

1 **Orcas Island Library District**  
2 **Board of Trustees Meeting on February 8, 2010**

3 **Library Director's Report, 2/4/10. Phil Heikkinen**

4 **Overview:** Some of the highlights for the previous month include a daily door count that was about  
5 average for the past several years for January, combined with a new all-time record for average daily  
6 checkouts for January; the beginning of our six-month (or longer) test of Sunday hours; and a  
7 productive and enjoyable Library Board retreat.

8 **Long-Range Plan Highlights:**

- 9 • Relating to the Core Collection priorities: Nita Couchman is continuing her overhaul of the  
10 Children's collection, per notes below in Library Collection. We are definitely seeing limits in our  
11 available shelving, and will be doing frequent weeding projects.
- 12 • Relating to the Current Issues and Interests priority: we have several classes starting up this month,  
13 including Skagit College's ESL class, which is still going despite tightening enrollment  
14 requirements—they met the minimum of a dozen registrations.

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

- 16 • In January, I attended meetings of the Crossroads Committee, Sustainable Living Fair (5/1/10)  
17 planning committee, and Sustainable Orcas Island.
- 18 • I had meetings with Library Trustees Alan Lichter and Joan Pedrick about the planning process,  
19 Lois Cornell about general issues, and Lois and Facilitator Mary Riveland about the Board Retreat.
- 20 • Staff member Susannah Beck met with other members of the "complete count" census committee,  
21 which has a total of about eight members.
- 22 • I worked the first two open Sundays in January, along with staff member Susannah Beck. Trustee  
23 Rachel Newcombe has worked the first three.
- 24 • I dropped off handouts for the Library and Friends at the OICF-organized Volunteer Fair at the  
25 OISD cafeteria on January 18.
- 26 • Our new Library Intern Iris Parker Pavitt started work on February 1, and plans to work through  
27 June.
- 28 • Library Board Retreat on January 25: Mary Riveland, who facilitated the session very effectively,  
29 distributed notes to which Lois added a list of action items. I will send out the notes as part of the  
30 packet (although I did send them out earlier as well); also I will share in the packet Lois's notes  
31 about how she wants to organize the Public Comment portions of the board meetings.

32 **Friends of the Library:**

- 33 • In January, the Friends Board discussed the Saturday, February 20 Winter Book Sale, from 10 to 3  
34 pm at the public school cafeteria.
- 35 • The Board is asking for names of newer residents of the island who might be willing to respond to  
36 a letter inviting them to join the Friends.
- 37 • President Barbara Bedell plans to attend the February 8 Library Board meeting.
- 38 • The Board talked about the idea of contributing to newcomers' information packets.

39 **Programs, events, and displays:**

40 **JANUARY 2010 Report by Nita Couchman, Children's Librarian**

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42 **STORYTIMES:** There were 8 storytimes held at the Library during the month of January with a total  
43 participation of 75. Now that the holidays are behind us, attendance is picking up again.

44 **Salmonberry Preschool** is also beginning to attend again on a regular basis.

45 **KIDS' BOOK CLUB:** The **TABLE OF CONTENTS** Book Club for 4<sup>th</sup> to 6<sup>th</sup> graders met on Jan. 21st

46 at Darvill's with 8 kids and 2 adults in attendance. This month we discussed *100 Cupboards* by N.  
47 D. Wilson.

48 **OUTREACH:**

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- Picture books were selected and delivered to Kaleidoscope Preschool during the month.
  - Two storytimes were held at Children's House with a total attendance of 27.
  - On Jan. 29<sup>th</sup>, I participated in the School Spelling Bee as one of four judges/pronouncers.
- 51

52 **COLLECTION:** This month I continued doing inventory work on the database holdings for the  
53 children's collection, checking inventory lists against actual items on our shelves. I have now  
54 completed the JDVDs, JVideos, J Audiobooks, JF Chapter Books, and the JBR (Beginning  
55 Readers).

56 **January 2010, Report from Kathy Stribling, Adult Services Librarian:**

57 **New Volunteers:**

58 After putting up posters recruiting new volunteers, we had a quick response. I have trained 3 to  
59 work the front desk so far, with another 3 to go.

- 60
- Jennifer Glidewell on Wednesday afternoons
  - Valerie West on Thursday mornings
  - Iris Parker Pavitt is our High School Intern for the semester, working 10 hours per week.
  - Rachel Newcombe will be trained for Sundays, and Barbara Ehrmantraut and Maryia Schwartz will be working every other Saturday afternoon.
  - I will also be training another book coverer to be back up for Hazel and Becky.
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66 **Classes and author visits:**

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- The self hypnosis class has begun, scheduled each Tuesday during February, with our volunteer Virginia Earhardt teaching. She is charging \$20 per student and donating it all back to the library.
  - Another beginning birding class by Kim Middleton will begin Feb 4.
  - John Louton will be teaching Chinese Philosophy beginning in April.
  - Also in April, Bob Littlewood will be teaching "Stop, Look, and Listen—A Course in Unpacking," running for 8 weeks.
  - For April 12, we are fortunate enough to have scored a visit from Molly Wizenberg, who writes the food blog *Orangette*, and has published a best seller titled "*A Homemade Life*". Molly and her husband Brandon live in Seattle and have recently opened a restaurant called Delancy. She will be available to autograph her book, with Darvill's providing the about-to-be-released paperback version.
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- Our in library "display" this month is IRS forms, and in the lobby for the month of February are "robots" made by students from the Salmonberry School.
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81 **News in *The Sounder* [if not otherwise specified]:**

- 82
- Ongoing "What's Happening" and "Public Meetings" entries for classes, programs, and meetings.
  - Margie Doyle's Bullwings blog at <http://orcasissues.com/> continues to share information that we send to her.
  - On January 8, my guest column, "The Orcas Library: your place."
  - Also on January 8, "Rubber ducky, joy of joys," about Tani Brewer's display at the Library.
  - On January 15, "Library is now open Sundays."
  - On January 15, "Friends of the Library membership drive."
- 88

- 89 • On January 19, “Empowerment through self-hypnosis,” about Virginia Erhardt’s class.  
90 • On January 29, “Life in a time of pandemics,” about the upcoming February 5 Crossroads lecture  
91 by Frank James.

92 **Following up from the January Board Meeting:**

- 93 • Library Sunday hours test: I will share information about this as we gather it, especially including  
94 statistics and upcoming user surveys. Rachel Newcombe was very active in sharing publicity with  
95 the newspaper and others.
- 96 • Library Board Retreat: I arranged for Mary Riveland to facilitate, which I think turned out very well.
- 97 • Long-Range Plan process: as planned, I met with Alan and Joan about this; we reached a solution  
98 that we shared at the Board Retreat. I plan to bring names of prospective committee members to  
99 our February 8 board meeting.
- 100 • Board Calendar for 2010: we can discuss this further at our January 11 meeting, once all the 2010  
101 trustees are available.
- 102 • Library staff member visits to the Board meetings: we are beginning this with Nita Couchman in  
103 February.
- 104 • Crossroads concerns: Diane Berreth is on our February agenda to talk about the series, including  
105 financial details.
- 106 • Potential By-Laws change to add a Collection or Collection Management Committee. I will bring  
107 this to the meeting for a first reading. However, because Alan will be away on February 8, he is  
108 planning to discuss this in more detail in March.

109 **The Library collection:**

- 110 • We added 306 new titles in January and deleted about 350, a decrease of 45 and increase of 31,  
111 respectively, for those totals compared to the same month last year.
- 112 • January estimates for Nita Couchman’s project in the Children’s collection:
- 113     o Deleted – no longer here but database says checked in or the item has been long  
114     missing: 181
- 115     o Deleted duplicate items: 180
- 116     o Weeding – deletions: 199
- 117     o TOTAL: 560 records or items deleted
- 118 • The Book Selection Committee under the direction of new Chair Laurie Mayhew Waage will be  
119 meeting on the 4<sup>th</sup> Thursday of each month from 3:30 to 5 pm, beginning on February 25. Early on  
120 we will be talking about weeding, which of course has an especially high priority because we need to  
121 keep our collection size stable.
- 122 • We have received back from Phil’s Custom Bindery in Seattle (no relation to our Library Director!)  
123 four volumes of Charles Wilkes’s *United States Exploring Expedition*, published in 1845, donated to  
124 the Library by OICF in recognition of Tom Welch’s service to that organization. We will be  
125 housing it in our professional collection for use within the building.
- 126 • Our ILL usage was way up in January—almost 50% higher than any previous month. After  
127 discussion with staff, I decided to no longer offer ILLs for A-V materials, which take up to three  
128 times the amount of staff time required to borrow a book, and which are proving much more  
129 vulnerable to damage during shipment. At our staff meeting we realized that it would actually cost  
130 less to give a NetFlix membership in some cases rather than to borrow DVDs via ILL.
- 131 • Northwest Anytime Library: this is undergoing a change in administration as part of a state-wide  
132 reorganization, which should soon give us more available titles at a somewhat higher cost. I should  
133 learn more about this within a few months.

134 **Policy and Personnel:**

135 I plan to meet with Joan Pedrick and develop with her any potential updates to our meeting room  
136 policy in light of questions about use of public library meeting rooms by religious groups in

137 Washington. Also, we will look into the idea of writing a code of ethics for the Library Board, along  
138 with reviewing all policies during the upcoming year.

139 **Community Relations:**

- 140 • Olga Potluck on February 13: along with Library Trustees Tom Welch and Rachel Newcombe (and  
141 any others who want to come), and staff member, Susannah Beck, my family and I plan to attend  
142 that potluck, which organizer Barbara Wheeler has named “Library Night.”
- 143 • Sunday Hours test: I’ve begun incorporating the hours and checkouts into our monthly figures;  
144 also, I will take some snapshots of how use during the extra hours is affecting use during the  
145 existing/previous service hours. On January 17, we had about 96 visitors and 108 checkouts; on the  
146 24<sup>th</sup>, 146 visitors and 167 checkouts; and on the 31<sup>st</sup>, 145 visitors and 144 checkouts. These rates of  
147 use are beginning to approach rates of use during other days of the week, which to me (along with  
148 the numerous expressions of appreciation from Sunday visitors) indicates that we are meeting a  
149 need, or at least a strong interest in the community.

150 **Facilities and Systems:**

- 151 • Guardian Security ran a successful alarm test on January 19.
- 152 • OPALCO easement request: I have been working with Terry Turner of OPALCO on a request to  
153 obtain an easement that would allow them to construct a transformer and vault for some of their  
154 lines and equipment along the south side of Rose Street to the west of our driveway. In the long  
155 run, pending cable company withdrawal, they would remove the telephone pole at the northwest  
156 corner of our property. From his description of the project: “We probably need an 8 foot wide  
157 easement, and it would run along the north line from the northwest corner about 50 feet... We  
158 would still keep the transformer location down towards the existing pole so that we could drop  
159 the existing secondary wire off the pole and into a trench leading to the new transformer. This  
160 would still leave the area at the end of the log open for a trail, road, or whatever.... We generally  
161 keep [the concrete vaults] an inch or two above grade and slope up gently around the lid, just to  
162 keep surface water out, yet not be a tripping hazard.”  
163 The likely location of the vault would be near our driveway and the fire hydrant there. Terry plans  
164 to attend the February 8 Library Board meeting to talk about the project and answer questions; also,  
165 I hope that we will have a few minutes to walk out to look at the location. Based on what I know of  
166 the project, I think it would be compatible with our landscaping and possible expansion plans,  
167 including potential parking spaces along Rose Street, and would eventually result in improved  
168 sightlines once the telephone pole is removed. I will include one or two drawings of the project in  
169 the board packet.
- 170 • State Broadband grant proposal: the WSL (WA State Library) is coordinating a grant request of  
171 libraries within the state in hopes of obtaining federal funding to bring all libraries up to speed in  
172 terms of bandwidth. I looked into this and confirmed with the WSL that we are already at the  
173 100Mb throughput target specified in the grant; so we won’t be part of it.

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

- 175 • I’m investigating thin-client computing for patron computers. There is demand for additional  
176 computer stations, and this approach may allow us to put some extra stations in smaller spaces.  
177 Also, we will be replacing some of the older public computers.
- 178 • I am working on cleaning up databases of patron and holding records. This may result in a  
179 decrease of more than a thousand patron records

180 <http://hip.orcaslibrary.org> (internal)  
181 Service: Orcas Library Internal  
182 Outages: 5  
183 Downtime: 3 hrs, 20 mins  
184 Uptime: 99.57%  
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[www.orcaslibrary.org](http://www.orcaslibrary.org) (External)  
Service: Library  
Outages: 2  
Downtime: 0 hrs, 10 mins  
Uptime: 99.98%

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**Finance:**

- Our final December 2009 ESR (Expenditure Status Report) from the County shows us with year-end (13<sup>th</sup> month) funds of about \$54,469 in net cash. This total includes almost \$6,400 for the Big Read project and \$5,600 for the Crossroads lecture series, leaving us with a net of just over \$42,000 in un-earmarked carryover.
- Our January 2010 ESR shows us spending about \$2,500 below the par amount (8.3% of the total budget, or \$48,466) for this first month.
- We were very fortunate in receiving a generous bequest of \$8,000 from the estate of Patricia Swenson, who died on January 5. I didn't know her personally; however, she appreciated the Library, along with the Orcas Historical Society, Emmanuel Episcopal Church, and Orcas Animal Protection Society, each of which will (along with us) also receive a share of sales from her condominium at Smuggler's Villa.

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

- PNLA/WLA 2010 Conference: I wrote another article for *Alki*, WLA's quarterly journal, and have been in touch with conference committee members and WLA staff about the many details relating to the conference.
- Washington Public Library Directors meeting: due to convergence of work projects, I decided to forego the January 28-29 meeting, and to rely on notes that Lou Pray of Lopez Library will soon share with me.
- As I've shared in recent emails, the WSL's budget is in dire straits (along with state budgets in general around the nation). If the cuts are deep enough, Washington may lose federal funding that is contingent upon maintenance of effort at the state level.

**Selected Library Statistics:**

- As shown in my January edition of the "Selected Activity Measures, 2005 through 2009" spreadsheet: compared to January 2009 our average daily door count was down about 4%, while average daily checkouts increased by about 5%. The average daily checkouts are the highest ever for this month, while the door count is slightly below the average for the past few years.
- Of 747 total January renewals, patrons made 30% of them remotely over the internet, 5% more than the previous month's percentage.
- Interlibrary Loan: OCLC reported that we borrowed 155 items in January for our members, and loaned 18 to other libraries. As I mentioned above, this workload was difficult for us to handle, especially in that many of those items with A-V materials, which have proven about three times more time-intensive to process than books; therefore, I have suspended that format in our ILL service.