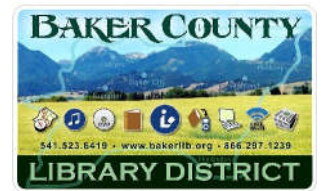


Baker County Library District
 Board of Directors + Contract Review Board
Regular Meeting Agenda
 Monday, Oct 21, 2019, 6:00 – 8:00 pm
 Riverside Room, Baker County Public Library
 2400 Resort St, Baker City
 Gary Dielman, President



- | | | |
|--------------|---|-----------------|
| I. | CALL TO ORDER | Dielman |
| II. | Consent agenda (ACTION) | Dielman |
| | a. Additions/deletions from the agenda | |
| | b. Minutes of previous meeting | |
| III. | Conflicts or potential conflicts of interest | Dielman |
| IV. | Open forum for general public, comments & communications | Dielman |
| | In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | |
| V. | OLD BUSINESS | |
| | a. Rivistas Subscription Services | |
| | b. Professional Audit Services | |
| VI. | NEW BUSINESS | |
| | a. FY18-19 Statistics Report | Stokes |
| | b. FY19-20 Revenue Projection | Stokes |
| | c. Visitor & Non-resident Card Fees (ACTION) | Stokes |
| VII. | REPORTS | |
| | a. Director | Stokes |
| | b. Finance | Hawes |
| VIII. | Next meeting: Nov 11, 2019 | President-elect |
| IX. | ADJOURNMENT | President-elect |

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

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

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

Library Board Meeting – Annotated Agenda

Monday, Oct 21, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

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

Attachments:

- II.b.i. Board meeting minutes, Sep 9 2019

- III. **Conflicts or potential conflicts of interest** Dielman
- IV. **Open forum for general public, comments & communications** Dielman
- V. **OLD BUSINESS**

- a. **Rivistas Subscription Services**

After some additional revisions to the quote, I signed the order last week with Rivistas. The end amount was up slightly by \$200.

- b. **Professional Audit Services**

Christine recommended a few revisions to the Engagement Letter from Gaslin Accounting. I am expecting the new version to be delivered soon for signature execution.

- VI. **NEW BUSINESS**

- a. **FY18-19 Statistics Report**

Stokes

Attachments:

- VI.a.i. 2019 Oregon Public Library Statistical Report
- VI.a.ii. Spreadsheet – statistics by year
- VI.a.ii. FY18-19 statistics charts

The library submits a variety of statistics to the State Library of Oregon each year. That report is included in the board packet. I will present trends and takeaways at the meeting.

- b. **FY19-20 Revenue Projection**

Stokes

Attachments:

- VI.b.i. Tax Revenue Projection

The Baker County Assessor released the annual “millage report” of property valuation. The 3.8% growth rate is slightly above the 3.5% rate used for the current year budget. Most significantly, the compression rate for the Local Option Levy has decreased from 20% to 16%. The end result is an anticipated \$15,000 - \$20,000 of additional revenue.

- c. **Visitor & Non-resident Card Fees (ACTION)**

Stokes

Attachments:

- VI.c.i. Median property value and fee rate options

Library Board Meeting – Annotated Agenda

Monday, Oct 21, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

The Visitor & Non-Resident Fee policy was last revised in 2013. The last change to the annual fee was from \$40 to \$60 in 2008. In 2013, revisions were made to the checkout limits but the fees were unchanged. My calculations indicate the annual rate should be increased to either \$90 if based on the revenue growth rate, or \$120 if based on median property contribution to the library.

VII. REPORTS

a. Director

Stokes

Facilities & vehicles

Professional carpet cleaning for the Baker branch was completed.

The Baker City Tree Board declined to approve removal of the large elm tree at the Northwest corner of the Baker branch.

Ed completed restriping of the ADA parking spot.

The Janitorial Services Contract has been revised, with some expansion of service expectations. Ed is directly inviting bids.

Friends & Foundation

None.

Grants & Gifts

We are taking advantage of an offer of free shelving from Concordia University to update shelving in the Children's area. While the shelves are at no cost, delivery does involve a significant investment, which is covered by the surplus projected from the recent Assessor report. The shelves are in pristine condition and include top and end panels. They will be a significantly different look and afford more display opportunity. I am hopeful they will help generate more circulation of children's materials.

Marketing

None.

Personnel

The position of Circulation & Operations Supervisor was awarded to one of our existing staff. One substitute position has been filled and interviews for additional candidates are scheduled for this week. I will also post the position vacated by the internal staff for internal candidates.

The annual All-Staff Training event was held for Oct 14 2019. Informal feedback about the event is positive. I have also distributed a satisfaction survey to help guide future events.

Programs & services

The Board of Directors meets on the 2nd Monday each month from 6.00 to 8.00p in the Riverside Meeting Room at 2400 Resort Street, Baker City, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours' notice is given.

Library Board Meeting – Annotated Agenda

Monday, Oct 21, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

The Self Checkout Station is now operational. Patrons are trying it out. There is a learning curve regarding its use and scanning techniques, but the experience seems to be positive so far.

Huntington service hours for Tuesday were adjusted from afternoon 2 – 5pm, to morning, 10am – 1 pm. This allows locals an opportunity to use the library while most youth are in school.

Our collection of yearbooks sent out for digitization has been returned with DVD copies of the content. We will share the content with Baker Heritage Museum. The museum has several issues that we do not, and they will share that content with us once their digitization order is completed.

Battle of the Books (OBOB) registration is underway.

Safety & Security

None.

Technology

None.

Other

State & National news/trends:

Publishers Weekly – The Week in Libraries

[Sep 13 2019](#)

ALA seeks to raise public awareness about e-books; a look at Temple University's new library; and how a New Jersey library will benefit from a hidden treasure that had been hanging in plain sight for 60 years.

[Sep 20 2019](#)

As Banned Books Week kicks off, the DoJ sues Edward Snowden over his just-published memoir; NPR reports on how a Colorado library is seeking to help its local town's news operation; and rave reviews for a new Queens Public Library building, which opens next week.

[Oct 4 2019](#)

A federal appeals court delivers a mixed decision on net neutrality; OCLC hosts its annual Library Futures Conference; and library supporters continue to hammer Macmillan over its e-book embargo.

[Oct 11 2019](#)

A new ALA e-book club launches; pushback on Macmillan's library e-book embargo keeps rolling in; and are library workers under siege?

Library Board Meeting – Annotated Agenda

Monday, Oct 21, 2019, 6:00 pm

Notes prepared by Library Director Perry Stokes

b. Finance

Hawes

Report documents to be distributed at the meeting.

VIII. Next meeting: **Nov 11, 2019**

President-elect

- Future agenda items
 - Policy review/revision
 - Discussion of pro-rated benefits for part-time employees
 - Fee schedule
 - Library Card Eligibility
 - Social Software
 - Staff Use of Collection Materials
 - Digital Archive Copyright Statement / Rights Statements for digital cultural heritage object
 - Board Training: Discussion of ALA State of America's Libraries 2018 report

IX. ADJOURNMENT

President-elect



Baker County Library District

Board of Directors

Regular Meeting Minutes

Sep 9, 2019

Call To Order	<p>The meeting was held in the Archive Meeting Room. Gary Dielman, President called the meeting to order at 6:05pm. Present at the meeting were Directors Gary Dielman, Beth Bigelow, and Kyra Rohner. Also present were Perry Stokes, Library Director and Christine Hawes, Business Manager.</p>
Agenda reorder	<p>While waiting for arrival of a third board member to make a quorum, Dielman started with a discussion item under New Business, item C: IT System threat response.</p>
New Business: IT System	<p>Stokes described the growing number of ransomware attacks upon small government agencies including libraries. He presented defense measures the district has implemented such as recent review and testing of our backup systems. Firewall components have also been updated and are set for high security. The IT Manager is confident sufficient protocols are in place. A worst case scenario would necessitate a 24 hour down time for restoration. For backup efficiency, the IT manager has also asked staff to regularly review their personal storage files and delete unnecessary content on the staff server. Each primary staff has been issued a USB Drive for additional backup storage of critical files.</p> <p>Stokes referenced articles included in the board packets. He encouraged the board members to scan through them for more information about the phenomenon.</p> <p>Sage is in process of creating a cyber-breach contingency plan. Both Beth and systems contractor, Jon Georg, are looking at more frequent backup routines.</p> <p>Stokes went on to say that at the last SDAO conference he learned that companies are protecting the names of employees, removing them from agency websites. Sophisticated phishing emails can incorporate specific staff names and logos pulled from websites to act as camouflage for malware hooks. The group discussed experience with phishing emails.</p> <p>Stokes showed CBS News coverage on ransomware on a small city that also highlighted the cost to the city. Ransomware is going after small cities and businesses because they are more vulnerable. They often assume they are too small to be a target. It is recommended to use strong passwords using a 2 factor authentication method and to educate employees warning them not to click on links in suspicious emails. It was also recommended to use a password manager, such as LastPass. There was a short discussion on LastPass and subscription plans.</p> <p>Dielman noted that with the arrival of Kyra Rohner, a quorum was present to do business. Dielman moved back to the top of the agenda.</p>
Back to Top of Agenda: Consent Agenda	<p>Dielman asked for any changes to the consent agenda . There were no changes. Bigelow had a correction to the minutes. She had been a principal at the North Baker School. The Web Academy came after that. With no other changes, Rohner made a motion to approve the consent agenda; Bigelow seconded; motion passed (3 yea).</p>
Conflicts or Potential Conflicts of Interest	<p>Dielman asked for any potential conflicts of interest. There were none.</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Sep 9, 2019

<p>Open Forum for general public</p>	<p>Dielman noted there were no members of the public present. Stokes had no correspondence to share. Stokes added that he met with a local library user to discuss accessibility issues for disabled visitors which he will talk about later in his report.</p>
<p>NEW BUSINESS: Rivistas Subscription Services</p>	<p>Stokes has looked into a subscription for serials management services. He has worked with Periodical Manager, Sylvia Bowers, on this project. They have selected Rivistas Subscription Services. He received quotes for managing Magazines Only of \$5,907 annually. There are a few magazines they don't handle, which we will continue to subscribe to directly. They offer an 18% discount on subscription costs for the ones they do offer. Newspapers are managed at cost, so no savings there except for staff time and payment materials. Both Magazines and Newspapers can be managed for \$9,855 annually. He recommends having Rivistas manage both to save on labor and payment costs, and requests board authorization to approve the contract. Bigelow made a motion to approve the Rivistas agency bid of \$9,855 for services to manage subscriptions for both magazines and newspapers; Rohner seconded. Further discussion ensued on the budget being sufficient to accommodate the cost. Stokes said the budget is \$13,000 for periodicals and leaves adequate buffer to cover those that the agency doesn't have. With no further discussion, Dielman called for a vote. The motion passed (3 yeas).</p>
<p>Professional Audit Services</p>	<p>Stokes said that the board gave direction at the August meeting to seek outside bids for audit services. He reviewed the fact that this process was in response to receiving the usual Engagement letter from Guyer & Associates that included a significant increase in the cost of audit services at \$11,250 (the prior year actual cost was \$8,900; the current budget \$9,450). He and Christine met with Jake Collier to hear the reasoning for the increase. After the August meeting, Christine and Stokes worked to release an RFP for Professional Audit Services on 08/21/2019 with a response deadline of 09/06/2019. He explained that local and regional CPA firms were identified and directly contacted with an invitation to bid. Guyer & Associates were informed that the district would accept their engagement letter already provided as a bid but they were welcome to submit a revision. They did not revise their bid. Christine added that she reviewed each firm online to identify the ones that did offer audit services which narrowed down the search list quite a bit, and to find contact email addresses.</p> <p>An invitation to bid was sent via email to eight accounting firms in our region including Baker City, La Grande, Ontario, Ontario, Nampa and Caldwell. One firm responded they did not offer audit services. Only one accounting firm responded that they would submit a bid. A bid from Gaslin & Mitchell, located in Baker City, was received on September 5 for audit services of \$7,500. Stokes said that he checked references they had given and received positive responses. They also listed the City of Baker City as a new client this year. There was discussion on the 2 bids received: Guyer & Associates CPA's and Gaslin & Mitchell CPA's. There was discussion on the pros and cons of changing service providers. Stokes said that he would have wanted to put the services out for bid next year to find out comparable market rates. The general consensus was that the savings to the District was significant enough. In the contract we have committed to one year. With no further discussion, Dielman asked for a motion. Rohner moved to approve the contract with Gaslin & Mitchell accepting the bid of \$7,500 for audit services for the fiscal year just ended June 30, 2019; Bigelow seconded.</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Sep 9, 2019

	<p>With no further discussion, the motion passed (3 years).</p> <p>Stokes will contact the accounting firms that offered bids with the results.</p>
<p>IT Systems threat response</p>	<p>This item was addressed previously.</p>
<p>REPORTS: Director Report</p>	<p>Stokes gave the Director's report:</p> <p>Vehicles – The bookmobile is back in the shop due to persistent engine overheating. Bookmobile driver, Donna, asked to resume runs keeping the bus under 45mph. He approved short runs since towing is paid by the mile. The repair shop is working on identifying the source of the problem by process of elimination.</p> <p>Facilities – Branches: Halfway branch will be getting ADA-compliant hand rails installed. Ed is arranging for expansion of the concrete landing to accommodate the hand rails and installation. At the Haines, Halfway, Richland and Huntington branches, Ed will be installing new street-front signage and is repairing posts as needed.</p> <p>At the Baker Branch, Ed is preparing to replace the wood siding on the southeast corner of the building. Professional carpet cleaning has been scheduled with Heavens Best which uses a dry extraction process. Ed has requested removal of the large elm tree at the northwest corner of the Baker Library. The roots have caused heaving of the sidewalk, seeds and debris regularly clog drain spouts, and seedlings are a nuisance in the landscape beds. Before scheduling tree removal, Ed contacted the Baker City Tree Board for authorization.</p> <p>Going back to the ADA issue mentioned in the Public Comment segment, Stokes met with a local parent about challenges her family has experienced. Unauthorized parking encroachment into the designated ADA parking space has hindered unloading/loading. He is having Ed re-paint the ADA stripes. New handicap parking signs are being installed. The parent also mentioned the poor condition of the Library-Park footbridge. The asphalt on the bridge is rough and hinders wheelchair mobility. The bridge is owned by the City. Ed has contacted the City Public Works Department asking that they consider having that resurfaced. Tom Fisk, a city employee from Public Works, came to look at the bridge and did some initial work to smooth rough spots. There is concern that an overlay may be too heavy. A structural assessment needs to be done as first step. Stokes has recommended the Parks & Recreation Committee put the bridge on their improvement plan since it is part of the Leo Adler Parkway.</p> <p>Grants – Donor acknowledgment plaques have arrived. They will be mounted in various areas around the library when facilities staff has the time.</p> <p>Personnel – The Baker Library is experiencing a staffing shortage. A sub resigned last week. And we are down two full time positions at the moment (one person resigned and another person out for medical reasons). The position for the Circulation Manager has been revised and reposted. He has relaxed the education requirement to allow more flexibility in applicant</p>



Baker County Library District

Board of Directors

Regular Meeting Minutes

Sep 9, 2019

	<p>consideration. It closes next Monday.</p> <p>Programs & Services – The University of Oregon staff contacted us about our newspaper collection. They are interested in microfilming Record Courier issues from 2015-2016 which we have. They are missing those in their collection. UO stopped microfilming after 2015 but they want to complete what they have. We are happy to assist in that preservation project. In addition, the new owner of the Baker City Herald is adding content online.</p> <p>Safety & Security – Stokes disclosed that an increased number of discarded syringes are being found on library grounds along the Leo Adler Pathway. We are updating Bloodborne Pathogen (BBP) kits at each branch and will be providing FDA approved sharps and medical waste disposal containers. Many thanks to Ed and Christine for working on this project.</p> <p>Technology – He is working with Jim to find replacement software for the Book-A-Room system. The current system was created by staff that has left for college. We are looking at a commercial product at a reasonable subscription cost.</p> <p>Other – Stokes plans to begin including selected articles in monthly board packets to keep the board informed of trending topics and events of interest in the Library profession. He recommends the board review this content as part of meeting preparation. This will serve as both board training and a catalyst to discuss topics we may need to address. He talked about the recent E-book controversy that has dominated recent library news.</p> <p>And lastly, the State Library issued a list of Library Special Districts. We are seventh on the list. There are 31 total. Dielman commented that he thought we were higher on the list, he thought number 2. He recalled when the Director at the time, Aletha Bonebrake, led the Library through the process of becoming a Special District. It was a new idea at the time.</p>
Finance Report	<p>Hawes handed out check packets for signatures. The financial report had already been added to the board report packets.</p> <p>The General Fund received tax turnovers of \$3,711.33 on September 3, all prior years' taxes. In Personnel Services, there is a check to SDIS for Workers Comp Insurance of \$456.30. This is the balance due from FY2018-2019 and will accrue into last fiscal year. The PERS line is low as the September PERS will be paid on the 27th. Usually, it gets posted in time for payment on the 12th and is included in the reports. And the workers comp expense line is high as the majority of the insurance is paid in July based on estimated wages. A final form comes after the fiscal year end from which we receive a final amount due like the one being paid for last year. Overall, Personnel Services is slightly under budget. In Materials & Services, notable checks include Ingram \$4,186.89 for monthly book orders, ProQuest \$2,508.52 for Heritage Quest and Ancestry subscriptions; the Oregon Sign Company \$1,450 for branch signage being updated, and Davis Computers \$875 to install the new firewall appliance. A check to Quill \$1,064.79 mostly stocking up on printer cartridges and finally, the Museum of Natural & Cultural History \$678.00 for Summer Reading Program titled "Our Place in Space" delivered at 3 of our library locations.</p>



Baker County Library District
 Board of Directors
Regular Meeting Minutes
 Sep 9, 2019

	<p>The current General Fund cash balance is \$101,815 (checking plus pool). Looking at the separate Cash Flow Report provided. The District will be able to easily function on its own funds this year. The additional savings last year made it possible to operate longer on General contingency funds before needing to borrow from Other Funds to get the District through the last of November.</p> <p>The Other Funds has received \$236.73 in Amazon book sales in August. It wrote one check to Creative Engraving of \$275.50 for engraving the memorial plaques and plates that were ordered. Its total combined cash balance is \$159,622.</p> <p>The Sage Fund received grant funds of \$3,300 that were for Fiscal Year 2018-2019. The funds were the last of the courier grant from last fiscal year. That amount will show up as an Account Receivable last year with the cash being received this year. Sage Personnel Services is on target by percentage. Checks included courier services totaling \$2,037.74. At the end of August, checks were written to Orbis Cascade \$2,978.13 prorated for a new drop site added at Klamath Community College and Beth Ross \$372.69 for travel expenses for library site visits. The current cash balance is \$116,794.</p> <p>There were no questions on the reports. The Directors signed the checks and initialed the check list approving the bills paid since the last meeting.</p>
<p>Next Meeting Date</p>	<p>The next regular Board meeting will be October 21, 2019. The meeting is one week later than usual due to the annual staff training.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:34 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>

Baker County Library District 2019 Oregon Public Library Statistical Report

CURRENT YEAR *PREVIOUS YEAR*

Part 1 - GENERAL INFORMATION

Please refer to the General Instructions accompanying this document for specific instructions for each question or line.

For lines that calculate a summary of previous lines, select the Save button to save the answer. If you need to change a summary line you must first change one of the previous lines it totals.

1.1	Official name of library	BAKER COUNTY LIBRARY DISTRICT	<i>BAKER COUNTY LIBRARY DISTRICT</i>
1.2	Street address	2400 RESORT ST	<i>2400 RESORT ST</i>
1.3	City (enter the city ONLY)	BAKER CITY	<i>BAKER CITY</i>
1.4	Zip	97814	<i>97814</i>
1.5	Mailing address	2400 RESORT ST	<i>2400 RESORT ST</i>
1.6	City (enter the city ONLY)	BAKER CITY	<i>BAKER CITY</i>
1.7	Zip	97814	<i>97814</i>
1.8	County	Baker	<i>Baker</i>
1.9	Library's main phone number (enter number without dashes or parentheses)	(541) 523-6419	<i>(541) 523-6419</i>
1.10	District or Cooperative Membership	NONE	<i>NONE</i>
1.11	Was there a boundary change in the legal service area in the last year?	No	<i>No</i>
1.12	Congressional District	2	<i>2</i>
1.13	Has the library or any of its branches moved or expanded in the last fiscal year	No	<i>No</i>

Number of public service outlets			
1.14	Central library	1	<i>1</i>
1.15	Branches	5	<i>5</i>
1.16	Bookmobiles	1	<i>1</i>
1.17	Other public service outlets	2	<i>2</i>
1.18	Number of registered users	9,324	<i>9,226</i>
1.19	Number of registered users added	759	

Part 2 - LIBRARY STAFF AS OF JUNE 30, 2019

Report figures as of June 30. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

2.1	Number of librarians with ALA/MLS	2.90	<i>2.45</i>
2.2	Number of other persons holding the title of librarian	0.90	<i>0.83</i>
2.3	Total librarians in FTE (Sum of Lines 2.1 and 2.2)	3.80	<i>3.28</i>
2.4	Number of all other paid staff	11.72	<i>11.42</i>
2.5	Total paid staff in FTE (Sum of Lines 2.3 and 2.4)	15.52	<i>14.70</i>

Part 3 - LIBRARY REVENUE

Part 3 is divided into two sections. Report all operating revenue in Section A and report capital revenue in Section B.

Local government sources

3.1	City	\$0	<i>\$0</i>
3.2	County	\$0	<i>\$0</i>
3.3	District (Library district, community college	\$1,137,167	<i>\$1,035,968</i>

district, school district)

3.4	Total local government (Sum of 3.1 - 3.3)	\$1,137,167	<i>\$1,035,968</i>
3.5	State government sources	\$7,582	<i>\$7,412</i>
Federal government sources			
3.6	LSTA grants	\$3,000	<i>\$0</i>
3.7	E-rate telecommunications discount	\$6,308	<i>\$6,437</i>
3.8	Other federal funds	\$0	<i>\$0</i>
3.9	Federal government revenue (Sum of 3.6 - 3.8)	\$9,308	<i>\$6,437</i>
3.10	Other operating revenue	\$46,007	<i>\$99,268</i>
3.11	Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10)	\$1,200,064	<i>\$1,149,085</i>

Federal: General fund only.

SECTION B. CAPITAL REVENUE

3.12	Local government capital revenue	\$0	<i>\$0</i>
3.13	State government capital revenue	\$0	<i>\$0</i>
3.14	Federal government capital revenue	\$0	<i>\$0</i>
3.15	Other capital revenue	\$0	<i>\$0</i>
3.16	Total capital revenue (Sum of 3.12 - 3.15)	\$0	<i>\$0</i>

Part 4 - LIBRARY EXPENDITURES

Part 4 is divided into two sections. Report all standard operating expenses in Section A and report capital outlay in Section B.

SECTION A. OPERATING EXPENDITURES

4.1	Salaries and wages	\$537,136	<i>\$559,678</i>
4.2	Employee benefits	\$216,248	<i>\$211,794</i>

4.3	Total staff expenditures (Sum of 4.1 and 4.2)	\$753,384	\$771,472
Library collection			
4.4	Books and other print materials	\$67,160	\$53,553
4.5	Periodicals and other serial subscriptions	\$13,870	\$12,079
4.6	Total expenditure on print materials (Sum of 4.4 and 4.5)	\$81,030	\$65,632
4.7	Electronic materials expenditures	\$14,380	\$12,769
4.8	Other materials expenditures	\$13,870	\$13,138
4.9	Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8)	\$109,280	\$91,539
4.10	All other operating expenditures	\$238,301	\$297,053
4.11	Total library expenditures (Sum of 4.3 + 4.9 + 4.10)	\$1,100,965	\$1,160,064

Federal: General fund only.

SECTION B. CAPITAL OUTLAY

4.12	Library construction and related expenditures (incl. building sites)	\$0	\$0
4.13	Capital equipment expenditures (e.g. new automated systems)	\$0	\$0
4.14	Other capital outlay	\$0	\$0
4.15	Total capital outlay (Sum 4.12 - 4.14)	\$0	\$0

Part 5 - LIBRARY COLLECTIONS

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e. microform, scores, pictures, etc.) for which expenditures are reported under Part 4. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

SECTION A - PHYSICAL COLLECTION

Books and other print items

5.1	Number of physical units	113,584	115,527
5.2	Number of physical units added.	5,170	3,801
Audio materials			
5.3	Number of physical units (cassettes, records, compact discs, etc.)	5,962	6,057
5.4	Number of physical units added.	389	174
Video materials			
5.5	Number of physical units	12,637	12,716
5.6	Number of physical units added.	1,127	1,222
Current print serial subscriptions			
5.7	Number of subscriptions	271	308
5.8	Number of subscriptions added.	13	5
Other library materials			
5.9	Number of physical units	0	29,767
5.10	Number of physical units added.	0	4,265
Totals for the end of fiscal year			
5.11	Total number of physical units (Sum of 5.1 + 5.3 + 5.5 + 5.7 + 5.9)	132,454	164,375
5.12	Total number of physical units added (Sum of 5.2 + 5.4 + 5.6 + 5.8 + 5.10)	6,699	9,467
SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION			
E-books			
5.13	Number of e-book units in Library2Go <i>(Enter 0 if your library is not a member)</i>	47,875	45,061
5.14	Number of e-book units added in Library2Go <i>(Enter 0 if your library is not a member)</i>	6,887	5,554
5.15	Number of e-book units owned locally or by	778	768

consortia that are not part of Library2Go

Enter OverDrive Advantage titles here)

5.16	Number of e-book units owned locally or by consortia added that are not part of Library2Go	0	0
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Enter OverDrive Advantage titles here)

5.17	Total units of e-books (Sum of 5.13 and 5.15)	48,653	45,829
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5.18	Total units of e-books added (Sum of 5.14 and 5.16)	6,887	5,554
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Digital Audio Materials

5.19	Number of digital audiobook units in Library2Go	31,816	27,310
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(Enter 0 if your library is not a member)

5.20	Number of digital audiobook units added in Library2Go	6,445	3,943
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(Enter 0 if your library is not a member)

5.21	Number of digital audiobook units owned locally or by consortia that are not part of Library2Go	0	0
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5.22	Number of digital audiobook units owned locally or by consortia added that are not part of Library2Go	0	0
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5.23	Total digital audiobook units (Sum of 5.19 and 5.21)	31,816	27,310
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5.24	Total units of digital audiobook units added (Sum of 5.20 and 5.22)	6,445	3,943
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Digital Video Materials

5.27	Number of digital video units owned locally or by consortia that are not part of Library2Go	0	0
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5.28	Number of digital video units owned locally or by consortia locally added that are not part of Library2Go	0	0
5.29	Total digital video units (Sum of 5.25 and 5.27)	0	0
5.30	Total digital video units added (Sum of 5.26 and 5.28)	0	0
5.31	Total digital (downloadable and/or streaming) units (Sum of 5.17, 5.23, 5.29)	80,469	73,139
5.32	Total digital or (downloadable and/or streaming) units added (Sum of 5.18, 5.24, 5.30)	13,332	9,497
5.33	Total physical and digital units (Sum of 5.11 and 5.31)	212,923	237,514
5.34	Total physical and digital units added (Sum of 5.12 and 5.32)	20,031	18,964
Electronic Collections			
5.35	Number of Statewide electronic collections (formerly databases)	24	23
5.36	Number of Statewide electronic collections (formerly databases) added	02	0
5.37	Number of Local or Local Consortial electronic collections (formerly databases)	9	9
5.38	Number of Local or Local Consortial electronic collections (formerly databases) added	0	0
Total licensed databases			
5.39	Total electronic collections (formerly databases) (Sum of 5.35 and 5.37)	33.00	32.00
5.40	Total electronic collections (formerly databases) added (Sum of 5.36 and 5.38)	2	0

Part 6 - LIBRARY SERVICES

This section you will record hours open, successful retrievals from databases, circulation of materials, number of and attendance at library programs, and interlibrary loan usage.

6.1	In a typical week, total hours open M-F (open to 5:00 pm)	40	40
6.2	In a typical week, total hours open M-F (5:00pm to close)	9	9
6.3	In a typical week, total hours open Saturday-Sunday (open to 5:00 pm)	10	10
6.4	In a typical week, total hours open Saturday-Sunday (5:00 pm to close)	0	0
6.5	Total hours in typical week (Sum of 6.1 - 6.4)	59.0	59.0
6.6	Number of weeks main library is open	52	52
6.7	Total annual public service hours for main library	2,964	2,959
6.8	Total annual public service hours for all public outlets for the fiscal year. (Sum of 6.7 and 9.16)	7,043	7,014
6.9	Library visits (total annual attendance at all library facilities)	125,383	129,569
6.10	Successful retrievals from the statewide electronic collections (formerly databases)	159	237
6.11	Successful retrievals from purchased local or local consortial electronic collections (formerly databases)	17,831	17,315
6.12	Total of Successful retrievals of electronic information (Sum of 6.10 and 6.11)	17,990.00	17,552.00
Circulation of library materials at all facilities for the fiscal year			
6.13	Number of first-time circulation of adult materials	44,697	41,064

6.14	Number of renewals of adult materials	10,170	9,099
6.15	Number of first-time circulation of young adult (YA) materials	2,628	2,592
6.16	Number of renewals of young adult (YA) materials	708	859
6.17	Number of first-time circulation of children's materials	28,330	26,538
6.18	Number of renewals of children's materials	5,105	5,406
6.19	First-time circulation not separated into adult, YA or children's materials	39,842	46,824
6.20	Renewals not separated into adult, YA or children's materials	2,638	3,751
6.21	Total first-time circulation (sum of 6.13, 6.15, 6.17, 6.19)	115,497	117,018
6.22	Total renewals (sum of 6.14, 6.16, 6.18, 6.20)	18,621	19,115
6.23	Total circulation of adult materials (Sum of 6.13 and 6.14)	54,867	50,163
6.24	Total circulation of young adult (YA) materials (Sum of 6.15 and 6.16)	3,336	3,451
6.25	Total circulation of children's materials (Sum of 6.17 and 6.18)	33,435	31,944
6.26	Total circulation not separated into adult, YA or children's materials (Sum of 6.19 - 6.20)	42,480	50,575
6.27	Total physical item circulation (Sum of 6.23 - 6.26)	134,118	136,133
6.28	Number of circulations of Library2Go electronic materials	12,466	10,034
6.29	Number of circulations of local and/or other electronic materials (record local e-books and	0	0

e-audio here)

6.30	Total number of circulations of electronic materials (Sum of 6.28 and 6.29)	12,466	10,034
6.31	Total circulation of physical and electronic materials (Sum of 6.27 + 6.30)	146,584	146,167
6.32	Electronic Content Use (Sum of 6.12 + 6.30)	30,456	27,586
6.33	Total Collection Use (Sum of 6.12 + 6.27 + 6.30)	164,574	163,719
6.34	Total number of reference transactions	4,381	5,772
Programs or presentations sponsored by the library			
6.35	Number of children's programs	162	183
6.36	Number of persons attending children's programs (adults and children)	2,520	2,728
6.37	Number of young adult programs	24	23
6.38	Number of persons attending young adult programs	291	375
6.39	Number of programs for adults or multi-generational audiences	7	9
6.40	Number of persons attending programs for adults or multi-generational audiences	125	159
6.41	Total number of programs (Sum 6.35 + 6.37 + 6.39)	193	215
6.42	Total program attendance (Sum 6.36 + 6.38 + 6.40)	2,936	3,262
6.43	Meeting room usage (total number of meetings/events not sponsored by library)	1,593	

Federal: From booking software data. Incomplete. Data avail. Aug 2018 - Jun 2019.

Interlibrary loans and borrowings

6.44	Interlibrary loans lent using a shared catalog or integrated library system	8,331	8,246
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6.45	Interlibrary loans lent to all other libraries not in shared catalog or integrated library system	0	0
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Federal: BCLD materials not made available for ILL outside of Sage Library System.

6.46	Total loans lent to other libraries (Sum of 6.44 + 6.45)	8,331	8,246
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6.47	Interlibrary loans borrowed using a shared catalog or integrated library system	7,498	6,390
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6.48	Interlibrary loans borrowed from libraries not in shared catalog or integrated library system	56	54
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6.49	Total loans borrowed from other libraries (Sum of 6.47 + 6.48)	7,554	6,444
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Best practices for children's programming

6.50	Does your library have a summer reading program?	Yes	Yes
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6.51	Does your library provide outreach to children and/or families, childcare providers, and preschool teachers?	Yes	Yes
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6.52	Does your library provide training in early literacy for parents or childcare providers, and preschool teachers?	Yes	Yes
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Part 7 - OTHER INFORMATION

In this section you will report the number of volunteers and volunteer hours, salaries of library staff, library fees and fines and charges for interlibrary loans and non-resident borrowing privileges, and the use of the public library standards.

Volunteer services to the library.

7.1	Total number of volunteers (individuals)	83	105
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7.2	Total volunteer hours	3,894	3,545
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Library salary schedule effective for the upcoming fiscal year

7.3 Library Director, hourly salary range (Do not enter symbols or commas, just numbers)

A. Low:

B.	High:		
C.	Fixed Amount:	\$36.95	36.23,36.23

7.4 Assistant Director, hourly salary range

A.	Low:	\$19.24	18.86,
B.	High:	\$21.21	20.79,
C.	Fixed Amount:		,

7.5 Department Head, hourly salary range

A.	Low:	\$15.83	15.52,
B.	High:	\$24.55	24.07,
C.	Fixed Amount:		,

7.6 Senior Librarian, hourly salary range

A.	Low:	\$16.62	
B.	High:	\$20.20	19.8,
C.	Fixed Amount:		,

7.7 Entry-level Librarian, hourly salary range

A.	Low:	\$15.83	15.52,
B.	High:	\$19.24	18.86,
C.	Fixed Amount:		,

7.8 Library Assistant (para-professional), hourly salary range

A.	Low:	\$14.36	14.07,
B.	High:	\$18.32	17.96,
C.	Fixed Amount:		,

7.9 Library Clerk, hourly salary range

A.	Low:	\$11.25	10.92,
B.	High:	\$14.36	13.94,
C.	Fixed Amount:		,

Library fees and fines

7.10 Fines for Overdue Books

A.	Fines:	\$0.20	\$0.20
B.	Time period for overdue book fines:	day	day

7.11 Fines for overdue videos

A.	Fines:	\$0.20	\$0.20
B.	Time period for overdue video fines:	day	day

7.12 Fines for other overdue material -- type of material

A.	Type of material:	childrens' materials	<i>childrens' materials</i>
B.	Fines:	\$0.10	\$0.10
C.	Time period for other overdue material fines:	day	day

7.13	Charge for interlibrary loan	as charged by other library / OCLC cost	<i>as charged by other library / OCLC cost</i>
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7.14 Charge for non-resident borrowing privileges per year

A.	Charge for individuals:	\$60.00	\$60.00
B.	Charge for family:	\$60.00	\$60.00

7.15	Number of circulations made without charge to non-residents	n.c.	6,390
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Friends of the Library, Library or District Board, and/or Library Foundation

7.16	Does your library have a library board?	Yes	Yes
7.17	Does your library have a Friends of the Library group?	Yes	Yes

7.18	Does your library have a Library Foundation?	Yes	<i>Yes</i>
7.19	Are you using the current Public Library Standards published by the Oregon Library Association?	No, but plan to do so in the next year	<i>Yes</i>

Part 8 - LIBRARY TECHNOLOGY

8.1	Total annual number of uses (sessions) of public Internet computers	19,541	<i>21,816</i>
8.2	Total number of Internet terminals used by general public	52	<i>52</i>
8.3	Does your library provide wireless internet for your visitors?	Yes	
8.4	Number of wireless sessions provided by library annually	n.c.	<i>n.c.</i>
8.5	Upload speed of Internet at main library	899Mbps	<i>101M-200Mbps</i>
8.6	Download speed of Internet at main library	560Mbps	
8.7	Name of shared ILS consortium (if applicable) (Coastline, Oceanbooks, ROCC, Scappoose/St. Helens)	Sage	<i>Sage</i>
8.8	Vendor of integrated library system (ILS)	Evergreen	<i>Evergreen</i>
8.9	Number of library website visits	n.c.	<i>n.c.</i>

Part 9 - LIBRARY FACILITIES

9.1	Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles)	18,253	<i>18,253</i>
9.2	Total system square footage (total of 9.1 + 9.15)	26,879	<i>26,879</i>

Main Service Outlet

9.3	Name of main service outlet	BAKER COUNTY LIBRARY	<i>BAKER COUNTY LIBRARY DISTRICT</i>
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DISTRICT

9.4	FSCS ID	OR0046	<i>OR0046</i>
9.5	FSCS ID sequence number	002	<i>002</i>
9.6	Outlet type code	CE	<i>CE</i>

Does library have multiple service outlets (Branches or Bookmobiles)?

YES - check the box and answer questions 9.16 - 9.19
 NO - Skip to Part 10.

No

For Part 9, please fill out a new group for each branch or bookmobile.

NOTE: Questions 9.7 through 9.15 are prefilled for you and locked. If there is a need for a change, please contact Ross Fuqua, Data & Federal Programs Consultant at ross.fuqua@state.or.us.

9.7	FSCS ID	OR0046	<i>OR0046</i>
9.8	FSCS ID sequence number	7	<i>7</i>
9.9	Name of branch	Baker County Library Bookmobile	<i>Baker County Library Bookmobile</i>
9.10	Branch street address	2400 RESORT ST	<i>2400 RESORT ST</i>
9.11	Branch city	Baker City	<i>Baker City</i>
9.12	Branch zip code (5 digits)	97814	<i>97814</i>
9.13	Branch phone number	(503) 988-5123	<i>(503) 988-5123</i>
9.14	Outlet type code	BS	<i>BS</i>
9.15	Branch square footage	n.c.	<i>n.c.</i>
9.16	Public service hours per year at this location	253	<i>253</i>
9.17	Number of weeks of the year this facility was open	33	<i>44</i>

9.18	Upload speed of Internet at this facility	3Mbps	
9.19	Download speed of Internet at this facility	4Mbps	
9.7	FSCS ID	OR0046	<i>OR0046</i>
9.8	FSCS ID sequence number	3	<i>3</i>
9.9	Name of branch	Haines Branch Library	<i>Haines Branch Library</i>
9.10	Branch street address	818 Cole St	<i>818 Cole St</i>
9.11	Branch city	Haines	<i>Haines</i>
9.12	Branch zip code (5 digits)	97833	<i>97833</i>
9.13	Branch phone number	(541) 856-3309	<i>(541) 856-3309</i>
9.14	Outlet type code	BR	<i>BR</i>
9.15	Branch square footage	2,400	<i>2,400</i>
9.16	Public service hours per year at this location	767	<i>764</i>
9.17	Number of weeks of the year this facility was open	52	<i>52</i>
9.18	Upload speed of Internet at this facility		
9.19	Download speed of Internet at this facility		
9.7	FSCS ID	OR0046	<i>OR0046</i>
9.8	FSCS ID sequence number	4	<i>4</i>
9.9	Name of branch	Halfway Branch Library	<i>Halfway Branch Library</i>
9.10	Branch street address	260 Gover Ln	<i>260 Gover Ln</i>

9.11	Branch city	Halfway	<i>Halfway</i>
9.12	Branch zip code (5 digits)	97834	<i>97834</i>
9.13	Branch phone number	(541) 742-5279	<i>(541) 742-5279</i>
9.14	Outlet type code	BR	<i>BR</i>
9.15	Branch square footage	2,500	<i>2,500</i>
9.16	Public service hours per year at this location	770	<i>764</i>
9.17	Number of weeks of the year this facility was open	52	<i>52</i>
9.18	Upload speed of Internet at this facility		
9.19	Download speed of Internet at this facility		
9.7	FSCS ID	OR0046	<i>OR0046</i>
9.8	FSCS ID sequence number	5	<i>5</i>
9.9	Name of branch	Huntington Branch Library	<i>Huntington Branch Library</i>
9.10	Branch street address	55 E JEFFERSON	<i>55 E JEFFERSON</i>
9.11	Branch city	Huntington	<i>Huntington</i>
9.12	Branch zip code (5 digits)	97907	<i>97907</i>
9.13	Branch phone number	(541) 869-2440	<i>(541) 869-2440</i>
9.14	Outlet type code	BR	<i>BR</i>
9.15	Branch square footage	1,219	<i>1,219</i>
9.16	Public service hours per year at this location	770	<i>767</i>
9.17	Number of weeks of the year this facility was	52	<i>52</i>

open

9.18 Upload speed of Internet at this facility

9.19 Download speed of Internet at this facility

9.7 FSCS ID OR0046 *OR0046*

9.8 FSCS ID sequence number 6 *6*

9.9 Name of branch Richland Branch Library *Richland Branch Library*

9.10 Branch street address 42008 Moody Rd *42008 Moody Rd*

9.11 Branch city Richland *Richland*

9.12 Branch zip code (5 digits) 97870 *97870*

9.13 Branch phone number (541) 893-6088 *(541) 893-6088*

9.14 Outlet type code BR *BR*

9.15 Branch square footage 1,800 *1,800*

9.16 Public service hours per year at this location 747 *740*

9.17 Number of weeks of the year this facility was open 52 *52*

9.18 Upload speed of Internet at this facility

9.19 Download speed of Internet at this facility

9.7 FSCS ID OR0046 *OR0046*

9.8 FSCS ID sequence number 8 *8*

9.9 Name of branch Sumpter Branch Library *Sumpter Branch Library*

9.10	Branch street address	245 S Mill St	<i>245 S Mill St</i>
9.11	Branch city	Sumpter	<i>Sumpter</i>
9.12	Branch zip code (5 digits)	97877	<i>97877</i>
9.13	Branch phone number	(541) 894-2253	<i>(541) 894-2253</i>
9.14	Outlet type code	BR	<i>BR</i>
9.15	Branch square footage	707	<i>707</i>
9.16	Public service hours per year at this location	772	<i>767</i>
9.17	Number of weeks of the year this facility was open	52	<i>52</i>
9.18	Upload speed of Internet at this facility		
9.19	Download speed of Internet at this facility		

Part 10 - CONTACT INFORMATION and ADMINISTRATIVE DETAILS

10.1	Population served	16,765	<i>16750</i>
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10.6	FSCS public library definition	Yes	<i>Yes</i>
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Please enter the name, phone, and email of the primary contact for the Public Library Statistical Report at your library.

10.8	Name	Perry Stokes	<i>Perry Stokes</i>
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10.9	Phone Number	(541) 523-6419	<i>(541) 523-6419</i>
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10.10	Email	director@bakerlib.org	<i>director@bakerlib.org</i>
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10.11	Estimated time burden to complete survey (in	40	
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hours)

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	% Chg
Pop.						16,185	16,185	16,215	16,210	16,280	16,280	16,450	16,510	16,750	16,765	0.1%
Registered users	12,369	12,363	12,979	12,950	9,500	7,139	11,394	12,497	12,713	10,840	11,634	9,910	10,227	9,226	9,324	1.1%
Registered users per capita						44.11%	70.40%	77.07%	78.43%	66.58%	71.46%	60.24%	61.94%	55.08%	55.62%	1.0%
Total staff	10.6	11.44	13.4	13.0	12.8	11.1	13.4	15.8	13.9	14.5	13.9	14.1	14.1	14.6	14.6	
Librarians with ALA/MLS (FTE)													2.0	2.5	2.9	
Others with librarian title (FTE)													0.8	0.8	0.9	
Total librarians													2.8	3.3	3.8	
Other paid staff													11.3	11.4	11.7	
Total paid staff													14.1	14.7	15.5	
BUDGET																
Local revenue									919,944	922,847	925,214	975,943	1,014,020	1,035,968	1,137,167	9.8%
State revenue									5,838	6,564	7,045	6,773	6,922	7,412	7,582	2.3%
Federal revenue - E-rate									5,505	4,470	5,782	4,347	20,788	6,437	6,308	-2.0%
Other operating revenue									90,558	36,631	29,976	26,834	51,517	99,268	46,007	-53.7%
Total Operating Revenue	587,275	597,837	644,952	826,548	837,547	883,492	916,253	918,872	1,021,845	970,512	968,017	1,013,897	1,093,247	1,149,085	1,197,064	4.2%
Salaries & wages	264,400	267,951	308,000	376,840	395,715	390,126	419,999	445,184	463,550	471,238	445,567	493,423	507,474	559,678	537,136	-4.0%
Benefits	76,115	101,641	98,260	132,053	139,488	143,016	155,158	164,030	175,561	184,766	175,076	193,934	190,209	211,794	216,248	2.1%
Personnel TOTAL	340,515	369,592	406,260	508,893	535,203	533,142	575,157	609,214	639,111	656,004	620,643	687,357	697,683	771,472	753,384	-2.3%
Books & print	51,418	38,725	29,056	44,331	46,547	48,145	60,926	58,297	55,571	61,041	56,913	55,486	62,173	53,553	67,160	25.4%
Periodicals & serials	9,456	11,181	10,646	13,873	13,659	13,276	13,354	13,516	12,216	13,075	13,003	13,970	13,031	12,079	13,870	14.8%
TOTAL PRINT	60,874	49,906	39,702	58,204	60,206	61,421	74,280	71,813	67,787	74,116	69,916	69,456	75,204	65,632	81,030	23.5%
Electronic	6,478	7,845	9,926	10,293	13,336	10,388	4,959	7,472	9,885	8,145	10,392	10,733	10,448	12,769	14,380	12.6%
Other A/V	6,620	7,237	6,252	5,241	8,174	14,250	20,710	19,806	19,304	18,207	20,042	16,084	14,150	13,138	18,062	37.5%
TOTAL COLLECTION \$	73,972	64,988	55,880	73,738	81,716	86,059	99,949	99,091	96,976	100,468	100,350	96,273	99,802	91,539	113,472	24.0%
Other operating	153,881	135,177	161,574	172,607	169,464	273,417	196,919	189,649	184,899	185,213	197,823	204,140	215,335	297,053	238,301	-19.8%
TOTAL EXPENDITURES	568,368	569,757	623,714	755,238	786,383	892,618	872,025	897,954	920,986	941,685	918,816	987,770	1,012,820	1,160,064	1,105,157	-4.7%
Construction	127,652	126,736	2,234	4,183	0	0	0	0	0	0	0	0	70,314	0	0	
Capital equipment / other		14,000		17,500	0	0	0	0	0	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	127,652	140,736	2,234	21,683	0	0	0	0	0	0	0	0	70,314	0	0	

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	% Chg
COLLECTIONS																
PHYSICAL																
Books & Print	117,115	109,742	113,598	107,559	113,316	112,723	113,332	112,228	113,553	117,103	116,333	118,178	119,521	115,527	113,584	-1.7%
Books added	5,526	4,697	3,765	5,560	5,220	4,537	4,479	4,909	4,628	4,715	2,846	4,075	5,105	3,801	5,170	36.0%
Audio	2,911	3,401	3,442	8,802	12,384	4,080	4,905	5,368	5,880	5,723	5,855	6,090	6,008	6,057	5,962	-1.6%
Audio added	272	407	419	2,619	3,474	167	376	772	540	343	236	253	382	174	389	123.6%
Video	3,932	5,219	5,543	7,452	7,623	8,168	9,599	11,112	11,601	12,396	13,366	13,466	14,079	12,716	12,637	-0.6%
Video added	363	1,143	324	2,066	1,026	1,049	1,152	1,996	1,441	1,152	1,229	936	1,419	1,222	1,127	-7.8%
Print serial subscriptions	328	338	349	379	373	328	356	411	365	366	362	365	336	308	271	-12.0%
subscriptions added	21	26	11	33	5	8	31	5	0	6	10	8	9	5	13	160.0%
Other physical units		200	250	250			192	19,363	19,805	22,756	22,906	24,138	24,482	29,767		-100.0%
Other physical units added		10	50	8			41	2,444	2,729	3,775	150	1,326	1,922	4,265		-100.0%
TOTAL PHYSICAL UNITS	124,317	118,900	123,182	124,442	133,696	125,299	128,384	148,482	151,204	158,344	158,822	162,237	164,426	164,375	132,454	-19.4%
TOTAL PHYSICAL UNITS ADDED	6,184	6,283	4,569	10,286	9,725	5,761	6,079	10,126	9,338	9,991	4,471	6,598	8,837	9,467	6,699	-29.2%
(added less other)	6,161	6,247	4,508	10,245	9,720	5,753	6,007	7,677	6,609	6,210	4,311	5,264	6,906	5,197	6,686	28.7%
DIGITAL																
E-books																
Units owned by consortium				10	10	7,453	12,293	30,174	25,761	30,806	33,516	22,263	42,148	45,061	48,438	7.5%
Units added				10		7,359	4,290	17,882	4,948	5,045	2,710	2,594	6,309	5,554	6,887	24.0%
Units owned locally												768	768	768	778	
Units added												758	0	0	0	
Total E-Books												23,031	42,916	45,829	49,216	7.4%
Total E-Books added														5,554	6,887	
Digital Audio																
Titles						11,550	15,525	10,261				10,338				
Titles added						3,027	3,608	1,695				669				
Units								19,065	20,107	21,575	19,082		23,280	27,310	31,816	16.5%
Units added								3,540	1,240	1,468	1,012		2,508	3,943	6,445	63.5%
Digital Video																
Titles						1,617	1,288	1,273								
Titles added						392	209	0								
Units								1,288	1,288	1,285	1,285					
Units added									0		0					
Total digital units														73,139	80,469	

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	% Chg
total digital units added														9,497	13,332	
Total physical and digital units														237,514	212,923	
Total physical and digital units added														18,964	20,031	
Licensed Databases																
Statewide	26	26	26	27	27	22	24	23	24	24	24	24	24	23	24	4.3%
Statewide added														0	2	
Local	4	8	8	7	10	8	10	10	10	9	10	10	9	9	9	0.0%
Added	2		2	0	3				0		1	0	0	0	0	
TOTAL LICENSED DATABASES		34	34	34	37	30	34	33	34	33	34	34	33	32	33	3.1%
TOTAL DIGITAL																
TOTAL DIGITAL / DOWNLOADABLE UNITS											52,598	33,369	66,196	77,139	76,240	-1.2%
TOTAL DIGITAL / DOWNLOADABLE UNITS ADDED											3,723	4,021	8,817	9,497	9,332	-1.7%
TOTAL PHYSICAL + DIGITAL UNITS	<i>121,158</i>	124,317	118,935	123,217	124,488	133,744	145,948	157,517	199,042	198,394	211,420	195,606	230,622	237,514	208,423	-12.2%
TOTAL PHYSICAL + DIGITAL ADDED	<i>4,465</i>	6,184	6,285	4,570	10,298	9,728	16,561	14,187	31,550	15,526	8,194	10,619	17,654	18,964	16,018	-15.5%
CIRCULATION																
Adult	119,434	110,246	108,457	98,336	106,518	115,039	122,015	125,643	128,494	134,998	130,132	110,484	95,706	87,888	84,539	-3.8%
YA									3,474	4,869	3,954	3,310	3,183	2,592	2,628	1.4%
Child	24,220	18,964	17,625	17,128	22,270	29,830	30,972	27,610	27,561	27,410	31,667	35,302	31,564	26,538	28,330	6.8%
Non-separated	0	0	0	0	0	0	0	0	0	0	0	56,308	48,389	46,824	39,842	
Physical CIRC TOTAL	143,654	129,210	126,082	115,464	128,788	144,869	149,053	153,253	159,529	167,277	165,753	149,096	130,453	117,018	115,497	-1.3%
Digital CIRC TOTAL								5,121	5,503	7,085	7,106	7,472	7,370	10,034	12,466	24.2%
Circ per capita						9	9	10	10	11	0					
ILL lend - Sage	817	1,128	1,257	1,551	2,157	2,482	2,944	4,343	4,921	4,949	6,648	7,173	7,517	8,246	8,331	1.0%
ILL lend - NonSage	1	4	0					126	3	0	5	0	0	0	0	
TOTAL ILL LENT	818	1,132	1,257	1,551	2,157	2,482	2,944	4,469	4,924	4,949	6,653	7,173	7,517	8,246	8,331	1.0%
ILL borrow - Sage	994	846	1,201	1,665	1,882	2,735	3,304	4,309	5,247	5,786	5,996	8,281	7,583	6,390	7,498	17.3%
ILL borrow - NonSage	192	91	77	47	149	126	181	134	125	93	71	105	91	54	56	3.7%
TOTAL ILL BORROWED	1,186	937	1,278	1,712	2,031	2,861	3,485	4,443	5,372	5,879	6,067	8,386	7,674	6,444	7,554	17.2%
TOTAL CIRC	138,356	129,210	126,082	115,464	128,788	144,869	152,987	158,374	165,032	174,362	172,859	164,954	145,497	133,496	135,517	1.5%
VISITS									184,677	168,012	151,217	143,656	146,994	129,569	125,383	-3.2%
Visits per capita									11	10	9	9	9	8	7	-3.3%
										-9.0%	-10.0%	-5.0%	2.3%	-11.9%	-3.2%	

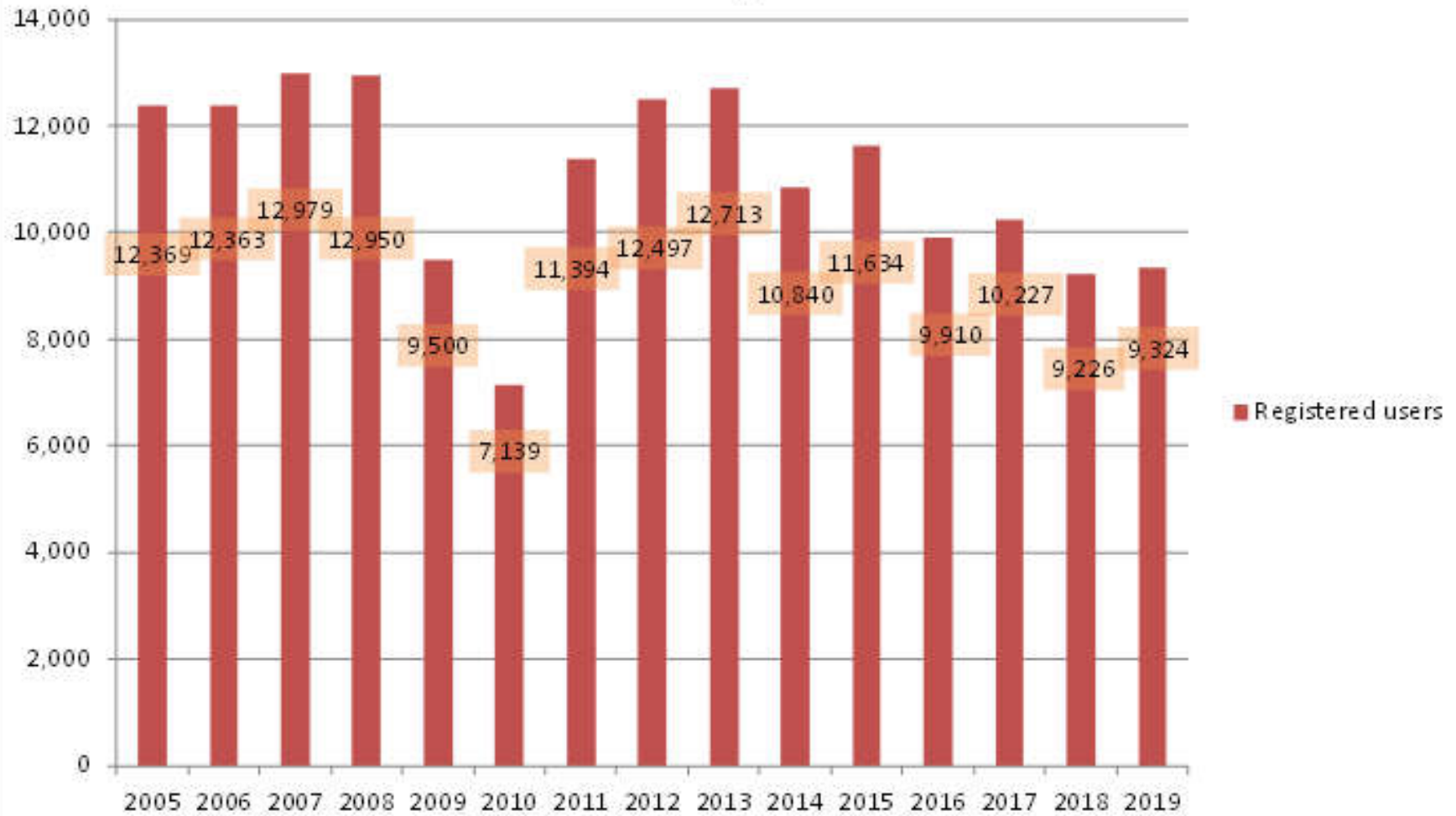
	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	% Chg
PROGRAMS																
Children programs	667	803	801	820	634	591	618	261	227	368	361	223	347	183	162	-11.5%
Children program attendance	5,305	7,802	10,272	12,500	5,828	5,004	6,347	5,794	6,148	5,763	9,242	6,061	4,760	2,728	2,520	-7.6%
Young Adult programs					6	5	0	0	4	7	17	17	31	23	24	4.3%
Young Adult program attendance					29	19	0	0	53	88	285	264	503	375	291	-22.4%
Adult programs	4	13	8	14	41	27	18	25	11	4	16	17	13	9	7	-22.2%
Adult program attendance	115	238	136	419	620	391	468	441	302	115	311	257	429	159	125	-21.4%
TOTAL PROGRAMS	671	816	809	834	681	623	636	286	242	379	394	257	391	215	193	-10.2%
PROGRAM ATTENDANCE	5,420	8,040	10,408	12,919	6,477	5,414	6,815	6,235	6,503	5,966	9,838	6,624	5,692	3,262	2,936	-10.0%
Program attendance per capita						0.33	0.42	0.38	0.40	0.37	0.60	0.40	0.34	0.19	0.18	-10.1%
Meeting room usage																1,593
TECHNOLOGY																
PUBLIC COMPUTER USE (sessions) n.c.		36,851	37,956	41,000	46,909	53,538	55,722	57,523	47,288	39,390	34,558	31,907	28,735	21,816	19,541	-10.4%
PUBLIC COMPUTER USE (hours)					13,971	22,512	28,307	25,431	22,433	21,250	18,609	16,936	14,733	13,494	12,273	-9.0%
Average Session length (min)					24	25	27	27	31	35	36	32	30	37	37	0.0%
Users					2,199	3,124	3,739	3,718	2,925	2,769	2,605	2,583	2,050	1,770	1,535	-13.3%
Visitors					2,058	3,358	4,366	3,170	1,828	1,635	1,812	2,055	1,499	1,954	1,660	-15.0%
Unique Users													3,440	3,326		-100.0%
Users with 1 session													1,541	1,632		-100.0%
Users with 2 sessions													584	607		-100.0%
Users with 3 sessions													291	291		-100.0%
Users with 4 sessions													179	134		-100.0%
Users with 5+ sessions													845	662		-100.0%
Public Internet Terminal use per capita						3	3	4	3	2	2	2	2	1	1	-10.5%
WiFi use										3,900	22,349	23,904	29,277	NA	NA	
Volunteers	18	21	36	55	69	72	117	109	101	102	115	115	111	105	83	-21.0%
Volunteer hours	3,438	3,453	3,066	1,660	1,633	1,742	2,448	2,402	2,030	2,093	2,709	3,717	4,445	3,545	3,894	9.8%

Year in Review

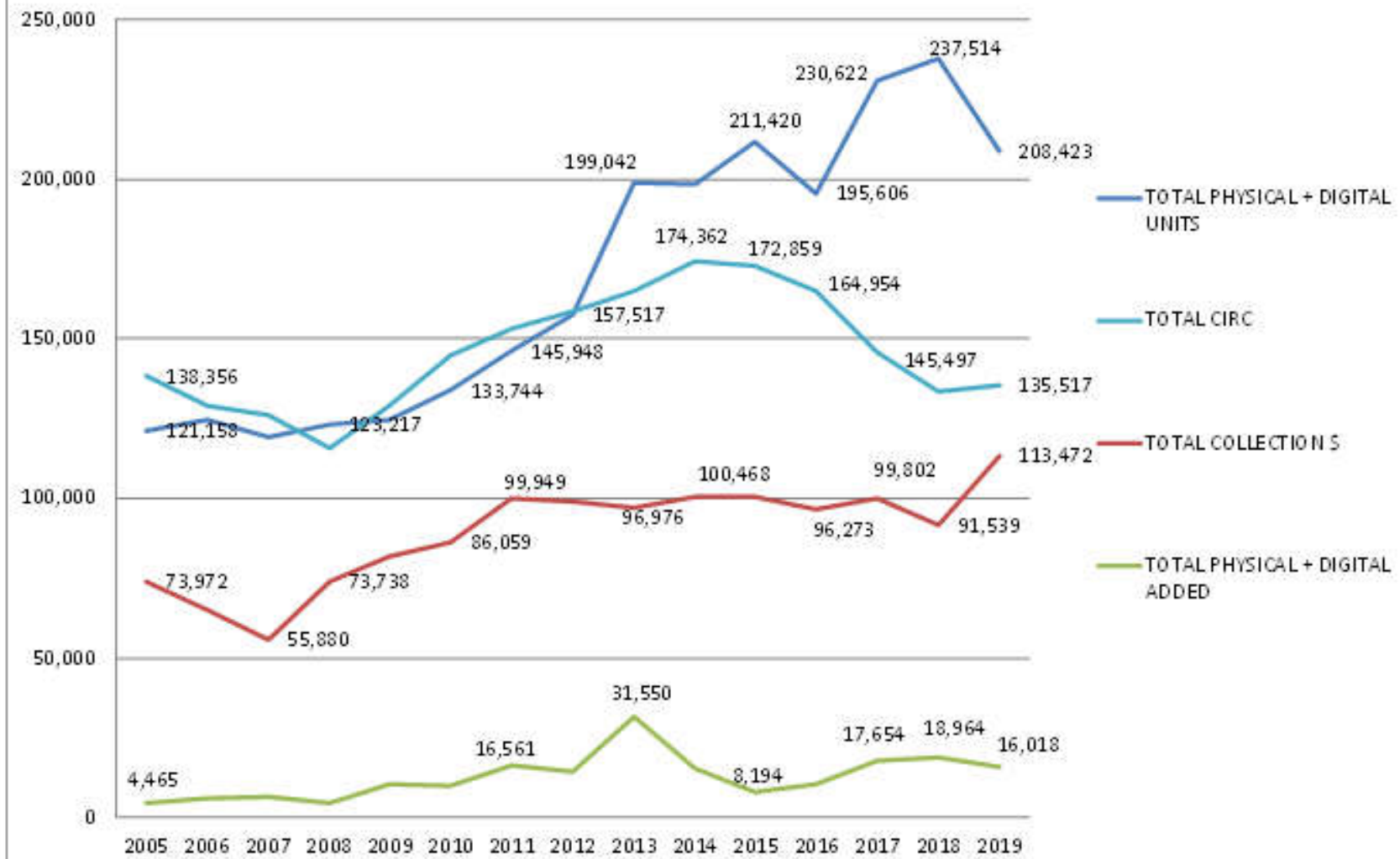
Library Trends & Goals

USE OF BCLD COLLECTION
by the
NUMBERS & CHARTS!

Baker Co Library Borrowers

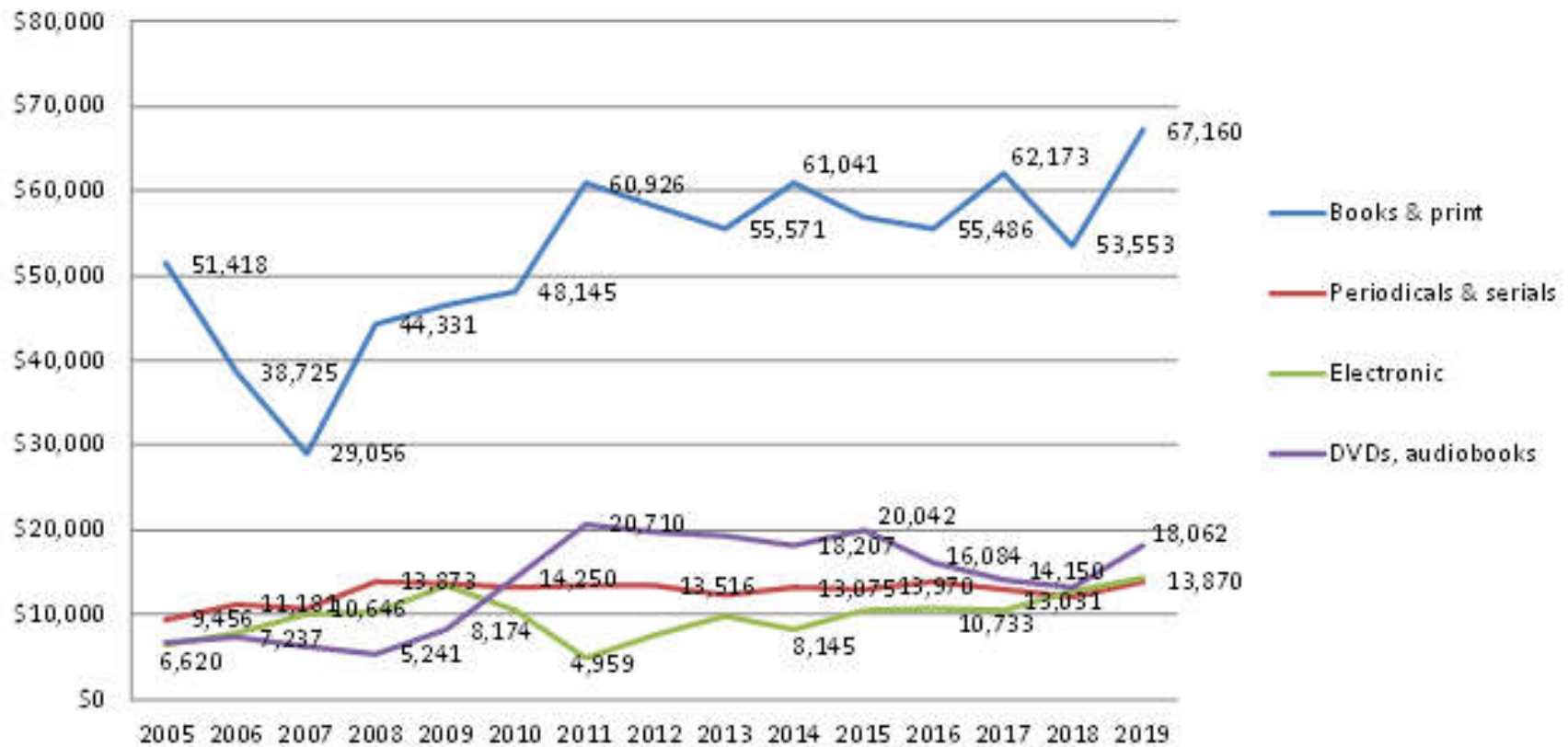


Collection investment vs. Use



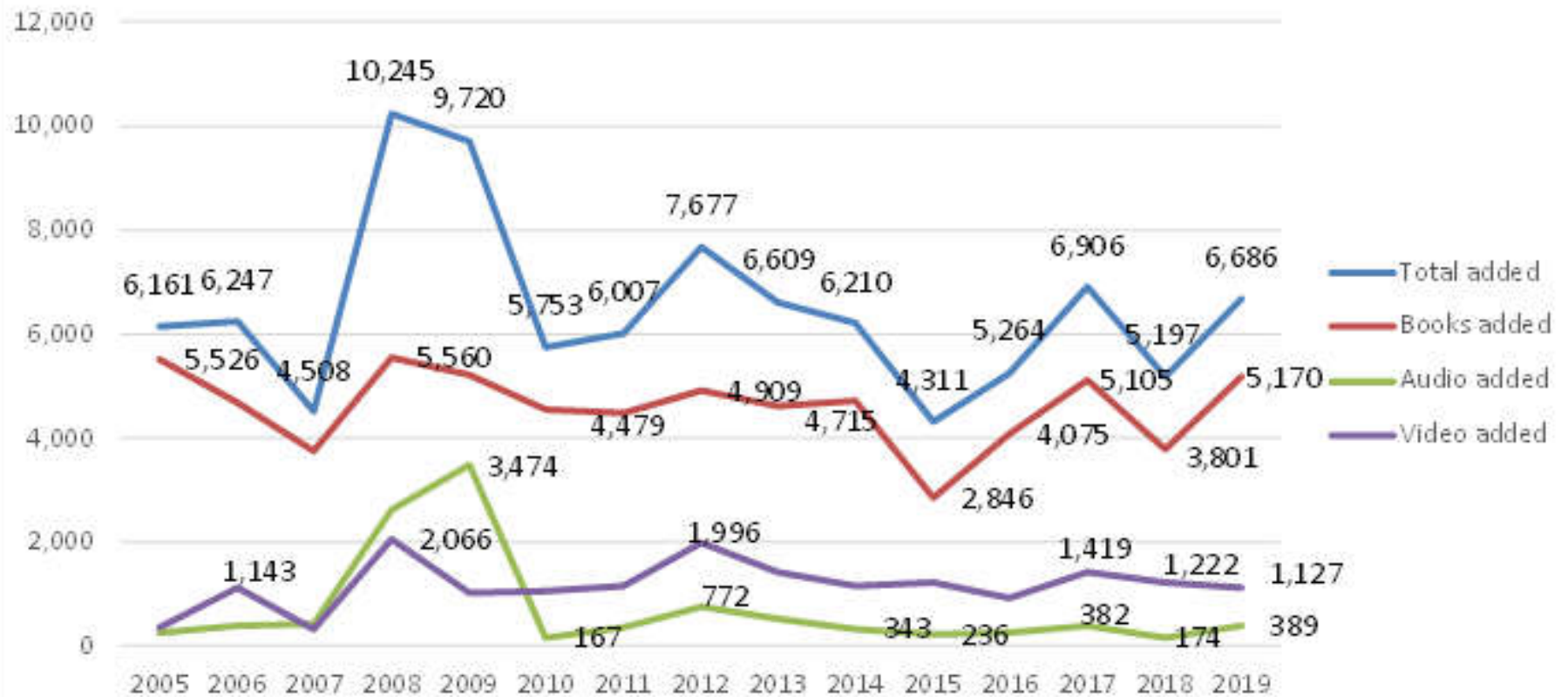
NOTE: Weeding work, collection budget

Budget expenses by format



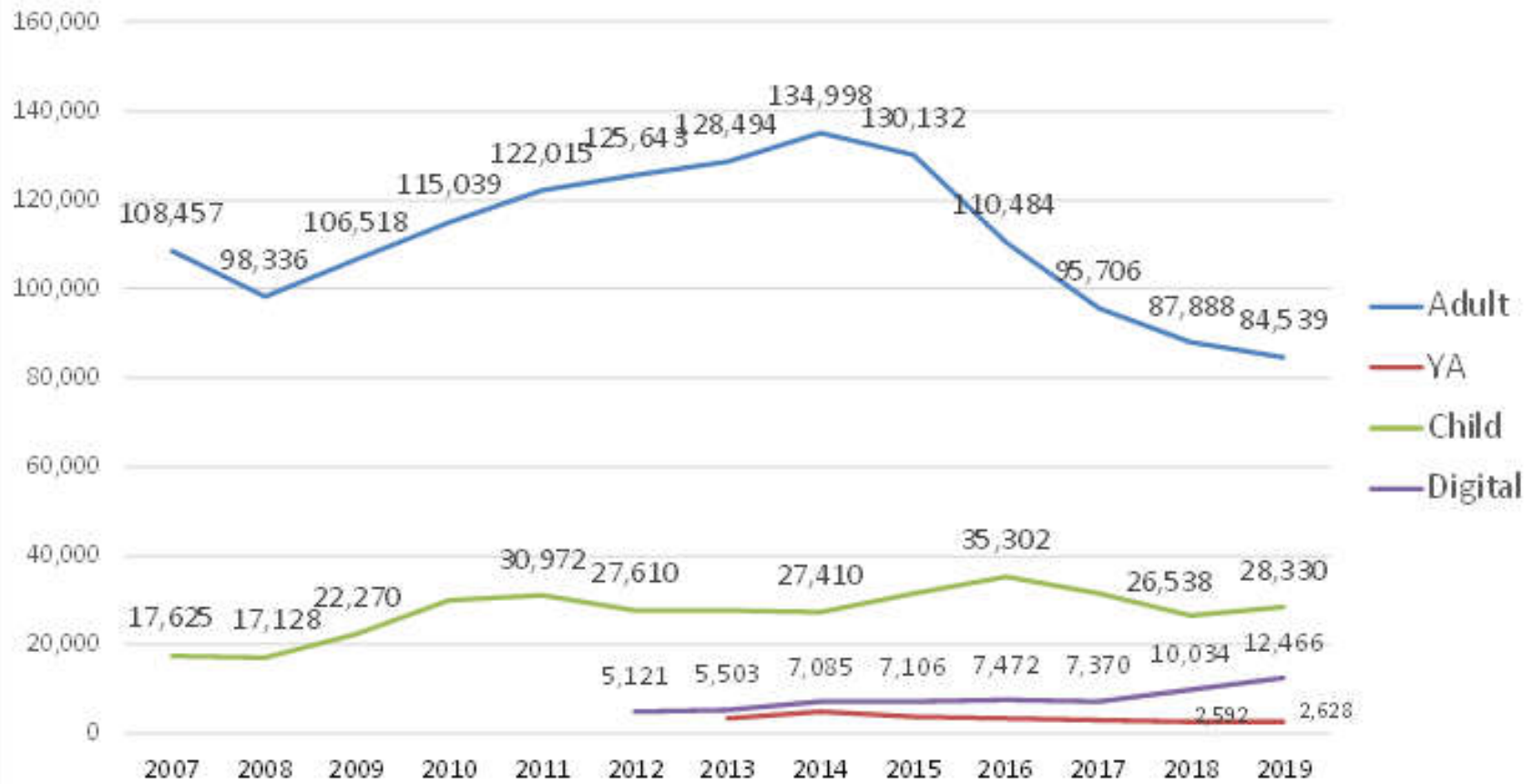
- NOTE: Spending dip due to facilities needs

Items added count by year



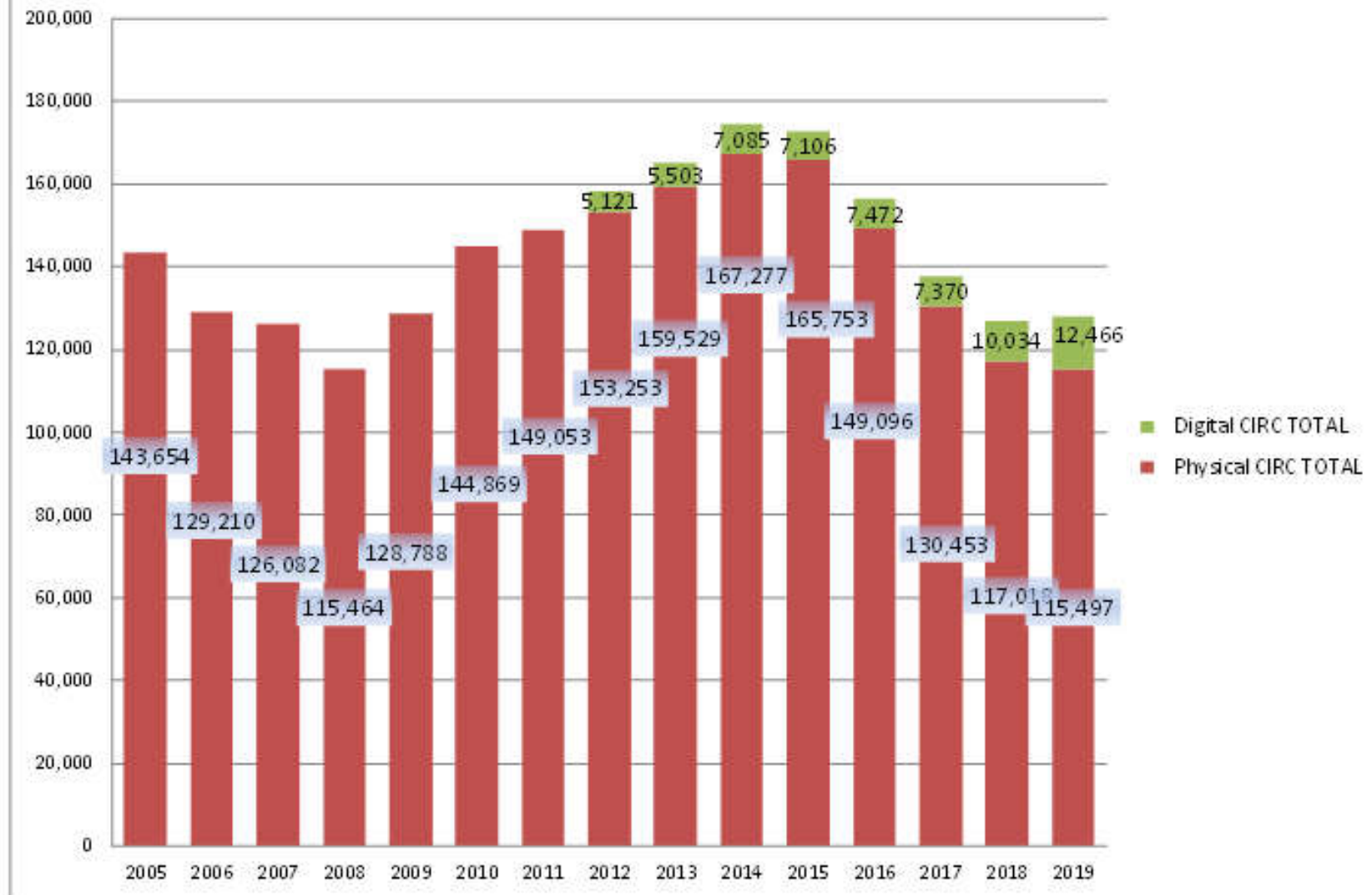
NOTE: 2018 affected by cataloging staff change, re-route of collections funds to building maintenance projects.
 Average per week: 100 books, 20 DVDs, 7 audiobooks,

BCLD Circulation

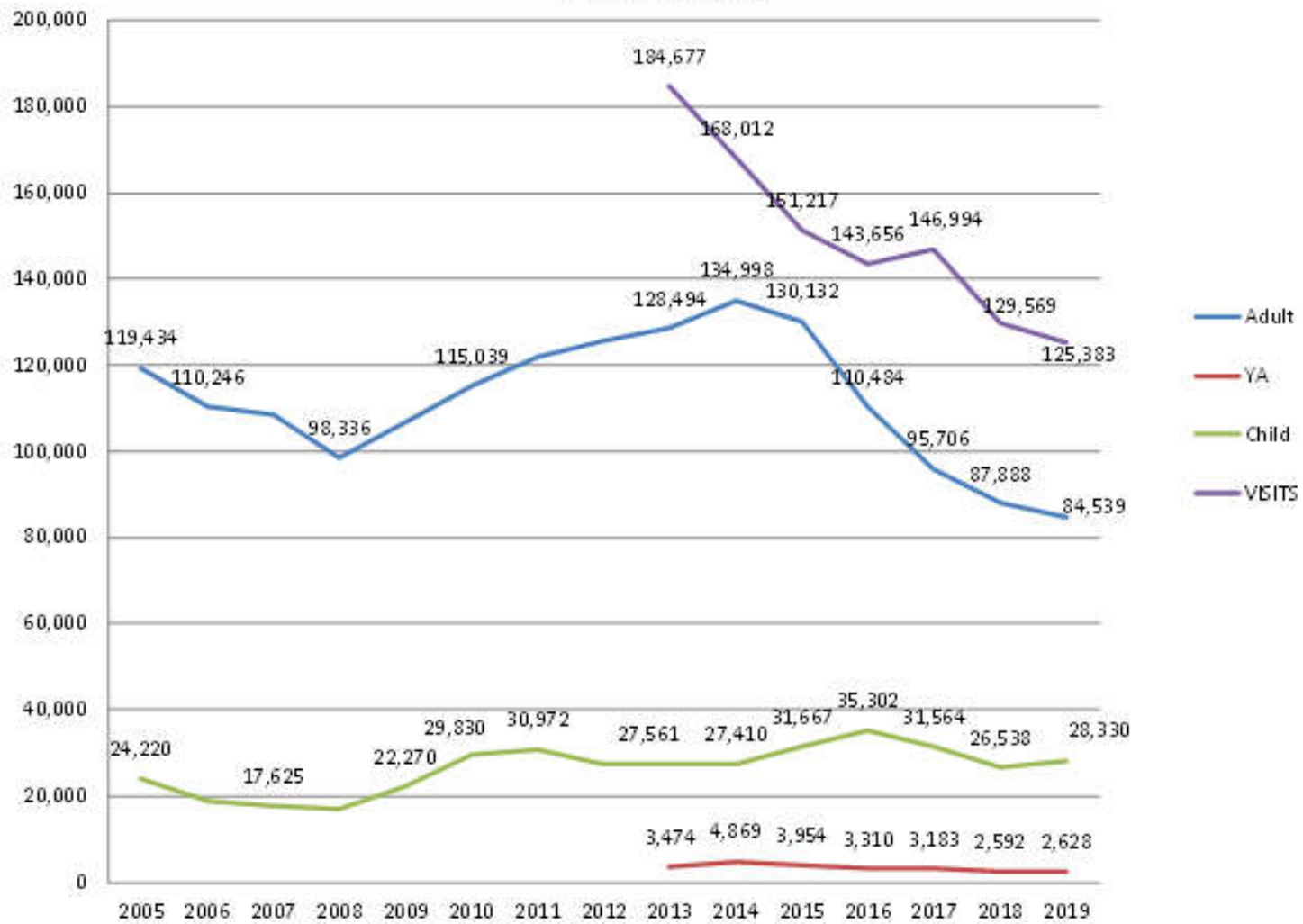


- Juv & YA steady, digital trending up
- Adult decrease = DVDs

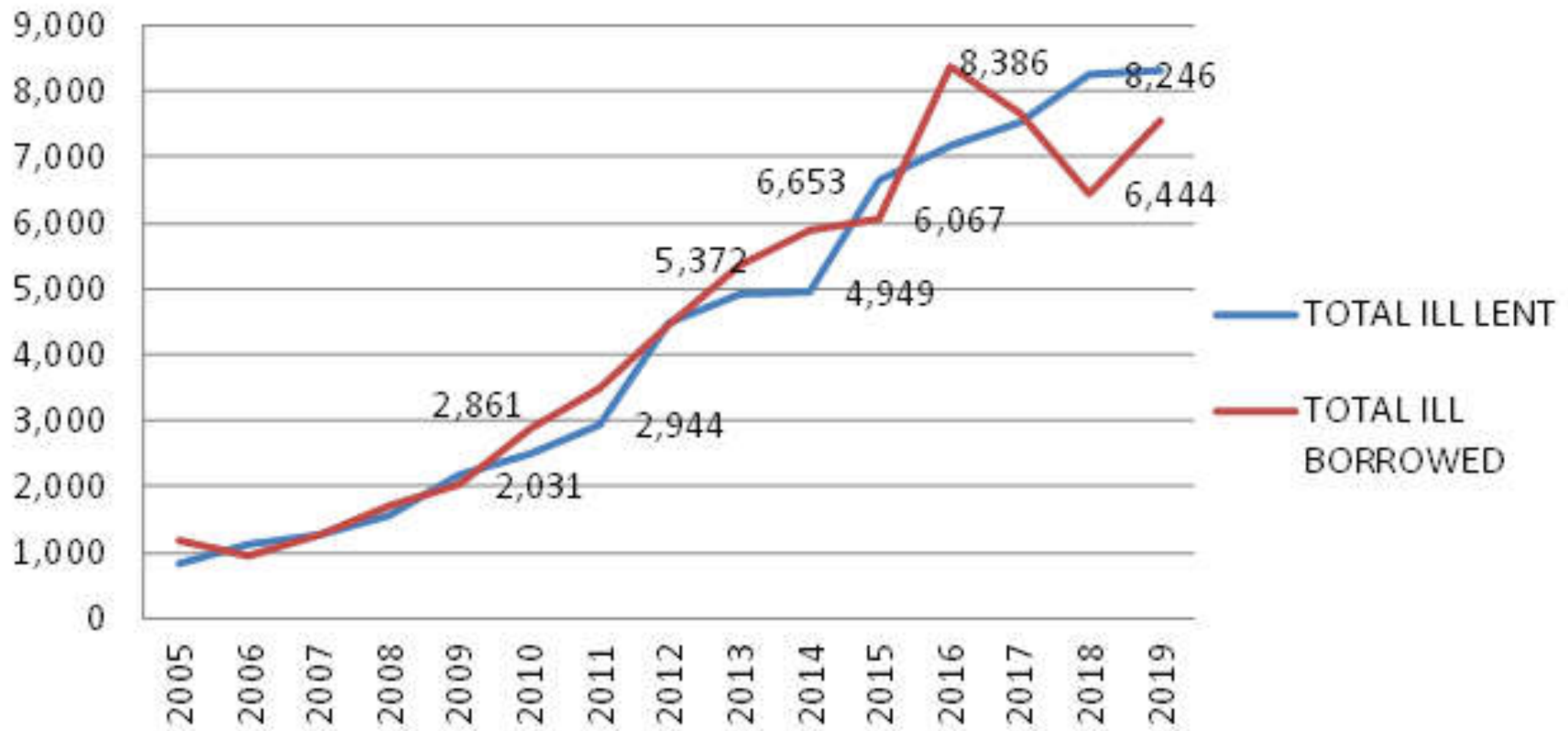
Physical vs. digital checkouts



Check outs by collection + Total visits



Interlibrary Loan

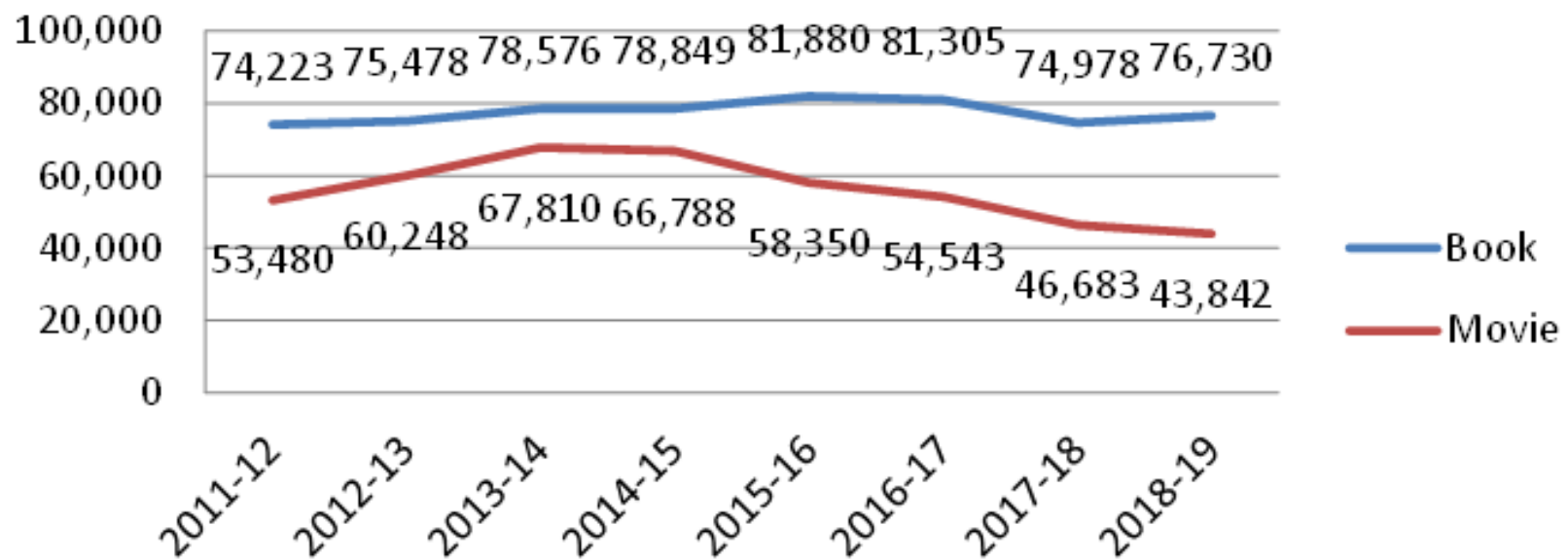


Goal: lower borrow than lent. Means we are fulfilling local demand.

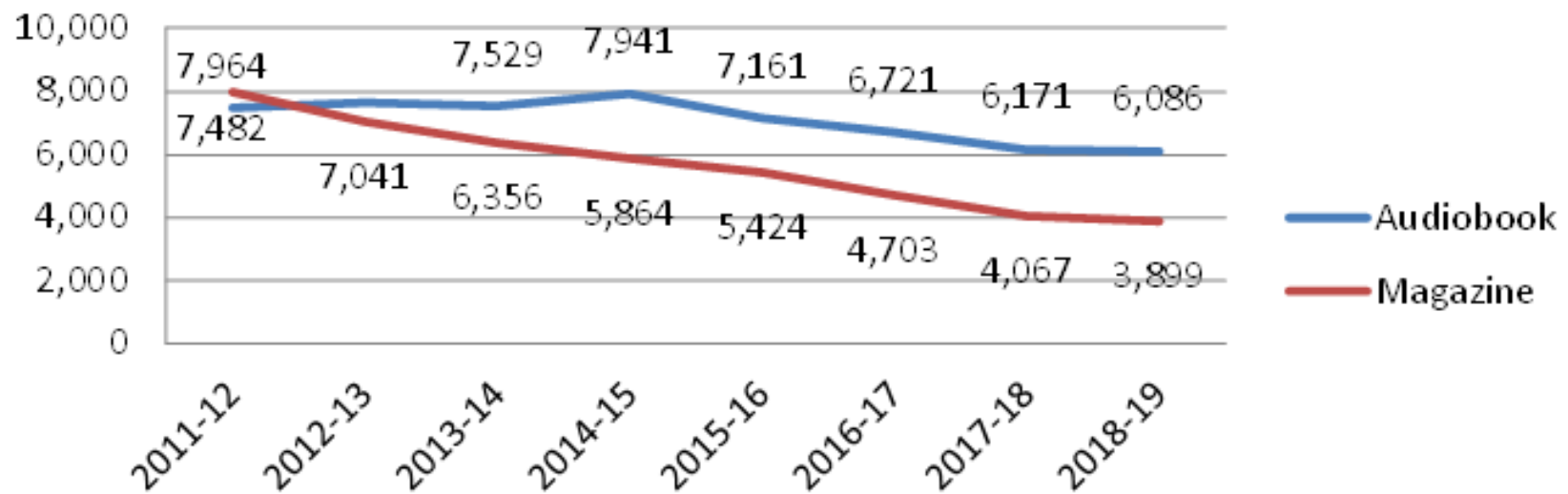
BCLD circ by format

Books vs Movies

2011 - 2019



BCLD circ by format Audiobooks vs Magazines 2011 - 2019

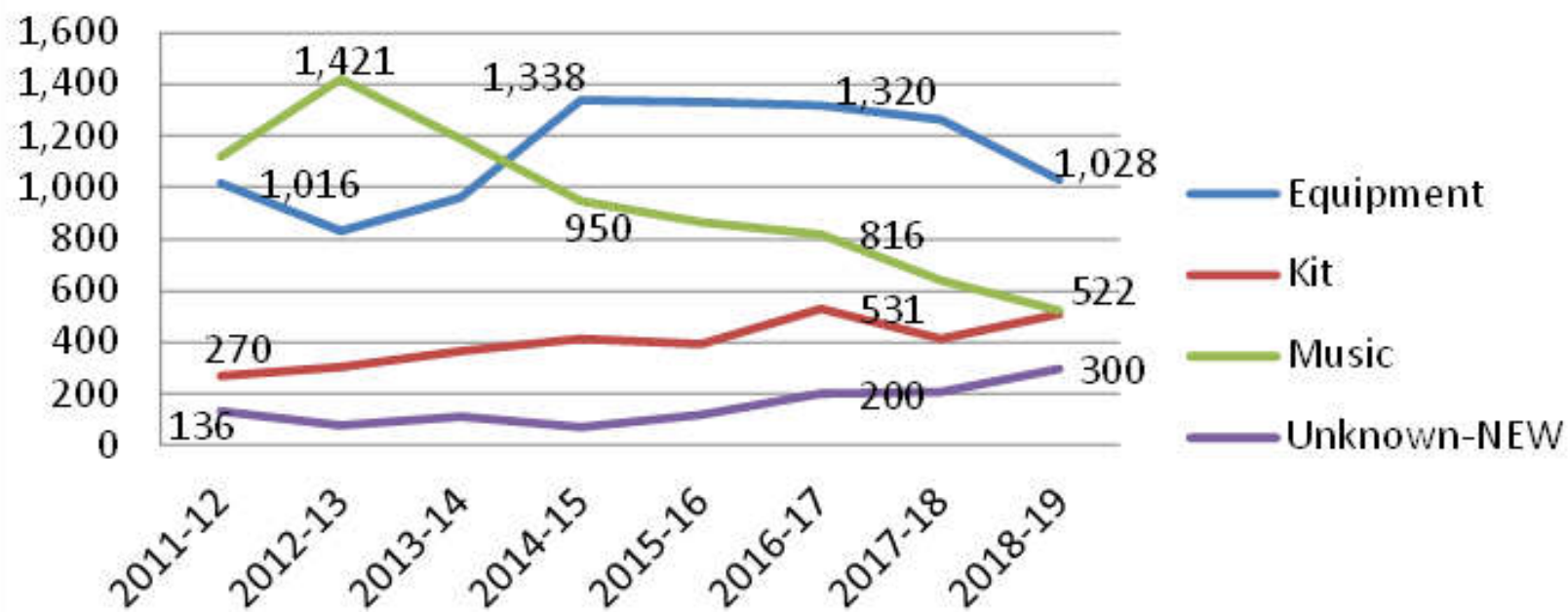


NOTE: important to record in-house use of magazines

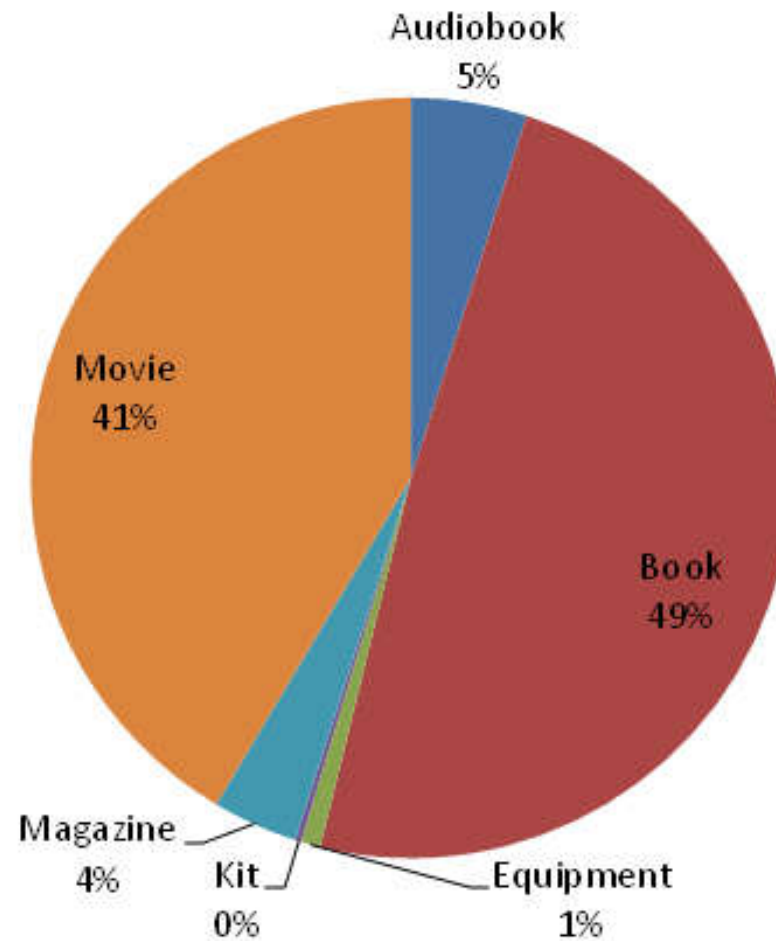
BCLD circ by format

Misc

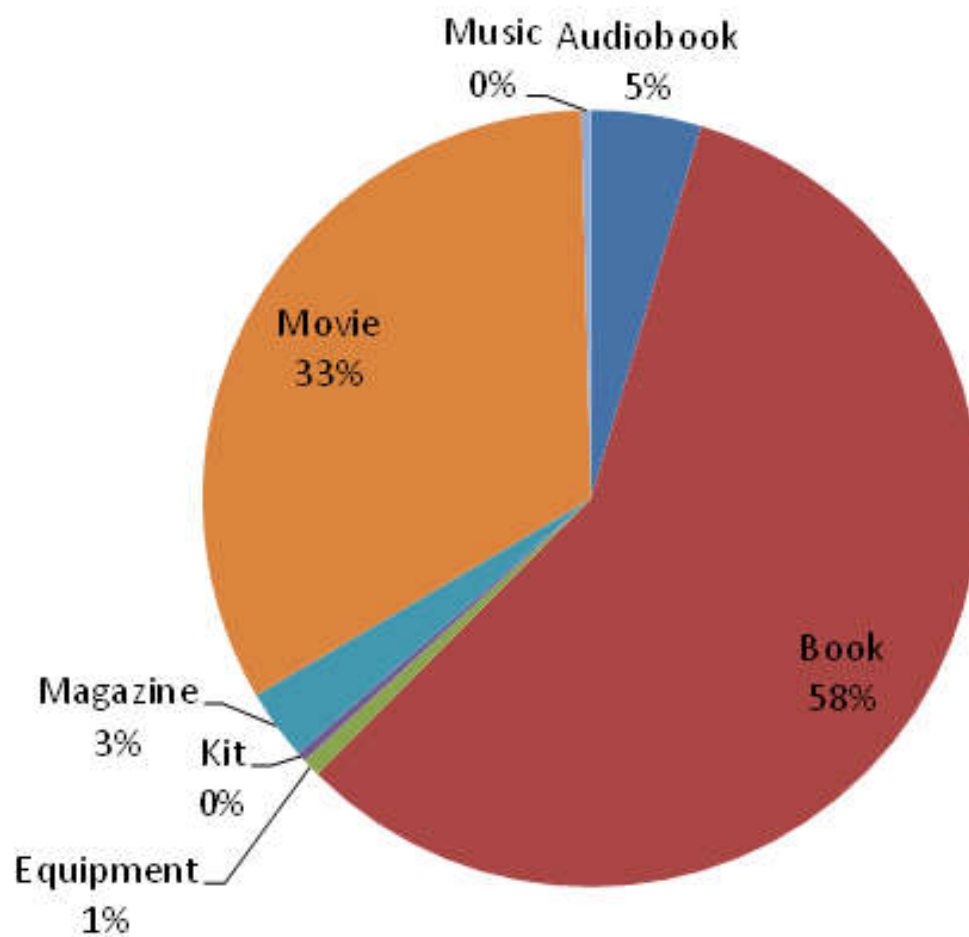
2011 - 2019



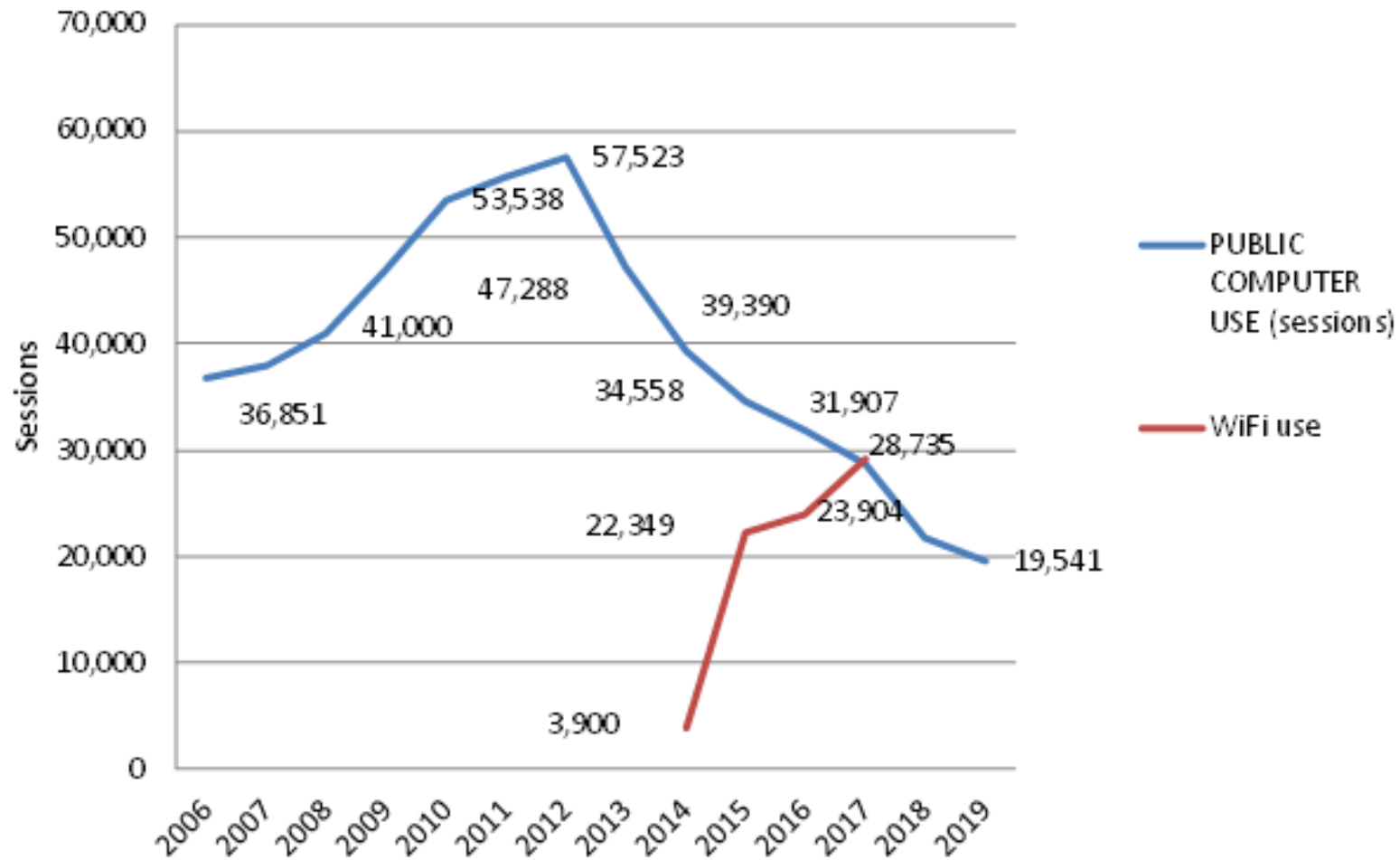
BCLD circulation by format FY2014-2015



BCLD circulation by format FY2018-2019

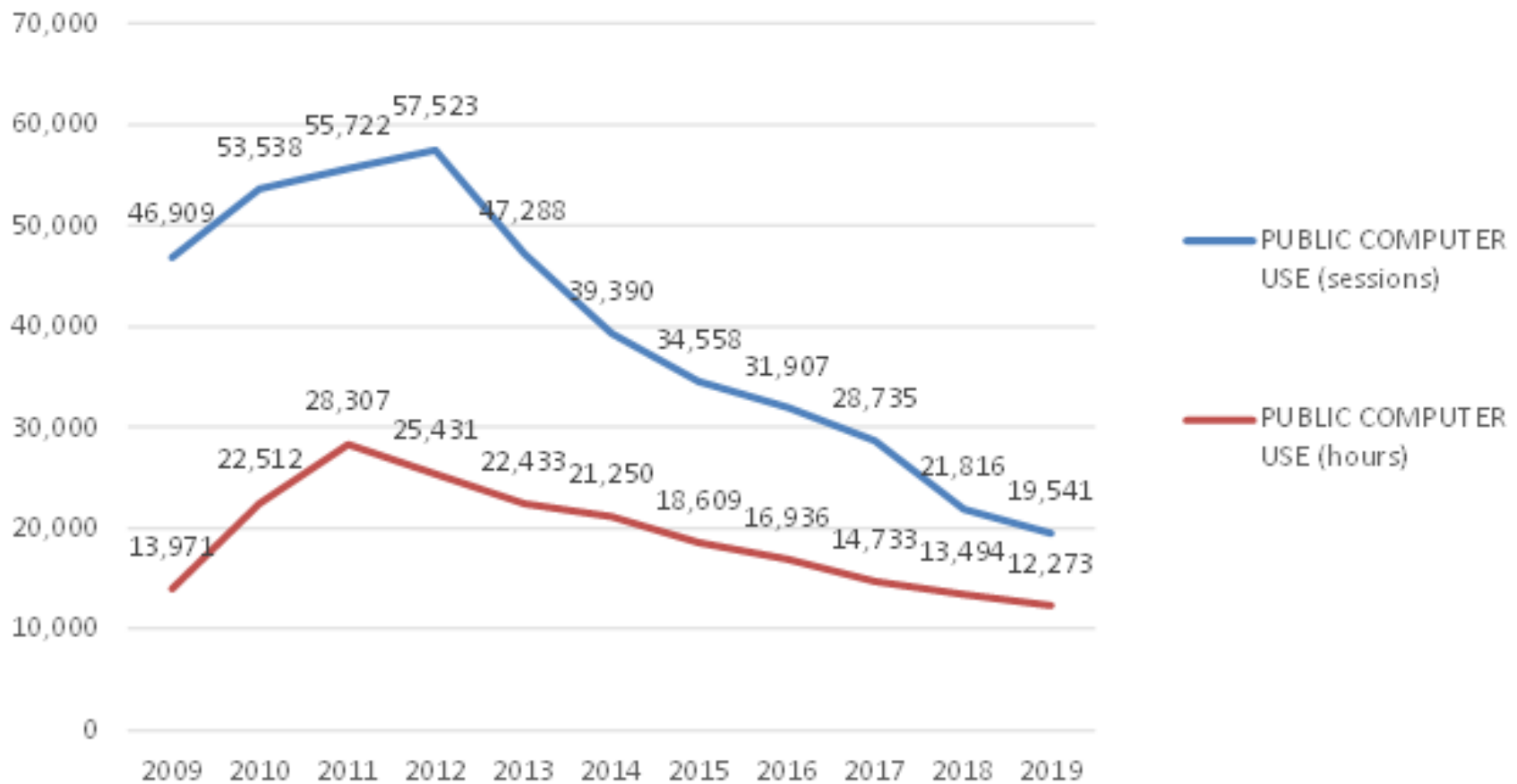


Public Computer & Wifi Use



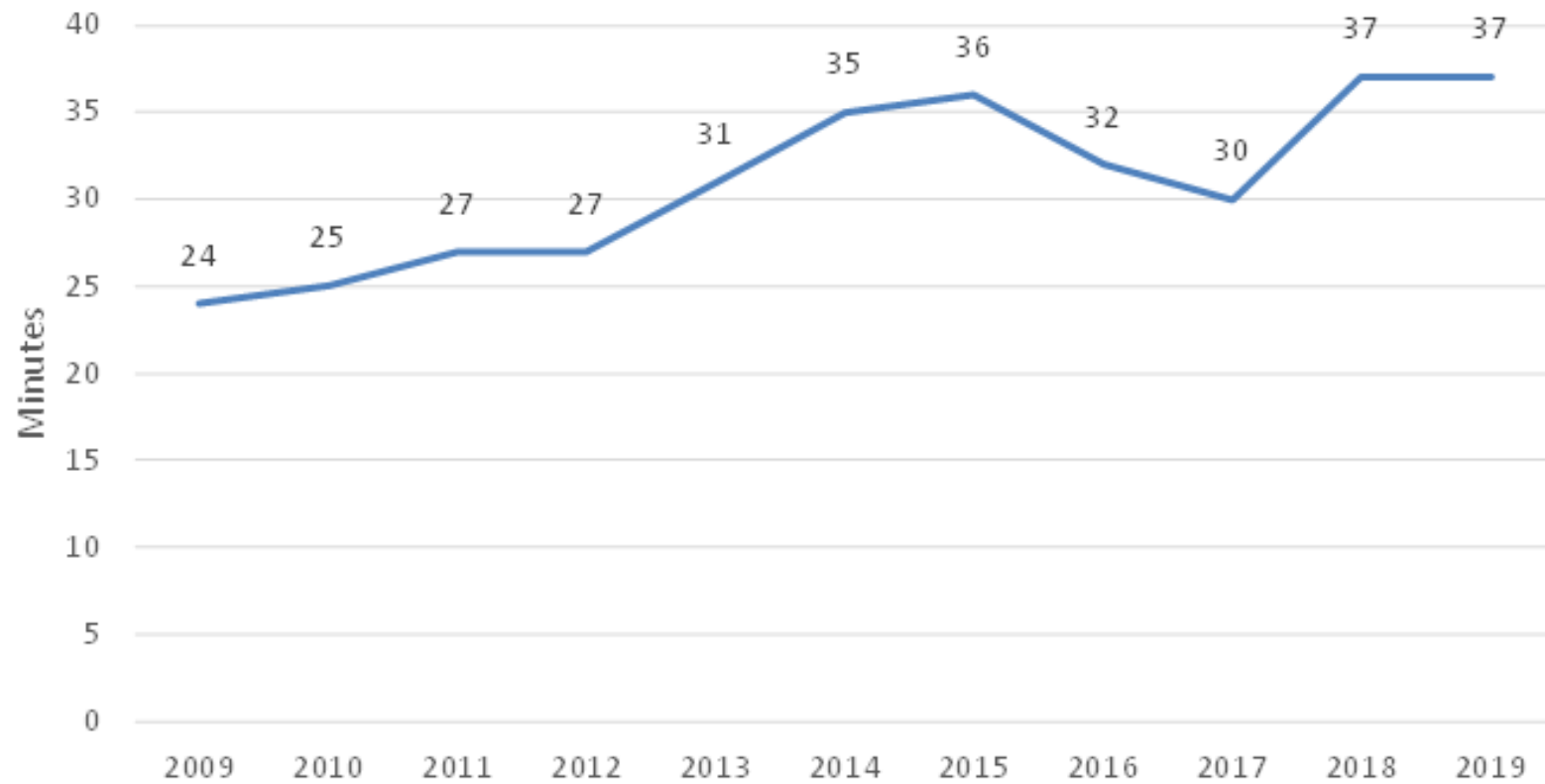
Note: Session count affected by change of session time and system errors.
Wireless session count not available.

Public computer use by year



Session count dropping more than total time.
Expand maximum time allocations?

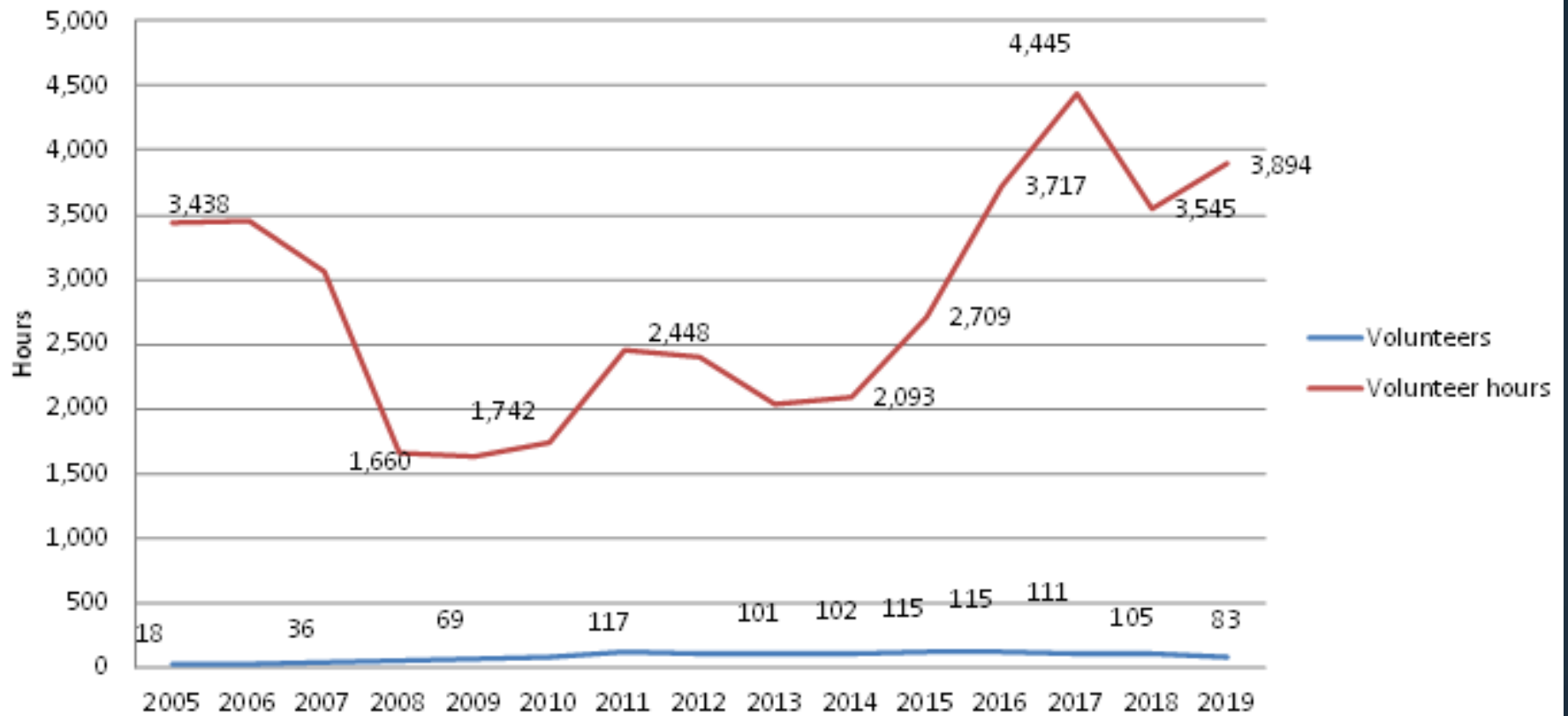
Computer average session time



Computer Users vs Visitors by year



Volunteers



NOTE: fewer volunteers contributing more hours

STRATEGIES

- INCREASE ACCESS
 - Extra temporary copies for high demand items lower wait times
- More marketing (newspaper, social media, radio, outreach)

- BE CONVENIENT, BE USEFUL TO COMMUNITIES
- Improve self-sufficiency
 - Signage / wayfinding
 - Self checkout
- Develop / market Library of Things
- Expand digital collection
- Provide access to innovative tech (VR)
- Other?

	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2018-2019 PROJECTED	2018-2019 SUPPL BUDGET	2018-2019 ACTUAL	2019-2020 BUDGET	2019-2020 PROJECTED	2019-2020 ASSESSOR RPT	2020-2021 PROJECTED
TOTAL ASSESSED VALUE (TAV) (Shown in 1,000s)	1,245,463	1,274,330	1,330,221	1,392,885	1,431,477	1,484,231	1,644,417			1,644,417		1,701,971	1,706,727	1,761,540
% change vs prior year		2.3%	4.4%	4.7%	2.8%	3.7%	10.8%			10.8%		3.5%	3.8%	3.5%
General Fund @ Tax Rate .5334/1,000														
TAX BEFORE COMPRESSION	664,330	679,727	709,540	742,965	763,550	791,689	877,132					907,831	910,368	939,606
GAIN/LOSS FROM EXTENSION	0	-1	-1	0	0	0	0.16						0.28	
LOSS DUE TO COMPRESSION	-7,508	-10,937	-11,150	-11,471	-13,218	-11,366	-10,775					-11,000	-9,688	-15,000
Compression %	-1.13%	-1.61%	-1.57%	-1.54%	-1.73%	-1.44%	-1.23%					-1.21%	-1.06%	-1.60%
ADD'NL TAX FARM LAND/HISTORICAL	0	0	0	3	34	275	48,478				0	0	61	0
TOTAL TAXES RAISED	656,822	668,790	698,388	731,496	750,365	780,598	914,835					896,831	900,741	924,606
Collection %	93.9%	93.7%	93.0%	94.3%	94.0%	93.0%	93.0%					93.0%	93.0%	93.0%
Collection LOSS	-40,066	-42,334	-48,887	-41,695	-45,022	-54,642	-64,038					-65,000	-63,052	-67,000
General Fund TOTAL	616,756	626,456	649,501	689,801	705,343	725,956	850,797	845,951	850,000	851,115	870,000	831,831	837,689	857,606
\$ change		9,700	23,046	40,300	15,542	20,613	124,841	119,996	124,044	125,159	18,885	-18,965	-13,426	25,774
% change		1.6%	3.7%	6.2%	2.3%	2.9%	17.2%	16.5%	17.1%	17.2%	2.2%	-2.2%	-1.6%	3.1%
Local Option Tax @ tax rate .249/1,000														
TAX BEFORE COMPRESSION	310,120	317,308	331,225	346,828	356,438	369,573	409,460					423,791	424,975	438,624
GAIN/LOSS FROM EXTENSION	-1	-1	-1	-1	0	0	0					0	0	0
LOSS DUE TO COMPRESSION	-53,465	-73,468	-75,479	-78,144	-87,682	-82,542	-83,076					-85,000	-68,811	-90,000
Compression %	-17.24%	-23.15%	-22.79%	-22.53%	-24.60%	-22.33%	-20.29%					-20.06%	-16.19%	-20.52%
ADD'NL TAX FARM LAND/HISTORICAL	0	0	0	1	16	128	22,630						28	
TOTAL TAXES RAISED	256,654	243,839	255,746	268,685	268,772	287,160	349,014					338,791	356,192	348,623
Collection LOSS	-15,656	-15,435	-17,902	-15,315	-16,126	-20,101	-24,431					-25,000	-24,933	-27,000
Local Option Tax TOTAL	240,998	228,404	237,844	253,370	252,645	267,058	324,583	252,303	270,000	254,508	280,000	313,791	331,258	321,623
\$ change		-12,595	9,440	15,526	-725	14,413	57,525	-14,756	2,942	-12,550	25,492	-10,793	76,750	7,833
% change		-5.2%	4.1%	6.5%	-0.3%	5.7%	21.5%	-5.5%	1.1%	-4.7%	10.0%	-3.3%	30.2%	2.5%
TOTAL	857,754	854,859	887,345	943,171	957,989	993,014	1,175,380	1,098,254	1,120,000	1,105,623	1,150,000	1,145,622	1,168,948	1,179,229
\$ change		-2,895	32,486	55,826	14,818	35,026	182,366	105,240	126,986	112,609	44,377	-29,758	63,325	33,607
% change		-0.3%	3.8%	6.3%	1.6%	3.7%	18.4%	10.6%	12.8%	11.3%	4.0%	-2.5%	5.7%	2.9%
OTHER TAXES TOTAL	0	0	0	4	49	403	71,108							
TOTAL LESS OTHER TAX	857,754	854,859	887,345	943,167	957,939	992,611	1,104,272			1,105,623	1,150,000		1,168,948	18,948
PRIOR YEAR TAXES	45,138	37,594	30,896	28,954	38,070	29,006		35,000	35,000	31,544	35,000		35,000	
OTHER TAXES											4,000		4,000	
GRAND TOTAL	902,892	892,453	918,241	972,121	996,009	1,021,617	1,104,272			1,137,167	1,189,000		1,207,948	18,948
		-10,439	25,788	53,880	23,888	25,608				115,550	51,833			18,948
		-1.16%	2.89%	5.87%	2.46%	2.57%				11.31%	4.56%			1.59%
Households	7,556	7,556	7,556	7,556	7,556	7,556				7,556			7,556	
Per capita	119	118	122	129	132	135				146			155	

	2009-2010	2019-2020
Total tax revenue	810,137	1,168,948
\$ Change		358,810
% Change		44.3%
Annual visitor card fee	\$60.00	\$86.57
Median property value		145,600
Permanet rate		
0.5334		77.66
Local option		
0.249		<u>36.25</u>
		113.92

Months	Current	Option 1	Option 2	Option 3
12	60	90	120	150
6	40	60	80	90
3	20	40	50	60
1	15	20	25	30