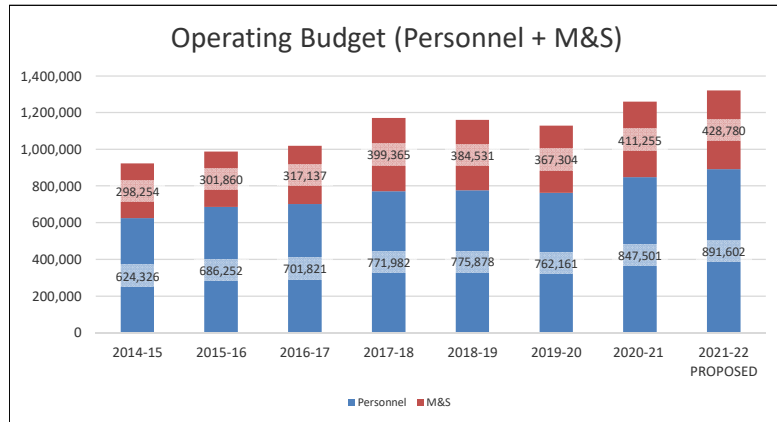
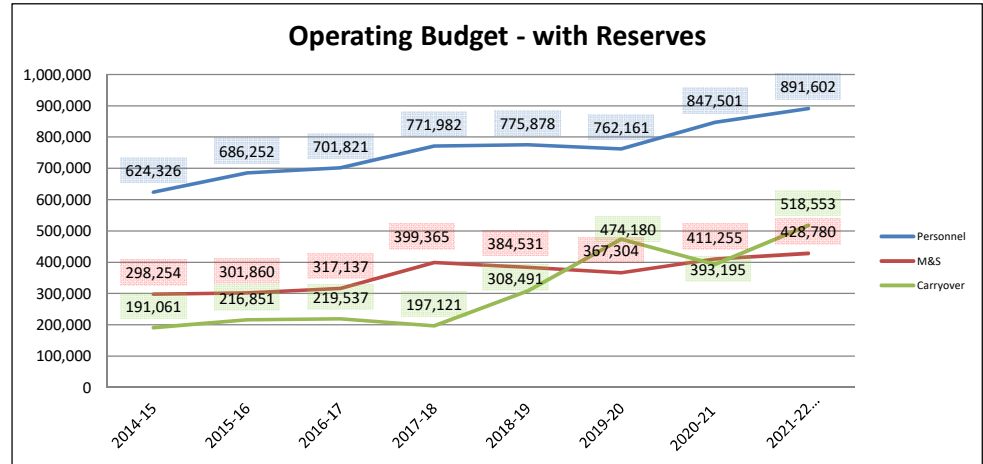
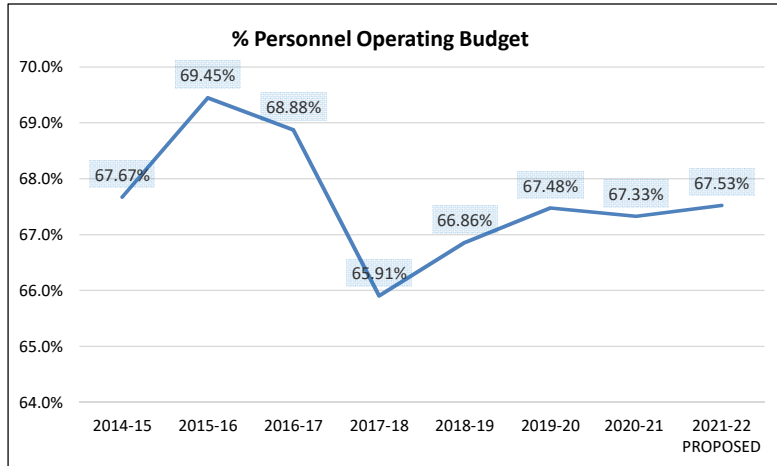
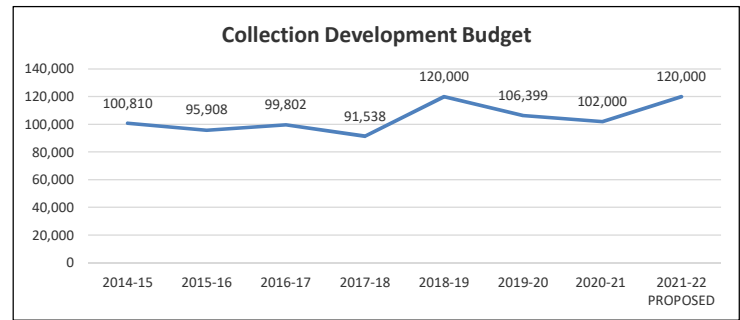
Historical Data										REQUIREMENTS DESCRIPTION	Budget For Next Year 2021-2022						
Actual					Adopted Budget This Year Year 2020-2021	SUPPL Budget 1 This Year Year 2020-2021	SUPPL Budget 2 This Year Year 2020-2021	\$ Change vs orig.				Proposed By Budget Officer	\$ Change vs orig.	% Change	\$ Change vs revised	% Change	
Preceding Year 2015-2016	Preceding Year 2016-2017	Second Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020													
1										1	PERSONNEL SERVICES NOT ALLOCATED						1
2										2							2
4	0			0		0	0	0	0	4	TOTAL PERSONNEL SERVICES	0	0	#DIV/0!	0	#DIV/0!	4
5										5	Total Full-Time Equivalent (FTE)						5
6										6	MATERIALS AND SERVICES NOT ALLOCATED						6
7										7							7
9	0			0		0	0	0	0	9	TOTAL MATERIALS AND SERVICES	0	0	#DIV/0!	0	#DIV/0!	9
10										10	CAPITAL OUTLAY NOT ALLOCATED						10
11										11							11
13	0			0		0	0	0	0	13	TOTAL CAPITAL OUTLAY	0	0	#DIV/0!	0	#DIV/0!	13
14										14	DEBT SERVICE						14
15	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000		15	Debt service - Baker City LID Resort St Project	2,000	0	0.0%	0	0.0%	15
16										16							16
17	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0	17	TOTAL DEBT SERVICE	2,000	0	0.0%	0	0.0%	17
18										18	SPECIAL PAYMENTS						18
19										19							19
20										20							20
21	0	0	0	0	0	0	0	0	0	21	TOTAL SPECIAL PAYMENTS	0	0	#DIV/0!	0	#DIV/0!	21
22										22	INTERFUND TRANSFERS						22
23	1,000	1,000	0	2,500	2,500	1,000	1,000	1,000	0	23	Transfer - Technology & Election	2,500	1,500	150.0%	1,500	150.0%	23
24	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	24	Transfer - Severance Liability	10,000	0	0.0%	0	0.0%	24
25					40,000	35,000	107,555	107,555	0	25	Transfer - Capital Improvement Fund	20,000	(15,000)	-42.9%	(87,555)	-81.4%	25
26										26							26
28	11,000	11,000	10,000	12,500	52,500	46,000	118,555	118,555	0	28	TOTAL INTERFUND TRANSFERS	32,500	(13,500)	-29.3%	(86,055)	-72.6%	28
29						5,000	5,000	5,000	0	29	OPERATING CONTINGENCY	5,000	0	0.0%	0	0.0%	29
30						388,195	470,422	497,041	26,619	30	RESERVED FOR FUTURE EXPENDITURE	513,553	125,358	32.3%	16,512	3.3%	30
31						0	0	0		31	UNAPPROPRIATED ENDING BALANCE	0	0		0		31
32	13,000	13,000	12,000	14,500	54,500	441,195	595,977	622,596	26,619	32	Total Requirements NOT ALLOCATED	553,053	111,858	25.4%	(69,543)	-11.2%	32
33	986,112	1,087,272	1,169,347	1,107,345	1,139,749	1,268,756	1,519,128	1,468,559	(50,569)	33	Total Requirements for ALL Org.Units/Programs within fund	1,345,382	76,626	6.0%	(123,177)	-8.4%	33
34	216,851	219,527	197,121	272,340	474,180					34	Ending balance (prior years)						34
35	1,215,963	1,319,799	1,378,468	1,394,185	1,668,429	1,709,951	2,115,105	2,091,155	(23,950)	35	TOTAL REQUIREMENTS	1,898,435	188,484	11.0%	(192,720)	-9.2%	35

8.5% 4.4% 1.1% 19.7% 22.6% 23.7% -1.1%

-10.2%

11.0%

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22 PROPOSED	
Personnel	624,326	686,252	701,821	771,982	775,878	762,161	847,501	891,602	44,101
M&S	298,254	301,860	317,137	399,365	384,531	367,304	411,255	428,780	17,525
TOTAL	922,580	988,112	1,018,958	1,171,347	1,160,409	1,129,465	1,258,756	1,320,382	61,626
Personnel %	67.7%	69.5%	68.9%	65.9%	66.9%	67.5%	67.3%	67.5%	0.2%
M&S %	32.3%	30.5%	31.1%	34.1%	33.1%	32.5%	32.7%	32.5%	-0.2%
Books/collection	100,810	95,908	99,802	91,538	120,000	106,399	102,000	120,000	18,000
Books %	10.9%	9.7%	9.8%	7.8%	10.3%	9.4%	8.1%	9.1%	1.0%
Carryover	191,061	216,851	219,537	197,121	308,491	474,180	393,195	518,553	125,358
		13.5%	1.2%	-10.2%	56.5%	53.7%	-17.1%	31.9%	49.0%



FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND
(Name of Fund)

Historical Data										REQUIREMENTS FOR:		Budget For Next Year 2021-2022								
Actual					Adopted Budget	SUPPL Budget 1	SUPPL Budget 2	\$ Change vs prev.	Object Classification	Detail	HRS	FTE	Proposed by Budget Officer	\$ Change vs orig.	% Change	\$ Change vs prev.	% Change			
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021	This Year Year 2020-2021													
1									1								1			
2	72,436	73,884	75,362	76,869	84,721	84,718	84,718	84,800	82	2	MGT5	Library Director	40	1.0	85,782	1,063	1.3%	982	1.2%	2
3	48,123	49,086	40,053	41,207	18,912	15,472	15,472	17,750	2,278	3	19/5	IT Network and Systems Administrator	12	0.3	18,817	3,345	21.6%	1,067	6.0%	3
4	27,539	27,820	28,488	28,951	29,907	31,473	31,473	31,473	0	4	15/5	Admin Assistant - Business Mgr	25	0.6	32,260	787	2.5%	787	2.5%	4
5	41,570	42,402	43,250	25,103	30,100	37,573	37,948	35,750	(2,198)	5	10/1	Admin Assistant - Library Mgr	40	1.0	38,504	931	2.5%	2,754	7.7%	5
6	35,910	38,460	39,229	42,014	43,065	43,487	43,487	43,500	13	6	13/5	Librarian II - Tech Svcs / Cataloging	40	1.0	46,819	3,332	7.7%	3,319	7.6%	6
7	4,060	8,506	7,190	7,566	7,635	15,065	15,065	10,000	(5,065)	7	5/5	Library Asst I - Public Services / Outreach (Bookmobile)	20	0.5	15,445	380	2.5%	5,445	54.4%	7
8	34,200	36,628	37,361	38,108	37,458	39,453	39,453	39,500	47	8	10/5	Library Assoc II - Coll Mgmt / Serials Specialist	40	1.0	40,444	991	2.5%	944	2.4%	8
9	22,930	30,134	32,274	32,919	33,742	34,075	34,075	34,100	25	9	7/5	Library Tech II - Public Services / Youth Svcs Specialist	40	1.0	34,922	847	2.5%	822	2.4%	9
10			9,760	9,966	1,275	0			0	10	6/5	Library Tech I - IT Asst						0		10
11	8,102	5,236	6,360	0	4,450	5,609	5,609	1,500	(4,109)	11	5/5	Library Asst I - Public Services	15	0.4	10,211	4,602	82.0%	8,711	580.7%	11
12	18,035	19,286	26,231	31,703	24,443	24,729	24,976	31,400	6,424	12	6/4	Library Tech II - Coll Mgmt / Processing	32	0.8	26,607	1,878	7.6%	(4,793)	-15.3%	12
13	21,053	22,837	25,762	27,928	29,741	30,834	30,834	30,834	(0)	13	6/5	Library Tech I - Coll Mgmt / Processing & Media Specialist	38	1.0	31,779	944	3.1%	945	3.1%	13
14	32,715	31,903	32,685	37,163	38,960	39,138	39,138	39,138	0	14	13/5	Librarian II - Community Services + Coll Mgmt	36	0.9	42,137	2,999	7.7%	2,999	7.7%	14
15	4,971								0	15	5/5	Library Asst I - Public Services / Outreach (Bookmobile)				0		0		15
16	62,091	67,413	68,399	64,533	67,096	72,540	72,540	68,050	(4,490)	16	5/3-5	Library Asst III - Public Services / Outreach (Branch Leads)	101	2.5	77,703	5,164	7.1%	9,653	14.2%	16
17	7,096	11,060	26,638	28,869	32,259	31,659	31,659	32,500	841	17	6/5	Facilities Maintenance	40	1.0	33,259	1,600	5.1%	759	2.3%	17
18	18,699	19,646	0						0	18	13/5	Library Asst (prev Admin Asst - Lib Mgr)				0		0		18
19	3,907	7,838	10,387	10,885	15,457	13,672	13,672	20,100	6,428	19	3/5	Library Asst I - Public Services	20	0.5	15,447	1,775	13.0%	(4,653)	-23.1%	19
20	14,412	10,394	15,067	17,888	21,043	24,484	24,484	24,484	0	20	3/3-4	Library Pages	40	1.0	27,352	2,869	11.7%	2,868	11.7%	20
21	8,654	9,761	11,370	13,109	16,188	17,320	15,112	11,000	(4,112)	21	X	Temp staff / Special Project Pool	16	0.4	12,673	(4,647)	-26.8%	1,673	15.2%	21
22	244	160	1,431	2,354	672	5,022	5,046	1,500	(3,546)	22	X	Staff training	4	0.1	3,168	(1,854)	-36.9%	1,668	111.2%	22
23	62,364	56,200	75,203	78,853	88,786	102,334	102,050	107,000	4,950	23	BENEFITS	Retirement (PERS)			112,059	9,725	9.5%	5,059	4.7%	23
24	36,202	37,862	41,507	39,464	39,874	43,324	43,204	41,000	(2,204)	24	BENEFITS	Social Security (FICA)			45,390	2,066	4.8%	4,390	10.7%	24
25	536	354	518	2,797	2,291	3,398	3,389	2,500	(889)	25	BENEFITS	State Unemployment Tax (SUTA @ .001) + Payroll Exp			3,560	162	4.8%	1,060	42.4%	25
26	92,606	91,730	91,556	94,508	91,169	117,703	117,703	118,750	1,047	26	BENEFITS	Group Health Insurance			134,476	16,773	14.2%	15,726	13.2%	26
27	542	2,349	2,569	1,751	1,899	1,699	1,694	1,800	106	27	BENEFITS	Workers Comp Insurance			1,780	81	4.8%	(20)	-1.1%	27
28	768	862	952	1,063	1,020	992	992	1,800	808	28	BENEFITS	Life Insurance			1,008	16	1.6%	(792)	-44.0%	28
29	6,488		22,380		0	0				29	BENEFITS	Severance			0	0		0		29
30										30		Payroll expenses								30
31										31										31
32	13.9	14.0	14.7	15.2	14.8	15.0	14.8			32	Total Full Time Equivalent (FTE)*		598	14.9						32
33										33	Ending balance (prior years)									33
34										34	UNAPPROPRIATED ENDING FUND BALANCE									34
35	686,253	701,811	771,982	755,571	762,161	835,773	833,794	830,229	(3,565)	35	TOTAL REQUIREMENTS				891,602	55,829	6.7%	57,808	6.9%	35

150-504-031 (Rev 10-16)

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

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND

(Name of Fund)

Historical Data										REQUIREMENTS FOR: <u>Materials & Services</u>		Budget For Next Year 2021-2022						
1	Actual					Adopted Budget This Year Year 2020-2021	SUPPL Budget 1 This Year Year 2020-2021	SUPPL Budget 2 This Year Year 2020-2021	\$ Change vs prev.	1	Object Classification	Detail	Proposed by Budget Officer	\$ Change vs orig.	% Change	\$ Change vs prev.	% Change	1
	Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020													
2	95,908	99,802	91,538	113,472	106,399	102,000	125,000	125,300	300	2	Collection Development (Books, audiovisual, digital, etc)	120,000	18,000	17.6%	(5,000)	-4.0%	2	
3	12,603	12,579	13,042	13,383	13,827	14,400	15,900	15,900	0	3	Library Catalog (Sage)	16,250	1,850	12.8%	350	2.2%	3	
4	27,399	32,094	99,761	37,891	57,695	52,000	230,000	218,200	(11,800)	4	Facilities Maintenance	57,500	5,500	10.6%	(172,500)	-75.0%	4	
5	10,420	12,325	17,937	16,284	18,681	40,000	60,000	30,000	(30,000)	5	Janitorial Contract	26,400	(13,600)	-34.0%	(33,600)	-56.0%	5	
6	2,121	2,768	2,692	2,615	2,378	5,000	5,000	2,000	(3,000)	6	Janitorial Supplies	3,000	(2,000)	-40.0%	(2,000)	-40.0%	6	
7	3,078	2,690	2,545	2,244	2,262	2,400	2,000	1,500	(500)	7	Equipment Maintenance Services / Lease	2,500	100	4.2%	500	25.0%	7	
8	25,974	18,952	32,575	23,147	21,353	22,300	37,300	38,100	800	8	Computer Maintenance	31,000	8,700	39.0%	(6,300)	-16.9%	8	
9	5,721	5,271	9,051	9,260	6,587	10,000	10,000	10,000	0	9	Bookmobile Operations	10,000	0	0.0%	0	0.0%	9	
10	16,265	16,672	18,005	18,830	20,619	21,000	21,000	21,200	200	10	Insurance	22,000	1,000	4.8%	1,000	4.8%	10	
11	2,422	6,019	5,837	5,033	808	4,000	4,000	4,000	0	11	Travel and Training	4,000	0	0.0%	0	0.0%	11	
12	0	5,827	0	3,210	0	6,500	6,500	6,500	0	12	Election	0	(6,500)		(6,500)		12	
13	7,905	8,165	8,400	8,900	7,500	7,800	7,800	7,800	0	13	Audit	8,000	200	2.6%	200	2.6%	13	
14	855	1,080	1,347	1,286	1,456	1,600	1,600	2,100	500	14	Bookkeeping	2,000	400	25.0%	400	25.0%	14	
15	2,856	2,744	3,022	3,148	3,300	3,500	3,500	3,525	25	15	Dues and subscriptions	3,600	100	2.9%	100	2.9%	15	
16	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0	16	Debt Service	2,000	0	0.0%	0	0.0%	16	
17	1,487	1,908	1,778	1,249	2,448	3,000	3,000	5,000	2,000	17	Marketing/Publication	10,000	7,000	233.3%	7,000	233.3%	17	
18	1,159	1,315	1,172	1,273	1,211	1,380	1,380	1,380	0	18	Financial Mgt Fees	1,380	0	0.0%	0	0.0%	18	
19	250	0	250	895	406	1,000	1,000	1,000	0	19	Legal Administration	1,000	0	0.0%	0	0.0%	19	
20					475		0	500		20	Professional services	1,200					20	
21	1,183	1,968	1,070	1,450	1,193	2,000	2,000	2,000	0	21	Public Programs	3,300	1,300	65.0%	1,300	65.0%	21	
22	2,964	3,970	4,193	4,271	4,335	5,000	5,000	4,000	(1,000)	22	Branch Mileage / BCLD Courier	4,500	(500)	-10.0%	(500)	-10.0%	22	
23	17,440	13,672	15,973	18,934	24,845	25,000	35,000	35,000	0	23	Library Services Supplies	22,500	(2,500)	-10.0%	(12,500)	-35.7%	23	
24	4,599	6,086	10,611	7,803	8,221	13,500	13,500	13,500	0	24	Youth Programs (Summer Reading, storytime, teen)	14,000	500	3.7%	500	3.7%	24	
25	1,572	1,445	1,206	895	885	1,500	1,500	1,500	0	25	Postage/Freight	1,000	(500)	-33.3%	(500)	-33.3%	25	
26	42,352	40,215	39,790	40,128	43,782	47,775	47,775	45,325	(2,450)	26	Utilities	45,500	(2,275)	-4.8%	(2,275)	-4.8%	26	
27	13,327	13,480	15,570	16,172	16,638	18,600	18,600	18,000	(600)	27	Telecommunications	18,150	(450)	-2.4%	(450)	-2.4%	27	
28	0	0								28	Special contracts - grants, tech support travel						28	
29										29	Miscellaneous						29	
31										31							31	
32										32	Total Full Time Equivalent (FTE)*						32	
33										33	Ending balance (prior years)						33	
34										34	UNAPPROPRIATED ENDING FUND BALANCE						34	
35	301,860	313,047	399,365	353,773	369,304	413,255	660,355	615,330	(45,025)	35	TOTAL REQUIREMENTS	430,780	17,525	4.2%	(229,575)	-34.8%	35	

150-504-031 (Rev 10-16)

* 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										DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021-2022					
Actual					Adopted Budget	SUPPL Budget 1	SUPPL Budget 2	\$ Change vs prev.	Proposed By Budget Officer		\$ Change vs orig.	% Change	\$ Change vs prev.	% Change		
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	This Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021									
1										1	RESOURCES					1
2										2	Cash on hand * (cash basis), or					2
3	158,577	151,771	161,309	131,428	159,265	165,000	165,000	170,000	5,000	3	Working Capital (accrual basis)					3
4										4	Previously levied taxes estimated to be received					4
5	871	1,445	2,519	3,122	3,244	3,500	3,500	3,500	0	5	Interest					5
6	11,000	11,000	10,000	12,500	12,500	11,000	11,000	11,000	0	6	Transferred IN, from other funds					6
7	27,835	27,672	0	10,000	500	10,000	10,000	10,000	0	7	Grants and Loans					7
8	1,977	522	4,669	22,238	1,285	2,000	2,000	2,000	0	8	Donations					8
9	3,935	5,500	5,196	6,633	4,695	5,500	5,500	5,500	0	9	Book Sales					9
10	6,562									10	Other financing sources					10
11	210,757	197,910	183,693	185,921	181,489	197,000	197,000	202,000	5,000	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	210,757	197,910	183,693	185,921	181,489	197,000	197,000	202,000	5,000	14	TOTAL RESOURCES					14
15										15	REQUIREMENTS **					15
16										16	Org Unit or Prog & Activity	Object Classification	Detail			16
17		1,476	1,087	580	0	1,500	1,500	1,500	0	17	Personnel		Wages			17
18		146	135	30	0	150	150	150	0	18	Personnel		Payroll taxes & related			18
19										19						19
20	38,065	25,229	21,954	21,326	3,510	102,050	102,050	107,050	5,000	20	M&S		Memorial & Grants Dept.			20
21	0	0	0	0	0	0	0	0	0	21	M&S		Election reserve			21
22	1	1	89	0	0	1,500	1,500	1,500	0	22	M&S		Literacy Dept.			22
23	9,375	2	0	0	0	4,500	4,500	4,500	0	23	M&S		Technology Dept. Reserve			23
24	0	0	0	0	0	0	0	0	0	24	M&S		Capital Projects - MOVED TO SPEC FUND			24
25	45	47	0	0	0	81,000	81,000	81,000	0	25	M&S	CONT.	Severance Liability Dept. Contingency			25
26	0	0	0	0	0	300	300	300	0	26	M&S		Corporate Costs (Bank & sales fees)			26
27	11,500	9,700	29,000	4,720	10,000	6,000	6,000	6,000	0	27	TRANSFER		Transfer Out			27
28										28						28
29										29						29
30	151,771	161,309	131,428	159,265	167,979					30	Ending balance (prior years)					30
31						0	0	0	0	31	UNAPPROPRIATED ENDING FUND BALANCE					31
32	210,757	197,910	183,693	185,921	181,489	197,000	197,000	202,000	5,000	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-11**

This fund was authorized and established by resolution / ordinance r
FY18-19 R.003 on (date) 6/10/19 for the following spec
Major anticipated maintenance and repairs of district facilities or
other capital assets.

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2024

CAPITAL INVESTMENT
(Fund)

BAKER COUNTY LIBRARY DISTRICT
(Name of Municipal Corporation)

Historical Data					DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021 -22			Change
Actual		Adopted Budget	SUPPL Budget 1	SUPPL Budget 2		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 20__ - __	Prior Year Year 2019-2020	This Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021					
1					1	RESOURCES			1
2		0	55,400	55,400	2	165,000			0
3		0	0	0	3	0			0
4		0	0	0	4	0			0
5		400	1,200	1,200	5	1,500			0
6		55,000	35,000	107,555	6	20,000			0
7					7				
8					8				
9					9				
10	0	55,400	91,600	164,155	10	186,500	0	0	0
11					11				
12					12				
13	0	55,400	91,600	164,155	13	186,500	0	0	0
14					14	REQUIREMENTS **			
15					15	Org. Unit or Prog. & Activity	Object Classification	Detail	
16		55,400	91,600	164,155	16			Facilities maintenance & repair	186,500
17					17				
18					18				
19					19				
20					20				
21					21				
22					22				
23					23				
24					24				
25					25				
26					26				
27					27				
28					28				
29					29	Ending balance (prior years)			
30					30	UNAPPROPRIATED ENDING FUND BALANCE			0
31	0	55,400	91,600	164,155	31	186,500	0	0	0
						TOTAL REQUIREMENTS			186,500

*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										DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021-2022							
Actual					Adopted Budget	SUPPL Budget 1	SUPPL Budget 2	\$ Change vs orig.	Proposed By Budget Officer		\$ Change vs orig.	% Change	\$ Change vs revised	% Change				
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	This Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021											
1										1	RESOURCES					1		
2										2	Cash on hand * (cash basis), or					2		
3	135,422	148,801	179,053	202,559	202,800	190,000	190,000	190,000	0	3	Working Capital (accrual basis)	165,000				3		
4										4	Previously levied taxes estimated to be received					4		
5		0	0	0	0	0	0	0	0	5	Interest	0	0	#DIV/0!	0	#DIV/0!		
6	197,097	203,697	209,006	203,300	217,175	223,000	223,000	223,000	0	6	Membership dues	228,000				6		
7										7	Transferred IN, from other funds					7		
8	95,404	45,242	57,240	58,300	58,300	61,000	61,000	61,000	0	8	Restricted grants	61,000				8		
9	772	1,580	1,260	1,668	3,597	2,825	2,825	2,825	0	9	Miscellaneous revenue	3,500				9		
10										10	Proceeds from prior fiduciary account					10		
11										11						11		
12	428,695	399,320	446,559	465,827	481,872	476,825	476,825	476,825	0	12	Total Resources, except taxes to be levied	457,500	(19,325)	-4.1%	(19,325)	-4.1%		
13										13	Taxes estimated to be received					13		
14										14	Taxes collected in year levied					14		
15	428,695	399,320	446,559	465,827	481,872	476,825	476,825	476,825	0	15	TOTAL RESOURCES	457,500	(19,325)	-4.1%	(19,325)	-4.1%		
16										16	REQUIREMENTS **					16		
17										17	Org Unit or Prog & Activity	Object Classification	Detail			17		
18										18	PERSONNEL SERVICES					18		
19	55,708	56,730	57,981	59,118	67,037	62,727	62,727	62,727	0	19	PERSONNEL	SALARIES	Systems administrator	75,250		19		
20	5,310	4,936	5,632	5,857	6,050	6,180	6,180	6,180	0	20	PERSONNEL	SALARIES	Admin Assistant - Business Mgr	6,500		20		
21	61,018	61,666	63,613	64,975	73,087	68,907	68,907	68,907	0	21			Total Salaries	81,750	12,843	18.6%	12,843	18.6%
22										22						22		
23	8,069	8,600	13,036	14,123	17,673	19,000	19,000	19,000	0	23	PERSONNEL	BENEFITS	Retirement	20,000		23		
24	4,240	4,717	4,866	4,556	7,697	5,270	5,270	7,000	0	24	PERSONNEL	BENEFITS	Social Security	5,750		24		
25	47	33	31	26	22	36	36	36	0	25	PERSONNEL	BENEFITS	Worker's compensation	36		25		
26	7,215	7,226	7,538	7,665	8,389	8,461	8,461	8,461	0	26	PERSONNEL	BENEFITS	Health insurance			26		
27	47	57	70	275	596	275	275	275	0	27	PERSONNEL	BENEFITS	Unemployment insurance	650		27		
28	95	72	71	95	94	77	77	77	0	28	PERSONNEL	BENEFITS	Life insurance			28		
29	1,652	72	100	91	93	113	113	113	0	29	PERSONNEL	BENEFITS	Payroll insurance	100		29		
30	21,365	20,777	25,712	26,831	34,564	33,232	33,232	34,962	0	30			Total benefits	26,536	(6,696)	-20.1%	(6,696)	-20.1%
31	82,383	82,443	89,325	91,806	107,651	102,139	102,139	103,869	0	31			TOTAL PERSONNEL SERVICES	108,286	6,147	6.0%	6,147	6.0%
32										32						32		
33										33	MATERIALS & SERVICES					33		
34	260	294	234	384	352	400	400	400	0	34			Telecommunications	400		34		
35	1,733	3,233	5,113	8,232	5,003	4,500	4,500	12,000	0	35			Technology	6,000		35		
36	0	0	0	0	0	0	0	0	0	36			Accounting and auditing	0		36		
37	300	0	2,560	2,000	2,200	1,857	1,857	1,857	0	37			Administrative services (BCLD)	2,200		37		
38	54,908	45,925	48,000	61,000	63,250	65,570	65,570	65,570	0	38			System support (contracted)	66,881		38		
39	45,922	4,585	3,233	2,000	3,865	2,500	2,500	2,500	0	39			Technical services	4,000		39		
40	0	0	0	0	0	250	250	250	0	40			Legal services	0		40		

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

SAGE LIBRARY SYSTEM
(Fund)

BAKER COUNTY LIBRARY DISTRICT
(Name of Municipal Corporation)

Historical Data										DESCRIPTION					Budget for Next Year 2021-2022				
Actual					Adopted Budget	SUPPL Budget 1	SUPPL Budget 2	\$ Change vs orig.				RESOURCES AND REQUIREMENTS	Proposed By Budget Officer	\$ Change vs orig.	% Change	\$ Change vs revised	% Change		
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year 2018-2019	Prior Year 2019-2020	This Year Year 2019-2020	This Year Year 2020-2021	This Year Year 2020-2021												
41	1,013	3,661	1,554	3,146	4,832	5,000	5,000	5,000	0	41	Dues and subscriptions	5,000					41		
42	64	27	39	50	61	50	50	50	0	42	Postage/freight	60					42		
43	0	0	0	0	0	25	25	25	0	43	Printing	25					43		
44	586	94	297	368	1,250	400	400	750	0	44	Supplies, Office	500					44		
45	2,460	2,112	2,967	3,127	2,488	3,500	3,500	3,500	0	45	Travel	2,000					45		
46	4,115	1,330	937	861	175	2,500	2,500	2,500	0	46	Training & Professional Developmt	1,000					46		
47	81,689	68,602	82,129	87,091	89,084	95,950	95,950	95,950	0	47	Courier	96,000					47		
48	0	0	6,931	2,962	0	1,000	1,000	1,000	0	48	Member credits	0					48		
49	193,050	129,863	153,994	171,221	172,560	183,502	183,502	191,352	0	49	TOTAL MATERIALS & SERVICES	184,066	564	0.3%	564	0.3%	49		
50										50							50		
51										51	RESERVE						51		
52	0	0	2,182	0	0	25,000	25,000	25,000	0	52	RESERVE FUNDS						52		
53	0	0	0	0	15,000	16,184	16,184	6,604	0	53	Capital outlay	15,000					52		
54										54	Operating Contingency	15,148					53		
55										55							54		
56	153,263	187,014	201,058	202,800	186,661					56	Ending balance (prior years)						55		
57						150,000	150,000	150,000	0	57	UNAPPROPRIATED ENDING FUND BALANCE	135,000					56		
58	428,696	399,320	446,559	465,827	481,872	476,825	476,825	476,825	0	58	TOTAL REQUIREMENTS	457,500	(19,325)	-4.1%	(19,325)	-4.1%	57		

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.

RESOLUTION No. FY2019-20.04

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Baker County Library District hereby adopts the budget for fiscal year **2021-2022** in the total amount of **\$2,729,435 ***
 This budget is now on file at Baker County Public Library in Baker City, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2020, for the following purposes:

General Fund	
<u>Organizational Unit or Program:</u>	
Personnel Services.....	891,602
Materials & Services.....	428,780
<u>Not Allocated to Organizational Unit or Program:</u>	
Personnel Services.....	0
Materials & Services.....	0
Capital Outlay.....	25,000
Debt Service	2,000
Special Payments.....	0
Transfers Out.....	32,500
Contingency.....	5,000
Total.....	\$1,384,882

Debt Service Fund	
Debt Service	0
Total.....	\$0

"Other Uses" Fund	
Org. Unit/Program: _____	183,000
Special Payments.....	0
Transfers Out.....	4,000
Contingency.....	0
Total.....	\$187,000

Reserve Fund - Capital Investment	
Org. Unit/Program: _____	186,500
Special Payments.....	0
Transfers Out.....	0
Contingency.....	0
Total.....	\$186,500

Sage Library System Fund	
Org. Unit/Program: _____	292,352
Special Payments.....	0
Transfers Out.....	0
Contingency.....	30,148
Total.....	\$322,500

Total APPROPRIATIONS, All Funds . . .	\$2,080,882
Total Unappropriated and Reserve Amounts, All Funds . . .	648,553
TOTAL ADOPTED BUDGET . . .	\$2,729,435 *

*(*amounts with asterisks must match)*

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2020- 2021 :

- (1) In the amount of \$ _____ OR at the rate of \$ 0.5334 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$ _____ OR at the rate of \$ 0.249 per \$1000 of assessed value for local option tax; and
- (3) In the amount of \$ _____ for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....\$ _____ OR \$ 0.5334 /\$1,000
 Local Option Tax.....\$ _____ OR \$ 0.249 /\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ _____

The above resolution statements were approved and declared adopted on June 14, 2021.

X _____
 Signature

2021-2022 proposed

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total
General Fund	\$891,602	\$428,780	\$25,000	\$2,000	\$32,500	\$5,000	\$0	\$513,553	\$1,898,435
Other Uses Fund	\$1,650	\$181,350	\$0	\$0	\$4,000	\$0	\$0	\$0	\$187,000
Reserve Fund - Capital Investment			\$186,500						\$186,500
Sage Library System Fund	\$108,286	\$184,066	\$15,000	\$0	\$0	\$15,148	\$0	\$135,000	\$457,500
TOTALS	\$1,001,538	\$794,196	\$226,500	\$2,000	\$36,500	\$20,148	\$0	\$648,553	\$2,729,435
\$ Change from prev.									- \$199,700
% Change from prev.									-7.32%

VS PREVIOUS		VS ORIGINAL	
-\$192,720	-10.15%	\$188,485	9.93%
-\$10,000	-5.35%	-\$10,000	-5.35%
\$22,345	11.98%	\$94,900	50.88%
-\$19,325	-4.22%	-\$19,325	-4.22%
-\$199,700	-7.32%	\$254,060	9.31%

2020-2021 supplemental 2

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total
General Fund	\$830,229	\$613,330	\$25,000	\$2,000	\$118,555	\$5,000	\$0	\$497,041	\$2,091,155
Other Uses Fund	\$1,650	\$189,350	\$0	\$0	\$6,000	\$0	\$0	\$0	\$197,000
Reserve Fund - Capital Investment			\$164,155						\$164,155
Sage Library System Fund	\$102,139	\$183,502	\$25,000	\$0	\$0	\$16,184	\$0	\$150,000	\$476,825
TOTALS	\$934,018	\$986,182	\$214,155	\$2,000	\$124,555	\$21,184	\$0	\$647,041	\$2,929,135
\$ Change from prev.									\$48,529
% Change from prev.									1.66%

VS PREVIOUS		VS ORIGINAL	
\$48,529	2.32%	\$381,205	18.23%
\$0	0.00%	\$0	0.00%
\$0	0.00%	\$72,555	44.20%
\$0	0.00%	\$0	0.00%
\$48,529	1.66%	\$453,760	15.49%

2020-2021 supplemental 1

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total
General Fund	\$833,794	\$658,355	\$25,000	\$2,000	\$118,555	\$5,000	\$0	\$399,922	\$2,042,626
Other Uses Fund	\$1,650	\$189,350	\$0	\$0	\$6,000	\$0	\$0	\$0	\$197,000
Reserve Fund - Capital Investment			\$164,155						\$164,155
Sage Library System Fund	\$102,139	\$183,502	\$25,000	\$0	\$0	\$16,184	\$0	\$150,000	\$476,825
TOTALS	\$937,583	\$1,031,207	\$214,155	\$2,000	\$124,555	\$21,184	\$0	\$549,922	\$2,880,606
\$ Change from prev.									\$405,231
% Change from prev.									14.07%

VS PREVIOUS		VS ORIGINAL	
\$332,676	16.29%	\$340,116	16.65%
\$0	0.00%	\$6,175	3.13%
\$72,555	44.20%	\$108,755	66.25%
\$0	0.00%	-\$8,185	-1.72%
\$405,231	14.07%	\$446,861	15.51%

2020-2021 adopted

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total
General Fund	\$835,773	\$411,255	\$10,000	\$2,000	\$46,000	\$5,000	\$0	\$399,922	\$1,709,950
Other Uses Fund	\$1,650	\$189,350	\$0	\$0	\$6,000	\$0	\$0	\$0	\$197,000
Reserve Fund - Capital Investment			\$91,600						\$91,600
Sage Library System Fund	\$102,139	\$183,502	\$25,000	\$0	\$0	\$16,184	\$0	\$150,000	\$476,825
TOTALS	\$939,562	\$784,107	\$126,600	\$2,000	\$52,000	\$21,184	\$0	\$549,922	\$2,475,375
\$ Change from prev.									\$41,630
% Change from prev.									1.68%

VS PREVIOUS		VS ORIGINAL	
\$7,440	0.44%	\$133,950	7.83%
\$6,175	3.13%	\$19,625	9.96%
\$36,200	39.52%	\$36,600	39.96%
-\$8,185	-1.72%	\$6,364	1.33%
\$41,630	1.68%	\$196,539	7.94%