

- (a) Notice(s) of budget committee meeting showing affidavit of publication with copy of actual pub
- (b) copy of notice of budget hearing showing affidavit of publication with copy of actual pub
- (c) copy of all budget detail sheets
- (d) copy of resolution that adopts budget and makes appropriations
- (f) copy of resolution that categorizes tax
- (g) copy of Notice of Property Tax Levy form
- (h) sample ballot of any new tax authority approved by voters & used first time

RESOLUTION No. FY2016-17 R.005

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 2017-2018 in the total amount of \$ 1,935,328.* 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, 2017, for the following purposes:

<u>General Fund</u>		<u>Debt Service Fund</u>	
<u>Organizational Unit or Program:</u>		Debt Service 0	
Personnel Services.....	734,988	Total.....	\$0
Materials & Services.....	326,573		
_____	0	"Other Uses" Fund	
_____	0	Org. Unit/Program: _____	188,500
<u>Not Allocated to Organizational Unit or Program:</u>		Special Payments.....	0
Personnel Services.....	0	Transfers Out.....	4,000
Materials & Services.....	0	Contingency.....	0
Capital Outlay.....	1,000	Total.....	\$192,500
Debt Service	2,000	Sage Library System Fund	
Special Payments.....	0	Org. Unit/Program: _____	271,618
Transfers Out.....	12,500	Special Payments.....	0
Contingency.....	6,832	Transfers Out.....	0
Total.....	\$1,083,893	Contingency.....	32,000
		Total.....	\$303,618
		Total APPROPRIATIONS, All Funds . . .	\$1,580,011
		Total Unappropriated and Reserve Amounts, All Funds . . .	355,317
		TOTAL ADOPTED BUDGET . . .	\$1,935,328 *

*(*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 2017- 2018 :

- (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 12, 2017.

X Gary Diehlman
 Signature

Fern Stokes 6/12/17

**FORM
LB-20**

**RESOURCES
GENERAL FUND**

(Fund)

BAKER COUNTY LIBRARY DISTRICT

(Name of Municipal Corporation)

Historical Data			RESOURCE DESCRIPTION	Budget for Next Year <u>2017-2018</u>		
Actual		Adopted Budget This Year Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2014-2015	First Preceding Year 2015-2016					
1			1	Available cash on hand* (cash basis) or		1
2	158,124	191,061	2	Net working capital (accrual basis)	247,770	247,770
3	30,897	28,954	3	Previously levied taxes estimated to be received	40,000	40,000
4	9,051	7,450	4	Interest	9,500	9,500
5	4,000	11,500	5	Transferred IN, from other funds	4,000	4,000
6			6	OTHER RESOURCES		
7	15,974	16,551	7	Fines & Fees	17,500	17,500
8	7,045	6,773	8	State revenue (R2R Grant)	6,800	6,800
9	1,906	3,929	9	Other Tax Revenues	5,000	5,000
10	5,782	4,346	10	Federal revenue (E-rate)	7,300	7,300
11	5,088	0	11	Special Contracts (Tech support)	0	0
12	0	0	12	Job Training Programs	0	0
13	951	2,040	13	Donations, Grants, & Misc	500	500
14	0		14	Capital financing		
15		300	15	Fiscal agency fee (Sage)	2,600	2,600
16			16			
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	238,818	272,904	29	Total resources, except taxes to be levied	340,970	340,970
30			30	Taxes estimated to be received	977,924	977,924
31	887,323	943,059	31	Taxes collected in year levied		
32	1,126,142	1,215,963	32	TOTAL RESOURCES	1,318,893	1,318,893

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

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

General Fund

(name of fund)

1	Historical Data			REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)	Budget For Next Year 2017-2018			1
	Actual		Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1				PERSONNEL SERVICES				1
2	445,567	549,111	518,008	2 Salaries	527,054	527,054	527,054	2
3	178,759	137,142	191,432	3 Benefits	207,934	207,934	207,934	3
4	0	0	0	4 Special Contracts - Grants, Tech Support, Job Training	0	0		4
5	0	0		5 Severance				5
6	0	0	10	6 Payroll Expenses	0	0		6
7				7				7
8	624,326	686,253	709,450	8 TOTAL PERSONNEL SERVICES	734,988	734,988	734,988	8
9	13.90	13.90	14.00	9 Total Full-Time Equivalent (FTE)	14.34	14.34	14.34	9
10				MATERIALS AND SERVICES				10
11	100,810	95,908	97,000	11 Collection Development	90,000	90,000	90,000	11
12	10,676	12,603	13,050	12 Library Consortium	13,400	13,400	13,400	12
13	60,369	68,992	74,050	13 Facilities & IT Maintenance	80,800	80,800	80,800	13
14	42,546	34,382	44,435	14 Corporate Costs	44,173	44,173	44,173	14
15	81,852	87,975	95,525	15 Library Operations	98,200	98,200	98,200	15
16	2,000	2,000	2,000	16 Debt Service	2,000	2,000	2,000	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	326,060	27 TOTAL MATERIALS AND SERVICES	328,573	328,573	328,573	27
28				CAPITAL OUTLAY				28
29	0	0	71,000	29	1,000	1,000	1,000	29
30				30				30
31				31				31
32				32				32
33				33				33
34				34				34
35	0	0	71,000	35 TOTAL CAPITAL OUTLAY	1,000	1,000	1,000	35
36	922,580	988,113	1,106,510	36 ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,064,561	1,064,561	1,064,561	36

150-504-030 (Rev 10-16)

**FORM
LB-30**

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General Fund
(name of fund)

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year <u>2017-2018</u>			
	Actual		Adopted Budget This Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2				2				2
3				3				3
4	0	0	0	4 TOTAL PERSONNEL SERVICES	0	0	0	4
5				5 Total Full-Time Equivalent (FTE)				5
6				6 MATERIALS AND SERVICES NOT ALLOCATED				6
7	0	0	0	7				7
8				8				8
9	0	0	0	9 TOTAL MATERIALS AND SERVICES	0	0	0	9
10				10 CAPITAL OUTLAY NOT ALLOCATED				10
11	0	0		11				11
12				12				12
13	0	0	0	13 TOTAL CAPITAL OUTLAY	0	0	0	13
14				14 DEBT SERVICE				14
15				15				15
16				16				16
17	0	0	0	17 TOTAL DEBT SERVICE	0	0	0	17
18				18 SPECIAL PAYMENTS				18
19				19				19
20				20				20
21	0	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	0	21
22				22 INTERFUND TRANSFERS				22
23	2,500	1,000	1,000	23 Transfer - Technology & Election	2,500	2,500	2,500	23
24	10,000	10,000	10,000	24 Transfer - Severance Liability	10,000	10,000	10,000	24
25				25				25
26				26				26
27				27				27
28	12,500	11,000	11,000	28 TOTAL INTERFUND TRANSFERS	12,500	12,500	12,500	28
29			247,770	29 OPERATING CONTINGENCY	241,832	241,832	6,832	29
30	12,500	11,000	258,770	30 Total Requirements NOT ALLOCATED	254,332	254,332	19,332	30
31	922,580	988,113	1,106,510	31 Total Requirements for ALL Org.Units/Programs within fund	1,064,561	1,064,561	1,064,561	31
32				32 Reserved for future expenditure				32
33	191,061	216,851		33 Ending balance (prior years)				33
34				34 UNAPPROPRIATED ENDING FUND BALANCE			235,000	34
35	1,126,141	1,215,964	1,365,280	35 TOTAL REQUIREMENTS	1,318,893	1,318,893	1,318,893	35

150-504-030 (Rev 10-16)

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND

(Name of Fund)

Historical Data				REQUIREMENTS FOR: <u>Personnel Services</u>		Budget for Next Year 2017-2018				
Actual		Adopted Budget This Year Year 2016-2017	Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body			
Second Preceding Year 2014-2015	First Preceding Year 2015-2016									
1			1	Object Classification	Detail				1	
2	71,718	72,436	73,874	2	MGT4	Library Director	75,362	75,362	75,362	2
3	47,653	48,123	49,094	3	16/5	IT Network and Systems Administrator	49,927	49,927	49,927	3
4	23,214	27,539	28,500	4	14/5	Admin Assistant - Business Mgr	28,376	28,376	28,376	4
5	41,159	41,570	42,411	5	13/5	Admin Assistant - Library Mgr	43,259	43,259	43,259	5
6	8,522	35,910	38,465	6	11/5	Librarian I - Cataloging / Tech Svcs	39,228	39,228	39,228	6
7	6,045	4,060	6,200	7	11/5	Library Asst I - Public Services / Outreach (Bookmobile)	13,590	13,590	13,590	7
8	30,722	34,200	36,619	8	10/5	Library Tech II - Coll Mgmt / Serials Specialist	37,361	37,361	37,361	8
9	24,099	22,930	30,127	9	7/5	Library Tech I - Public Services / Children & Teen Specialist	32,270	32,270	32,270	9
10	12,183	8,102	7,670	10	5/5	Library Asst I - Public Services	8,136	8,136	8,136	10
11	12,575	18,035	20,090	11	5/5	Library Asst I - Coll Mgmt / Processing	20,495	20,495	20,495	11
12	18,833	21,053	24,399	12	5/5	Library Asst II - Col Mgmt / Processing & Eval. Specialist	24,886	24,886	24,886	12
13	28,962	32,715	31,733	13	5/5	Librarian I - Public Services + Coll Mgmt Lead	32,363	32,363	32,363	13
14	4,290	4,971	3,000	14	5/5	Library Asst I - Public Services / Outreach (Bookmobile)	0	0	0	14
15	58,418	62,091	68,317	15	5/4-5	Library Asst I - Public Services / Outreach (Branch Leads)	64,645	64,645	64,645	15
16	6,370	7,096	10,413	16	5/4	Facilities Maintenance	14,602	14,602	14,602	16
17	18,585	18,699	18,996	17	5/3	Library Asst (prev Admin Asst - Lib Mgr)	10,625	10,625	10,625	17
18	6,088	3,907	7,500	18	3/5	Library Asst I - Public Services	5,007	5,007	5,007	18
19	15,171	14,412	9,600	19	3/3	Library Pages	15,897	15,897	15,897	19
20	9,875	8,654	9,500	20	X	Temp staff	8,522	8,522	8,522	20
21	1,085	244	1,500	21	BENEFITS	Staff training	2,500	2,500	2,500	21
22	45,409	62,364	56,000	22	BENEFITS	Retirement (PERS)	77,201	77,201	77,201	22
23	33,617	36,202	37,300	23	BENEFITS	Social Security (FICA)	40,320	40,320	40,320	23
24	434	536	600	24	BENEFITS	State Unemployment Tax (SUTA @ .001) + Payroll Exp	527	527	527	24
25	94,705	92,606	93,932	25	BENEFITS	Group Health Insurance	86,653	86,653	86,653	25
26	3,872	542	2,700	26	BENEFITS	Workers Comp Insurance	2,424	2,424	2,424	26
27	723	768	900	27	BENEFITS	Life Insurance	808	808	808	27
28		6,488		28	BENEFITS	Severance				28
29			10	29		Payroll expenses				29
30				30						30
31	14	14	14	31	Total Full Time Equivalent (FTE)*		14	14		31
32				32	Ending balance (prior years)					32
33				33	UNAPPROPRIATED ENDING FUND BALANCE					33
34	624,326	686,253	709,450	34	TOTAL REQUIREMENTS		734,988	734,988	734,988	34

* 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: Materials & Services		Budget for Next Year 2017-2018			
Actual		Adopted Budget This Year Year 2016-2017	Proposed by Budget Officer			Approved by Budget Committee	Adopted by Governing Body		
Second Preceding Year 2014-2015	First Preceding Year 2015-2016								
1			1	Object Classification	Detail				1
2	100,810	95,908	97,000	2	Collection Development (Books, audiovisual, digital, etc)	90,000	90,000	90,000	2
3	10,676	12,603	13,050	3	Library Catalog (Sage)	13,400	13,400	13,400	3
4	21,236	27,399	33,200	4	Facilities Maintenance	33,500	33,500	33,500	4
5	11,270	10,420	12,000	5	Janitorial Contract	18,450	18,450	18,450	5
6	2,660	2,121	3,250	6	Janitorial Supplies	3,250	3,250	3,250	6
7	2,851	3,078	2,600	7	Equipment Maintenance Services / Lease	2,600	2,600	2,600	7
8	22,352	25,974	23,000	8	Computer Maintenance	23,000	23,000	23,000	8
9	7,001	5,721	6,000	9	Bookmobile Operations	6,000	6,000	6,000	9
10	15,812	16,265	17,275	10	Insurance	17,475	17,475	17,475	10
11	6,361	2,422	5,550	11	Travel and Training	4,500	4,500	4,500	11
12	2,567	0	3,500	12	Election	3,500	3,500	3,500	12
13	7,650	7,905	8,200	13	Audit	8,573	8,573	8,573	13
14	813	855	1,200	14	Bookkeeping	1,000	1,000	1,000	14
15	2,420	2,856	2,750	15	Dues and subscriptions	2,900	2,900	2,900	15
16	2,000	2,000	2,000	16	Debt Service	2,000	2,000	2,000	16
17	1,549	1,487	1,600	17	Publication	1,600	1,600	1,600	17
18	1,042	1,159	1,410	18	Financial Mgt Fees	1,375	1,375	1,375	18
19	250	250	250	19	Legal Administration	250	250	250	19
20	2,958	1,183	2,500	20	Public Programs	3,000	3,000	3,000	20
21	2,955	2,964	3,600	21	Branch Mileage	3,600	3,600	3,600	21
22	11,647	17,440	15,500	22	Library Services Supplies	15,500	15,500	15,500	22
23	4,133	4,599	12,400	23	Youth Programs (Summer Reading, storytime, teen)	13,000	13,000	13,000	23
24	1,494	1,572	1,500	24	Postage/Freight	1,500	1,500	1,500	24
25	41,528	42,352	42,625	25	Utilities	41,140	41,140	41,140	25
26	13,095	13,327	13,900	26	Telecommunications	17,460	17,460	17,460	26
27	1,125	0	200	27	Special contracts - grants, tech support travel	0	0	0	27
28				28	Miscellaneous				28
29				29					29
30				30					30
31				31	Total Full Time Equivalent (FTE)*				31
32				32	Ending balance (prior years)				32
33				33	UNAPPROPRIATED ENDING FUND BALANCE				33
34	298,254	301,860	326,060	34	TOTAL REQUIREMENTS	328,573	328,573	328,573	34

* 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 2017-2018			
Actual		Adopted Budget Year 2016-2017		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2014-2015	First Preceding Year 2015-2016						
1			1	RESOURCES			1
2			2	Cash on hand * (cash basis), or			2
3	148,998	158,577	3	Working Capital (accrual basis)			3
4			4	Previously levied taxes estimated to be received			4
5	688	871	5	Interest			5
6	12,500	11,000	6	Transferred IN, from other funds			6
7	8,000	27,835	7	Grants and Loans			7
8	1,220	1,977	8	Donations			8
9	3,279	3,935	9	Book Sales online			9
10		6,562	10	Program reimbursements			10
11	174,684	210,757	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	14	TOTAL RESOURCES			14
16			15	REQUIREMENTS **			15
16			16	Org Unit or Prog & Activity	Object Classification	Detail	16
17	9,060	38,065	17			Memorial & Grants Dept.	17
18	0	0	18			Election reserve	18
19	1	1	19			Literacy Dept.	19
20	3,005	9,375	20			Technology Dept. Reserve	20
21		0	21			Capital Projects Dept. Contingency	21
22	41	45	22			Severance Liability Dept. Contingency	22
23		0	23			Corporate Costs (Bank & sales fees)	23
24	4,000	11,500	24	TRANSFER		Transfer Out	24
25			25				25
26			26				26
27			27				27
28			28				28
29			29				29
30	158,577	151,771	30	Ending balance (prior years)			30
31			31	UNAPPROPRIATED ENDING FUND BALANCE			31
32	174,684	210,757	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			DESCRIPTION RESOURCES AND REQUIREMENTS			Budget for Next Year 2017-2018					
Actual		Adopted Budget Year 2016-2017				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2014-2015	First Preceding Year 2015-2016										
1			1	RESOURCES					1		
2			2	Cash on hand * (cash basis), or					2		
3	95,000	135,422	3	Working Capital (accrual basis)			160,350	160,350	160,350	3	
4			4	Previously levied taxes estimated to be received						4	
5		10	5	Interest			10	10	10	5	
6	193,160	197,097	6	Membership dues			211,000	211,000	211,000	6	
7			7	Transferred IN, from other funds						7	
8	118,811	95,404	8	Restricted grants			50,000	50,000	50,000	8	
9	6,030	772	9	Miscellaneous revenue			2,575	2,575	2,575	9	
10	7,118		10	Proceeds from prior fiduciary account						10	
11			11							11	
12	420,119	428,695	12	Total Resources, except taxes to be levied			423,935	423,935	423,935	12	
13			13	Taxes estimated to be received						13	
14			14	Taxes collected in year levied						14	
15	420,119	428,695	368,010	15	TOTAL RESOURCES			423,935	423,935	423,935	15
16				16	REQUIREMENTS **						16
17				17	Org Unit or Prog & Activity	Object Classification	Detail				17
18				18	PERSONNEL SERVICES						18
19	49,643	55,708	56,816	19	PERSONNEL	SALARIES	Systems administrator	58,000	58,000	58,000	19
20	5,165	5,310	5,600	20	PERSONNEL	SALARIES	Admin Assistant - Business Mgr	5,750	5,750	5,750	20
21	54,808	61,018	62,416	21			Total Salaries	63,750	63,750	63,750	21
22				22							22
23	7,206	8,069	9,796	23	PERSONNEL	BENEFITS	Retirement	13,100	13,100	13,100	23
24	4,096	4,240	5,180	24	PERSONNEL	BENEFITS	Social Security	4,900	4,900	4,900	24
25	30	47	76	25	PERSONNEL	BENEFITS	Worker's compensation	80	80	80	25
26	9,810	7,215	7,900	26	PERSONNEL	BENEFITS	Health insurance	7,550	7,550	7,550	26
27	48	47	63	27	PERSONNEL	BENEFITS	Unemployment insurance	65	65	65	27
28	72	95	100	28	PERSONNEL	BENEFITS	Life insurance	100	100	100	28
29	96	1,652	100	29	PERSONNEL	BENEFITS	Payroll insurance	85	85	85	29
30	21,358	21,365	23,215	30			Total benefits	25,880	25,880	25,880	30
31	76,166	82,383	85,631	31			TOTAL PERSONNEL SERVICES	89,630	89,630	89,630	31
32				32							32
33				33	MATERIALS & SERVICES						33
34	745	260	250	34			Telecommunications	250	250	250	34
35	5,309	1,733	4,500	35			Technology	4,500	4,500	4,500	35
36	0	0	1,500	36			Accounting and auditing	0	0	0	36
37	0	300	2,558	37			Administrative services (BCLD)	2,560	2,560	2,560	37

38	59,505	54,908	56,100	38		System support (HRCLD)	57,783	57,783	57,783	38
39	45,835	45,922	2,500	39		Technical services	2,500	2,500	2,500	39
40	0	0	50	40		Legal services	50	50	50	40
41	2,583	1,013	3,750	41		Dues and subscriptions	3,750	3,750	3,750	41
42	91	64	100	42		Postage/freight	50	50	50	42
43	0	0	50	43		Printing	25	25	25	43
44	624	586	500	44		Supplies, Office	500	500	500	44
45	3,489	2,460	3,000	45		Travel	2,500	2,500	2,500	45
46	2,961	4,115	4,500	46		Training	5,000	5,000	5,000	46
47	87,389	81,689	86,700	47		Courier	90,000	90,000	90,000	47
48	0	0	0	48		Member credits	12,520	12,520	12,520	48
49	208,531	193,050	166,058	49		TOTAL MATERIALS & SERVICES	181,988	181,988	181,988	49
50				50						50
51				51	RESERVE	RESERVE FUNDS				51
52	0	0	21,000	52		Capital outlay	21,000	21,000	21,000	52
53	0	0	11,000	53		Contingency	11,000	11,000	11,000	53
54				54						54
55				55						55
56	135,422	153,263		56		Ending balance (prior years)				56
57			84,321	57		UNAPPROPRIATED ENDING FUND BALANCE	120,317	120,317	120,317	57
58	420,119	428,696	368,010	58		TOTAL REQUIREMENTS	423,935	423,935	423,935	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.

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Baker County Library District will be held on June 12, 2017 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, 2017 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/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 2015-2016	Adopted Budget This Year 2016-2017	Approved Budget Next Year 2017-2018
Beginning Fund Balance/Net Working Capital	485,060	519,000	561,120
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	213,948	225,070	231,100
Federal, State and all Other Grants, Gifts, Allocations and Donations	138,375	134,500	85,600
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	22,500	20,700	16,500
All Other Resources Except Current Year Property Taxes	52,473	69,220	63,085
Current Year Property Taxes Estimated to be Received	943,059	967,000	977,924
Total Resources	1,855,415	1,935,490	1,935,328

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	768,636	795,081	824,618
Materials and Services	530,976	619,118	624,561
Capital Outlay	0	92,000	22,000
Debt Service	2,000	2,000	2,000
Interfund Transfers	22,500	20,700	16,500
Contingencies	45	322,270	325,332
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	531,260	84,321	120,317
Total Requirements	1,855,417	1,935,490	1,935,328

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			
Library Services	686,253	709,450	734,988
FTE	14	14	14
Sage Library System	82,383	85,631	89,630
FTE	1	1	1
Total Requirements	768,636	795,081	824,618
Total FTE	15	15	15

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
 The BCLD FY17-18 budget is effectively flat compared to the prior year. In the General Fund, while tax revenues are projected to increase by 2.5%, collection is significantly constrained by compression. Decreases in grants, donations, and capital outlay are primarily due completion of projects. Growth in Personnel is primarily due to a spike in Oregon Public Employee Retirement System (PERS) rates.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2015-2016	Rate or Amount Imposed This Year 2016-2017	Rate or Amount Approved Next Year 2017-2018
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	\$18,500	
Total	\$18,500	

* 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

FORM LB-50 2017-2018

To assessor of BAKER County

Check here if this is an amended form.

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

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.

Baker

County Name

2400 Resort St

Mailing Address of District

Baker City

City

OR

State

97814

ZIP code

6/13/2017

Date

Perry Stokes

Contact Person

Library Director/CEO/Budget Officer

Title

541-523-6419

Daytime Telephone

director@bakerlib.org

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	Excluded from Measure 5 Limits 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 prior to October 6, 2001	5a.		
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.		
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0	

PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000	6	0.5334
7.	Election date when your new district received voter approval for your permanent rate limit	7	
8.	Estimated permanent rate limit for newly merged/consolidated district	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 2016	2017-2018	2021-2022	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)

STATE OF OREGON COUNTY OF BAKER

OFFICE OF THE COUNTY CLERK

P R O C L A M A T I O N

WHEREAS, the County Clerk of the County of Baker, State of Oregon, on the 2nd day of June, 2016 pursuant to law duly canvassed the votes for and against the measure submitted to the voters of the County of Baker at the Primary Election, May 17, 2016, as shown by the official abstracts of votes, and

WHEREAS, according to the said canvass, the whole number of votes cast in the County for and against such measures at the aforesaid Primary Election, May 17, 2016, was as follows:

MEASURE NUMBER – 1-67, WEED CONTROL

YES - 3987
NO - 1484

MEASURE NUMBER – 1-68, VECTOR CONTROL

YES - 3046
NO - 1019

MEASURE NUMBER – 1-70, BAKER COUNTY LIBRARY

YES - 4607
NO - 939

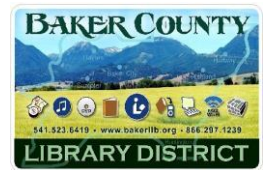
NOW, THEREFORE, I, Cindy Carpenter, County Clerk of the County of Baker, State of Oregon, in obedience to and by virtue of the power and authority vested in me by the Laws of this State, do hereby make and issue this proclamation to the people of the County of Baker and do announce and declare that the whole number of votes cast in the County at said Primary Election on May 17, 2016, for and against said measures were as hereinbefore stated.

IN TESTIMONY WHEREOF, I have set my hand and caused the Seal of the County of Baker to be hereto affixed. Done this 2nd day of June, 2016.


Baker County Clerk

BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2017-2018 BUDGET MESSAGE

Perry Stokes, Library Director / Budget Officer



Honored Budget Committee members and citizens of Baker County,

I am pleased to present the FY 2017-2018 Annual Proposed Budget for Baker County Library District, Oregon totaling \$1,935,328 projected requirements and responsibilities.

<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">General Fund</td> </tr> <tr> <td style="border-top: 1px solid black;">Personnel Services.....</td> <td style="text-align: right;">734,988</td> </tr> <tr> <td>Materials & Services.....</td> <td style="text-align: right;">326,573</td> </tr> <tr> <td>Capital Outlay.....</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>Debt Service</td> <td style="text-align: right;">2,000</td> </tr> <tr> <td>Transfers Out.....</td> <td style="text-align: right;">12,500</td> </tr> <tr> <td>Contingency.....</td> <td style="text-align: right;">241,832</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$1,318,893</td> </tr> </table> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Debt Service Fund</td> </tr> <tr> <td style="border-top: 1px solid black;">Debt Service</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$0</td> </tr> </table>	General Fund		Personnel Services.....	734,988	Materials & Services.....	326,573	Capital Outlay.....	1,000	Debt Service	2,000	Transfers Out.....	12,500	Contingency.....	241,832	Total.....	\$1,318,893	Debt Service Fund		Debt Service	0	Total.....	\$0	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">"Other Uses" Fund</td> </tr> <tr> <td style="border-top: 1px solid black;">Personnel Services.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Materials & Services.....</td> <td style="text-align: right;">183,500</td> </tr> <tr> <td>Capital Outlay.....</td> <td style="text-align: right;">5,000</td> </tr> <tr> <td>Transfers Out.....</td> <td style="text-align: right;">4,000</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$192,500</td> </tr> </table> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Sage Library System Fund</td> </tr> <tr> <td style="border-top: 1px solid black;">Personnel Services.....</td> <td style="text-align: right;">89,630</td> </tr> <tr> <td>Materials & Services.....</td> <td style="text-align: right;">181,988</td> </tr> <tr> <td>Capital Outlay.....</td> <td style="text-align: right;">21,000</td> </tr> <tr> <td>Contingency</td> <td style="text-align: right;">131,317</td> </tr> <tr> <td>Transfers Out.....</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Total.....</td> <td style="text-align: right; border: 1px solid black;">\$423,935</td> </tr> </table> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Total APPROPRIATIONS, All Funds . . .</td> <td style="text-align: right; border: 1px solid black;">\$1,935,328</td> </tr> <tr> <td style="padding-left: 20px;">Total Unappropriated and Reserve Amounts, All Funds . . .</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: right;">TOTAL ADOPTED BUDGET . . .</td> <td style="text-align: right; border-top: 1px solid black;">\$1,935,328 *</td> </tr> </table>	"Other Uses" Fund		Personnel Services.....	0	Materials & Services.....	183,500	Capital Outlay.....	5,000	Transfers Out.....	4,000	Total.....	\$192,500	Sage Library System Fund		Personnel Services.....	89,630	Materials & Services.....	181,988	Capital Outlay.....	21,000	Contingency	131,317	Transfers Out.....	0	Total.....	\$423,935	Total APPROPRIATIONS, All Funds . . .	\$1,935,328	Total Unappropriated and Reserve Amounts, All Funds . . .	0	TOTAL ADOPTED BUDGET . . .	\$1,935,328 *
General Fund																																																							
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The proposed budget was prepared by the Budget Officer in accordance with the directions of the Board of Directors and current regulations. It is a product that reflects the District’s mission to provide a wide range of materials and dynamic library services that meet the diverse needs and interests of the Baker County public, while exercising responsible governance and fiscal-efficiency through use of innovative technology, cost-saving processes and the resourcefulness of skilled and dedicated professional and para-professional staff.

OVERVIEW

Pursuant to Oregon Budget Law, the budget message must contain certain information, which assists the reader of the budget in understanding major differences in the proposed budget from the current year adopted budget.

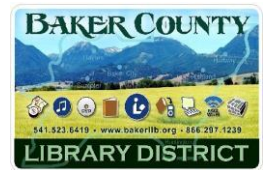
For example, ORS 294.391 requires that the budget message accomplish the following:

- Explain the budget document
- Contain a brief description of proposed financial policies for the ensuing year
- Call out significant features of the proposed budget
- Explain any major changes in financial policy reflected in the proposed budget

BAKER COUNTY LIBRARY DISTRICT

FISCAL YEAR 2017-2018

BUDGET MESSAGE

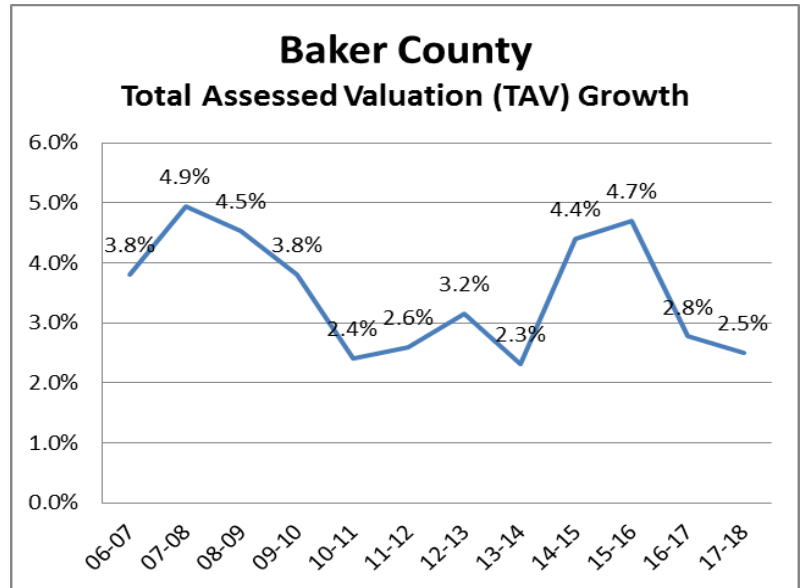


Perry Stokes, Library Director / Budget Officer

The 2017-2018 District Budget reflects an economy struggling to regain stability after the economic recession. Revenues are nearly flat. Employee benefits continue to be the most significant cost driver due to retirement rate costs.

The Baker County Assessor's Millage Report of November 2016 showed the rate of property valuation dropped sharply by nearly two full percentage points -- the largest single year drop in a decade.

While health insurance costs have somewhat stabilized (rising by only 4% this year), state obligations from Oregon's Public Employee Retirement System (PERS) have saddled all public agencies with an oppressive spike in contribution rates.



The district will direct its share of small tax revenue growth toward budget priorities of preserving facility assets and efficiently providing public services. In an effort to strengthen the district's ability to recruit and retain skilled personnel, the District will continue to develop to competitive levels employee salaries that have been assessed as low comparative to peer libraries. When possible, core staff positions are being filled by highly qualified individuals able to present advanced education achievements such as library degrees or para-professional certification. This does impact the budget somewhat by requiring starting salaries in some cases at top step tiers rather than at mid-tier or lower. Merit raises and promotions are awarded to select employees able to demonstrate the dedication and capacity to excel with expanded duties & responsibilities.

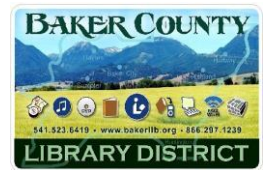
Materials & Services goals are reduced in scope from last year, focusing on facilities maintenance and expanded children's programming.

A review of historical data shows that the more the community has invested in its libraries, the more libraries have been utilized by both Baker County citizens and neighboring counties in partnership with the Sage partnership.

BCLD Activity Highlights

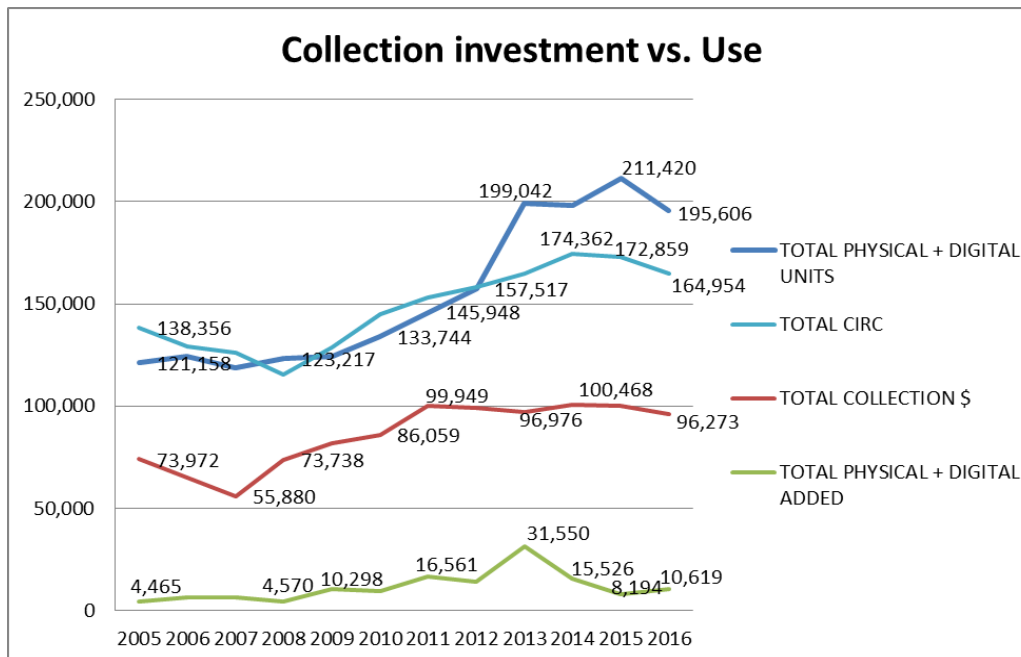
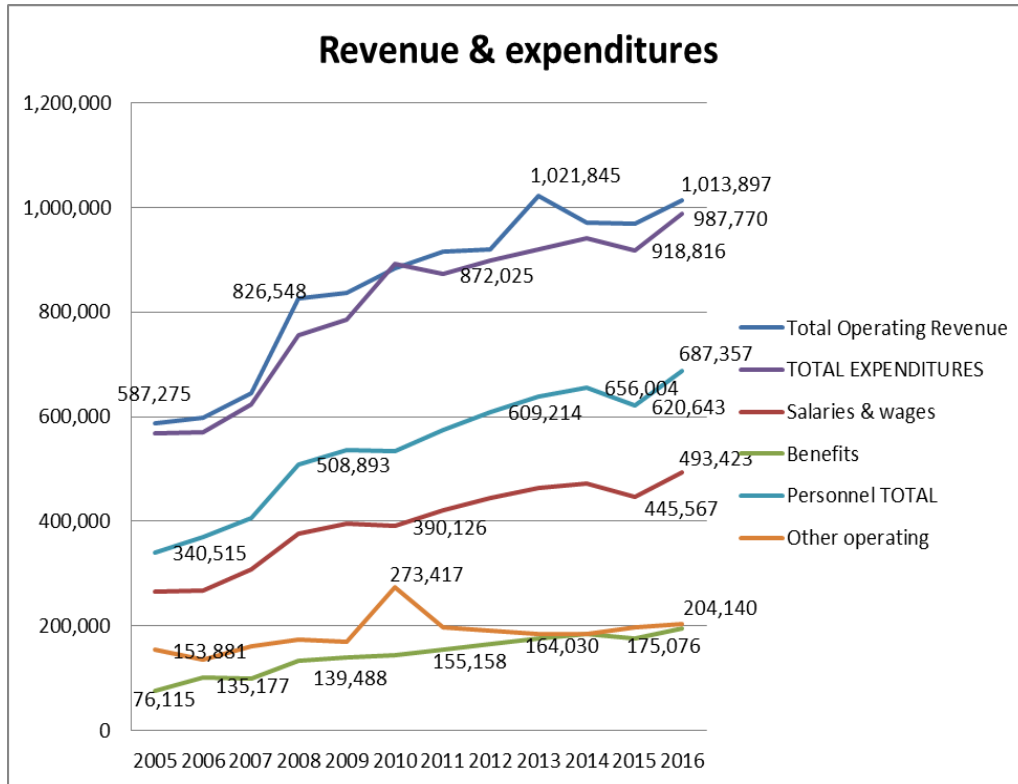
- Over 60% of Baker County residents have an active library account, down 10% from last year.
- Book borrowing shows a slight drop but generally remains steady while use of the movie and magazine collections are declining more sharply. Digital borrowing is growing slowly yet remains at around 4% of total circulation.
- Visitation and borrowing counts overall are trending downward, which is customary after recessionary period usage peaks. Visitation for the first quarter of 2017, however, is up.
- The number of Interlibrary Loans borrowed from Sage partners significantly exceeded the number lent in 2015-2016-- a sharp reversal of the previous year ratio. This suggests either a problem with the system algorithm that targets holds for fulfillment, or the district's collection has insufficient quantities or titles to meet local demand. Deeper analysis is required.

BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2017-2018 BUDGET MESSAGE

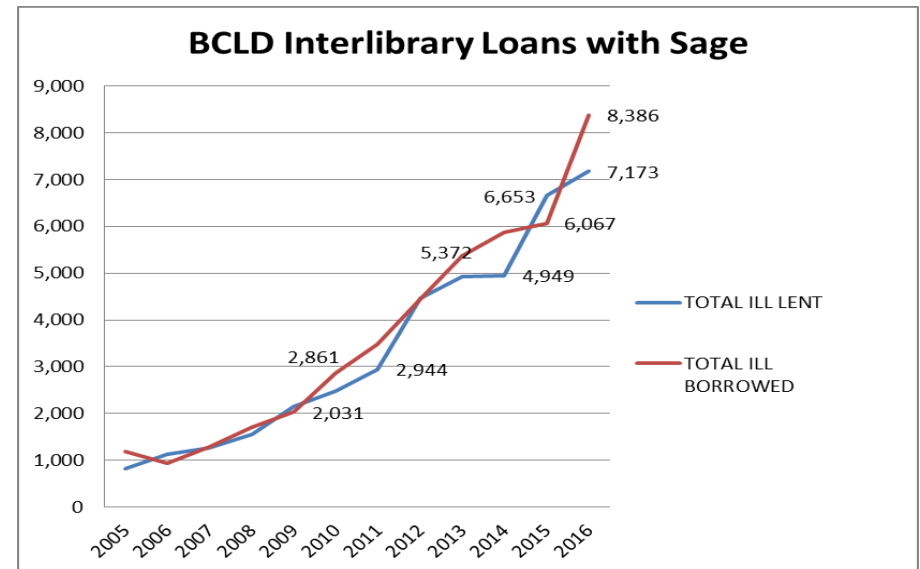
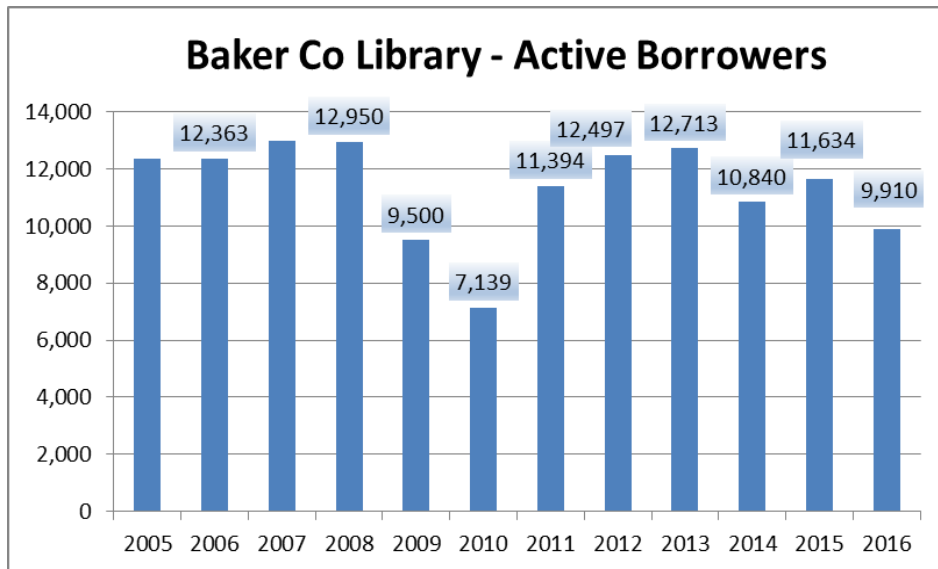
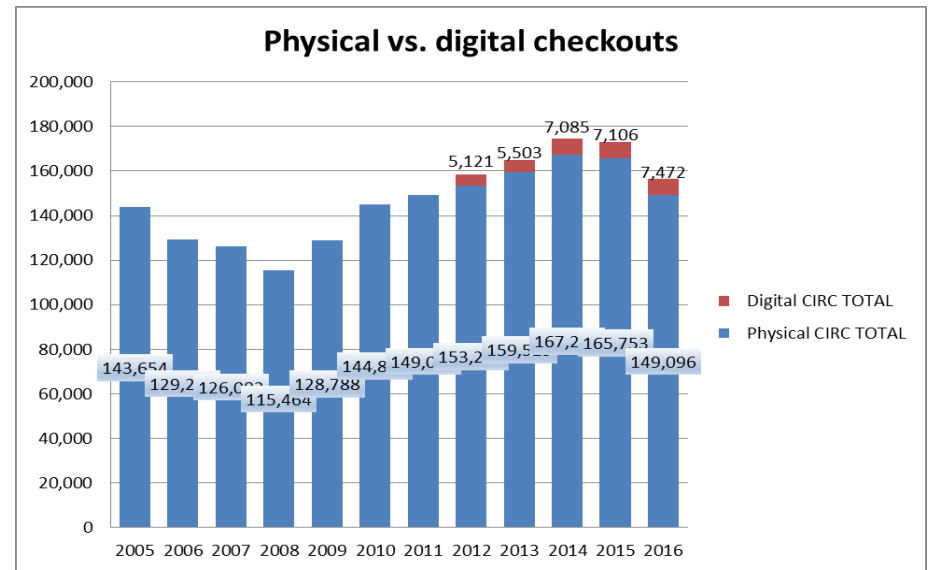
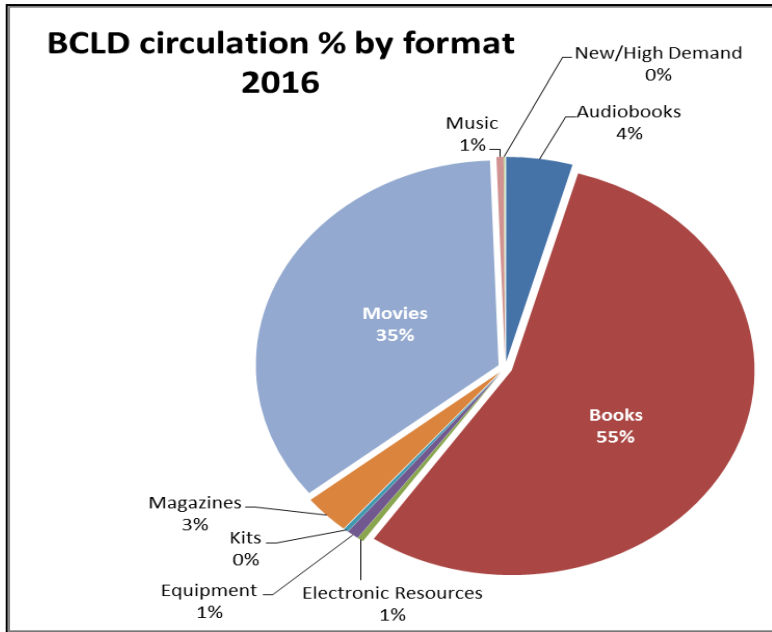
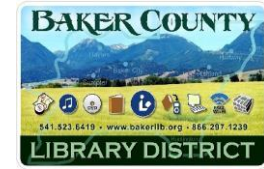


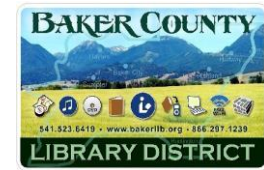
Perry Stokes, Library Director / Budget Officer

- Internet computer access continues to show transition trending from desktop workstation use to portable devices connecting to the WiFi network. Note, users have no session time limits when connecting personal devices to the district's wireless network. The district has only recently begun to track WiFi session counts.

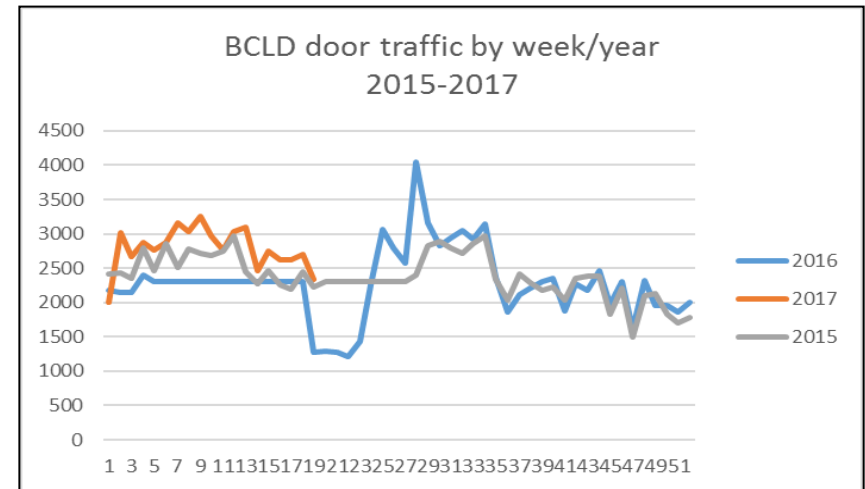
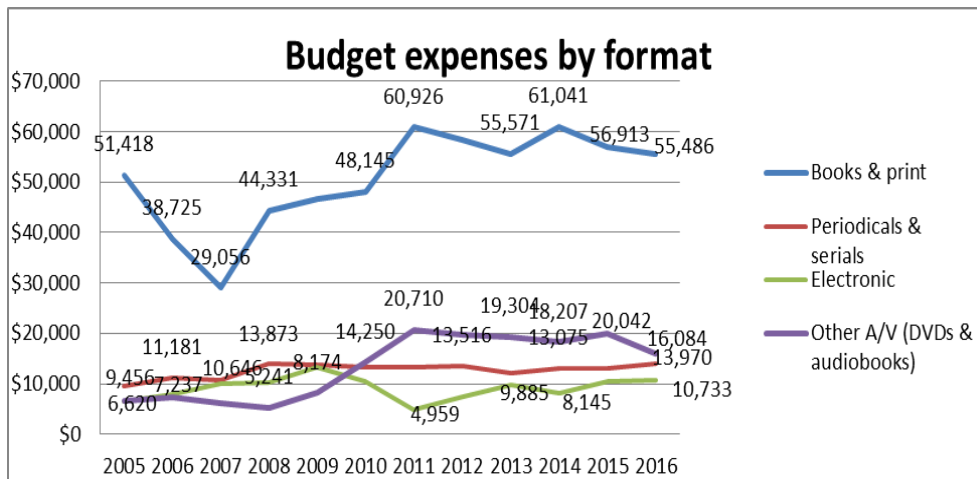
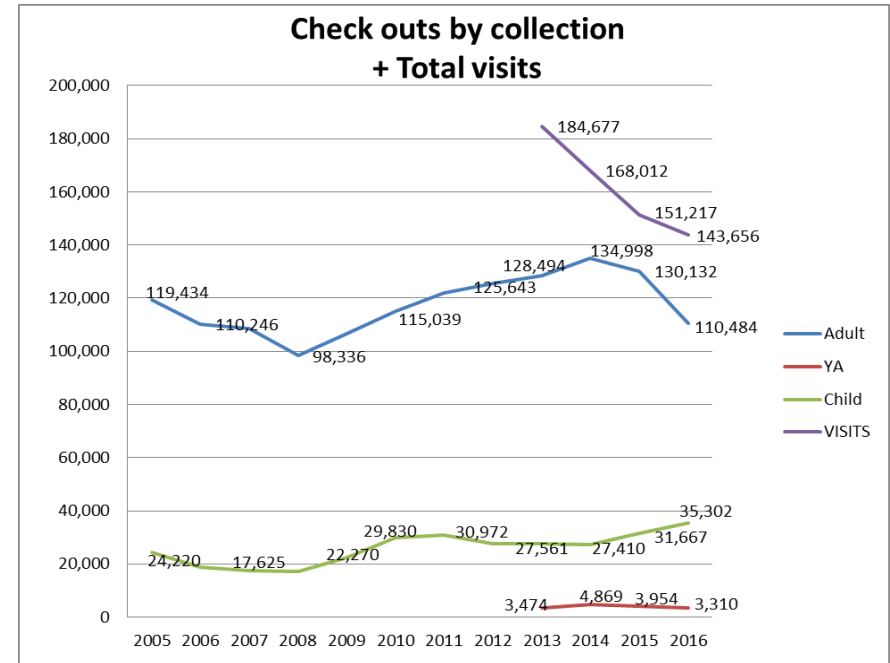
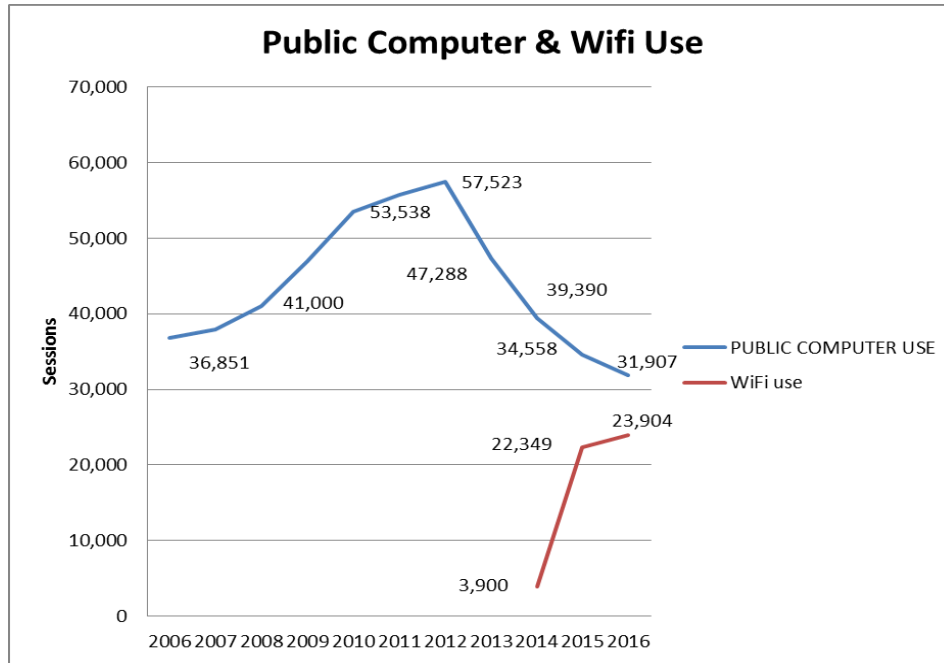


BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2017-2018 BUDGET MESSAGE





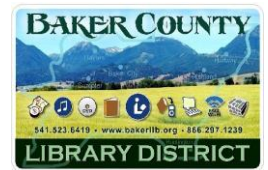
BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2017-2018 BUDGET MESSAGE



BAKER COUNTY LIBRARY DISTRICT

FISCAL YEAR 2016-2017

BUDGET MESSAGE



Cognizant of these usage trends, the proposed budget directs resources for sustainability, maintaining the high quality of public library services that citizens expect in a fiscally responsible manner and prioritizing facilities maintenance needs to protect these public assets.

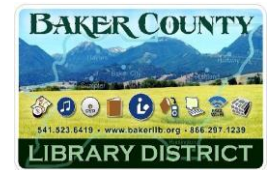
Description of Proposed Financial Policies for the Ensuing Year

The over-arching principle guiding the development of the proposed budget is adherence to the library service & operations goals: strategic investment in collections, information technology, facilities, & quality staff empowered to provide exceptional library services to our communities.

Summary of Significant Features and Changes in the Proposed Budget

- Revenue estimates for the proposed budget are based on a conservative approach, assuming a 2.5 % rate of growth of property values (down from last year's projection of 3.5%, and below the actual 2.8% rate). *Note: a 1% change equates to about \$10,000 revenue.
- Non-tax revenue is down from FY16-17, inflated in that year due to project grants.
- Salaries include a 2% cost of living increase. *Note: FY14-15 personnel expenditures are skewed low due to staff retirements, deferred hiring of replacements for those positions, and restructuring of positions at that time.
- Employee salary and benefits increase overall by 4.6% (69.1% of operating budget) primarily due to PERS obligations which are increasing by over \$16,000 as compared to the FY16-17 original budget.
- One benefit-qualifying employee position is eliminated upon staff retirement, for the purpose of helping to offset the PERS increase.
- Payout on employee insurance deductibles continue to be budgeted at \$5,000, the assumption of three claims (\$1,500 per claimant).
- Collection Development funding will begin at slightly lower than the previous year budget amount. Typically, this line is expanded as funds are available.
- Facilities & IT category increases by 9.4% mostly due to an expanded Janitorial Contract.
- Facilities Maintenance is sustained at a high level in order to accomplish special repair and improvement projects. With several large project needs identified, one or more of those projects are funded each year according to priorities and available funds.
- Youth programming will remain high for expansion of early literacy, summer reading, and technology/maker club programs.
- Utilities are increased mostly due to a new Internet arrangement for Huntington. Heating fuel is also increased based on last year's figures, in case that winter is not anomalous.
- A small capital outlay figure is budgeted for possible pursuit of upgrading lighting at Halfway to LED.
- Cash Carryover in General Fund will add \$16,686 to the base operating contingency of \$225,146 for a total of \$241,832. This reserve is used to fund district operations for a third of the year, from the start of the fiscal year in July until tax revenues begin to be received in early November.

BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2016-2017 BUDGET MESSAGE



- **Modified accrual basis** method of accounting will continue.

Revenue Considerations

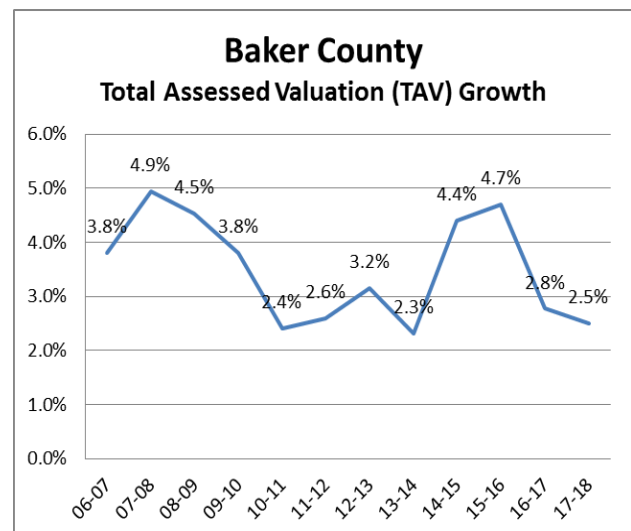
On the revenue side of the budget equation, the District projects a moderate increase in taxes to be levied. Other sources of revenue are stable as indicated below

- Property tax—2.5% increase (\$10,924), a conservative estimate at -0.3% lower than the growth rate reported for current fiscal year
- Prior taxes—stable, estimated at just above historical rate prior to 2014-15 when collections dropped from tax deferment on a large commercial property....
- Interest—stable, maintained at slightly less than the FY16-17 budget
- Transfers— includes proceeds from online book sales collected in Other Fund ...
- Fines & fees—stable ...
- State revenues — stable....
- Other tax revenues—stable, maintained with modest increase from possible eclipse event tourism ...
- Federal funds— slight increase in E-rate program subsidy for new Huntington Internet ...
- Special contracts & Job Training — discontinued...
- Donations, Grants, Misc — modest projection, based below historical collections ...
- Fiscal agency fee – remains at 2% Sage budget less accounting labor costs

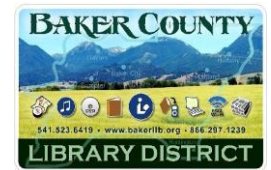
TAX REVENUE & RESOURCES PROJECTION

The General Fund budget proposal is based on a 2.5% increase of the **Total Assessed Valuation (TAV)** of property in Baker County, Oregon. This figure was determined from review of economic data trends and consultations with both the County Assessor and the District’s auditor. The proposed rate is 0.3% under the previous year actual rate of 2.8% as reported in the FY16-17 millage report by the County Assessor.

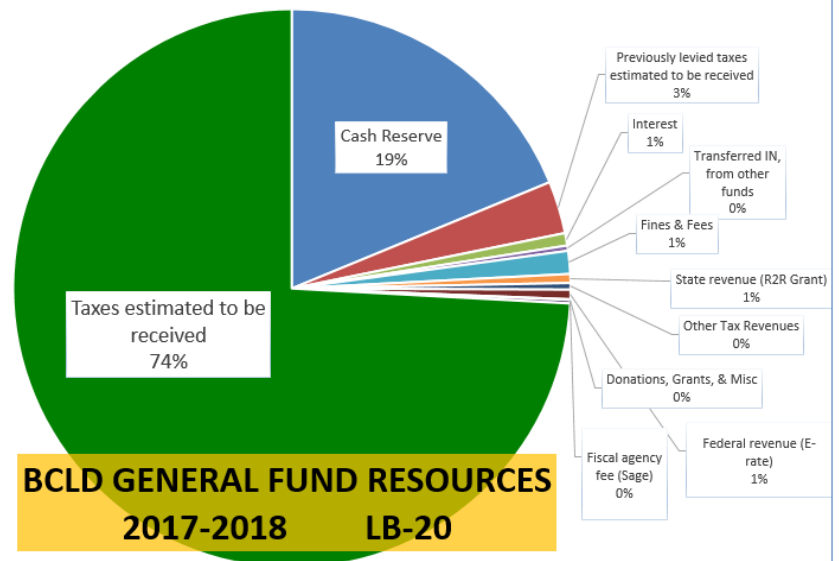
BCLD obtains the majority of its revenue from two tax levies assessed on the TAV. The District’s permanent tax rate of \$0.5334/1000 is projected to generate approximately 68% of the operating budget at **\$722,070** after accounting for a portion of losses due to compression, discounts and collection rate. The District will also assess a local option levy, which will be the **first year** of five of a levy renewed at the same rate that was approved by voters in May 2016. The local option levy rate is \$0.249/1000 and is projected to add **\$255,853** to income after adjustments, which is 24% of the operating budget. Funding from the local option levy enables the District to serve the County with 15 weekly hours at five branch facilities, and the main branch open seven days a week for a total of 59 hours. Together these tax collections make up 74% of the total budget.



BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2016-2017 BUDGET MESSAGE



The remainder of resources primarily consists of operating contingency (19%), prior taxes (3%), fines and fees (1%), earned interest (1%), transfers in from other funds (0.4%), and state and federal grants (2%).



TAX COLLECTIONS

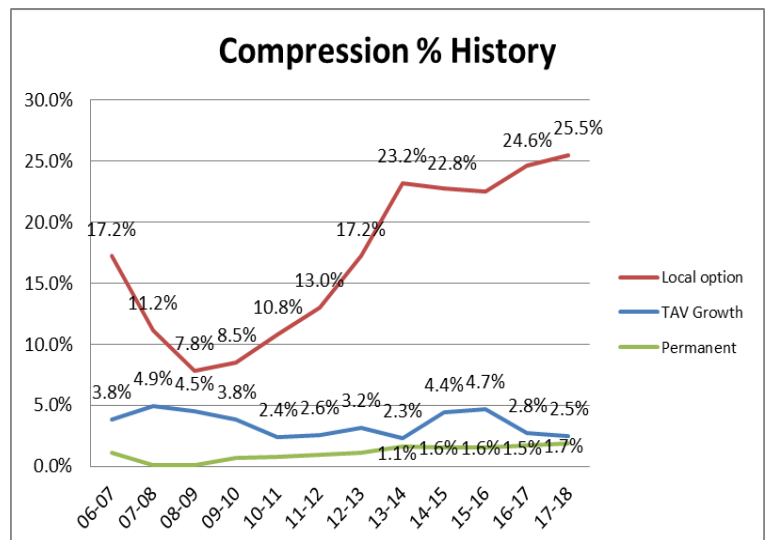
Tax income is based on a projected 94% collection rate from taxpayers.

COMPRESSION

A significant restraint on revenue collection in Oregon is the factor known as Compression, or "Measure 5 limits", which is an initiative-based tax limitation established by Oregon Ballot Measure 5 (1990) that created a tax rate cap for properties already paying the full \$10.00/1000 limit on all local government assessments. When taxes exceed the cap for that property, taxes are reduced or "compressed" by a relative percentage until pressed back down to the limit. This loss is distributed unevenly throughout the County with local option taxes being compressed first. If the local option tax is compressed to zero, and the limit still hasn't been reached, the other taxes in the category are proportionately reduced. In Baker County, compression primarily applies to revenues from Baker City.

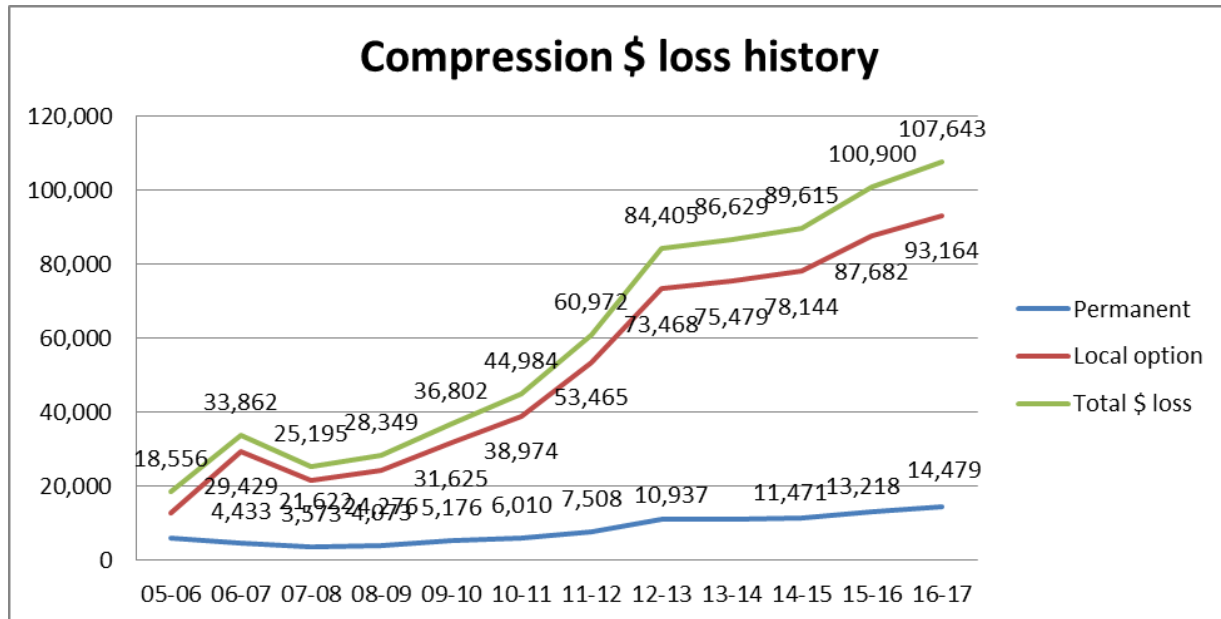
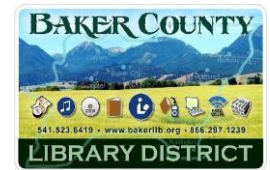
In the past five years, County Assessor data shows **compression** is increasing again after a plateau 2013-16, particularly on the local option levy. The proposed compression rate on the local option tax is calculated at 25.5%, one percent above the prior year. This equates to a total local option levy loss of \$93,164.

Compression on the permanent tax is projected at **1.9%**, two-tenths of a percent above the prior year rate of 1.7%, which equates to a loss of \$14,479. Combined losses from Measure 5 compression increase to a total suppression of **\$107,643**.



Should Measure 5 ever be reformed, those revenues intended for the library by Baker County voters would be a tremendous benefit to the community through more robust collection development, public programs, technology, facility maintenance & strategic reserves.

BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2016-2017 BUDGET MESSAGE



Unexpended cash carryover to start the year is projected to be \$22,770. This is in addition to the dedicated operating contingency reserve of \$225,000 the District maintains for a total of \$247,770. That \$225,000 amount is also known as “Tax Anticipation Note Reserve” savings which is used for District operations between July 1 and early November when tax disbursements are distributed. The reserve amount to start the year is shown in form LB-20 line 2. Some of that carryover will be spent down to complete projects in-progress for which it was originally intended. The year-end amount is shown on LB-30, line 26.

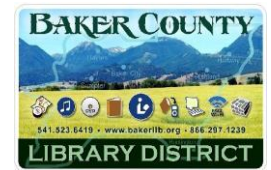
Prior taxes, commonly known as “back taxes” or “delinquent taxes”, are based on previously assessed tax collections. These funds are late payments from taxpayers who have received extensions or are otherwise paying late. Prior taxes for the proposed budget are projected at \$40,000 which is about \$2,400 below the amount received in the current year.

Interest income is projected at \$10,000. The average of receivables in this category is \$8,900. Recent year receipts were \$7,450 in FY15-16, \$9,051 in FY14-15, \$9,695 in FY13-14, \$9,442 in FY12-13 and \$7,076 in FY10-11. Like Other Taxes, interest income is always a mystery even late in the fiscal year because in the final analysis it includes the auditor’s re-distribution of interest on tax dollars held by the County Treasurer on tax collections throughout the year; and the Treasurer does not report these interest figures to the auditor until after the close of the fiscal year.

State Government Revenue (Ready-to-Read program) is projected at \$6,800, reported by the Oregon State Library staff to be stably funded.

The category of **Other Taxes** generates a small amount of income from land & timber sales, Fish & Wildlife fees, & other miscellaneous payments. This category has an erratic history. Collections in the recent 5 years have been between \$1,500 and \$3,500 with an average of \$2,600. Other Taxes income for the current budget year is projected at \$5,000 due to possible additional revenues from eclipse tourism. The figure will remain unknown as the actual disbursement is not released until after the close of the fiscal year.

BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2016-2017 BUDGET MESSAGE



E-Rate funds to reimburse telecommunications are proposed at \$7,300. The E-Rate program is a federal subsidy program that has attempted to ensure that schools and libraries have access to affordable telecommunications and information services. It is in the process of transitioning away from telecommunications subsidy to become more targeted to network infrastructure improvement. The proposed amount includes an increase for Internet bandwidth subscription at the Huntington branch, which is 80% of the projected cost.

When all non-tax revenues are combined with resources from taxes to be received and carryover, the **combined net income** available for General Fund operations amounts to \$1,318,893 which is 3.4% less than the current year revised budget (-\$46,387). The bulk of that contraction is from return to standard revenue figures after the accomplishment of capital projects in FY16-17.

EXPENDITURES – SUMMARY

Expense Considerations

Since 2012-2013, General Fund Personnel Services, consisting of salary and benefits, have increased by an average of about 3% per year.

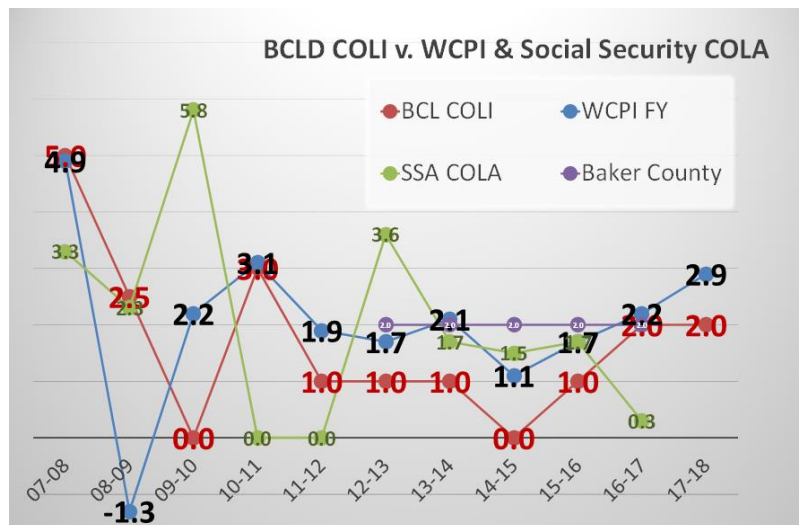
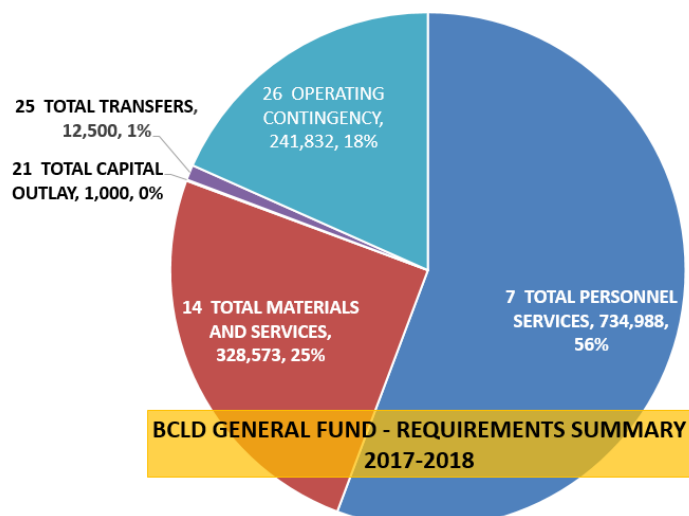
For FY2017-2018, **Personnel Services** will increase 1.3% (+\$9,696) in total as compared to the original FY16-17 budget, with salaries stable (0.1%; \$546), but benefits jumping by 4.6% (+\$9,160).

Personnel Services will make up 69.1% of the Total Operating Budget which is within the best practices target ratio of 65-70%.

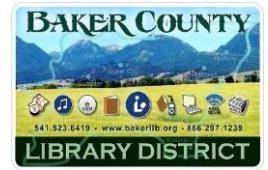
Materials and Services costs will increase by just over \$5,378, making up 30.9% of the proposed Total Operating Budget which is within the target range of 30-35% for this category. Typically, this category grows by year-end as unanticipated income is received and/or surplus balances are re-allocated.

PERSONNEL SERVICES

The district strives to adjust wages to the Western Consumer Price Index (WCPI) measure for inflation with a general cost of living increase (COLI). For several years, budgets have not been able to keep that pace, resulting in declining real wages. With inflation on the rise (currently at 2.9% for



BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2016-2017 BUDGET MESSAGE



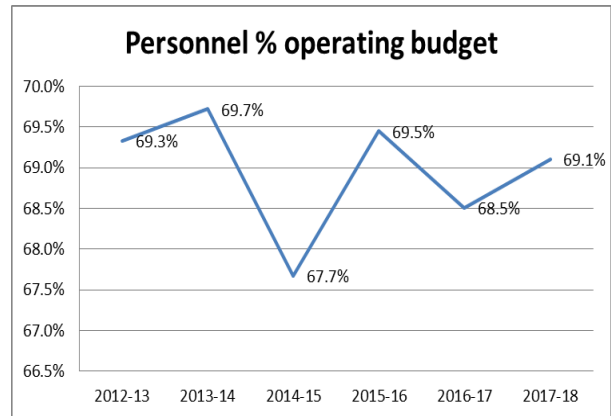
last 12 months), the budget proposal is for a 2% COLI warranted this year.

Salary increases of note on the legal budget sheet include: consolidation of the Bookmobile position from two staff to one with some desk shifts at the Baker Branch; also, with building repair projects as a focus, a new highly-qualified Facilities Specialist was hired at maximum salary for that position and increased hours from 16 to 19/week. Scheduled STEP increases are budgeted for five staff, one full-time and four part-time.

In the Benefits category, PERS retirement rates are a significant cost driver increasing by 30-35% (+\$16,336 compared to prior year original budget). The district has taken countermeasures to mitigate this increase, primarily through attrition, limiting overall Payroll Taxes & Benefits growth to 1.3% (+\$9,696).

	Rates eff FY2015-17	Rates eff 7/2017	Chg
PERS	15.64%	21.12%	35.0%
OPSRP	10.69%	13.96%	30.6%

Health insurance premium rates are reported at a 4% increase by the Special Districts Insurance Services. Overall, due to elimination of one benefit-qualifying position upon staff retirement, Group Insurance is 7.7% less than the revised FY16-17 budget. The reserve amount of \$5,000 to cover District obligations on medical deductible claims (\$1,500 of the \$3,000 per person deductible) is allocated in the insurance liability reserve line.



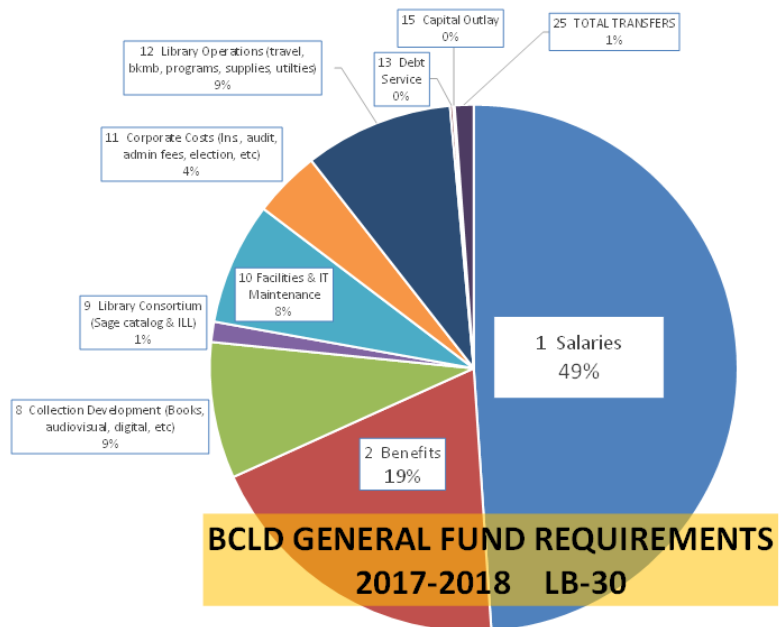
In sum, the Personnel department is increased 1.3% (+\$9,696) over the original FY16-17 budget, and 3.6% (+\$25,537) over the end-year revised FY16-17 budget.

MATERIALS & SERVICES

General Fund Materials & Services line items increase by 1% (+\$2,513) over the current adopted budget for this year, or 1.7% (+\$5,378) over the original FY16-17 budget.

Line item changes of note include

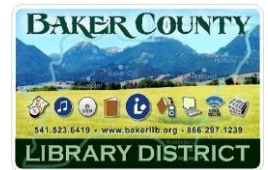
- Collection Development is reduced by 4% over last year's starting figure. One of the District's long-term goals has been to achieve the best practice budget standard for public libraries of between 10-15% of the operating budget spent on collections. While the goal has



BAKER COUNTY LIBRARY DISTRICT

FISCAL YEAR 2016-2017

BUDGET MESSAGE



been reached a few times, it generally does not start out at that level in the budget. The proposed **book budget equates to 8.5% of the Total Operating Budget to start**. As usual, it may be expanded later in the year with receipt of greater than projected tax revenue or surplus funds from under-expended budgeted categories.

- Library Consortium (Sage) for a 3% increase from increased membership dues.
- Facilities maintenance is sustained at \$33,000 to address maintenance projects previously deferred plus an increase of \$500 in anticipation of another strong winter and associated snow removal costs.
- The Janitorial Contract line is increased significantly by 54% (\$6,450) due to a new contract with expanded scope of duties at the Baker branch.
- Insurance is decreased by -\$2,950 due to the board decision to pass on the consideration of adding earthquake and equipment failure insurance.
- **Debt Service** is budgeted at \$2,000 for payment toward the Resort Street Improvement Project. That amount will continue to be paid for approximately the next 11 years until the full assessment of \$24,500 plus interest is paid in full. The interest rate is very low at less than 2% to only recover administration fees by the City of Baker City.
- Public programs is increased by \$500 (20%) to accommodate a additional program plans including a possible collaborative project with Crossroads in 2018.
- Youth programs is increased by \$600 for additional branch program support.
- Telecommunications is up 23% due to a new Internet services contract for Huntington.

TRANSFERS & CONTINGENCY

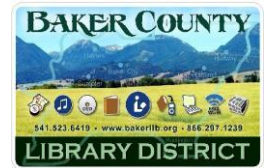
Transfers customarily include \$10,000 moved to the Other Fund each year for a **Severance Fund** for retiring employees who have qualified to be reimbursed for unused vacation leave plus half of their accumulated unused sick leave. Eligibility for the Severance payout benefit is dependent upon staff having worked for the District for a minimum of five years. The fund is on target to meet projected obligations in this category and no severance payout is expected in the coming year. Therefore, half of the standard severance deposit (\$5,000) will be re-routed to a Capital Reserve allocation in the Other Uses Fund.

Also, in preparation for future needs, \$1,000 is to be transferred to a **Technology fund** for server replacement. An additional \$1,500 is set aside toward future election cost, which helps mitigate high election costs periodically experienced.

Two years ago, the **Health Insurance Liability** contingency was moved out of the Reserves category to the Personnel Services department. That allocation of \$5,000 is intended to cover the District's typical expenditures on medical deductible benefits. It is based on an estimate of up to three claims per year which has historically proved adequate and is considered a reasonable statistical risk to cover average reimbursements.

The Operating Contingency reserve consists of unappropriated ending fund balance and the **Tax Anticipation Note (TAN) reserve** which has been built to \$225,000. This fund is used to operate the District between July and mid-November when tax revenues are dispersed. A short-term loan has been avoided by temporarily borrowing from the District's own "Other Uses" pool of funds. The **TAN Reserve** will grow by approximately \$10,000 over the original FY16-17 budget to be \$235,000 plus a

BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2016-2017 BUDGET MESSAGE



small unappropriated balance of 6,832. Over a course of the next five years, the district will seek to grow the TAN Reserve fund to approximately \$300,000 to continue debt free operations.

OTHER FUNDS

Two additional funds are proposed to supplement the General Fund.

The “**Other Uses**” Fund is primarily used to manage restricted grants and donations. The total resources and requirements amount to **\$192,500**. Grants are projected a moderate level anticipating funding of planned requests. The Severance Liability reserve will be increased by only \$5,000 rather than \$10,000 since funds are sufficient to meet projected need. The other \$5,000, ordinarily transferred to Severance, will be routed to the Capital Projects Contingency line. The transfer of \$4,000 consists of anticipated resources from online book sales moved back to the general fund to support Collection Development.

The **Sage Library System Fund** of **\$423,935** is used exclusively for operation of the Sage Library System. BCLD assumed fiscal agent responsibilities from Eastern Oregon University (EOU) as of July 1 2014. Sage has its own revenue source through membership fees and grants. Expenditures from this fund are for staff and various services, technical support contracts, materials, training, grant and special project needs, or any other purpose the Sage User Council chooses to fund. This fund operates from a bank account that is separate from the BCLD general fund. Sage checks are authorized by the Sage administrator and signed by the District Board President and Library Director. No interfund transfers between the Sage Fund and other BCLD funds are allowed. Bills that include costs for both BCLD and Sage are paid by BCLD, then Sage compensates the District. Financial reports are reviewed monthly by the BCLD board and bi-monthly by the Sage User Council.

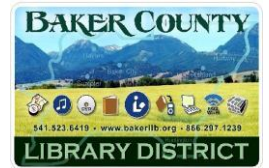
The district has proposed to receive approximately \$8,300 total (\$2,560+\$5,700) in administrative services compensation from taking on Sage fiscal agency. The amount is based on 2% of the previous year budget total and covers an average of 5 hours per week needed for accounting by the district’s Business Manager. The balance of the fee amount less Admin Services accounting labor is paid to BCLD as a general administrative fee (\$2,560).

CONCLUSION AND ACKNOWLEDGEMENTS

Producing and executing the annual budget is a large and collective task. I extend my sincere thanks to all the individual department leads and staff who contributed to the development of this proposed budget. It is a team effort and reflects the collective commitment of the library board and continued mentorship of my predecessor, Aletha Bonebrake, to develop a fiscal roadmap that both sustains our outstanding public service levels and provides some opportunity for innovation and improvement.

Especially noteworthy is the effort Finance Department – Director Christine Hawes. Her professionalism and assistance throughout the year always greatly contribute to the development and production of the proposed budget document. Thanks also to our auditor Kent Bailey and the Budget Committee for their continued oversight of the budget from development through approval every year. I also need to acknowledge and credit Buzzy Nielsen, Director of Crook County Library District for

BAKER COUNTY LIBRARY DISTRICT FISCAL YEAR 2016-2017 BUDGET MESSAGE



providing exceptional models of administrative documents such as the salary survey I've used for the Budget Committee Packet.

With that assistance, I am pleased to have developed a budget based on a Strategic Investment approach which expands early literacy programs and youth services, enables facilities repairs and development of collections, and keeps staff wages from being diminished by inflation.

I look forward to taking your questions and providing whatever information you may require to assist in the deliberation process.

Subsequently, I respectfully recommend you approve the Proposed FY2017-2018 District Budget as submitted.

Sincerely,

Perry N. Stokes, Budget Officer