

1 **Orcas Island Library District**
2 **Board of Trustees Meeting on April 12, 2010**

3 **Library Director's Report, 4/8/10. Phil Heikkinen**

4 **Overview:** Some of the highlights for the previous month include daily door counts and
5 checkouts that were about average for the past several years for March; our community planning
6 committee meeting on March 19; the continuing popularity of our Sunday hours test; and a
7 major collection weeding project, partly in connection with our database cleanup project.

8 **Long-Range Plan Highlights:**

- 9 • Relating to the Core Collection priorities: We are very involved in both checking the shelves
10 for items not checked out since January 2005, and in deleting database records of items very
11 likely no longer on the shelves.
- 12 • Relating to the Current Issues and Interests priority: we have an unusually large number of
13 classes starting up, with more in the wings. Also, we are actively participating in local
14 observances of April Poetry Month.
- 15 • Our Long-Range Plan committee had a good meeting March 19, with a lot of discussion. The
16 group still has a good bit of work to do to narrow down the recommended priorities, with
17 input from the board and staff. Besides narrowing the focus, the group is also interested in
18 incorporating some of the ideas that received some interest, but weren't at the top of the list;
19 in some cases, they are compatible. I've included in the board packet our facilitator Laura
20 Tretter's notes from the meeting; and this is an agenda item. The group's second meeting will
21 be from 3 to 5 pm on April 23, at Benson Hall at the Episcopal Church in Eastsound.

22 **Library Board, Staff, and Volunteers (if not discussed elsewhere):**

- 23 • In March, I attended meetings of the Sustainable Living Fair planning committee (mark your
24 calendar for 5/1/10 on the Village Green), the Collection Management Committee, the
25 Orcas Island Museum Board, Sustainable Orcas Island.
- 26 • I met with Library Trustee Lois Cornell to talk about general issues, and with Tom Welch
27 and Alan Lichter to talk about fundraising strategies.
- 28 • I had a phone meeting with Laura Tretter to talk about our planning process, for which she
29 facilitated the March 19 planning committee meeting.
- 30 • Mary and I helped Susan Malins (Crossroads Consultant) with a Crossroads grant application
31 for funds from Washington Humanities.
- 32 • I worked four extra desk shifts in March to cover for staff attending the PLA Conference.

33 **Friends of the Library:**

- 34 • At its March 9 meeting, the Friends Board approved a request for Crossroads funding in the
35 amount of \$3250 for 2010; also for funding for our 10 hours/week Intern Iris Parker Pavitt in
36 the amount of \$650 for the current school semester.
- 37 • The Board discussed alternatives to the 50% + 1 quorum requirement for board meetings.
38 Even with a proxy provision, this has been difficult to achieve during some winter months
39 when many of the current board members are out of the area.
- 40 • Mary Poletti is joining the Board to work as the Membership Chair.
- 41 • Barbara Bedell resigned with regret from the Friends Board due to time constraints, although
42 interested in participating as a volunteer at Friends events.

43 **Programs, events, and displays:**
44 **March 2010 Report by Nita Couchman, Children's Librarian**

45 STORYTIMES: We held six storytimes at the Library during the month of March with a total
46 participation of 91. Both Children's House and Kaleidoscope students came to storytimes during the
47 month.

48 KIDS' BOOK CLUB: The TABLE OF CONTENTS Book Club for 4th to 6th graders met on March 18th
49 at Darvill's with 8 kids and 2 adults in attendance. This month we discussed *The 7 Professors of the*
50 *Far North* by John Fardell.

51 **OUTREACH:**

- 52 • I selected and delivered picture books to Kaleidoscope Preschool several times during the
53 month.
- 54 • Both Kindergarten classes (totaling 25 students) from Orcas Elementary School visited the
55 library in March for a tour and a story.

56 **COLLECTION:** This month I continued doing inventory work on the database holdings for the
57 children's collection, checking inventory lists against actual items on our shelves. The major focus of
58 this month was weeding in the children's nonfiction collection.

59 **DISPLAYS:** I had a display up for Women's History Month with pictures and brief bios of
60 extraordinary women in U.S. history from the 1800s to the present which generated a number of
61 positive comments. Books about women were displayed along with the posters.

62 **CONFERENCES:**

- 63 • On March 6th I attended the Bond Children's Literature Conference at Western Washington
64 University in Bellingham. The guest authors/illustrators were Linda Sue Park, Marla Frazee,
65 John Green, and Gerald McDermott.
- 66 • I also attended the PLA Conference in Portland March 24th – 27th. There were great
67 programs focusing on children's services, and I enjoyed meeting with vendors I regularly do
68 business with. It was also an opportunity to see other products available to libraries which
69 we can consider for our library.

70 **March 2010 report from Kathy Stribling, Adult Services Librarian:**

- 71 • The lobby display continued to feature Paris Wilson's Chinese New Year, followed by an exhibit
72 of hand-made robot designs by Salmonberry students. Our newest display is by DVSAS, "Be
73 the Solution," in recognition of April Sexual Assault Awareness Month, and includes a variety of
74 handouts.
- 75 • Classes that began in March included Intermediate Birding (instructor Kim Middleton) with an
76 emphasis on returning summer birds, and Stop-Look-Listen with instructor Bob Littlewood. April
77 begins with An Introduction to Chinese Philosophy, taught by John Louton, My Back Pages:
78 Getting Started in Genealogy with Kathi Ciskowski. April is also Poetry Month: we have an
79 exhibit in the library of local poetry, a poetry reading Friday evening April 23rd, followed by an
80 all-day poetry workshop hosted by poet Kathleen Flenniken. On April 12, Molly Wizenberg will
81 be available to sign her book "A Homemade Life", at the Episcopal Parish Hall from 3:30.
82 Darvill's will co-host and supply the books.
- 83 • We continue our inventory project, along with weeding, done by Kathy and members of the
84 Collection Development committee and our roving volunteer Heidi Laurson.
- 85 • Volunteers: After the intense Jan/Feb training of new volunteers and staff, we are pretty well
86 set, and are starting to see the return of our summer volunteers.

- 87 • Our March 14 Crossroads lecture, "Climate change science and potential impacts on the
88 Pacific Northwest" by Nathan Mantua, attracted 85 people. Next up is Anthony Greenwald,

89 Psychology Professor at the University of Washington, at 2 pm on April 18 at the Orcas
90 Center, to lecture on “How hidden mental habits create unintended race discrimination.”

91 **News in *The Sounder* [if not otherwise specified]—some dates are for the online edition:**

- 92 • Ongoing “What’s Happening” and “Public Meetings” entries for classes, programs, and
93 meetings.
- 94 • Margie Doyle’s Bullwings blog at <http://orcasisissues.com/> continues to share information
95 that we send to her, as does the Chamber of Commerce Email Blast.
- 96 • On March 5, “Spring offerings at the Library: birding, genealogy, and books signings.”
- 97 • On March, “Lecture to probe the truth about climate change.”
- 98 • On March 9, “Stand up and be counted,” a letter about census help and forms at the Library.
- 99 • On March 17, “Kids invited to display poems at Orcas Library.”
- 100 • On March 17, my guest column about the planning process.
- 101 • On March 24, Rachel Newcombe’s letter, “Sundays are hopping on Rose Street.”
- 102 • On March 30, “Orcas Island celebrates National Poetry Month with readings, workshops,
103 and more.”
- 104 • On April 6, “Be the solution: April is Sexual Assault Awareness Month.”

105 **Following up from the March Board Meeting:**

- 106 • Updating Bob Henigson and Bob Lundeen about the Sunday hours test: Rachel Newcombe
107 left messages for them.
- 108 • Newspaper letter or column about our planning process. I wrote a column, published on
109 March 17.
- 110 • Lois Cornell drafted a Code of Ethics, up for discussion on April 12.
- 111 • Library fees: per our discussion, I am going to increase our annual non-resident fee from \$50
112 to \$75; and will change our visitor card to \$25 per quarter, for up to five concurrent items
113 checked out on the card.
- 114 • Washington Rural Heritage Grant: I met with the Museum Board on March 16; and along
115 with Lois Cornell made tentative plans to apply for a grant.
- 116 • Long-Range Plan: I sent materials to the committee during the week of the March Library
117 Board meeting.
- 118 • April Library Board Meeting minutes: Ellen Goldberg agreed to fill in during Mary Pugh’s
119 absence, as she has previously.

120 **Collection Management:**

- 121 • We added 334 new titles in March and deleted about 1505, increases of 59 and 1207,
122 respectively, for those totals compared to the same month last year.
- 123 • Nita Couchman’s inventory work in March focused on weeding in children's
124 nonfiction. Here are the numbers:
125 Weeding: 498 items
126 Deleted Records -- No Longer Here: 124 items
- 127 • Collection Management Committee members contributed substantial hours to our weeding
128 project in March.
- 129 • Washington Rural Heritage Project: after discussion with Trustees Lois Cornell and Tom
130 Welch, who happened also to serve on the Museum Board, we are planning to apply for the
131 next grant cycle, which has an application deadline of April 30. Lois Cornell offered to do
132 write the bulk of the application. Washington State Library staff members have also
133 expressed their willingness to help us with any questions as we put the application together.

134 Information about the grant is at
135 <http://www.sos.wa.gov/library/libraries/grants/grants.aspx#wrh>.

- 136 • Susannah Beck is going to start developing checkout policies and content ideas for our new
137 Kindle ebook reader. We already know of one community member who wants to take
138 advantage of the ability to magnify the text beyond even a 14- or 16-point large-print font.
- 139 • With major contributions from Susannah Beck, we applied for a grant from OICF's LGBT
140 Committee for \$900 to support LGBT funding over a three-year period.

141 **Policy and Personnel:**

142 Lois Cornell has shared for the board packet some ideas about adopting a Code of Ethics for the
143 Library Board. Soon I will meet with Joan Pedrick to talk about how best to review our policies.

144 **Community Relations:**

- 145 • Sunday Hours test: we've now completed our twelfth Sunday, recording door counts of 133,
146 85, 145, and 123 during March, along with checkouts of 153, 73, 113, and 144. I have created a
147 spreadsheet to track attendance and checkouts, which look similar so far to other daily
148 hourly averages; and have also created a draft survey to ask Sunday visitors for feedback.
- 149 • We've had a few concerns recently about the reported behavior of what appear to be mostly
150 middle-school-age children: graffiti on an outside bench and on a reading room chair, push
151 pins and flyers strewn around the lobby and teen area, theft of at least one bundle's worth of
152 paper towels, long scratches on a meeting room table, and inappropriate sexual behavior in
153 the restrooms. Most of the incidents appear to have been during the spring school break and
154 on weekends. I've talked with the staff about an approach to this which will include having
155 frequent conversations with the kids, developing first-name relationships with them, and
156 reminding them that we won't tolerate inappropriate behavior.
- 157 • Some of our recent patron suggestions have included softer ("less than 60 grit sandpaper")
158 toilet paper (accepted), disposable toilet seat covers (declined), more computers (always a
159 consideration), automatic restroom doors (under consideration), food (declined), and more
160 tables (with the suggestion card signed by "Bob Tablelover").
- 161 • One of our volunteers heard two library visitors comment that they couldn't find a place to
162 sit, so they were leaving. I think this is definitely happening on occasion.

163 **Facilities and Systems:**

- 164 • Deputy Fire Marshal Paul Turner gave us a fire safety inspection on April 1. We did pretty
165 well overall, although he required the following changes: sealing two small wall penetrations
166 in the dry wall in the HVAC room; reducing storage to allow at least two feet of clearance
167 below each ceiling; repairing damaged floor outlet covers; occupant capacity signage above
168 our main entrance into the reading area; and moving our staff break room fire extinguisher to
169 a more visible location. We have accomplished some of these tasks and are scheduling others.

170 **Network Administrator report from Tony Ghazel:**

- 171 • We are buying three new computers to replace older models.
- 172 • We're in the process of updating our inventory list of computer equipment, with the help
173 of Library Intern Iris Parker Pavitt.
- 174 • We continue working on cleaning up our patron and holdings data.
- 175 • We experienced more than 3 ½ hours of downtime due to a power line problem on the
176 mainland on Friday, April 2. (The downtime statistics below are for March.)

177 March Downtime (external and internal)

178 www.orcaslibrary.org

179 Service: Library External

180 Outages: 0

181 Downtime: 0 hrs, 0 mins

182 Uptime: 100.00%

hip.orcaslibrary.org

Service: Orcas Library Internal

Outages: 2

Downtime: 0 hrs, 10 mins

Uptime: 99.98%

183 **Finance:**

184 Our March 2010 ESR shows our cumulative spending to be about \$3,200 below the par amount

185 (25% of the total budget) through the first three months. This is about the same total amount as

186 last month.

187 **WLA, PNLA, Washington State Library (WSL), staff development and training, and library**
188 **profession news:**

- 189 • PNLA/WLA 2010 Conference: I continue coordinating WLA's share of planning for this
190 joint conference. Preliminary hotel reservations look strong, which bodes well for the budget
191 and attendance.
- 192 • Four staff members attended the PLA Conference in Portland during the last full week of
193 March. They have been sharing a variety of information from vendors and programs, and are
194 writing up summaries for the staff.
- 195 • Holly King applied for Western Regional Fellowship from IMLS (Institute for Museum and
196 Library Services, the agency that administers federal library funding), with a focus on
197 improving services for "midlife adults ages 50+." Here is a link for more information about
198 the fellowship, along with related links and resources:
199 <http://transforminglifeafter50.org/about>.

200 **Selected Library Statistics:**

- 201 • As shown in my March edition of the "Selected Activity Measures, 2005 through 2009"
202 spreadsheet: compared to March 2009 our average daily door count was down a little more
203 than 1%, while average daily checkouts dropped by a bit over 3%. For recent years, these
204 average daily checkouts are about average. Our actual totals for this March were greater than
205 for last year (883 more visits and 534 more checkouts), because we were open 2.3 more days.
- 206 • Of 830 total March renewals, patrons made 30% of them remotely over the internet. This
207 compares to 810 and 23% for those same measures during the same month last year.
- 208 • Interlibrary Loan: OCLC reported that we borrowed 126 items in March for our members,
209 and loaned 35 to other libraries. This compares to totals of 92 and 24, respectively, for the
210 same month last year.
- 211 • The staff is working on compiling and reporting our 2009 statistics for the State Library. The
212 reporting deadline is the end of April.