

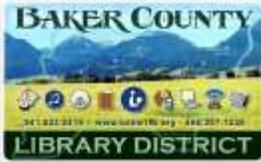
Baker County Library District

Board of Directors

Regular Meeting Minutes

Monday, October 9, 2017

<p>Call To Order</p>	<p>Gary Dielman, President called the meeting to order at 6:05 pm. The meeting was held in the Archive Meeting Room. Present at the meeting were Gary Dielman, Nellie Forrester, Della Steele, and Kyra Rohner-Ingram, Directors; Perry Stokes, Library Director and Christine Hawes, Business Manager.</p>
<p>Consent Agenda</p>	<p>Dielman asked if there were any changes or additions the consent agenda. There were no changes to the agenda or the minutes. Forrester made a motion to approve the Consent Agenda as presented; Dielman seconded; the motion passed unanimously by those present (Dielman, Forrester, and Steele). Rohner-Ingram arrived following motion.</p>
<p>Conflicts or Potential Conflicts of Interest</p>	<p>Dielman asked for any potential conflicts of interest. There were no conflicts.</p>
<p>Open Forum for general public</p>	<p>Dielman stated for the record that there were no members of the public present. Stokes said that he did not have correspondence, but does want to report that two people stopped by his office to say they appreciated how he handled the collection tampering incident that was reported in the Baker City Herald newspaper. He also had compliments from staff.</p>
<p>REPORTS: Director</p>	<p>Stokes gave highlights from his annotated Director’s Report in the packets.</p> <p>Friends & Foundation – The Friends are now meeting quarterly so they have not met since August. They will meet in November to plan the winter book sale. The Foundation is still working on running the Dolly Parton Imagination Library program in Baker. The Baker City Herald article about DPIL representatives visiting eastern Oregon has helped the Foundation make contact with supporters. For a cost of just \$25 per child, the program ships a book each month directly to the homes of participating children up to age 5 with their name on the package. The program would be run entirely by volunteers. The library would not have to handle the books.</p> <p>Facilities – The District has received an insurance claim check for \$19,749.19 for repairs on the building soffits. This settlement is only for the soffits and does not address the gutter and roof damage. Ed Adamson, Facility Manager, sent a letter to the insurance company accepting the soffit repair portion and also stating that the claim is not closed until we address the gutters and roof damage. The engineer said the roof damage was unrelated to winter, but rather the age of the roof. A discrepancy of assessment exists since the roofing company stated much of the damage was due to the severe winter. Adamson is still negotiating with the insurance company.</p> <p>The Baker City Public Works excavated and replaced collapsed sections of storm drain pipe at the northeast corner of the building. Some of the Leo Adler</p>



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Pathway was temporarily removed for the project. They also repaired the recessed drainage point in the north public parking lot. We were also able to have the Public Works crew fill the depression in the staff parking lot that always fills up with large pool of water and freezes into ice. This greatly improves safety in that parking lot.

The stone in the Memorial Rose Garden has been engraved to read *Baker County Public Library*. A solar-powered spotlight was installed to illuminate the stone.

We have a new volunteer working on the main branch landscaping. The landscape is greatly improved and we are grateful for her efforts.

Various surplus equipment was disposed of through public sales this past month. The items were no longer needed or cost effective to keep stored.

Alpine Alarm has installed a voice mail component to the phone system at the main branch. The equipment cost \$380 and will provide voice mail functionality for the director and select staff extensions. There are two voice mail currently set up for the facility maintenance and the director.

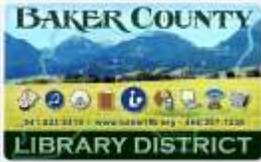
Outreach – Stokes was interviewed by the Baker City Herald for Banned Books Week. He was also interviewed for a KBOI news broadcast that was scheduled to air Monday evening, October 9. The segment was posted on KBOI website. He showed the story to the group on his laptop.

Personnel – Two new high school students began work mid-September as Library Pages. One is shelving and the second is being trained to assist with incoming donations management.

Public Services – The StoryTime schedule has been adjusted by Children’s Services Specialist Missy Grammon. The Tuesday evening program was moved back to Tuesday morning due to low turnout. She is looking at offering a monthly Saturday program.

IT staff launched a Robotics Club in mid-September. Jim White has been coordinating with teachers at the high school and BMCC. Participation started out lower than anticipated so we will increase advertising.

Security – Trespassing on the roof of the Baker branch was suspected after a blanket and notebook were found by staff. A couple of months ago, staff observed two youth on the roof after library hours. Incidents have been reported to the police. An additional security camera was installed on the roof to monitor this.



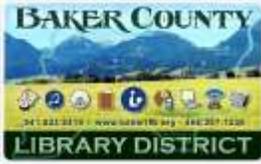
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<p>Finance</p>	<p>Hawes had already passed out financial reports at the beginning of the meeting. Check packets were handed out for signatures.</p> <p>The General Fund received tax turnovers of \$2,216.07 in prior taxes in October. A deposit of \$500 was made for the Halfway Art Coalition Grant which was spent in August for the Halfway Summer Reading Program. Personnel Services is on target in total at 33% spent. In Materials & Services, checks of interest include Ingram \$1,266.09 book order and ProQuest \$2,316 for Ancestry and Heritage subscriptions. In Building Maintenance, H&H Lock & Key \$100 for a new lock for the men’s bathroom (patron got temporarily locked in restroom when lock failed), Dacon Environmental \$840 for the main library building air quality samples, and Scotts Heating & A/C \$230 for furnace service call. A check to Special Districts of \$814.91 for annual membership renewal. In Youth Programs, checks to Traveling Lantern \$350 for a program coming in November and Pathfinders \$207.70 Makers Club supplies. Interfund operating loans from Other Funds – Memorial total \$45,000 to date.</p> <p>Other Funds had Amazon book sales revenue of \$460.38. This fund wrote checks for Stone Tributes \$300 engraving, Commissions totaling \$144.16, and to Visa for shipping postage \$90.80.</p> <p>Sage Fund now pays both IRS and ODOR payroll taxes directly to them online. Sage still makes reimbursements to General Fund for PERS payments and direct deposit for payroll. Checks for Courier expenses totaled \$1,202 and Visa \$462.95 included \$270 order for courier labels. It made its first contractor payment to Jon Georg for IT system maintenance.</p> <p>The check packets were handed back after having been signed and check lists approved for three funds.</p>
<p>New Business: 2016-17 Oregon State Library Statistics Report</p>	<p>Stokes completed the Oregon State Statistics Report and prepared graphs of past year data to show trends for the board. The graph showing the <i>Library Borrowers</i> has two dips in registered borrowers (2010 and 2016) corresponding with the database being purged of inactive accounts. On average, accounts number around 12,000. Following the 2016 purge, numbers are coming back up to over 10,000. The <i>Physical vs. Digital Checkouts</i> graph shows peak years in 2014 and 2015. Digital circulation is holding steady around 7,000. Physical circulation has declined from its peak of 165,000 to 130,000 in 2017. Stokes theorized that the usage may be related to the strength of the economy. Studies do show that people don’t use the library as much when economics are good; when the economy declines then people use the library more. Looking at the circulation of <i>Books vs. Movies</i> graph, book circulation has remained steady at over 81,000. However, movie circulation has declined from its peak of 67,000 a</p>



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few years ago, to current circulation of 54,000. Stokes believes that more people are getting their movies through portable devices. Rohner-Ingram added that Baker City didn't have a RedBox in town for long time that would have added to the higher demand. Circulation of *Audio Books vs Magazines*, both media formats have declined in the last 2 years. The *Circulation of Miscellaneous Format* shows an increase in equipment available for patron check out, a decrease in music media, and an increase in kit check outs.

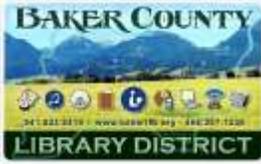
The *Collection Investment vs Use* graph Stokes commented was interesting. The total physical units available have increased to an all-time high of over 230,000 items. The dollar amount spent on collection additions has remained steady at about \$100,000 with last year being \$99,802 spent on the collection. Total physical additions were 17,654 this past year. There are a lot of options for a population of 16,000 in Baker County. The next graph breaks down the items added by media type. Book additions are the largest category. The large dip in 2015 was the time period we were without a cataloger. There are currently a lot of materials in process totaling over 6,900.

Looking at the *Check Outs By Collection & Total Visits* graph, adult checkouts is still the largest group using the library. He is excited to see the children's checkouts have really increased although there was a small decline in checkouts this past year. He hopes to focus on increasing the young adult area. The total annual visitor count has dropped by 5-10% every year since installation of the door counters in 2013, which may be related to decreasing youth-park activity.

The *InterLibrary Loan (ILL)* graph shows that the items loaned out are much closer to the number of items borrowed. There had been a large gap 2 years ago, with more items being borrowed. Stokes attributes part of this to a correction in the system to how the holds worked; the system now attempts to put a hold on something local before going out to other libraries. ILL continues to increase as Sage partners are using it more. Stokes is concerned that courier costs are unsustainable at this rate of annual growth. If the growth rate continues, some mitigation measures may be necessary such as being more selective on hold sourcing.

Computer users and sessions are declining, again he believes due to a trend of people using their own devices on the WiFi which decreases the demand for our computers. *Public Computer & WiFi Use* graph shows a steady decline in public computer use sessions with a spiked increase in WiFi use. The new access points came with software to be able to track the usage.

And finally, the Volunteer graph shows a steady number of volunteers of about 100 for the last 6 years, with a significant increase in hours they are working. They are either working more hours or we are doing a better job of tracking it.



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	The time volunteers give is very valuable, saving us \$50,000 in labor annually.
SDAO Board Training Video	Stokes said SDAO has developed an online training course designed for board training. There are 5 sessions of 15-30 minutes each. We will do one or two sessions of the training each month. Tonight, Session 1 Importance of Local Government. The directors felt it was a good video session.
Next Meeting Date	The next Board meeting will be November 13, 2017 at 6:00pm. Stokes reviewed the major topics for next month including policy reviews of the Fee Schedule and Digital Archive Copyright Statement.
Adjourn	<p>The meeting was adjourned at 7:24 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes, Secretary to the Board</p> <p>PS/ch</p>