

1 **Orcas Island Library District**
2 **Board of Trustees Meeting on June 14, 2010**
3 **Library Director's Report, 6/10/10. Phil Heikkinen**

4 **Overview:** Some of the highlights for the previous month include daily door counts that were
5 somewhat above average for the past few years for May, and checkouts that were a new high for May;
6 discussions with Trustees about policy updates, budget amendment, and an annual survey; conclusion
7 of the third Crossroads lecture series season, including award of a Humanities Washington grant for
8 \$7500; and Friends funding for the Sunday hours project and a new music CD display.

9 **Long-Range Plan Highlights:**

- 10 • Relating to the Core Collection priorities: We continue our weeding project, approaching the 75%
11 completion mark for our collection review.
12 • Relating to the Current Issues and Interests priority: we wrapped up several classes in May,
13 developed a Facebook page, and started plans for supporting the Museum's Journey Stories grant
14 project.
15 • Based on feedback from the Board at the May 10 meeting, I have written a second draft for
16 possible approval on June 14. The main change was to drop the more specific descriptions about
17 how we would measure results.

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

- 19 • In May, I attended meetings of the Solid Waste planning process, Crossroads committee,
20 Sustainable Orcas Island; met with Library Trustees Lois Cornell, Tom Welch, Joan Pedrick, and
21 Rachel Newcombe to discuss ongoing projects; met with Tristan Mor, a library staff member
22 visiting from Florida; and with volunteer John Louton to talk about grant ideas.
23 • On May 13, I met with the Lopez and San Juan Library Directors, Lou Pray and Laura Tretter, to
24 talk about such issues as our salary structures, developing an online directory of nonprofits (Islands
25 Access), videoconferencing systems, now available on all three islands (though on San Juan the
26 location is still WSU-Friday Harbor, with the Library not yet quite installed).

27 **Friends of the Library:**

- 28 • At its May 11 meeting, the Friends Board approved a \$2000 grant to the Library for July-December
29 Sunday hours, plus \$2054.50 for our new Music CD display unit. The Friends will rent booth space
30 at the July 3 Historical Days Fair, began recruiting volunteers to sell quilt raffle tickets at Island
31 Market, is updating the bank signature card with new officers, and planned a discussion about a
32 policy for how volunteers can buy books out of the sorting area in our storeroom.
33 • At the June 8 meeting, the Board discussed progress with the Friends Corner on our website, with
34 Sandy Wilson sending content to Martin Arnold; discussed the Library Fair; and announced plans
35 for Kim Middleton to speak at the September 23 Annual Meeting about local bird species. It is
36 scheduled here at the Library, with tentative times of 6 to 7 pm for food, followed by the program
37 and meeting until about 8:30.
38 • Sandy Wilson plans to attend the Library Board meeting on June 14, and Lynn Carter on July 12
39 (with Pierrette as backup).
40 • The policy for purchase of donated books by volunteers/Friends/staff is that books on the sorting
41 shelves are available at standard prices for personal use or gifts (but not for resale), excluding
42 Special Pricing books. This also excludes unsorted books (which may be added to the Library
43 collection), those set aside for the Holiday Tea, books in the San Juans box, and those already
44 boxed up for the storeroom.

45 **Programs, events, and displays:**

46 **May 2010 Report by Nita Couchman, Children's Librarian**

47 **STORYTIMES:** There were 6 storytimes held during the month of May with a total

48 participation of 114.

49 KIDS' BOOK CLUB: The TABLE OF CONTENTS Book Club for 4th to 6th graders met on
50 May 20th at Darvill's with 10 kids and 1 adult in attendance. This month we discussed
51 *Wizard of Earthsea* by Ursula LeGuin.

52 OUTREACH:

- 53 • Picture books were selected and delivered to Kaleidoscope Preschool twice during
54 the month.
- 55 • On May 13th, I attended the Kindergarten Transition dinner for incoming
56 Kindergarteners and their parents. A free book (*Look Out Kindergarten, Here I
57 Come!*) was given to 35 children, and 7 children signed up for their first library card.

58 UPCOMING: Preparation and planning is underway for the Summer Reading Program
59 which will run from June 19 through August 14th this summer. This year's theme is *MAKE A
60 SPLASH! READ!*

61 **May 2010 report from Kathy Lunde, Adult Services Librarian:**

- 62 • In May, Nancy Knapp's fifth grade class exhibited their "Apple Head Dolls" in the
63 lobby display case. These dolls were made by the students, and were very creative
64 and enjoyed by the patrons.
 - 65 • In the display bookcase, we featured books on homestead/backyard/farm animals,
66 and last week highlighted our books on CD collection, both of these collections
67 flew off the shelves.
 - 68 • Chris Elms taught a class on Anti-Aging, Bob Littlewood on "Stop-Look-Listen: a
69 Lesson on Unpacking," and John Louton on Chinese Philosophy, bringing to a close
70 our spring class series.
 - 71 • As a result of the genealogy class taught by Kathi Ciskowski, we have a group
72 meeting once a month to discuss their progress on their family searches. Barbara
73 Lewis is helping the group write about their discoveries.
 - 74 • In May, Nita and Kathy met with Lois and Andrea from the museum to discuss our
75 involvement in the Journey Stories programming this summer. On the adult side,
76 we are going to participate in stamping passports that will be created by the
77 museum, creating a guest book for patrons to sign and to write how they ended up
78 moving to Orcas; and Kathy will visit the genealogy group to see if they want to
79 contribute something from their research.
 - 80 • We have a new volunteer, Christy Beeger, who will begin front desk training in
81 June.
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- 82 • The 2009-10 Crossroads lecture series concluded on May 23 with "The undiscovered ocean: the sea
83 surface hidden in plain view," by Curtis Ebbesmeyer, attended by 144 people. Crossroads made
84 great strides financially by winning a \$7500 grant from Humanities Washington for the 2010-11
85 season. We've also finalized most of the next slate of speakers.
 - 86 • We have begun displaying the Picturing America materials, along with relevant items from our
87 collection, on the slot wall near the Children's area; and I submitted the final report to the National
88 Endowment for the Humanities at the end of May.

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

- 90 • Ongoing "What's Happening" and "Public Meetings" entries for classes, programs, and meetings.
- 91 • Margie Doyle's Bullwings blog at <http://orcasissues.com/> continues to share information that we

- 92 send to her, as does the Chamber of Commerce Email Blast.
- 93 • On May 6, “New class series at Orcas Library.”
- 94 • On May 12, “Writers’ workshop with Deb Lund.”
- 95 • On May 17, “Crossroads Lecture ‘The Undiscovered Ocean: The Sea Surface Hidden in Plain View’
- 96 on May 23.”
- 97 • On May 21, “American Cancer Society Bark for Life open house at Orcas Library.”
- 98 • On May 26, “Local artist and author Susan Carnes to give presentation at the Library.”

99 **Following up from the May Board Meeting:**

- 100 • Policy reviews: Joan and Phil, ongoing, with Joan’s overview ready for discussion on June 14.
- 101 • Update Long-Range Plan: latest draft by Phil ready for review on June 14.
- 102 • Summer survey design: Rachel and Phil ready to discuss on June 14.
- 103 • Salary comparisons with Lopez and San Juan: part of the Board packet.
- 104 • Budget amendment: Tom and Phil, ready for review and possible approval.
- 105 • Staff survey about Director’s performance: prepared by Lois and Joan.
- 106 • Fund-raising review: by Tom, ready for an update on June 14.

107 **Collection Management:**

- 108 • We added 496 new titles in May and deleted about 513, increases of 214 and 149, respectively, for
- 109 those totals compared to the same month last year.
- 110 • Kathy Lunde has created a display of our 13 new Playaway devices, which I feel will be, along with
- 111 downloadable audio, an important new way of offering audio books in replacement of books on
- 112 CD. Basically, they are single-book MP3 players that use a AAA battery. We will sell earbuds for \$1
- 113 to anyone who doesn’t have a headset.
- 114 • I invite everyone to take a look at our new Music CD display, which we are in the process of filling.

115 **Policy and Personnel:**

- 116 • Joan Pedrick has created an overview, which we have added to the Board packet, of her thoughts
- 117 on updating and organizing our policies this year. Also, as she suggests, this is a good time to revisit
- 118 our Core Service Values, in part as they relate to changes in our Long-Range Plan.
- 119 • Tom Welch and I reviewed the salary structure, which basically appears to be in line with those at
- 120 the Lopez and San Juan libraries. Next, it will be appropriate for Joan and me to review our salaries
- 121 and benefits as we update our overall employment package.

122 **Community Relations:**

- 123 • Sunday Hours test: in May, we recorded door counts of 134, 87, 96, 102, and 145, along with
- 124 checkouts of 141, 77, 107, 117, and 146. I have updated my spreadsheet tracking the attendance and
- 125 checkouts; we have also recorded the last of the 202 survey responses. Both reports are included in
- 126 the Board packet.
- 127 • We had incidents of graffiti in a public restroom on May 24 and June 4; also, a prank on June 7 in
- 128 which someone placed opened condiment packages under a toilet seat. I had conversations with
- 129 some of boys who were in the building at the time, and with whom we’ve had prior incidents of
- 130 behavior skirting the edge of our conduct policy. Apparently, the school has had similar incidents.
- 131 I’ve shared information and photos with Steve Vierthaler of the Sheriff’s Department.
- 132 • I improved access to the buttons for our power-assisted doors upon request by a library user.
- 133 • Our volunteer Larry Leyman raised and made more shallow the magazine exchange box.

134 **Facilities and Systems:**

- 135 • We had two or three videoconferencing sessions in May.
- 136 • Martin Arnold reports that the number of fans of our Library Facebook page has leveled off.

- 137 • Our initial experience with the Rowing Club for landscape maintenance under Pierrette Guimond’s
- 138 supervision has worked out well. We’re getting caught up on the weeding; and I think the grounds
- 139 look good.
- 140 • The initial planting of trees for the edible/useful landscaping project complete; and we have more
- 141 trees coming soon via donation by Bill Griswold.
- 142 • I arranged for Rod Preusch to paint the meeting room, lobby, and public restrooms, which he
- 143 accomplished in short order on June 3 and 4.
- 144 • I have arranged for Simmonds Glass to inspect and possibly to repair one or more of our front
- 145 doors. One of them has a worn crash bar mechanism.
- 146 **Network Administrator report from Tony Ghazel:**
- 147 Tony has installed two replacement staff computers, and reports that our patron and item database
- 148 cleanup projects are on track for completion this month.

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May Downtime (external and internal)

<p>www.orcaslibrary.org Service: Library External Outages: 0 Downtime: 0 hrs, 0 mins Uptime: 100.00%</p>	<p>hip.orcaslibrary.org Service: Orcas Library Internal Outages: 1 [power outage] Downtime: 1 hr, 17 mins Uptime: 99.7% est PH</p>
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Finance:

- Our May 2010 ESR shows our cumulative spending to be about \$9,800 above the par amount (.417 of the total budget) through the first five months. We will have a new look next month assuming the Board passes our recommended budget amendment.
- After meeting with Tom Welch, I am proposing a budget amendment as submitted with this month’s board packet. Overall, we are in healthy financial shape.
- We have updated the budget forecasting spreadsheet created originally by Lois Cornell and John Ashenhurst, with the result that the bottom lines are slightly improved over forecasts a year ago.

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

- PNLA/WLA 2010 Conference: I continue coordinating WLA’s share of planning for this joint conference. Initial indications are that attendance will be strong despite the grim financial picture at many of the public libraries in Washington. I chaired a planning committee meeting on May 12 using Elluminate, a software system that offers a good alternative to either in-person or videoconferenced meetings.
- I attended this year’s WLA Board Retreat on June 3 and 4, and the WLA Board meeting on June 4. We are moving the Board toward a new organizational structure that allows us to work more strategically rather than operationally, now that we have an established relationship with a professional association management company.

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Selected Library Statistics:

- As shown in my May edition of the “Selected Activity Measures, 2006 through 2009” spreadsheet: compared to May 2009 our average daily door count was down about 5%, while average daily checkouts rose by about 3%. For recent years, these averages are above average and a new high, respectively.
- Of 623 total May renewals, patrons made 25% of them remotely over the internet. This compares to 649 and 32% for those same measures during the same month last year.
- Interlibrary Loan: OCLC reported that we borrowed 123 items in May for our members, and loaned 28 to other libraries. This compares to totals of 101 and 22, respectively, for the same month last year.