

**RESOLUTION No. FY2015-16 R.010**

**ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Directors of the Baker County Library District hereby adopts the budget for fiscal year 2016 - 2017 in the total amount of \* \$1,853,893  
 This budget is now on file at Baker County Library District in Baker City, Oregon.

**MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2016, for the following purposes:

<b><u>General Fund</u></b>		<b><u>"Other Uses" Fund</u></b>	
Personnel Services.....	725,292	Personnel Services.....	0
Materials & Services.....	321,195	Materials & Services.....	165,550
Capital Outlay.....	21,000	Capital Outlay.....	5,000
Debt Service .....	2,000	Transfers Out.....	9,700
Transfers Out.....	11,000	<b>Total.....</b>	<b>\$180,250</b>
Contingency.....	225,146		
<b>Total.....</b>	<b>\$1,305,633</b>		
<b><u>Debt Service Fund</u></b>		<b><u>Sage Library System Fund</u></b>	
Debt Service	0	Personnel Services.....	85,631
<b>Total.....</b>	<b>\$0</b>	Materials & Services.....	163,223
		Capital Outlay.....	21,000
		Contingency	98,156
		<b>Total.....</b>	<b>\$368,010</b>
		<b>Total APPROPRIATIONS, All Funds . . .</b>	<b>\$1,853,893</b>
		Total Unappropriated and Reserve Amounts, All Funds . . .	0
		<b>TOTAL ADOPTED BUDGET . . .</b>	<b>\$1,853,893 *</b>

**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 2016 - 2017 :

- (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;

**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 /\$1000  
 Local Option Tax.....\$ \_\_\_\_\_ Or \$ 0.249 /\$1000

**Excluded from Limitation**

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

The above resolution statements were approved and declared adopted on June 13, 2016.

X X \_\_\_\_\_  
 Signature

2016-2017 proposed

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total	VS LAST REVISED	VS ORIGINAL
General Fund	\$725,292	\$321,195	\$71,000	\$2,000	\$11,000	\$200,146	\$0	\$0	\$1,330,633	\$72,998 5.80%	\$81,106 6.49%
Other Uses Fund	\$0	\$165,550	\$5,000	\$0	\$9,700	\$0	\$0	\$0	\$180,250	-\$45,000 -19.98%	\$2,500 1.41%
Sage Library System Fund	\$85,631	\$163,223	\$21,000	\$0	\$0	\$11,000	\$0	\$87,156	\$368,010	-\$39,881 -9.78%	-\$39,881 -9.78%
<b>TOTALS</b>	<b>\$810,923</b>	<b>\$649,968</b>	<b>\$97,000</b>	<b>\$2,000</b>	<b>\$20,700</b>	<b>\$211,146</b>	<b>\$0</b>	<b>\$87,156</b>	<b>\$1,878,893</b>	<b>-\$11,883 -0.63%</b>	<b>\$43,725 2.38%</b>
	\$19,065	-\$83,586	\$76,000	\$0	\$9,200	-\$34,011	\$0	\$1,449	-\$11,883		

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FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total	VS LAST REVISED	VS ORIGINAL
General Fund	\$706,818	\$311,160	\$0	\$2,000	\$3,500	\$234,157	\$0	\$0	\$1,257,635	\$4,000 0.32%	
Other Uses Fund	\$0	\$217,250	\$0	\$0	\$8,000	\$0	\$0	\$0	\$225,250	-\$7,500 -3.22%	
Sage Fund	\$85,040	\$205,144	\$21,000	\$0	\$0	\$11,000	\$0	\$85,707	\$407,891	\$0 0.00%	
<b>TOTALS</b>	<b>\$791,858</b>	<b>\$733,554</b>	<b>\$21,000</b>	<b>\$2,000</b>	<b>\$11,500</b>	<b>\$245,157</b>	<b>\$0</b>	<b>\$85,707</b>	<b>\$1,890,776</b>	<b>-\$3,500 -0.18%</b>	
	\$11,500	-\$11,500	\$0	\$0	-\$3,500	\$0	\$0	\$0	-\$3,500		

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FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total	VS LAST REVISED	VS ORIGINAL
General Fund	\$695,318	\$311,160	\$0	\$2,000	\$11,000	\$234,157	\$0	\$0	\$1,253,635	\$4,108 0.33%	
Other Uses Fund	\$0	\$228,750	\$0	\$0	\$4,000	\$0	\$0	\$0	\$232,750	\$55,000 30.9%	
Sage Fund	\$85,040	\$205,144	\$21,000	\$0	\$0	\$11,000	\$0	\$85,707	\$407,891	\$0 0.0%	
<b>TOTALS</b>	<b>\$780,358</b>	<b>\$745,054</b>	<b>\$21,000</b>	<b>\$2,000</b>	<b>\$15,000</b>	<b>\$245,157</b>	<b>\$0</b>	<b>\$85,707</b>	<b>\$1,894,276</b>	<b>\$59,108 3.2%</b>	

2015-2016 original

FUND	Personnel Services	Materials & Services	Capital Outlay	Debt Service	Interfund Transfers	Contingency	Special Payments	(UEFB) Reserve	Total	VS LAST REVISED	VS ORIGINAL
General Fund	\$710,303	\$310,420	\$100	\$2,000	\$11,000	\$215,704	\$0	\$0	\$1,249,527		
Other Uses Fund	\$0	\$172,250	\$0	\$0	\$5,500	\$0	\$0	\$0	\$177,750		
Sage Fund	\$85,040	\$205,144	\$21,000	\$0	\$0	\$11,000	\$0	\$85,707	\$407,891		
<b>TOTALS</b>	<b>\$795,343</b>	<b>\$687,814</b>	<b>\$21,100</b>	<b>\$2,000</b>	<b>\$16,500</b>	<b>\$226,704</b>	<b>\$0</b>	<b>\$85,707</b>	<b>\$1,835,168</b>		

**RESOURCES  
GENERAL FUND**

**BAKER COUNTY LIBRARY DISTRICT**

					Budget for Next Year <u>2016-17</u>			
Second Preceding Year <u>13/14</u>	First Preceding Year <u>14/15</u>	Revised Budget This Year <u>15/16</u>	RESOURCE DESCRIPTION		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
		237,515	1	Available cash on hand* (cash basis) or	235,000	235,000	235,000	1
163,287	158,124		2	Net working capital (accrual basis)				2
37,594	30,897	34,700	3	Previously levied taxes estimated to be received	35,000	35,000	35,000	3
9,695	9,051	10,000	4	Interest	10,000	10,000	10,000	4
15,027	4,000	9,500	5	Transferred IN, from other funds	9,700	9,700	9,700	5
			6	<b>OTHER RESOURCES</b>				6
17,888	15,974	17,000	7	Fines & Fees	17,500	17,500	17,500	7
6,564	7,045	7,000	8	State revenue (R2R Grant)	7,000	7,000	7,000	8
3,046	1,906	2,500	9	Other Tax Revenues	2,500	2,500	2,500	9
4,469	5,782	4,500	10	Federal revenue (E-rate)	22,000	22,000	22,000	10
1,510	5,088	10	11	Special Contracts (Tech support)	10	10	10	11
0	0	10	12	Job Training Programs	10	10	10	12
828	951	1,600	13	Donations, Grants, & Misc	1,500	1,500	26,500	13
24,500	0	0	14	Capital financing	0	0	0	14
		300	15	Fiscal agency fee (Sage)	2,560	2,560	2,560	15
			16					16
284,408	238,818	324,635	17	Total resources, except taxes to be levied	342,780	342,780	367,780	17
		933,000	18	Taxes estimated to be received	962,853	962,853	962,853	18
854,869	887,323		19	Taxes collected in year levied				19
1,139,277	1,126,142	1,257,635	20	<b>TOTAL RESOURCES</b>	1,305,633	1,305,633	1,330,633	20

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year <u>16/17</u>			
	Second Preceding Year <u>13/14</u>	First Preceding Year <u>14/15</u>	Revised Budget This Year <u>15/16</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
PERSONNEL SERVICES								
1	461,942	445,567	500,837	1 Salaries	526,508	526,508	526,508	1
2	187,037	178,759	198,481	2 Benefits	198,774	198,774	198,774	2
3	0	0	0	3 Special Contracts - Grants, Tech Support, Job Training	0	0	0	3
4	9,296	0	7,500	4 Severance				4
5	0	0	0	5 Payroll Expenses	10	10	10	5
6				6				6
7	<b>658,275</b>	<b>624,326</b>	<b>706,818</b>	<b>7 TOTAL PERSONNEL SERVICES</b>	<b>725,292</b>	<b>725,292</b>	<b>725,292</b>	7
	14.5	13.9	14	<b>Total Full-Time Equivalent (FTE)</b>	14.1	14.1	14.1	
MATERIALS AND SERVICES								
8	100,468	100,810	96,139	8 Collection Development (Books, audiovisual, digital, etc)	94,000	94,000	94,000	8
9	10,477	10,676	12,640	9 Library Consortium (Sage catalog & ILL)	13,050	13,050	13,050	9
10	57,869	60,369	72,429	10 Facilities & IT Maintenance	73,850	73,850	73,850	10
11	30,837	36,552	42,740	11 Corporate Costs (Ins., audit, admin fees, election, etc)	46,035	46,035	46,035	11
12	86,227	87,847	87,212	12 Library Operations (travel, bkmb, programs, supplies, utilities)	94,260	94,260	94,260	12
13	0	2,000	2,000	13 Debt Service	2,000	2,000	2,000	13
14	<b>285,878</b>	<b>298,254</b>	<b>313,160</b>	<b>14 TOTAL MATERIALS AND SERVICES</b>	<b>323,195</b>	<b>323,195</b>	<b>323,195</b>	14
CAPITAL OUTLAY								
15	24,500	0	0	15 Capital Outlay	21,000	21,000	71,000	15
16				16				16
17				17				17
18				18				18
19				19				19
20				20				20
21	<b>24,500</b>	<b>0</b>	<b>0</b>	<b>21 TOTAL CAPITAL OUTLAY</b>	<b>21,000</b>	<b>21,000</b>	<b>71,000</b>	21
TRANSFERRED TO OTHER FUNDS								
22	2,500	2,500	1,000	22 Transfer - Technology & Election	1,000	1,000	1,000	22
23	10,000	10,000	2,500	23 Transfer - Severance Liability	10,000	10,000	10,000	23
24				24				24
25	<b>12,500</b>	<b>12,500</b>	<b>3,500</b>	<b>25 TOTAL TRANSFERS</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>	25
26			234,157	<b>26 OPERATING CONTINGENCY</b>	225,146	225,146	200,146	26
27	158,124	191,061		27 Ending balance (prior years)				27
28				<b>28 UNAPPROPRIATED ENDING FUND BALANCE</b>				28
29	<b>1,139,277</b>	<b>1,126,141</b>	<b>1,257,635</b>	<b>29 TOTAL REQUIREMENTS</b>	<b>1,305,633</b>	<b>1,305,633</b>	<b>1,330,633</b>	29

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General Fund - Personnel Services

Baker County Library District

	Revised Budget			REQUIREMENTS DESCRIPTION	Number of Employ-ees	Range*	Budget for Next Year <u>2016-2017</u>			
	Second Preceding Year <u>13/14</u>	First Preceding Year <u>14/15</u>	This Year <u>15/16</u>				Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
1	71,098	71,718	73,000	1 Library Director	1.0	MGT4	73,874	73,874	73,874	1
2	18,262	18,585	19,000	2 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (Acq/Cat)	0.5	13/5	18,996	18,996	18,996	2
3	20,953	23,214	27,600	3 Finance + HR Administrator	0.6	14/5	27,833	27,833	27,833	3
4				4 Library Asst I - Public Services (Weekend)						4
5	38,867	41,159	41,600	5 Managing Librarian I - HR+Pub Svcs+Coll Mgmt (ILL/Cat)	1.0	13/5	42,411	42,411	42,411	5
6	5,539	6,088	7,400	6 Library Asst I - Public Services	0.4	3/5	9,028	9,028	9,028	6
7	30,454	30,722	34,000	7 Library Tech II - Coll Mgmt / Serials Specialist	1.0	10/5	36,619	36,619	36,619	7
8	24,239	24,099	22,600	8 Library Tech I - Public Services / Children & Teen Specialist	1.0	7/4	30,127	30,127	30,127	8
9	25,085	8,522	36,000	9 Librarian I - Cataloging / Tech Svcs	1.0	11/5	38,465	38,465	38,465	9
10	2,680			10 Library Asst II - Col Mgmt / Processing & Eval. Specialist						10
11	14,031	12,183	5,505	11 Library Asst I - Public Services	0.2	5/3	7,670	7,670	7,670	11
12	15,514	15,171	15,600	12 Library Asst III - Coll Mgmt / Shelving/Page Lead+Volunteer Coord	0.6	5/5	16,506	16,506	16,506	12
13	11,642	12,575	18,945	13 Library Asst I - Coll Mgmt / Processing	0.7	5/5	20,090	20,090	20,090	13
14	17,720	18,833	23,910	14 Library Asst II - Col Mgmt / Processing & Eval. Specialist	0.9	5/5	24,399	24,399	24,399	14
15	28,319	28,962	34,500	15 Librarian I - Public Services + Coll Mgmt Lead	0.8	11/5	31,733	31,733	31,733	15
16	13,399	6,045	5,677	16 Library Asst I - Public Services / Outreach (Bookmobile)	0.3	5/5	5,300	5,300	5,300	16
17		4,290	4,600	17 Library Asst I - Public Services / Outreach (Bookmobile)	0.2	5/4	4,800	4,800	4,800	17
18	9,168	6,370	8,500	18 Facilities Maintenance	0.4	3/5	10,413	10,413	10,413	18
19	0	0		19 Job Training Intern / Library Page I	0.0	3/3				19
20	46,823	47,653	48,100	20 IT Network and Systems Administrator	1.0	16/5	49,094	49,094	49,094	20
21	0	0	0	21 Special contracts - grants & tech support		16/5	0	0	0	21
22	8,458	9,875	9,500	22 Vacation Subs + Wkend Assistants	0.4	X	11,869	11,869	11,869	22
23	57,361	58,418	63,300	23 Library Asst I - Public Services / Outreach (Branch Leads)	2.25	5/3-5	65,783	65,783	65,783	23
24	2,537	1,085	1,500	24 Staff training			1,500	1,500	1,500	24
25	49,362	45,409	62,000	25 Retirement (PERS)			60,835	60,835	60,835	25
26	35,724	33,617	36,000	26 Social Security (FICA)			40,278	40,278	40,278	26
27	466	434	450	27 State Unemployment Tax (SUTA @ .001) + Payroll Exp			527	527	527	27
28	97,606	94,705	98,801	28 Group Health Insurance			93,932	93,932	93,932	28
29	2,640	3,872	450	29 Workers Comp Insurance			2,422	2,422	2,422	29
30	882	723	780	30 Life Insurance			780	780	780	30
31	9,296		7,500	31 Severance						31
32				32 Payroll expenses			10	10	10	32
33				33 Ending balance (prior years)						33
34				34 UNAPPROPRIATED ENDING FUND BALANCE						34
35	658,127	624,326	706,818	35 TOTAL REQUIREMENTS	14.1		725,292	725,292	725,292	35

\* include a schedule of pay ranges

\*Include schedule of pay ranges

FORM  
LB-31

General Fund - Materials & Services

Baker County Library District

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year <u>2016-2017</u>			
	Actual		Revised Budget		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year <u>13/14</u>	First Preceding Year <u>14/15</u>	This Year <u>15/16</u>					
1	100,468	100,810	96,139	1 Collection Development (Books, audiovisual, digital, etc)	94,000	94,000	94,000	1
2	10,477	10,676	12,640	2 Library Consortium (Sage catalog & ILL)	13,050	13,050	13,050	2
3	26,793	21,236	33,759	3 Facilities Maintenance	33,000	33,000	33,000	3
4	9,460	11,270	10,320	4 Janitorial Contract	12,000	12,000	12,000	4
5	2,013	2,660	3,150	5 Janitorial Supplies	3,250	3,250	3,250	5
6	2,668	2,851	2,500	6 Equipment Maintenance Services / Lease	2,600	2,600	2,600	6
7	16,935	22,352	22,700	7 Computer Maintenance	23,000	23,000	23,000	7
8	8,098	7,001	5,050	8 Bookmobile Operations	6,000	6,000	6,000	8
9	13,888	15,812	18,175	9 Insurance	20,425	20,425	20,425	9
10	2,997	6,361	4,300	10 Travel and Training	4,500	4,500	4,500	10
11	0	2,567	3,500	11 Election	3,500	3,500	3,500	11
12	7,475	7,650	7,910	12 Audit	8,200	8,200	8,200	12
13	835	813	800	13 Bookkeeping	900	900	900	13
14	1,579	2,420	2,750	14 Dues and subscriptions	2,750	2,750	2,750	14
15	0	2,000	2,000	<b>15 Debt Service</b>	2,000	2,000	2,000	15
16	1,215	1,549	1,550	16 Publication	1,600	1,600	1,600	16
17	928	1,042	1,155	17 Financial Mgt Fees	1,210	1,210	1,210	17
18	250	250	250	18 Legal Administration	250	250	250	18
19	808	2,958	2,350	19 Public Programs	2,500	2,500	2,500	19
20	3,221	2,955	3,350	20 Branch Mileage	3,500	3,500	3,500	20
21	14,153	11,647	18,200	21 Library Services Supplies	15,500	15,500	15,500	21
22	3,443	4,133	6,450	22 Youth Programs (Summer Reading, storytime, teen)	12,400	12,400	12,400	22
23	1,476	1,494	1,088	23 Postage/Freight	1,500	1,500	1,500	23
24	43,548	41,528	39,219	24 Utilities	41,210	41,210	41,210	24
25	12,288	13,095	13,855	25 Telecommunications	14,150	14,150	14,150	25
26	862	1,125	0	26 Special contracts - grants, tech support travel	200	200	200	26
27				27 Miscellaneous				27
28				28				28
29				29				29
30				30				30
31				31 Ending balance (prior years)				31
32				32 UNAPPROPRIATED ENDING FUND BALANCE				32
33	<b>285,878</b>	<b>298,254</b>	<b>313,160</b>	33 <b>TOTAL REQUIREMENTS</b>	<b>323,195</b>	<b>323,195</b>	<b>323,195</b>	33

\* include a schedule of pay ranges

**FORM  
LB-10**

**RESOURCES AND REQUIREMENTS**

"Other Uses" Funds by Department

Baker County Library District

				DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year <u>2016-2017</u>			
	Second Preceding Year <u>13-14</u>	First Preceding Year <u>14-15</u>	Revised Budget This Year <u>15/16</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
				<b>RESOURCES</b>				
1			158,500	1 Cash on hand * (cash basis), or	165,000	165,000	153,500	1
2	147,917	148,998		2 Working Capital* (accrual basis)				2
3				3 Previously levied taxes estimated to be received				3
4	687	688	750	4 Interest	750	750	750	4
5	12,500	12,500	3,500	5 Transferred IN, from other funds	11,000	11,000	11,000	5
6	0	8,000	55,000	6 Grants and Loans	10,000	10,000	10,000	6
7	604	1,220	2,500	7 Donations	1,000	1,000	1,000	7
8	4,931	3,279	5,000	8 Book Sales online	4,000	4,000	4,000	8
9	<b>166,639</b>	<b>174,684</b>	<b>225,250</b>	9 Total Resources, except taxes to be levied	<b>191,750</b>	<b>191,750</b>	<b>180,250</b>	9
10				10 Taxes estimated to be received				10
11				11 Taxes collected in year levied				11
12	<b>166,639</b>	<b>174,684</b>	<b>225,250</b>	12 <b>TOTAL RESOURCES</b>	<b>191,750</b>	<b>191,750</b>	<b>180,250</b>	12
				<b>REQUIREMENTS</b>				
1				1 <b>PERSONNEL SERVICES</b>				1
2	0	0		2 N/A	0	0	0	2
3	0	0	0	3 <b>TOTAL PERSONNEL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	3
4				4				4
5				5 <b>MATERIALS AND SERVICES</b>				5
6	2,576	9,060	146,900	6 Memorial & Grants Dept.	104,200	104,200	104,200	6
7			1,500	7 Election reserve	500	500	500	7
8	1	1	500	8 Literacy Dept.	500	500	500	8
9	11	3,005	9,500	9 Technology Dept. Reserve	1,500	1,500	1,500	9
10			10,000	10 Capital Projects Dept. Contingency	5,000	5,000	5,000	10
11	26	41	48,500	11 Severance Liability Dept. Contingency	70,000	70,000	58,500	11
12			350	12 Corporate Costs (Bank & sales fees)	350	350	350	12
13	<b>2,614</b>	<b>12,107</b>	<b>217,250</b>	13 <b>TOTAL MATERIALS AND SERVICES</b>	<b>182,050</b>	<b>182,050</b>	<b>170,550</b>	13
14				14				14
15				15				15
16	15,027	4,000	8,000	16 <b>Operating Transfer OUT</b>	<b>9,700</b>	<b>9,700</b>	<b>9,700</b>	16
17	148,998	158,577		17 Ending balance (prior years)				17
18				18 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>				18
19	<b>166,639</b>	<b>174,684</b>	<b>225,250</b>	19 <b>TOTAL REQUIREMENTS</b>	<b>191,750</b>	<b>191,750</b>	<b>180,250</b>	19

\*Includes ending balance from prior year

**FORM  
LB-10**

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

BAKER COUNTY LIBRARY DISTRICT

	Historical Data		Budget for Current Year 2015-2016	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-17			
	Actual	Actual	Adopted By Governing Body		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year _____	First Preceding Year _14-15_						
				RESOURCES				
1		\$95,000	\$114,856	1 Cash on hand * (cash basis), or	\$110,000	\$110,000	\$110,000	1
2		\$193,160	\$197,381	2 Membership dues	\$205,000	\$205,000	\$205,000	2
3		\$0	\$250	3 Interest	\$10	\$10	\$10	3
4		\$118,811	\$95,404	4 Restricted grants	\$50,000	\$50,000	\$50,000	4
5		\$6,030		5 Miscellaneous revenue (CatExpress dues)	\$3,000	\$3,000	\$3,000	5
6		\$7,118		6 EOU Sage account remainder				6
7				7				7
8				8				8
9	0	\$420,119	\$407,891	9 Total Resources, except taxes to be levied	\$368,010	\$368,010	\$368,010	9
10				10 Taxes estimated to be received				10
11				11 Taxes collected in year levied				11
12	0	\$420,119	\$407,891	12 <b>TOTAL RESOURCES</b>	<b>\$368,010</b>	<b>\$368,010</b>	<b>\$368,010</b>	12
				REQUIREMENTS				
13				13 <b>PERSONNEL SERVICES</b>				13
14				14 <b>Salaries</b>				14
15		\$49,643	\$55,984	15 Systems administrator	\$56,816	\$56,816	\$56,816	15
16		\$5,165	\$7,300	16 Administrative services (BCLD)	\$5,600	\$5,600	\$5,600	16
17		\$54,808	\$63,284	17 <b>Total salaries</b>	<b>\$62,416</b>	<b>\$62,416</b>	<b>\$62,416</b>	17
18				18				18
19				19 <b>Benefits</b>				19
20		\$7,206	\$7,909	20 Retirement	\$9,796	\$9,796	\$9,796	20
21		\$4,096	\$4,659	21 Social Security	\$5,180	\$5,180	\$5,180	21
22		\$30	\$280	22 Worker's compensation	\$76	\$76	\$76	22
23		\$9,810	\$8,039	23 Health insurance	\$7,900	\$7,900	\$7,900	23
24		\$48	\$61	24 Unemployment insurance	\$63	\$63	\$63	24
25		\$72	\$808	25 Life insurance	\$100	\$100	\$100	25
		\$96		Payroll expenses (Direct deposit fees)	\$100	\$100	\$100	
26		\$21,358	\$21,756	26 <b>Total benefits</b>	<b>\$23,215</b>	<b>\$23,215</b>	<b>\$23,215</b>	26
27		\$76,166	\$85,040	27 <b>TOTAL PERSONNEL SERVICES</b>	<b>\$85,631</b>	<b>\$85,631</b>	<b>\$85,631</b>	27
28				28				28
29				29 <b>MATERIALS AND SERVICES</b>				29
30		\$745	\$240	30 Telecommunications	\$250	\$250	\$250	30
31		\$5,309	\$4,500	31 Technology	\$4,500	\$4,500	\$4,500	31
32		\$0	\$1,500	32 Accounting and auditing	\$1,500	\$1,500	\$1,500	32



**FORM  
LB-10**

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

BAKER COUNTY LIBRARY DISTRICT

	Historical Data		Budget for Current Year 2015-2016	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2016-17			
	Actual	Actual	Adopted By Governing Body		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year _____	First Preceding Year _14-15_						
32			\$300	32 Administrative services (BCLD fiscal agency fee)	\$2,558	\$2,558	\$2,558	
33		\$59,505	\$51,000	33 System support (HRCLD)	\$56,100	\$56,100	\$56,100	33
34		\$45,835	\$52,704	34 Technical services (Cataloging grant)	\$2,500	\$2,500	\$2,500	34
35		\$0	\$50	35 Legal services	\$50	\$50	\$50	35
36		\$2,583	\$1,100	36 Dues and subscriptions (CatExp)	\$3,750	\$3,750	\$3,750	36
37		\$91	\$50	37 Postage/freight	\$100	\$100	\$100	37
38		\$0	\$50	38 Printing	\$50	\$50	\$50	38
39		\$624	\$50	39 Supplies, Office	\$500	\$500	\$500	39
40		\$3,489	\$2,500	40 Travel	\$3,000	\$3,000	\$3,000	40
41		\$2,961	\$4,500	41 Training	\$4,500	\$4,500	\$4,500	41
42		\$0		42 Miscellaneous				42
43		\$0	\$100	43 Furniture and equipment				43
44		\$87,389	\$86,500	44 Courier	\$83,865	\$83,865	\$83,865	44
45				45 LSTA grant 2 - catalog				45
46		<b>\$208,531</b>	<b>\$205,144</b>	46 <b>TOTAL MATERIALS AND SERVICES</b>	<b>\$163,223</b>	<b>\$163,223</b>	<b>\$163,223</b>	46
47				47				47
48		<b>\$0</b>	<b>\$21,000</b>	48 <b>Capital outlay</b>	<b>\$21,000</b>	<b>\$21,000</b>	<b>\$21,000</b>	48
49				49				49
50		<b>\$0</b>	<b>\$11,000</b>	50 <b>Contingency</b>	<b>\$11,000</b>	<b>\$11,000</b>	<b>\$11,000</b>	50
51				51				51
52				52 Ending balance (prior years)				52
53		\$135,422	\$85,707	53 <b>UNAPPROPRIATED ENDING FUND BALANCE</b>	\$87,156	\$87,156	\$87,156	53
54	<b>0</b>	<b>\$420,119</b>	<b>\$407,891</b>	54 <b>TOTAL REQUIREMENTS</b>	<b>\$368,010</b>	<b>\$368,010</b>	<b>\$368,010</b>	54

**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Baker County Library District will be held on June 13, 2016 at 6:00 pm PST at Baker County Public Library located at 2400 Resort Street, Baker City, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2016, as approved by the Baker County Library District Budget Committee. A summary of the budget is presented below.

A copy of the budget may be inspected or obtained at Baker County Public Library (2400 Resort St, Baker City), during regular library hours or viewed online at http://bakerlib.org/about-us/budget.html. This budget is for an annual budget period.

This budget was prepared on a basis of accounting that is the same as than used the preceding year.

Contact: Gary Dielman (Board Pres.); Perry Stokes (Library Director) Telephone: 541-523-6419 Email: tubingen@eoni.com; librarian@bakerlib.org

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2014-2015	Adopted Budget This Year 2015-2016	Approved Budget Next Year 2016-2017
Beginning Fund Balance/Net Working Capital	402,122	510,871	510,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	214,223	214,691	225,070
Federal, State and all Other Grants, Gifts, Allocations and Donations	141,809	166,004	91,500
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	16,500	16,500	20,700
All Other Resources Except Current Year Property Taxes	58,968	53,210	55,270
Current Year Property Taxes Estimated to be Received	887,323	933,000	962,853
<b>Total Resources</b>	<b>1,720,945</b>	<b>1,894,276</b>	<b>1,865,393</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	700,492	780,358	810,923
Materials and Services	516,892	664,054	589,468
Capital Outlay	0	21,000	42,000
Debt Service	2,000	2,000	2,000
Interfund Transfers	16,500	15,000	20,700
Contingencies	0	92,000	88,000
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	485,060	319,864	312,302
<b>Total Requirements</b>	<b>1,720,944</b>	<b>1,894,276</b>	<b>1,865,393</b>

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program FTE for that unit or program			
<b>Library Services</b>	624,326	695,318	725,292
FTE	14	14	14
<b>Sage Library System</b>	76,166	85,040	85,631
FTE	1	1	1
Not Allocated to Organizational Unit or Program			
FTE			
<b>Total Requirements</b>	<b>700,492</b>	<b>780,358</b>	<b>810,923</b>
<b>Total FTE</b>	<b>15</b>	<b>15</b>	<b>15</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

In the BCLD General Fund, tax revenues for FY16-17 are projected to increase by 3.5%. A membership fee increase for the Sage Library System accounts for the growth of fees in 2016-17. Decrease in grants and donations is primarily due completion of grants in the Other Uses and Sage funds. BCLD has been fiscal agent for the Sage Library System as of FY14-15, with operations managed as a special fund of the district. BCLD has financial oversight of Sage but that organization--an association of eastern Oregon libraries for the purpose of shared cataloging and interlibrary loans--operates independently with its own revenue and cash reserves. FY16-17 growth in Personnel is due to restoration of a core position to full time, merit-based promotions and step increases, expansion of temp staff hours, and a 2% cost of living increase. Materials & Services fluctuation is due to grant projects. Capital Outlay is for a project to upgrade the Internet network infrastructure at the Baker branch. Debt service is payment on a Low Impact Development (LID) loan from the City of Baker City incurred in FY13-14 at a total of \$24,500 for the Baker City Resort Street Improvement Project.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2014-2015	Rate or Amount Imposed This Year 2015-2016	Rate or Amount Approved Next Year 2016-2017
Permanent Rate Levy (rate limit _____ per \$1,000)	0.5334	0.5334	0.5334
Local Option Levy	0.249	0.249	0.249
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$20,500	
<b>Total</b>	<b>\$20,500</b>	

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

# Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of BAKER County

## FORM LB-50 2016-2017

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

Check here if this is an amended form.

The Baker County Library District has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of Baker County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

<u>2400 Resort St</u>	<u>Baker City</u>	<u>OR</u>	<u>97814</u>	<u>6/14/2016</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Perry Stokes</u>	<u>Library Director/CEO/Budget Officer</u>	<u>541-523-6419</u>	<u>director@bakerlib.org</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

**CERTIFICATION** - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

**PART I: TAXES TO BE IMPOSED**

		Subject to General Government Limits Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . . . .	1	0.5334	<b>Excluded from Measure 5 Limits</b> Dollar Amount of Bond Levy
2. Local option operating tax . . . . .	2	0.249	
3. Local option capital project tax . . . . .	3		
4. City of Portland Levy for pension and disability obligations . . . . .	4		
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	5a.		
5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	5c.	<b>0</b>	

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	<b>0.5334</b>
7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated district</b> . . . . .	8	

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
OPERATING	MAY 17 2011	2012-2013	2016-2017	0.249

**Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES**

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS \_\_\_\_\_ (Must be completed if you have an entry in Part IV)