



Baker County Library District

Board of Directors

Regular Meeting Agenda

Monday, Oct 13, 2014, 6:00 – 8:00 pm

Riverside Meeting Room, Baker County Public Library

2400 Resort St, Baker City

Gary Dielman, President

6:00	I. CALL TO ORDER	Dielman
	II. Additions/deletions from the agenda (ACTION)	Dielman
	III. Conflicts or potential conflicts of interest	Dielman
	IV. Approval of minutes from previous Board Meeting (ACTION) <i>Related documents: Board Meeting Minutes 9/8/14</i>	Dielman
6:05	V. Open forum for general public, comments & communications 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.	
6:10	VI. PREVIOUS BUSINESS	
	i. Guest presentation: Scott Ungerecht – photo book	
6:15	VII. ANNUAL / RECURRING BUSINESS	
	i. 2014-15 Revenue projection <i>Related documents (2)</i>	Stokes
	ii. 2013-14 OSL Statistic report highlights <i>Related documents (2)</i>	Stokes
6:30	VIII. NEW BUSINESS	
	i. Presentation: Libraries, present and future	Stokes
	ii. 2015 Planning – May election, September trip	Stokes
7:00	IX. ADMINISTRATIVE REPORTS	
	i. Director's Report <i>Related documents: To be distributed at meeting.</i>	Stokes
	ii. Business and Financial Report <i>Related documents: To be distributed at meeting.</i>	Stokes
	X. Agenda items for next regular meeting: Nov 10, 2014 6:00pm	Dielman
7:30	XI. ADJOURNMENT	Dielman

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 (1) (d) Labor Negotiations
ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (e) Property
ORS 192.660 (1) (i) Personnel



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Attachments:

- IV. Board Meeting Minutes 9/8/14

V. Open forum for general public, comments & communications

VI. PREVIOUS BUSINESS

i. Guest presentation: Scott Ungerecht – photo book

Volunteer photographer Scott Ungerecht will present a copy of the finished hardcover book of photographs taken at library events 2011-2014.

VII. ANNUAL / RECURRING BUSINESS

i. 2014-15 Revenue projection

Stokes

Attachments:

- VII.i.a Tax Revenue Projection Summary
- VII.i.b Tax Revenue Projection Detail

Baker County Assessor valuation reports for 2014-2015 were released last week. The rate of valuation growth for the county is greater than projected. The district's budget was based on a Total Assessed Value growth rate of 2.5%, but it is actually 4.4%. This is a significant increase over the 2013-14 rate of 2.3%. The new figures are projected to result in additional revenue of approximately \$23,500. If the collection rate is the same as 2013-14, 94% rather than the 93% budgeted, that amount could be \$10,000 more.

In addition, savings from delays in hiring Facilities and Cataloger staff are projected to amount to approximately \$13,200. A supplementary budget will be proposed at a future board meeting to accommodate the approximate \$36,700 surplus. The surplus will be considered for use to restore staffing cuts, supplement the operating reserve and collection budget, and accomplish maintenance projects (Huntington ramp, Baker parking lot repair).

ii. 2013-14 OSL Statistic report highlights

Stokes

Attachments:

- VII.ii.a. 2013-14 OSL Statistics report
- VII.ii.b. Statistical report summary by year

I have compiled primary data from Oregon State Library statistical reports since their beginning in 1999. Data shows a correlation between library expenditures and public usage. Total checkout has increased by 51% since 2008 to a record high of 174,362 units. Last year's total physical checkouts grew by 4.9% while digital checkouts grew by 29%. Digital usage remains relatively low, however, amounting to just 4% of the total checkouts.

Collection expenditures show large growth in print books and audiovisual materials purchasing since 2007, with a plateau in the last three years.

Adult materials checkouts have grown significantly. Young adult checkouts have begun to be collected separately and show a 40% increase in the last 2 years. When combined with



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Children's materials, total youth checkouts of 32,279 show growth but are still well below the 2001 high of 38,710. Combined juvenile & YA checkouts are 19% of the total.

ILL lending and borrowing has spiked by five times the rate of 2006. Public computer use has declined since 2012 but it is unclear whether this is due to usage or faulty data collection by the system software since splitting the branches off from central server management. The number of volunteers have increased significantly but total contributed hours show large fluctuation, which may be due to data collection changes since 2007.

VIII. NEW BUSINESS

i. Presentation: Libraries, present and future

Stokes

I will share a slideshow I presented recently at the 2014 Word Roundup and BCLD staff training about current library use and trends and future services.

ii. 2015 Planning – May election, Director vacation

Stokes

Terms for board members Gary Dielman and Nellie Forrester are up for re-election next May 2015. Do these members have an idea of whether they intend to remain on the board? If not, I recommend discussion begin on recruitment of new candidates. Also, I am planning a family vacation next year and will be seeking Board approval for the leave which may impact my board meeting availability at that time.

IX. ADMINISTRATIVE REPORTS

i. Director's Report

Stokes

a. Friends update:

The Friends are currently supporting the 2014 Oregon Reads events, providing funds and personnel for programs and giveaways. At their October meeting they will discuss organizing a "volunteer fair" at the library which would give various community organizations an opportunity to recruit volunteers.

b. Facilities update:

Baker: the ailing birch tree was removed from near the northeast corner of the building. Jim is working with the new Facilities Specialist to clean and organize the utility workspace. Jim intends to build a secure storage case for power tools and create a tool asset list. He suspects some tools have been stolen in recent years. Repair and sealant treatment of the wood siding around the building is a priority for the fall.

Haines: staff reported a natural gas scent at the branch, necessitating a service call from Scott's Heating & A/C.

c. Grants:

I submitted a grant request to the Leo Adler Community Fund for \$15,000 to provide an HVAC solution at the Richland branch library. The amount includes \$11,000 for equipment and installation and an estimated \$4,000 for electrical work.

I will be visiting the Oregon State Library board in Salem on Oct 17 to request approval on appeal of year 2 of the LSTA Sage Cataloging Cleanup grant. Due to miscommunication, the grant was not submitted by the required deadline and the LSTA Advisory Council felt it was ineligible for their approval.



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d. Personnel:

Mr. Vincent (Vinny) Russo was ultimately hired for the Facilities Specialist position. It turned out that Mr. Booth was unable to take the position due to family matters.

The Cataloger position is currently posted. The announcement has been emailed to BCLD staff and professional library listservs in Oregon and Idaho. A Help Wanted ad will also be published in the Baker City Herald. Applications may be submitted through Nov 2 2014. A special hiring committee may needed to evaluate candidates.

e. Programs & services:

October is a busy month of programs. There are about a half dozen 2014 Oregon Reads events, several classes about Medicare, on Oct 24 I will be demonstrating library resources for student achievement, and the annual children’s costume party will take place on Friday, Oct 31.

f. Technology:

A new vendor has been selected to provide Internet filtering at the branches. Use of OpenDNS will allow centralized cloud-based control of the filtering for both public workstations and the WiFi networks and ensure CIPA compliance. The annual cost will be just under \$1,000 which is less than the cost of software licenses previous used for the purpose.

ii. Business and Financial Report

Related documents: To be distributed at meeting.

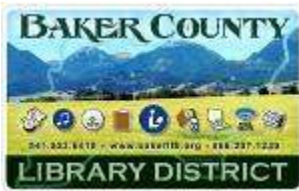
Stokes

X. Agenda items for next regular meeting: Nov 10, 2014

Dielman

XI. ADJOURNMENT

Dielman



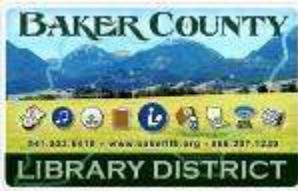
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Monday, Sep 8, 2014, 6:00 – 8:00 pm

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:02pm. The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon. Directors present were Gary Dielman, Nellie Forrester, and Della Steele, with Kyra Rohner-Ingram arriving at 6:08pm and Betty Palmer arriving at 7:10pm. Also present were Perry Stokes, Library Director; and Christine Hawes, Business Manager. Guest present: Scott Ungerecht, local photographer.</p>
<p>Agenda Approved</p>	<p>Dielman asked for additions or changes to the agenda. Stokes stated that he has added Guest Presentation for Scott Ungerecht to present photos taken by at library events in a 13 minute slide show. Stokes also added an item under new business, a Proclamation Resolution for Library Card Signup Month.</p>
<p>Conflict or potential conflict of interest</p>	<p>Dielman asked if there were any potential conflicts of interest to be declared. There were none.</p>
<p>Minutes Approved</p>	<p>Dielman asked for corrections to minutes. There were none. Forrester made a motion to approve both the Agenda and the August 11, 2014 Regular Meeting Minutes as presented; Steele seconded; motion passed unanimously by three Directors present (Dielman, Forrester, and Steele).</p>
<p>Open Forum</p>	<p>Dielman asked Stokes for any correspondence since there were no members of the public present for the open forum period. Stokes said he had no correspondence to convey.</p> <p>Rohner-Ingram arrived at the meeting at 6:08pm.</p>
<p>Guest Presentation: Library Event Photos</p>	<p>Stokes told the board that Scott Ungerecht is a volunteer event photographer for the Baker Library, often in coordination with Melissa Shafer, Youth Services Specialist. He has created a presentation of photos taken from 2011-2014 in a video he titled "Precious Moments." The video is set to a score of classical music.</p> <p>In addition, he is in the process of creating a 200 page hardcover photo book through a self-publishing company called "Blurb" that should be completed mid-September. When it is done, he will present a copy to the Library as a gift. The video was shown to the board. All agreed it was nicely done. Ungerecht said that his intention is for parents and children have a memento of the fun times at library</p>



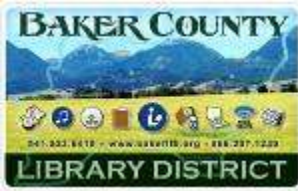
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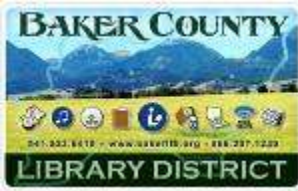
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	<p>programs and the general public to gain insight and appreciation for library activities. The book will be made part of the library collection, available for the public to look through at the Library. He suggested uploading the video to YouTube with a link posted on the library website.</p> <p>Dielman thanked Ungerecht for his gift and volunteer work and said “We look forward to seeing the book.” Stokes also thanked him, stating it is a great help to have someone dedicated to capturing some of those fleeting “precious moments.”</p>
<p>Policy Review: Fee Schedule Revision</p>	<p>Dielman moved on to the policy review, asking Stokes go over the changes. Stokes said it is necessary to review policies periodically to make sure they stay current. Proposed changes on the Fee Schedule were prompted by a recent issue: purchase requests for TV Series are growing but the library is unable to fulfill many requests due to space and budget constraints.</p> <p>Some Sage libraries collect TV series, so our patrons do have access to many. Stokes stated that with a robust DVD collection, the library is somewhat of an alternative to Netflix and other media services but the district simply does not have the resources to compete with those distributors. ILL staff report that at least two patrons have begun submitting a large number of requests for TV series.</p> <p>Under current Interlibrary Loan policy, the library will fulfill requests when possible, even if an item must be borrowed from a library outside of Sage. The service has led to increased public expectations. However, non-Sage audiovisual ILL items are very costly -- at minimum a \$3 ILL process fee plus postage \$2 (media rate for library mail). Stokes would like to mitigate the growing expectation that the library will fulfill multiple non-Sage ILL video requests at no charge. Patrons with intensive need for recreational DVDs will be asked to compensate the library for the ILL costs involved and pay \$5.00 per item when an item is brought in from outside of Sage.</p> <p>The proposed policy changes are shown in red font on the document. There is a new section titled “Non-Sage Interlibrary Loan – audiovisual materials” that adds a \$5.00 per item charge for materials borrowed outside of the Sage Library System. It also requires payment in advance of staff ordering the item. Dielman asked if there were any further questions or discussion. There was none.</p>



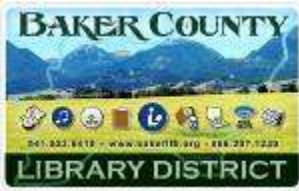
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	<p>Rohner-Ingram made a motion to approve the revised Fee Schedule policy as presented; Forrester seconded; motion passed unanimously by four members present (Dielman, Forrester, Steele, and Rohner-Ingram).</p>
<p>New Business: Intellectual Property Policy</p>	<p>Stokes presented the new Intellectual Property Policy to the board. It clarifies the copyright status of works that are created by library staff or volunteers while working for the library. He explained that when a government employee creates something, it is generally belongs in the public domain since it is publicly funded. The “Creative Commons” license will be used to provide a simple, standardized way to grant copyright permissions and get credit for any use.</p> <p>Stokes read the policy to the board. He also referenced handouts on this topic included in the board packets. According to the Creative Commons website, the CC-BY license, <i>“...lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.”</i></p> <p>Dielman explained that it has been the district’s standard practice to use this type of license for historic photo usage; the term Creative Commons license is new. The museum, in contrast, adds a watermark to their photos; if someone wants an unmarked photo they are required to pay a fee. The library does not charge for photos but does ask people to credit the Library as the source.</p> <p>Stokes added that photos are a collection, rather than works created by library staff. In qualifying cases, usage permissions are provided for the library’s historic photos in exchange for attribution. The Intellectual Property Policy is more about things created by library staff or volunteers. Rohner-Ingram asked for clarification. Stokes replied that we are not talking about collections of items such as books, videos and photos; those items are not created by staff. She asked for an example of things staff create. Stokes said nearly anything staff creates in the course of their official duties is involved, such as a user guide on how to download audio books, a presentation on early literacy skills, or brochure of recommended titles on a subject.</p>



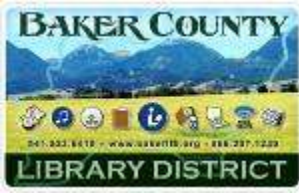
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	<p>Dielman asked what we would not want someone to use – perhaps our logo? Stokes agreed that the district’s logo would be restricted and added that we would not want to authorize use of content that would violate someone’s personal privacy, such as using a person’s image in a sales or marketing campaign without their consent. Even if credit was given to the library, commercial use of a one’s image should remain under an individual’s control. These examples --logos, individual’s images, and third-party materials-- are listed in the policy as exemptions to the general Creative Commons license. Rohner-Ingram stated her understanding that this is about staff creations.</p> <p>With no further discussion, Rohner-Ingram made a motion to approve the Intellectual Property Policy as presented; Forrester seconded; passed unanimously with four members present.</p>
<p>Proclamation: Library Card Signup Month</p>	<p>Dielman asked Stokes to explain what this means. Stokes read through the proclamation “Establishing Library Card Sign-up Month 2014” adding that it simply a method of promoting that every person in the community obtain a library card.</p> <p>Rohner-Ingram made a motion to approve Resolution 2014-15.004 as presented; Steele seconded; motion passed unanimous by the four members present. Dielman signed the resolution.</p>
<p>Administrative Reports: Director’s Report</p>	<p>In administrative reports, Stokes reported under Facilities news, that three new vacuums were purchased. Two commercial vacuums were purchased for the Baker Library and one for the Haines Branch. the Haines branch vacuum recently died and two older ones at the Baker branch were in need of replacement. Richland and Huntington branches also have older model vacuums that may need replacement soon, so one of the Baker vacuums will be a backup. Steele asked about the brand purchased. Stokes replied that all three were Electrolux Sanitaire models. Everyone agreed these were known to be reliable.</p> <p>In Personnel news, Stokes has hired a new Facilities Maintenance person from Richland. Ken Booth retired from working for a Boise fire agency as a small engine repair specialist. Stokes said that he aims to post the Catalog Specialist position next week. Two new subs have been hired in Huntington; Sara and Diana conducted the interviews. And finally, a story time sub for Melissa has been secured. Sara is working to coordinate a free vision screening event for preschoolers</p>



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	<p>with the Lions Club. Jim is installing a device on the courtesy phone that will enforce a five-minute time limit and block long distance calls. Persons needing to make long-distance calls will be directed to the pay phone in the north parking lot. Jim is also working on a proposal to provide a few tablet and laptop computers for patron use in the library. The items would be tethered to tables. The Edge Initiative Evaluation identified this as one area we can improve customer services.</p>
<p>Business and Financial Report</p>	<p>Hawes passed out check packets and financial reports. The General Fund received tax turnovers of \$4,872.08. A total of \$1,382.75 was received from the E-Rate program completing fiscal year ended June 30, 2014. Checks include The Friends \$79.89 remitting book sales (book store purchases through PayPal) for the first quarter, Special Districts \$1,602.16 for the initial Fiscal Year 2014-2015 worker’s comp insurance, and Ingram \$5,634.31. The current cash balance for General Fund is \$14,052.39. We will borrow from Other Funds for the first time for the October 1 payroll.</p> <p>The Other Funds received a \$100 payment from Philip Charette, and had Adler biography sales of \$252. Amazon book sales totaled \$302.46 for July and \$487.77 for August. In other news, the Friends were billed \$3,000 in July for one-half of the Early Learning Workstations they agreed to help fund. Hawes will have Carmen remind them at their next monthly meeting. The ending Other Fund cash balance totals \$142,953.73. The breakdown by Fund/Department was included on the reports.</p> <p>The Sage Fund budget lines are skewed. Hawes will review the detail with Beth Longwell to clarify where items should be posted and make the corrections for the next financial reports. Sage Fund paid Special Districts \$2,517.58 for 2 months group health insurance premiums. She called them regarding a billing error. This payment will catch up that expense.</p> <p>Checks were signed and approved by those present.</p>
<p>Next Meeting Date</p>	<p>The next regular meeting will be October 13, 2014 at 6:00pm.</p>
<p>Adjourn</p>	<p>The meeting was adjourned at 7:16pm.</p>



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	<p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>
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2014-2015 REVENUE GROWTH PROJECTION
from ASSESSOR REPORT

	2013-14 actual	2014-15 budget	% chg	2014-15 New amount from report	% chg vs budget	\$ chg vs budget	\$ chg vs LY
Total Assessed Value	1,274,330	1,306,188	2.50%	1,330,221	4.39%		
Permanent rate revenue	629,063	636,957		649,502		12,545	20,439
Local option levy	229,355	226,866		237,843		10,977	8,488
Total tax revenue	858,418	863,823		887,345		23,522	28,927

Baker County Public Library 2014 Oregon Public Library Statistical Report

CURRENT YEAR
2013-2014

PREVIOUS YEAR
2012-2013

Part 1 - GENERAL INFORMATION

Call 503-378-5027 early and often for help! See the FAQ at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>.

Remember to update your library's entry in the online library directory if necessary at <http://www.oregon.gov/osl/LD/Pages/directories.aspx> Definitions are linked to question numbers..

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	Fax number (If none, leave blank)	(541) 523-9088	<i>(541) 523-9088</i>
1.11	Library email address (If none, leave blank)	info@bakerlib.org	<i>info@bakerlib.org</i>
1.12	Web Address (If none, leave blank)	www.bakerlib.org	<i>www.bakerlib.org</i>
1.13	Cooperative system membership or affiliation (used only for contact purposes- does not include automation cooperatives)	NONE	<i>NONE</i>
1.14	Was there a boundary change in the legal service area in the last year? Check http://www.pdx.edu/prc/population-annexations	No	<i>No</i>
1.15	Congressional District (see www.house.gov)	2	<i>2</i>
1.16	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			
1.17	Central library	1	<i>1</i>
1.18	Branches	5	<i>5</i>
1.19	Bookmobiles	1	<i>1</i>
1.20	Other public service outlets	0	<i>0</i>
1.21	Number of registered users	10,840	<i>12,713</i>

Part 2 - LIBRARY STAFF AS OF JUNE 30, 2014

Call 503-378-5027 early and often for help! See the FAQ at

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).

Examples: 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTE (60/40=1.50 FTE). If a schedule varies wildly by season, use total annual hours worked divided by 2080 to calculate FTE. Use n.c. for not collected, 0 for zero or not applicable.

IMPORTANT NOTE: Report only staff paid from the library budget in Part 3. Do not report volunteers, other non-paid staff, staff paid by other agencies (e.g., Green Thumb) or temporary personnel. Do report plant operations, security, or maintenance staff if paid from the library budget.

2.1	Number of librarians with ALA/MLS	1.00	1.00
2.2	Number of other persons holding the title of librarian	0.75	0.75
2.3	Total librarians (Sum of Lines 2.1 and 2.2) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	1.75	1.75
2.4	Number of all other paid staff	12.75	12.14
2.5	Total paid staff (Sum of Line 2.3 and 2.4) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	14.50	13.89

Part 3 - LIBRARY REVENUE FOR 2013-2014

Part 3 is divided into two sections. Report all operating revenue in Section A, excluding capital revenue. Report capital revenue in Section B. Call 503-378-5027 early and often for help! See the FAQ at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>

SECTION A. OPERATING REVENUE

Report revenue used for operating expenditures. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another library, or funds unspent in a previous fiscal year (e.g. carryover).

This is a statistical count of revenue. **This figure may not be the same as the annual budget**, and does not need to balance with expenditures. If the city or county contributes sizeable expenses on behalf of the library, but does not show those in the library budget, the library may wish to enter matching revenue and expense for such items.

Please round to the nearest dollar. *The program will fill in dollar signs and commas; there is no need to type them.* Use n.c. for not collected, 0 for zero or not applicable.

Local government sources.

3.1	City	\$0	\$0
3.2	County	\$0	\$0
3.3	District (Library district, community college district, school district)	\$922,847	\$919,944
3.4	Total local government (Sum of 3.1 to 3.3) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$922,847	\$919,944

	2013-2014	2012-2013
3.5 State government sources (e.g., Ready to Read Grants. Count only the amount of Ready to Read grants funds received directly from the State Library, not those distributed through another entity.)	\$6,564	\$5,838

Federal government sources

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

3.6 LSTA grants (payments received during fiscal year)	\$0	\$0
3.7 E-rate telecommunications discount (if issued as a check)	\$4,470	\$5,505
3.8 Other federal funds	\$0	\$0
3.9 Federal government revenue (Sum of 3.6 to 3.8) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$4,470	\$5,505
3.10 Other operating revenue (include fines and fees, even if they are passed through to another entity, cash gifts (not endowments), private or corporate foundation funds)	\$36,631	\$90,558
3.11 Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$970,512	\$1,021,845

SECTION B. CAPITAL REVENUE

Report all revenue to be used for major capital expenditures. Examples include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; and g) and other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by the receiving library. Report federal, state, local, and other revenue to be used for major capital expenditures.

3.12 Local government capital revenue	\$0	\$0
3.13 State government capital revenue	\$0	\$0
3.14 Federal government capital revenue	\$0	\$0
3.15 Other capital revenue	\$0	\$0
3.16 Total capital revenue (Sum of Lines 3.12 - 3.15) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$0	\$0

Part 4 - LIBRARY EXPENDITURES IN 2013-2014

Call 503-378-5027 early and often for help! See the FAQ at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>

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

Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. The library should add an equivalent amount of revenue if such costs are reported. Only such funds that are supported by expenditures documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of donated items as expenditures. Do not report capital expenditures under this category.

SECTION A. OPERATING EXPENDITURES

This is a statistical count of expenditures. **It may not be the same as your annual budget**, and does not need balance with revenue. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. The library should add an equivalent amount of revenue if such costs are reported. Capital expenditures are listed on questions in Part 4, Section B. Dollar signs and commas will be filled in by the program; there is no need to type them.

4.1	Salaries and wages	\$471,238	\$463,550
4.2	Employee benefits (includes FICA at 7.65% and Workman's Comp at \$.016 per hour)	\$184,766	\$175,561
4.3	Total staff expenditures (Sum of 4.1 and 4.2) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$656,004	\$639,111

Library collection

This includes all operating expenditures by the library for materials purchased or leased for use by the public. It includes print materials, electronic materials, and other materials etc. If record keeping does not separate total expenditures by type of material, it is acceptable to use some reasonable methodology to estimate the relative amounts. An estimate is preferable to n.c. (not collected).

4.4	Books and other print materials	\$61,041	\$55,571
4.5	Periodicals and other serial subscriptions	\$13,075	\$12,216
4.6	Total expenditure on print materials (Sum of 4.4 and 4.5)	\$74,116	\$67,787
4.7	Electronic materials expenditures (list databases, tutor.com, and Library2Go downloadable expenses here)	\$8,145	\$9,885
4.8	Other materials expenditures (all expenditures on collection not listed above, e.g. media in physical form -DVDs, CDs, books on CD, microforms, kits, new material formats, etc.)	\$18,207	\$19,304
4.9	Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$100,468	\$96,976
4.10	All other operating expenditures (includes binding, non-capital furniture and equipment, building maintenance, ISP fees, cataloging fees and utilities, and all items not included above)	\$185,213	\$184,899
4.11	Total library expenditures (Sum of 4.3,4.9,4.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$941,685	\$920,986

SECTION B. CAPITAL OUTLAY

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for a) site acquisitions; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) library automation; f) new vehicles; and g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditures documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

NOTE: Your local accounting practices may determine whether a specific item is a capital expense or an operating expense. Even if books are considered capital outlay locally, please report book expense on line 4.4.

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 to 4.14) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$0	\$0

Part 5 - LIBRARY COLLECTIONS

Call 503-378-5027 early and often for help! See the FAQ at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>

Report library holdings as of the end of the fiscal year, June 30.

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

Report in Section A items that have physical form. A physical unit is usually a volume, but might also be a disc, cassette, etc. Items which are packaged together as a unit, e.g. two compact discs, and are generally checked out as a unit, should be counted as one physical unit. Do not subtract withdrawn materials from the physical units added figure. The figure reported should represent the total number of materials on June 30. The State Library does not ask you to report the number of materials withdrawn as a separate data element.

Books and other print items

5.1	Number of physical units	117,103	113,553
5.2	Number of physical units added.	4,715	4,628

Audio materials

5.3	Number of physical units (cassettes, records, compact discs, etc.)	5,723	5,880
5.4	Number of physical units added.	343	540

Video materials

5.5	Number of physical units (DVDs, Blu-Ray, etc.)	12,396	11,601
5.6	Number of physical units added.	1,152	1,441

Current print serial subscriptions

5.7	Number of subscriptions	366	365
5.8	Number of subscriptions added.	6	0

Other library materials (include uncataloged paperbacks considered part of the permanent collection. Do not count paperback exchanges or checkouts of paperbacks that are not tracked.)

	2013-2014	2012-2013	
5.9	Number of physical units	22,756	19,805
5.10	Number of physical units added	3,775	2,729
Totals for the end of fiscal year			
5.11	Number of physical units (Sum of 5.1+5.3+5.5+5.7+5.9) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	158,344	151,204
5.12	Number of physical units added (Sum of 5.2+5.4+5.6+5.8+5.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	9,991	9,338
SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION			
E-books			
5.13	Number of units (Library2Go statewide listed here)	30,806	25,761
5.14	Number of units added (Library2Go statewide listed here)	5,045	4,948
5.15	Number of units owned locally or by consortia not part of statewide Library2Go	0	0
5.16	Number of units owned locally or by consortia added not part of statewide Library2Go	0	0
5.17	Total units of e-books (Sum of 5.13 and 5.15)	30,806	25,761
5.18	Total units of e-books added (Sum of 5.14 and 5.16)	5,045	4,948
Downloadable Audio Materials			
5.19	Number of downloadable units (Library2Go statewide listed here)	21,575	20,107
5.20	Number of downloadable units added (Library2Go statewide listed here)	1,468	1,240
5.21	Number of downloadable units owned locally or by consortia not part of statewide Library2Go	0	0
5.22	Number of downloadable units owned locally or by consortia added not part of statewide	0	0
5.23	Total of downloadable audio units (Sum of 5.19 and 5.21)	21,575	20,107
5.24	Total of downloadable audio units added (Sum of 5.20 and 5.22)	1,468	1,240
Downloadable Video Materials			
5.25	Number of downloadable units (Library2Go statewide listed here)	1,285	1,288
5.26	Number of downloadable units added (Library2Go statewide listed here)	0	0
5.27	Number of downloadable units owned locally or by consortia not part of statewide Library2Go	0	0
5.28	Number of downloadable units owned locally or by consortia locally added not part of statewide Library2Go	0	0
5.29	Total downloadable video units (Sum of 5.25 and 5.27)	1,285	1,288
5.30	Total downloadable video units added (Sum of 5.26 and 5.28)	0	0

2013-2014

2012-2013

Licensed databases through statewide database licensing (Gale and Learning Express)

ATTACHMENT VII.ii.a

5.31	Number of licensed databases	24	24
5.32	Number of licensed databases added	0	0
Licensed databases through cooperatives, consortia, or local libraries within the state or region (Freegal goes here)			
5.33	Number of licensed databases	9	10
5.34	Number of licensed databases added	0	0
Total licensed databases			
5.35	Total licensed databases (Sum of 5.31 and 5.33) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	33.00	34.00
5.36	Total licensed databases added (Sum of 5.32 and 5.34) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	0	0
5.37	Total digital or downloadable units (Sum of 5.17, 5.23, 5.29, 5.35)	53,699	47,190
5.38	Total digital or downloadable units added (Sum of 5.18, 5.24, 5.30, 5.36)	6,513	6,188
5.39	Total physical and digital units (Sum of 5.11 and 5.37)	212,043	198,394
5.40	Total physical and digital units added (Sum of 5.12 and 5.38)	16,504	15,526

Part 6 - LIBRARY SERVICES

Call 503-378-5027 early and often for help! See the FAQ at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>

Hours - Typical schedule of main library

Monday

6.1	Open	9:00 A.M.	9:00 A.M.
6.2	Close	7:00 P.M.	8:00 P.M.
6.3	Total hours open	10	11

Tuesday

6.4	Open	9:00 A.M.	9:00 A.M.
6.5	Close	7:00 P.M.	8:00 P.M.
6.6	Total hours open	10	11

Wednesday

6.7	Open	9:00 A.M.	9:00 A.M.
6.8	Close	7:00 P.M.	8:00 P.M.
6.9	Total hours open	10	11

Thursday

6.10	Open	9:00 A.M.	9:00 A.M.
6.11	Close	7:00 P.M.	8:00 P.M.
6.12	Total hours open	10	11

Friday

6.13	Open	9:00 A.M.	9:00 A.M.
6.14	Close	6:00 P.M.	6:00 P.M.

	2013-2014	2012-2013
6.15 Total hours open	9	9
Saturday		
6.16 Open	10:00 A.M.	10:00 A.M.
6.17 Close	4:00 P.M.	4:00 P.M.
6.18 Total hours open	6	6
Sunday		
6.19 Open	12:00 P.M.	12:00 P.M.
6.20 Close	4:00 P.M.	4:00 P.M.
6.21 Total hours open	4	4
(NOTE: For libraries with branches this question refers to central library only)		
6.22 Total hours in typical week (Note: for libraries with branches this question refers to central library only) (Sum of 6.3, 6.6, 6.9, 6.12, 6.15, 6.18, 6.21) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.	59.0	63.0
6.23 Public service hours for main library for the fiscal year	2,959	3,276
6.24 Number of weeks main library is open (do not subtract for holidays)	52	52
6.25 Total annual public service hours for all public outlets for the fiscal year. (sum of 6.23 and 9.15 repeating)	7,010	7,380
6.26 Library visits (total annual attendance at all library facilities, including meeting rooms) in the fiscal year. (Please refer to instructions)	152,415	168,012
Circulation of library materials at all facilities for the fiscal year: (NOTE: Do not include books checked out to other libraries on interlibrary loan, or interbranch loans.)		
6.27 Number of first-time circulation of adult materials (Enter n.c. here if using lines 6.34-35, if not able to separate first circulation and renewal, enter all circulation here.	121,218	115,957
6.28 Number of renewals of adult materials	13,779	12,537
6.29 Number of first-time circulation of young adult (YA) materials (enter n.c. here if using lines 6.34-35)	3,886	2,813
6.30 Number of renewals of young adult (YA) materials	983	661
6.31 Number of first-time circulation of children's materials (enter n.c. here if using lines 6.34-35)	23,332	24,117
6.32 Number of renewals of children's materials	4,078	3,444
6.33 Number of circulations of electronic materials (record Library2Go here). Includes downloadable e-book, e-audio and e-video that have to be "returned" to the library. Count the circulation of e-book readers with titles loaded on them as one circulation.	7,085	5,503
6.34 First-time circulation not separated into adult, YA or children's materials (use this blank ONLY if you do not count separate adult and children's materials circulation -Enter n.c. if using 6.27 - 6.32 instead)		

2013-2014

2012-2013

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6.35	Renewals not separated into adult, YA or children's materials (use this blank ONLY if you do not count separate adult and children's materials circulation - Enter n.c. if using 6.27 - 6.32 instead)		
6.36	Total first-time circulation (adult, YA, children's materials, electronic materials and circulation not broken into material type - sum of 6.27, 6.29, 6.31, 6.33, 6.34)	155,521.00	148,390.00
6.37	Total renewals (adult, YA, children's materials and circulation not broken into material type - sum of 6.28, 6.30, 6.32, 6.35)	18,840.00	16,642.00
6.38	Total circulation of adult materials (sum of 6.27 and 6.28)	134,997.00	128,494.00
6.39	Total circulation of young adult (YA) materials (sum of 6.29 and 6.30)	4,869.00	3,474.00
6.40	Total circulation of children's materials (sum of 6.31 and 6.32)	27,410.00	27,561.00
6.41	Total circulation not separated into adult, YA or children's materials (sum of 6.33, 6.34 and 6.35)	7,085.00	5,503.00
6.42	Total circulation for the fiscal year. (Sum of 6.38, 6.39, 6.40, 6.41) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	174,361.00	165,032.00
6.43	Total number OF reference transactions(Please estimate IF actual COUNT NOT available, exclude directional, policy questions OR circulation actions such AS placing holds.This does include individualized computer instruction AND reader's advisory.)	9,285	7,511
Programs or presentations for children sponsored by the library (Please refer to instructions. Note that the program does not have to take place in the library.)			
6.44	Number of children's programs	368	227
6.45	Number of persons attending children's programs (adults and children)	5,763	6,148
Programs or presentations for young adults sponsored by the library (Please refer to instructions. Note that the program does not have to take place in the library.)			
6.46	Number of young adult programs	7	4
6.47	Number of persons attending young adult programs (including adults and children)	88	53
Programs or presentations for adults sponsored by the library			
6.48	Number of programs for adults	4	11
6.49	Number of persons attending programs for adults	115	302
6.50	Total number of programs (Sum 6.44, 6.46, 6.48)	379	242
6.51	Total program attendance (Sum 6.45, 6.47, 6.49)	5,966	6,503
Best practices for children's programming (Please refer to instructions)			
6.52	Does your library have a summer reading program	Yes	Yes

	2013-2014	2012-2013	ATTACHMENT VII.ii.a
6.53 Does your library provide outreach to children and/or families, childcare providers, and preschool teachers	Yes	<i>Yes</i>	
6.54 Does your library provide training in early literacy for parents or childcare providers	Yes	<i>Yes</i>	
Interlibrary loans lent to other libraries (Please refer to instructions)			
6.55 Interlibrary loans lent using a shared catalog or automation system (e.g. Sage, LINCC)	4,949	4,921	
6.56 Interlibrary loans lent to all other libraries not in shared catalog or automation system	0	3	
6.57 Total loans lent to other libraries (Sum of 6.55 to 6.56) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	4,949.00	4,924.00	
Interlibrary loans borrowed from other libraries			
6.58 Interlibrary loans borrowed using a shared catalog or automation system (e.g. Sage)	5,786	5,247	
6.59 Interlibrary loans borrowed from libraries not in shared catalog or automation	93	125	
6.60 Total loans borrowed from other libraries (Sum of 6.58 to 6.59) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	5,879.00	5,372.00	

Part 7 - OTHER INFORMATION

Call 503-378-5027 early and often for help! See the FAQ at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>

Volunteer services to the library.

7.1 Total number of volunteers (individuals)	102	101
7.2 Total volunteer hours	2,093	2,030

Library salary schedule effective for the upcoming fiscal year

Please calculate hourly wages even if staff is paid monthly, weekly or on a salary. Please report up to two decimal places. If the library has a salary range, there is a blank for the number at low end of the range, and one for the number at the high end. If your library does not have such a position, leave the item blank. For organizations without salary ranges, leave the "Low" and "High" items blank and list a figure in the "Fixed Amount" blank. For full-time positions, divide an annual salary by 2080 to calculate the hourly equivalent. Please see the instructions. Do not include the \$ symbol or commas.

7.3 Library Director, hourly salary range

A. Low:		
B. High:		
C. Fixed Amount:	\$34.48	\$32.82

7.4 Assistant Director, hourly salary range

A. Low:	\$17.95	\$17.77
B. High:	\$19.79	\$19.59
C. Fixed Amount:		

7.5 Department Head, hourly salary range

A. Low:	\$14.77	\$14.62
B. High:	\$22.91	\$22.68
C. Fixed Amount:		

2013-2014**2012-2013****ATTACHMENT VII.ii.a****7.6 Senior Librarian, hourly salary range**

A. Low:	\$15.50	\$16.12
B. High:	\$18.85	\$17.77
C. Fixed Amount:		

7.7 Entry-level Librarian, hourly salary range

A. Low:	\$14.77	\$14.62
B. High:	\$17.95	\$15.35
C. Fixed Amount:		

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

A. Low:	\$11.02	\$10.91
B. High:	\$15.50	\$15.35
C. Fixed Amount:		

7.9 Library Clerk, hourly salary range

A. Low:	\$10.49	\$10.39
B. High:	\$12.15	\$12.03
C. Fixed Amount:		

Library fees and fines

This section is designed for a sampling of the most common fees and fines. It is not comprehensive. Please choose the closest pull-down value to the actual amount.

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	
B. Fines:	\$0.10	
C. Time period for other overdue material fines:	day	

7.13 Charge for interlibrary loan

7.13 Charge:	\$0.00	\$0.00
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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 in 2013-2014, either as a result of library participation in a federation or cooperative system, or as a result of other agreements between libraries, or for any other reason	6,942	4,921
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If the library does not have one of the groups below, leave the relevant items blank. If the groups below do not have a business address for mail, please consider using the library address as their contact address.

Library Board/District Board

7.16 Chair, Library Board or Library District for coming year	Gary Dielman	Gary Dielman Baker County Library
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7.17	Name of Board	Baker County Library Board	<i>Board</i>	ATTACHMENT VII.ii.a
7.18	Board mailing address	2400 Resort St	<i>2400 Resort St.</i>	
7.19	City	Baker City	<i>Baker City</i>	
7.20	Zip code	97814	<i>97814</i>	
7.21	Phone number (enter number without dashes or parentheses)	(541) 523-6760	<i>(541) 523-6760</i>	
7.22	President/Chair email	board@bakerlib.org	<i>board@bakerlib.org</i>	

The questions below are optional.

Friends of Library

7.23	Name of friends organization	Baker County Friends of the Library	<i>Baker County Friends of the Library</i>	
7.24	Friends mailing address	3150 10th St	<i>3150 10th St</i>	
7.25	City	Baker City	<i>Baker City</i>	
7.26	Zip code	97814	<i>97814</i>	
7.27	Phone number (enter number without dashes or parentheses)	(541) 523-4625	<i>(541) 523-4625</i>	

Library Foundation

7.28	Name of foundation	Baker County Library Foundation	<i>Baker County Library Foundation</i>	
7.29	Foundation mailing address	2400 Resort St.	<i>2400 Resort St.</i>	
7.30	City	Baker City	<i>Baker City</i>	
7.31	Zip code	97814	<i>97814</i>	
7.32	Phone number (enter number without dashes or parentheses)	(541) 523-6419	<i>(541) 523-6419</i>	

Part 8 - LIBRARY TECHNOLOGY

2013-2014

2012-2013

Call 503-378-5027 early and often for help! See the FAQ at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>

8.1	Total annual number of uses (sessions) of public Internet computers (<i>If a computer is used for multiple purposes [Internet, word processing, etc.] and Internet users cannot be isolated, report all usage.</i>)	39,390	47,288
8.2	Total number of Internet terminals used by general public	69	69
8.3	Number of wireless sessions provided by library annually	3,900	
8.4	Type of Internet connection of main library	Fiber Optic	<i>Fiber Optic</i>
8.5	Internet connection speed of main library	3.1M-6.0Mbps	<i>3.1M-6.0Mbps</i>
8.6	Do all library facilities (including branches) have a dedicated Internet connection with a connection speed over 1.5Mbps?	Yes	<i>No</i>
8.7	Vendor of automated system (e.g. III, Evergreen, Polaris, Sirsi/Dynix, Koha, etc.)	Evergreen	<i>Evergreen</i>
8.8	Name of automation consortia library belongs to (e.g. Sage, CCRLS, LINCC, Linn Libraries Consortium, Lane Council of Libraries etc.)	Sage	<i>Sage</i>

Part 9 - LIBRARY FACILITIES

Please fill out a branch section for each branch or bookmobile. Please update your directory information if needed on the online library directory at <http://www.oregon.gov/osl/LD/Pages/directories.aspx>.

9.1	Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles)	18,253	18,253
9.2	Total system square footage (total of 9.1+ branch sq. ft.)	26,879	26,879

NOTE: If the library does not have branches, leave 9.1 blank. Do not relist the main library if it is listed in section 1.

9.3	Name of branch	Richland Branch Library	<i>Richland Branch Library</i>
9.4	Branch street address	42008 Moody Rd	<i>42008 Moody Rd</i>
9.5	Branch city	Richland	<i>Richland</i>
9.6	Branch zip code (5 digits)	97870	<i>97870</i>
9.7	Branch phone number	(541) 893-6088	<i>(541) 893-6088</i>
9.8	Branch fax number		
9.9	Branch square footage	1,800	<i>1,800</i>
9.10	Branch manager last name	Geddes	<i>Geddes</i>
9.11	Branch manager first name	Paula	<i>Paula</i>
9.12	Branch manager phone number	(541) 893-6088	<i>(541) 893-6088</i>
9.13	Branch manager phone extension		
9.14	Branch manager e-mail address	richland@bakerlib.org	<i>richland@bakerlib.org</i>
9.15	Public service hours per year at this location	757	<i>757</i>
9.16	Number of weeks of the year this facility was open	52	<i>52</i>
9.17	Type of Internet connection of this facility	DSL	<i>DSL</i>
9.18	Internet connection speed of this facility	1.6M-3.0Mbps	<i>769Kbps-1.4 Mbps</i>
9.3	Name of branch	Haines Branch Library	<i>Haines Branch Library</i>
9.4	Branch street address	818 Cole St	<i>818 Cole St</i>
9.5	Branch city	Haines	<i>Haines</i>
9.6	Branch zip code (5 digits)	97833	<i>97833</i>
9.7	Branch phone number	(541) 856-3309	<i>(541) 856-3309</i>
9.8	Branch fax number		
9.9	Branch square footage	2,400	<i>2,400</i>
9.10	Branch manager last name	Ash	<i>Darbyshire</i>
9.11	Branch manager first name	Katie	<i>Jerry</i>
9.12	Branch manager phone number	(541) 856-3309	<i>(541) 856-3309</i>
9.13	Branch manager phone extension		
9.14	Branch manager e-mail address	haines@bakerlib.org	<i>haines@bakerlib.org</i>
9.15	Public service hours per year at this location	768	<i>768</i>
9.16	Number of weeks of the year this facility was open	52	<i>52</i>
9.17	Type of Internet connection of this facility	DSL	<i>DSL</i>
9.18	Internet connection speed of this facility	1.5Mbps	<i>769Kbps-1.4 Mbps</i>
9.3	Name of branch	Halfway Branch Library	<i>Halfway Branch Library</i>
9.4	Branch street address	260 Gover Ln	<i>260 Gover Ln</i>
9.5	Branch city	Halfway	<i>Halfway</i>
9.6	Branch zip code (5 digits)	97834	<i>97834</i>

9.7	Branch phone number	(541) 742-5279	(541) 742-5279
9.8	Branch fax number		
9.9	Branch square footage	2,500	2,500
9.10	Branch manager last name	Bergeron	<i>Bergeron</i>
9.11	Branch manager first name	Linda	<i>Linda</i>
9.12	Branch manager phone number	(541) 742-5279	(541) 742-5279
9.13	Branch manager phone extension		
9.14	Branch manager e-mail address	halfway@bakerlib.org	<i>halfway@bakerlib.org</i>
9.15	Public service hours per year at this location	759	759
9.16	Number of weeks of the year this facility was open	52	52
9.17	Type of Internet connection of this facility	DSL	<i>DSL</i>
9.18	Internet connection speed of this facility	3.1M-6.0Mbps	<i>769Kbps-1.4 Mbps</i>
9.3	Name of branch	Huntington Branch Library	<i>Huntington Branch Library</i>
9.4	Branch street address	55 E JEFFERSON	<i>55 E JEFFERSON</i>
9.5	Branch city	Huntington	<i>Huntington</i>
9.6	Branch zip code (5 digits)	97907	97907
9.7	Branch phone number	(541) 869-2440	(541) 869-2440
9.8	Branch fax number	(541) 869-2440	(541) 869-2440
9.9	Branch square footage	1,219	1,219
9.10	Branch manager last name	Phalen	<i>Lofton</i>
9.11	Branch manager first name	Julynn	<i>Kaitlyn</i>
9.12	Branch manager phone number	(541) 869-2440	(541) 869-2440
9.13	Branch manager phone extension		
9.14	Branch manager e-mail address	huntington@bakerlib.org	<i>huntington@bakerlib.org</i>
9.15	Public service hours per year at this location	762	762
9.16	Number of weeks of the year this facility was open	52	52
9.17	Type of Internet connection of this facility	DSL	<i>Satellite</i>
9.18	Internet connection speed of this facility	1.5Mbps	<i>769Kbps-1.4 Mbps</i>
9.3	Name of branch	Sumpter Branch Library	<i>Sumpter Branch Library</i>
9.4	Branch street address	245 S Mill St	<i>245 S Mill St</i>
9.5	Branch city	Sumpter	<i>Sumpter</i>
9.6	Branch zip code (5 digits)	97877	97877
9.7	Branch phone number	(541) 894-2253	(541) 894-2253
9.8	Branch fax number		
9.9	Branch square footage	707	707
9.10	Branch manager last name	Dunn	<i>Dunn</i>
9.11	Branch manager first name	Jerry-Ann	<i>Jerry-Ann</i>
9.12	Branch manager phone number	(541) 894-2253	(541) 894-2253
9.13	Branch manager phone extension		
9.14	Branch manager e-mail address	sumpter@bakerlib.org	<i>sumpter@bakerlib.org</i>
9.15	Public service hours per year at this location	752	752
9.16	Number of weeks of the year this facility was open	52	52
9.17	Type of Internet connection of this facility	DSL	<i>DSL</i>
9.18	Internet connection speed of this facility	1.5Mbps	<i>1.5Mbps</i>

9.3	Name of branch	Baker County Library Bookmobile	<i>Baker County Library Bookmobile</i>
9.4	Branch street address	2400 RESORT ST	<i>2400 RESORT ST</i>
9.5	Branch city	Baker City	<i>Baker City</i>
9.6	Branch zip code (5 digits)	97814	<i>97814</i>
9.7	Branch phone number	(503) 988-5123	<i>(503) 988-5123</i>
9.8	Branch fax number		
9.9	Branch square footage	n.c.	<i>n.c.</i>
9.10	Branch manager last name		
9.11	Branch manager first name		
9.12	Branch manager phone number		
9.13	Branch manager phone extension		
9.14	Branch manager e-mail address		
9.15	Public service hours per year at this location	253	<i>306</i>
9.16	Number of weeks of the year this facility was open	44	<i>52.00</i>
9.17	Type of Internet connection of this facility		
9.18	Internet connection speed of this facility		

Part 10 - DIRECTORY INFORMATION**2013-2014****2012-2013**

Call 503-378-5027 early and often for help! See the FAQ at <http://libdev.plinkit.org/faqs-for-state-statistical-reports>.

Please update your directory information if needed on the online library directory at <http://www.oregon.gov/osl/LD/Pages/directories.aspx>.

10.1	Library Director last name	Stokes	<i>Stokes</i>
10.2	Library Director first name	Perry	<i>Perry</i>
10.3	Director's phone number	(541) 523-6419	<i>(541) 523-6419</i>
10.4	Phone extension number		
10.5	Director's email address	director@bakerlib.org	<i>director@bakerlib.org</i>

The section below is optional. Information in this section will be used in a future upgrade of the online directory. The intent is not to replace an in-house directory, but to provide contact information for people outside the library. Leave items blank if you do not wish to add an entry.

Department Contact

10.6	Department	Technical Services	<i>Technical Services</i>
10.7	Phone number (enter number without dashes or parentheses)	(541) 523-6419	<i>(541) 523-6419</i>
10.8	Phone extension number		

Individual Contact (Do not list directors or branch managers)

10.9	Last name	White	<i>White</i>
10.10	First name	Jim	<i>Jim</i>
10.11	Phone number		
10.12	Phone extension number		
10.13	Email address	tech@bakerlib.org	<i>tech@bakerlib.org</i>
10.14	Generic job description	Systems Administrator	<i>Systems Administrator</i>
10.15	Additional generic job description		
10.16	Actual position title	Technical Systems Manager	<i>Technical Systems Manager</i>

Part 11 - LIBRARY PROGRESS REPORT

ATTACHMENT VII.ii.a

Library Progress Report for past fiscal year - Optional

Please describe any major improvements to facilities, important additions to library staff or collections, significant increases in library support, new services provided, new library technology that might have been acquired, and any new initiatives to cooperate with other libraries below.

- 11.1 Please report on significant developments in your library this past fiscal year.
- Reduced 4 service hours per week by closing one hour earlier Mon-Thu, at 7pm instead of 8pm. Those staff resources were re-allocated to other needs. Childrens' staff added an additional weekly story time and began outreach visits to YMCA preschool. Acquired new books shelving for prominent central location in the main library. Two long-time staff retired (one position not filled due to fiscal constraints). Secured enhanced Internet bandwidth subscriptions for Huntington and Richland branches. Bookmobile implemented winter service schedule with 6 week closure during inclement weather weeks.

Part 12 - STATE USE ONLY

2013-2014

2012-2013

The following are various codes attached at the federal level to public library data. Note that Geographic Codes are based upon U.S. Census definitions. If you suspect a code is in error, please contact the Federal Programs Coordinator at 503-378-5027.

Administrative Entity

12.1	Population served		16,210
12.2	FSCS ID	OR0046	OR0046
12.3	Interlibrary relationship code	ME - Fed or coop Member	ME - Fed or coop Member
12.4	Legal basis code	LD - Library District	LD - Library District
12.5	Administrative structure code	MO - Mult outlet, admin in	MO - Mult outlet, admin in
12.6	FSCS public library definition	Yes	Yes
12.7	Geographic code	CO1 - County exactly	CO1 - County exactly
Main Service Outlet			
12.8	Name of main service outlet	Baker County Library District	Baker County Library District
12.9	FSCS ID	OR0046	OR0046
12.10	FSCS ID sequence number	002	002
12.11	Outlet type code	CE - Central	CE - Central
Other Service Outlets			
12.12	Name of branch (from 9.3)	Richland Branch Library	Richland Branch Library
12.13	FSCS ID	OR0046	OR0046

12.14 FSCS ID sequence number	OR0046-006	<i>OR0046-006</i>
12.15 Outlet type code	BR - Branch	<i>BR - Branch</i>
12.12 Name of branch (from 9.3)	Haines Branch Library	<i>Haines Branch Library</i>
12.13 FSCS ID	OR0046	<i>OR0046</i>
12.14 FSCS ID sequence number	OR0046-003	<i>OR0046-003</i>
12.15 Outlet type code	BR - Branch	<i>BR - Branch</i>
12.12 Name of branch (from 9.3)	Halfway Branch Library	<i>Halfway Branch Library</i>
12.13 FSCS ID	OR0046	<i>OR0046</i>
12.14 FSCS ID sequence number	OR0046-004	<i>OR0046-004</i>
12.15 Outlet type code	BR - Branch	<i>BR - Branch</i>
12.12 Name of branch (from 9.3)	Huntington Branch Library	<i>Huntington Branch Library</i>
12.13 FSCS ID	OR0046	<i>OR0046</i>
12.14 FSCS ID sequence number	OR0046-005	<i>OR0046-005</i>
12.15 Outlet type code	BR - Branch	<i>BR - Branch</i>
12.12 Name of branch (from 9.3)	Sumpter Branch Library	<i>Sumpter Branch Library</i>
12.13 FSCS ID	OR0046	<i>OR0046</i>
12.14 FSCS ID sequence number	OR0046-008	<i>OR0046-008</i>
12.15 Outlet type code	BR - Branch	<i>BR - Branch</i>
12.12 Name of branch (from 9.3)	Baker County Library Bookmobile	<i>Baker County Library Bookmobile</i>
12.13 FSCS ID	OR0046	<i>OR0046</i>
12.14 FSCS ID sequence number	OR0046-007	<i>OR0046-007</i>
12.15 Outlet type code	BS - Bookmobile	<i>BS - Bookmobile</i>

Baker County Public Library
2014 Oregon Public Library Statistical Report

ATTACHMENT VII.ii.a

Federal Notes

Part 1 - GENERAL INFORMATION

No Notes

Part 2 - LIBRARY STAFF AS OF JUNE 30, 2014

No Notes

Part 3 - LIBRARY REVENUE FOR 2013-2014

No Notes

Part 4 - LIBRARY EXPENDITURES IN 2013-2014

No Notes

Part 5 - LIBRARY COLLECTIONS

5.33 Number of licensed databases

Federal Note: Discontinued Salem Health

Part 6 - LIBRARY SERVICES

6.22 Total hours in typical week (Note: for libraries with branches this question refers to central library only) (Sum of 6.3, 6.6, 6.9, 6.12, 6.15, 6.18, 6.21) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)

Federal Note: Effective 7/1/14, hours changed Mon-Thu to close one hour earlier at 7pm (was 8pm). Change due to both low use and financial reasons.

Part 7 - OTHER INFORMATION

No Notes

Part 8 - LIBRARY TECHNOLOGY

8.3 Number of wireless sessions provided by library annually

Federal Note: Estimate of 75 per week based on incoming data from new UniFi equipment installed 7/15/14

Part 9 - LIBRARY FACILITIES

Repeating Group 6

9.16 Number of weeks of the year this facility was open

Federal Note: Winter schedule implemented, resulting in decreased service hours.

Part 10 - DIRECTORY INFORMATION

No Notes

Part 11 - LIBRARY PROGRESS REPORT

No Notes

Part 12 - STATE USE ONLY

12.1 Population served

Federal Note: Ann will fix.

BAKER COUNTY LIBRARY DISTRICT

STATISTICAL REPORT SUMMARY BY YEAR

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
Pop.												16,185	16,185	16,215	16,210	16,280	
Borrowers	10250	10,350	10,220	10,332	10,560	10,730	12,369	12,363	12,979	12,950	9,500	7,139	11,394	12,497	12,713	10,840	
Total staff	9.03	9.83	9.85	9.99	9.94	10	10.6	11.44	13.4	13	13	11	13	16	14	15	
BUDGET																	
Local revenue																919,944	922,847
State revenue																5,838	6,564
Federal revenue																5,505	4,470
Other revenue																90,558	36,631
Total Operating Revenue	458,645	484,057	543,089	490,061	497,141	558,820	587,275	597,837	644,952	826,548	837,547	883,492	916,253	918,872	1,021,845	970,512	
Salaries & wages	211,542	218,739	235,776	244,256	256,736	249,509	264,400	267,951	308,000	376,840	395,715	390,126	419,999	445,184	463,550	471,238	
Benefits	58,911	64,145	58,656	68,160	72,588	70,432	76,115	101,641	98,260	132,053	139,488	143,016	155,158	164,030	175,561	184,766	
Personnel TOTAL	270,453	282,884	294,432	312,416	329,324	319,941	340,515	369,592	406,260	508,893	535,203	533,142	575,157	609,214	639,111	656,004	
Books & print	40,194	42,265	39,581	19,426	28,624	56,227	51,418	38,725	29,056	44,331	46,547	48,145	60,926	58,297	55,571	61,041	
Periodicals & serials	8,021	8,493	7,788	9,888	10,066	10,838	9,456	11,181	10,646	13,873	13,659	13,276	13,354	13,516	12,216	13,075	
TOTAL PRINT	48,215	50,758	47,369	29,314	38,690	67,065	60,874	49,906	39,702	58,204	60,206	61,421	74,280	71,813	67,787	74,116	
Electronic	4,679	4,195	885	3,141	2,037	1,193	6,478	7,845	9,926	10,293	13,336	10,388	4,959	7,472	9,885	8,145	
Other A/V	8,092	8,481	7,757	2,966	1,680	7,457	6,620	7,237	6,252	5,241	8,174	14,250	20,710	19,806	19,304	18,207	
TOTAL COLLECTION \$	60,986	63,434	56,011	35,421	42,407	75,715	73,972	64,988	55,880	73,738	81,716	86,059	99,949	99,091	96,976	100,468	
Other operating	92,498	110,974	137,963	113,089	111,941	142,192	153,881	135,177	161,574	172,607	169,464	273,417	196,919	189,649	184,899	185,213	
TOTAL EXPENDITURES	423,937	457,292	488,406	460,926	483,672	537,848	568,368	569,757	623,714	755,238	786,383	892,618	872,025	897,954	920,986	941,685	
Construction	109,031	1,067,284	10,114	0	63,942	531,722	127,652	126,736	2,234	4,183	0	0	0	0	0	0	
Capital equipment / other	6,283	74,226	11,496	1,400				14,000		17,500	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	115,314	1,141,510	21,610	1,400	63,942	531,722	127,652	140,736	2,234	21,683	0	0	0	0	0	0	
COLLECTIONS																	
PHYSICAL																	
Books & Print	100,900	102,618	106,019	108,034	111,888	114,589	117,115	109,742	113,598	107,559	113,316	112,723	113,332	112,228	113,553	117,103	
Books added	9,573	5,690	7,549	8,349	4,962	4,056	5,526	4,697	3,765	5,560	5,220	4,537	4,479	4,909	4,628	4,715	
Audio	1,248	1,687	2,268	2,844	3,053	2,641	2,911	3,401	3,442	8,802	12,384	4,080	4,905	5,368	5,880	5,723	
Audio added	366	439	581	576	209	125	272	407	419	2,619	3,474	167	376	772	540	343	
Video	2,309	2,670	2,991	3,314	3,524	3,574	3,932	5,219	5,543	7,452	7,623	8,168	9,599	11,112	11,601	12,396	

BAKER COUNTY LIBRARY DISTRICT

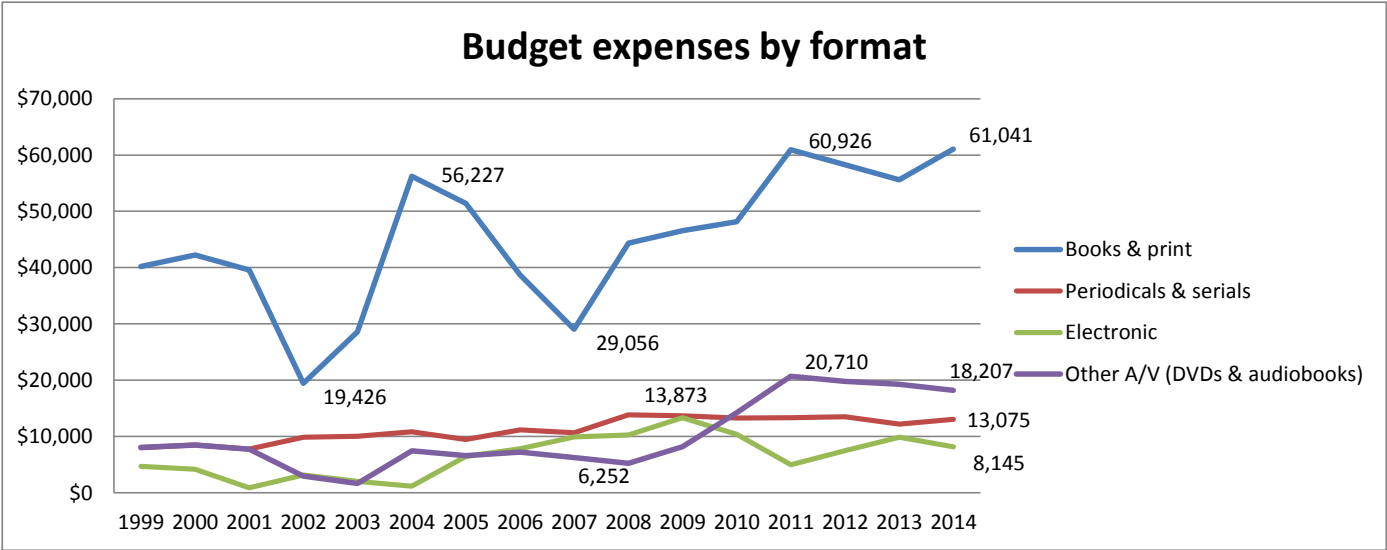
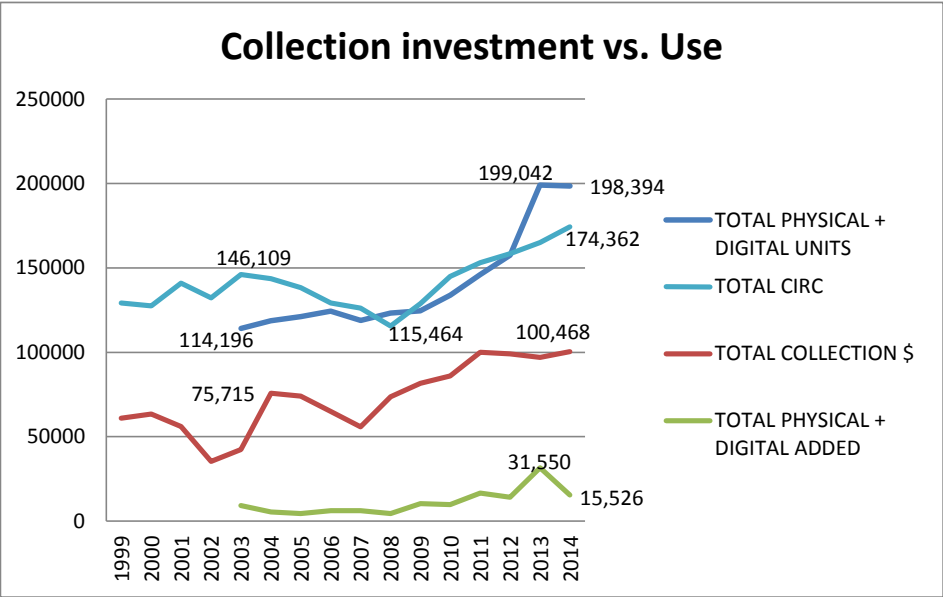
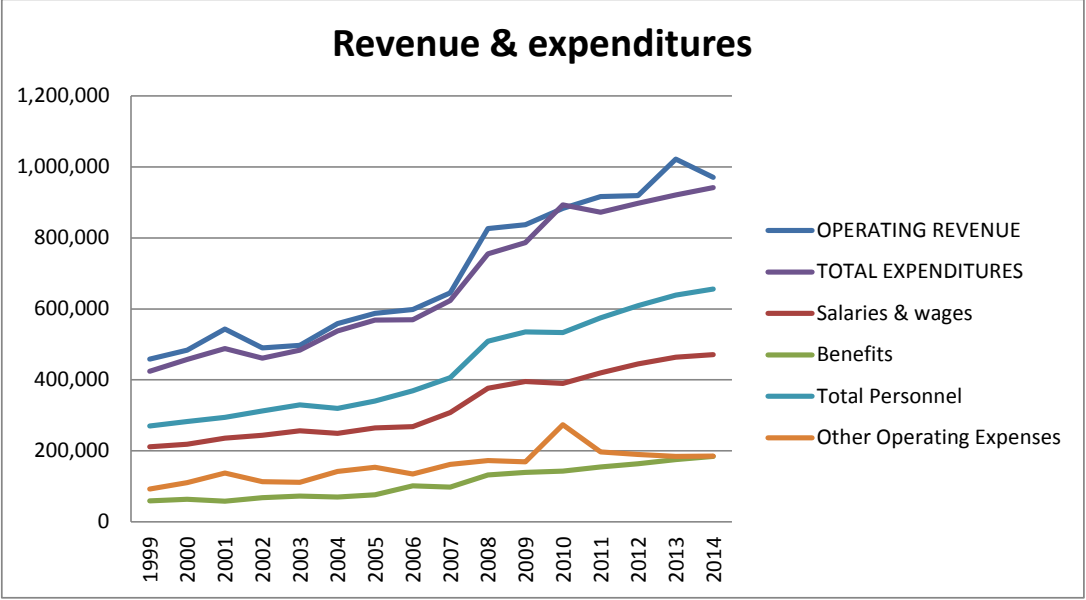
STATISTICAL REPORT SUMMARY BY YEAR

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
Video added	1,478	370	312	327	210	234	363	1,143	324	2,066	1,026	1,049	1,152	1,996	1,441	1,152	
Print serial subscriptions	305	308	311	311	259	338	328	338	349	379	373	328	356	411	365	366	
subscriptions added					5	49	21	26	11	33	5	8	31	5	0	6	
Other physical units								200	250	250			192	19,363	19,805	22,756	
Other physical units added								10	50	8			41	2,444	2,729	3,775	
TOTAL PHYSICAL UNITS	104,567	107,093	111,504	114,196	118,754	121,158	124,317	118,900	123,182	124,442	133,696	125,299	128,384	148,482	151,204	158,344	
TOTAL PHYSICAL UNITS ADDED	11,466	6,507	8,550	9,252	5,386	4,465	6,184	6,283	4,569	10,286	9,725	5,761	6,079	10,126	9,338	9,991	
DIGITAL																	
E-books																	
Units										10	10	7,453	12,293	30,174	25,761	30,806	
Units added										10		7,359	4,290	17,882	4,948	5,045	
Digital Audio																	
Titles												11,550	15,525	10,261			
Titles added												3,027	3,608	1,695			
Units														19,065	20,107	21,575	
Units added														3,540	1,240	1,468	
Digital Video																	
Titles												1,617	1,288	1,273	1,288	1,285	
Titles added												392	209	0	0		
Units														1,288			
Units added																	
Licensed Databases																	
Statewide						15	26	26	26	27	27	22	24	23	24	24	
Local				3		4	8	8	8	7	10	8	10	10	10	9	
Added						2		2	0	3					0		
TOTAL LICENSED DATABASES								34	34	34	37	30	34	33	34	33	
TOTAL DIGITAL																	
TOTAL PHYSICAL + DIGITAL UNITS					114,196	118,754	121,158	124,317	118,935	123,217	124,488	133,744	145,948	157,517	199,042	198,394	
TOTAL PHYSICAL + DIGITAL ADDED					9,252	5,386	4,465	6,184	6,285	4,570	10,298	9,728	16,561	14,187	31,550	15,526	
CIRCULATION																	
Adult	102,875	97,243	102,213	101,576	116,110	120,636	119,434	110,246	108,457	98,336	106,518	115,039	122,015	125,643	128,494	134,998	5.06%
YA															3,474	4,869	40.16%
Child	26,301	30,209	38,710	30,549	29,999	17,720	24,220	18,964	17,625	17,128	22,270	29,830	30,972	27,610	27,561	27,410	-0.55%
Physical CIRC TOTAL	129,176	127,452	140,923	132,125	146,109	138,356	143,654	129,210	126,082	115,464	128,788	144,869	149,053	153,253	159,529	167,277	4.86%

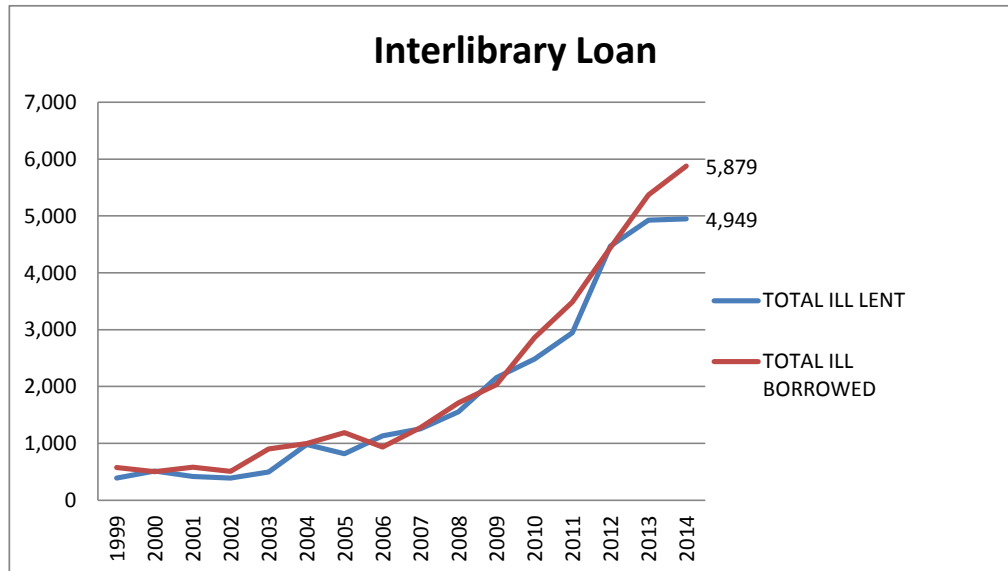
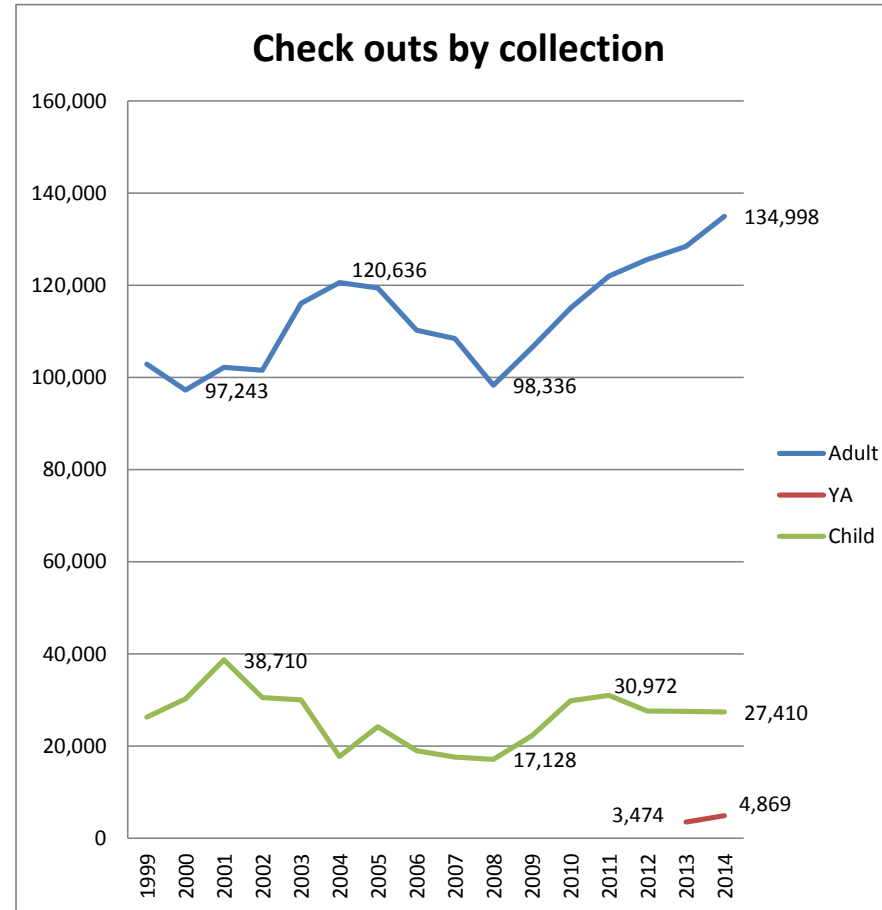
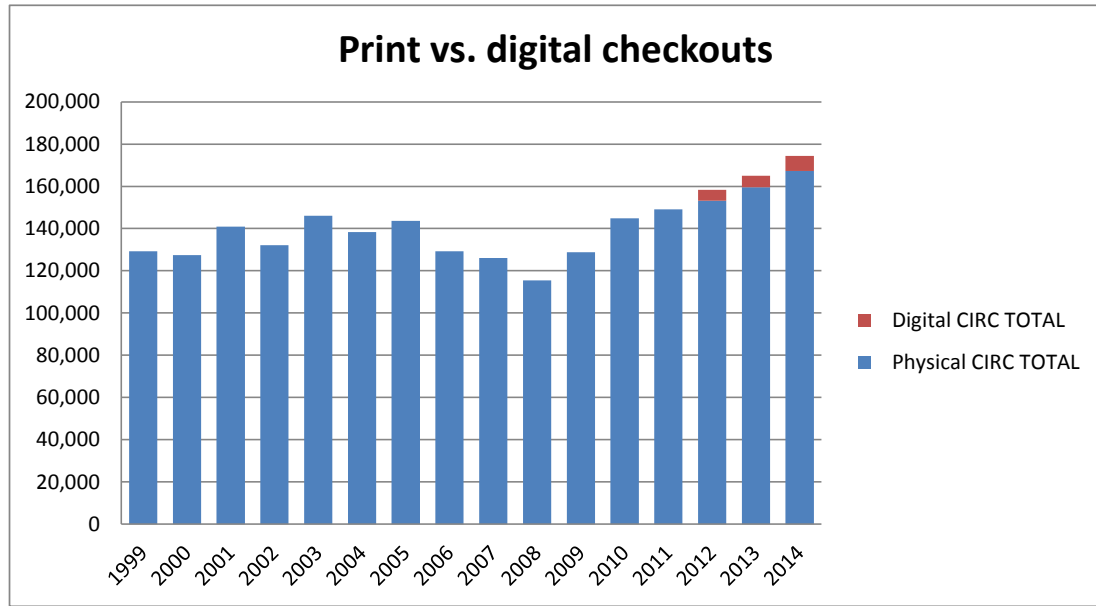
BAKER COUNTY LIBRARY DISTRICT

STATISTICAL REPORT SUMMARY BY YEAR

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	
Digital CIRC TOTAL														5,121	5,503	7,085	28.75%
Circ per capita												9	9	10	10	11	5.20%
ILL lend - Sage	161	239	282	330	475	952	817	1,128	1,257	1,551	2,157	2,482	2,944	4,343	4,921	4,949	0.57%
ILL lend - NonSage	226	271	137	57	21	26	1	4	0					126	3	0	-100.00%
TOTAL ILL LENT	387	510	419	387	496	978	818	1,132	1,257	1,551	2,157	2,482	2,944	4,469	4,924	4,949	
ILL borrow - Sage	254	222	261	405	661	857	994	846	1,201	1,665	1,882	2,735	3,304	4,309	5,247	5,786	10.27%
ILL borrow - NonSage	321	280	321	104	239	140	192	91	77	47	149	126	181	134	125	93	-25.60%
TOTAL ILL BORROWED	575	502	582	509	900	997	1,186	937	1,278	1,712	2,031	2,861	3,485	4,443	5,372	5,879	
TOTAL CIRC	129,176	127,452	140,923	132,125	146,109	143,654	138,356	129,210	126,082	115,464	128,788	144,869	152,987	158,374	165,032	174,362	5.65%
VISITS														n.c.	n.c.	184,677	168,012
Visits per capita																11	10
PROGRAMS																	
Children programs	242	327	441	648	878	624	667	803	801	820	634	591	618	261	227	368	
Children program attendance	6,069	4,653	5,476	5,941	5,847	6,393	5,305	7,802	10,272	12,500	5,828	5,004	6,347	5,794	6,148	5,763	
Young Adult programs											6	5	0	0	4	7	
Young Adult program attendance											29	19	0	0	53	88	
Adult programs	2	2	8	50	51	26	4	13	8	14	41	27	18	25	11	4	
Adult program attendance	40	185	332	931	699	385	115	238	136	419	620	391	468	441	302	115	
TOTAL PROGRAMS	244	329	449	698	929	650	671	816	809	834	681	623	636	286	242	379	
PROGRAM ATTENDANCE	6,109	4,838	5,808	6,872	6,546	6,778	5,420	8,040	10,408	12,919	6,477	5,414	6,815	6,235	6,503	5,966	
Program attendance per capita												0.33	0.42	0.38	0.40	0.37	
TECHNOLOGY																	
PUBLIC COMPUTER USE		23,920	22,620		57,460	n.c.	n.c.	36,851	37,956	41,000	46,909	53,538	55,722	57,523	47,288	39,390	
Public Internet Terminal use per capita												3	3	4	3	2	
WiFi use																	
Volunteers	10	37	30	10	22	19	18	21	36	55	69	72	117	109	101	102	
Volunteer hours	3,340	3,054	2,384	1,605	3,510	3,957	3,438	3,453	3,066	1,660	1,633	1,742	2,448	2,402	2,030	2,093	



115464
174262
50.92%



19.3%

