

1 **Orcas Island Library District**
2 **Board of Trustees Meeting on January 11, 2010**

3 **Library Director's Report, 1/5/10. 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 December, combined with a new all-time record for average daily
6 checkouts for December; appointment of Library Trustee Rachel Newcombe, who begins a five-year
7 term in January, 2010; and planning for a Sunday hours test.

8 **Long-Range Plan Highlights:**

- 9 • Relating to the Core Collection priorities: Nita Couchman has begun an extensive overhaul of the
10 Children's collection, especially correcting or deleting erroneous online catalog records; this has
11 resulted so far in deletion of about 500 bibliographic records which had no real attached items. We
12 added about 4,000 items and weeded about 3,000 this year, not including those ghost records.
- 13 • Relating to the Current Issues and Interests priority: we hosted a "Poetry of Relationships"
14 literature class, and are now beginning a poetry writing class—both by JoEllen Moldoff. Also, the
15 Skagit College ESL class is starting a new quarter tonight, January 5.

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

- 17 • In December, I attended meetings of the Crossroads Committee, Sustainable Orcas Island, and sat
18 in on a conference call hosted by Dr. Frank James to update schools, childcare providers, and
19 libraries on H1N1 flu status.
- 20 • Incoming Library Trustee Rachel Newcombe met with Mary Pugh and me on December 16 to
21 learn about Library operations.
- 22 • Tony Ghazel and I met with Charles Anderson and Pamela Gross of the San Juan Community
23 Foundation on December 14 to talk about ideas for increasing the use of videoconferencing among
24 the islands. We now appear to have reached the point where a variety of organizations, including
25 County government, are supporting it.
- 26 • New staff member Susannah Beck will be participating in a "get out the count" census committee
27 for the next few months, along with representatives from several other organizations.

28 **Friends of the Library:**

29 In December, the Friends met before the Library Board; so I reported on that meeting in last month's
30 report. Since then, book donations keep coming in, and Friends volunteers continue sorting and boxing
31 them for the Saturday, February 20 Winter Book Sale, from 10 to 3 pm at the public school cafeteria.

32 **Programs, events, and displays:**

- 33 • DECEMBER 2009 report by Nita Couchman, Children's Librarian
 - 34 ○ STORYTIMES: There were 3 storytimes during the month of December with a total
35 participation of 11. There were fewer storytimes again this month due to holidays and
36 vacation leave.
 - 37 ○ KIDS' BOOK CLUB: The TABLE OF CONTENTS Book Club for 4th to 6th graders met on
38 Dec. 17th at Darvill's with 7 kids and 2 adults in attendance. This month we discussed
39 *Elijah of Buxton* by Christopher Paul Curtis.
 - 40 ○ OUTREACH: Picture books were selected and delivered to Kaleidoscope Preschool during
41 the month.
 - 42 ○ HOLIDAY TEA: During the Holiday Tea on Dec. 5th, activities for children included a visit
43 with Mr. and Mrs. Santa Claus and ornament decorating done by volunteers Lynn and
44 Chris Thomerson. This year 61 ornaments were decorated, up from last year's total.
45 Pictures were taken of children with Santa and were emailed to parents afterwards.
 - 46 ○ COLLECTION: This month I started doing inventory work on the database holdings for the
47 children's collection, checking inventory lists against actual items on our shelves. This
48 will be an ongoing, long term project which will result in a cleaner, more accurate
49 database of our holdings.

- 50 • Our bookshelf display in November featured books of various sorts about the winter holidays.
- 51 • Our lobby display case featured an Abe Lincoln exhibit by the Museum, with contributions by Tom
- 52 Welch.
- 53 • In the meeting room and on shelf ends, we continue displaying photos hung by the Orcas Island
- 54 Photo Club.
- 55 • We now have IRS forms coming in, and are displaying them on our bookshelf display next to our
- 56 copier/printer.
- 57 • We have received our order of 2000 Orcas Island Public Library book bags, which we will sell for
- 58 \$2 each at the front desk. Also, each Volunteer, Trustee, Friends Board member, and staff member
- 59 gets one free!

60 **News in *The Sounder* [if not otherwise specified]:**

- 61 • Ongoing “What’s Happening” and “Public Meetings” entries for classes, programs, and meetings.
- 62 • Margie Doyle’s Bullwings blog at <http://orcasissues.com/> continues to share information that we
- 63 send to her.
- 64 • On 12/18, “Birding class offered at Orcas Library,” about our next birding class (very popular) in
- 65 February.
- 66 • On 12/23, “Library Tea a big success,” a letter by organizer Judy Schliebus.
- 67 • Also on the 23rd, “Family Literacy Month was well attended,” a letter by organizers Erin O’Dell and
- 68 Nita Couchman.
- 69 • Also on the 23rd, “Feast of words,” a letter about JoEllen’s classes by Zona McKenzie.

70 **Following up from the December Board Meeting:**

- 71 • Library Sunday hours outline: my plan for this test is as follows. This doesn’t require a board
- 72 motion; however, I would be very hesitant to embark on this without apparent Board support.
 - 73 ○ Hours/Extent: beginning January 17, we will open from noon to 3 pm through the end of
 - 74 June. If the test appears to be succeeding moderately at that point, then I plan to continue
 - 75 it for at least another six months; and if succeeding strongly, then to continue it as a
 - 76 confirmed change in service hours.
 - 77 ○ Staffing: Susannah Beck will be our lead worker for this shift. I welcome any volunteer
 - 78 involvement from Library Trustees; also, we are recruiting front-desk volunteers, of whom
 - 79 some may be interested in a Sunday shift.
 - 80 ○ Funding: I have received donations of \$1000 each from Bob Henigson and Bob Lundeen,
 - 81 who are both strong supporters of the plan to offer Sunday hours. This amount will fully
 - 82 cover the cost I estimated for six months.
 - 83 ○ Assessment: I plan to incorporate surveys and statistics as my main tools, along with staff
 - 84 feedback.
- 85 • Library Board Retreat agenda: this is on our January 11 agenda for discussion. Also, we can then
- 86 discuss possible use of a facilitator.
- 87 • Long-Range Plan outline: I will compile this by the time of our meeting; and hope to have
- 88 information to distribute ahead of time.
- 89 • Board Calendar for 2010: we can discuss this further at our January 11 meeting, once all the 2010
- 90 trustees are available.
- 91 • Library staff member visits to the Board meetings: I will set up a schedule for this.
- 92 • Newspaper column about the summer surveys, Sunday hours test, 2009 update, and database
- 93 offerings.
- 94 • Downtime report from November: Tony Ghazel confirmed the report from SiteUptime that we
- 95 had 50 hours of downtime. He said that as in my November report, this was due to two major
- 96 power outages during evening hours, each of which meant our online catalog and internal network
- 97 was down until Tony was able to reset everything in the morning; also, we had probably 20 resets of
- 98 our firewall (each about 10-15 minutes) while he worked through a variety of issues relating to our

99 changeover to a new firewall.

100 **The Library collection:**

- 101 • We added 231 new titles in December and deleted about 716, a decrease of 128 and increase of 340,
102 respectively, for those totals compared to the same month last year. We added a net of about 1,000
103 titles to our collection (with 4000 new items and 3000 weeded items).
- 104 • I added a subscription to Ancestry.com, which I plan to promote along with Consumer Reports,
105 our vehicle repair database, and other offerings that I think will get more use if people become
106 more aware of them.
- 107 • Newspaper obituaries index: thanks to volunteers Virginia Jensen and Cherie Christensen, we have
108 a binder of sorted obituaries from our microfilmed local newspapers. They hope to continue adding
109 to this collection. Obituary research is perhaps the largest single use of our microfilm collection.
- 110 • The Book Selection Committee is trying to come up with a meeting time that works best for the
111 most members. We hope to meet before the end of January.
- 112 • Martin Arnold is featuring our Rural Heritage project on our homepage to see if that will boost
113 people's awareness and use of it.

114 **Policy and Personnel:**

115 Susannah Beck started work on December 24, and is very busy learning the particulars of our operation.
116 I think she is well on track to be ready to work shifts on her own within a couple of weeks.

117 **Community Relations:**

118 Library Fair Surveys: Martin Arnold has been making sure all the survey results as compiled by Lois
119 Cornell and the Library staff will be available on our website.

120 **Facilities and Systems:**

- 121 • Videoconferencing: the public libraries on Lopez and San Juan are both buying equipment to allow
122 them to host meetings at their locations. Now that we have (as discussed above) a substantial
123 increase in commitment from around the County, the next step is to develop the infrastructure to
124 allow multi-site meetings, which will require an entity such as the K20 Network or WSU to serve as
125 a host (unless someone else develops that capacity from scratch).
- 126 • Network Administrator report from Tony Ghazel:
 - 127 ○ The 4 outages below could be related to the final deployment of the new Cisco ASA
128 5505 firewall.
 - 129 ○ The new firewall is in place and the network traffic has been very stable and secure.
 - 130 ○ I worked on end-of-year cleanup of data backup files, server data, OS and Virus update
131 data.

132 hip.orcaslibrary.org

133 Service: Orcas Library Internal

134 Outages: 4

135 Downtime: 0 hrs, 45 mins

136 Uptime: 99.90%

132 www.orcaslibrary.org

133 Service: Library

134 Outages: 1

135 Downtime: 0 hrs, 45 mins

136 Uptime: 99.91%

139 **Finance:**

- 140 • Our December ESR (Expenditure Status Report) from the County shows us with about \$63,850 in
141 available funds above par for this time of year, down about \$2,000 from last month. This total
142 includes almost \$6,400 for the Big Read project and \$6,300 for the Crossroads lecture series, leaving
143 us on track so far for about \$51,400 in un-earmarked carryover. Final expenses trickling in may
144 reduce the final cash balance by another \$7,000.
- 145 • Our "13th month" expenditures (i.e., late-December expenses) will likely be less than usual due to
146 Mary Pugh's new practice of entering invoices to the County as received rather than batching them.

147 **WLA, PNLA, Washington State Library (WSL), staff development and training, and library**

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profession news:

- PNLA/WLA 2010 Conference: I will be chairing a meeting of the conference committee at the Sno-Isle Libraries service center in Marysville from 10 to 1 pm on January 6. We seem to be pretty well on track for our August conference.
- Four of our staff members are planning to attend the PLA Conference in March; and two to attend the PNLA/PLA Conference in August. I am going to forego the PLA Conference myself to make it easier for us to staff the Library.
- I shared information about our relationship with OICF to a Washington library directors' listserv in response to queries about how public libraries can either set up their own foundations or work with existing community foundations.

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Selected Library Statistics:

- As shown in my December edition of the "Selected Activity Measures, 2005 through 2009" spreadsheet: compared to December 2008 our average daily door count was down about 2%, while average daily checkouts increased by about 3%. The average daily checkouts are the highest ever for this month, while the door count is about 2% above the five-year average for December.
- Of 838 total December renewals, patrons made 25% of them remotely over the internet, 2% less than the previous month's percentage.
- Interlibrary Loan: OCLC reported that we borrowed 104 items in December for our members, and loaned 29 to other libraries.