

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

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

4 **Overview:** Some of the highlights for the previous month include a daily door count that was  
5 about average for the past several years for February, combined with our second-highest average  
6 daily checkouts for the same month; the continuing popularity of our Sunday hours test; and our  
7 database cleanup project.

8 **Long-Range Plan Highlights:**

- 9 • Relating to the Core Collection priorities: Nita Couchman continues her overhaul of the  
10 Children's collection, per notes below in her report and in Library Collection. Also, some of  
11 her contributions are helping with the overall item database, for example duplicate records  
12 and items that need a status update. Also, we continue to explore the ebook option, having  
13 recently received a donation of a Kindle.
- 14 • Relating to the Current Issues and Interests priority: we held our first Crossroads Lecture of  
15 the spring; and have some new classes starting up.
- 16 • Our Long-Range Plan committee will meet at the Episcopal Church's Benson Hall (or  
17 Room) from 1 to 5 pm on March 19, and in the Library from 3 to 5 pm on April 23. I have  
18 confirmed our facilitator, Laura Tretter of the San Juan Island Library; along with six  
19 committee members, including Martin Arnold, Tom Tillman, Iris Parker Pavitt, Joan  
20 Pedrick, Barbara Bedell, and Beth Morris. I have invitations outstanding for the remaining  
21 three members, and hope to be able to confirm them by March 8. I'll be meeting soon with  
22 Laura to review the process; and also will soon be sending out information and assignments  
23 to the committee members.

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

- 25 • In February, I attended meetings of the Crossroads Committee, Sustainable Living Fair  
26 planning committee (mark your calendar for 5/1/10 on the Village Green), and Sustainable  
27 Orcas Island.
- 28 • I met with Library Trustees Lois Cornell and Joan Pedrick to talk about community  
29 relations.
- 30 • Mary Pugh and I met with Diane Berreth and Susan Malins to talk about how best to report  
31 and monitor Crossroads finances.
- 32 • On February 19, I met with new Agricultural Resources Committee Director Peggy Bill to  
33 talk about how that important group can support the work of SOI and the Library.
- 34 • Community member Richard Russell dropped in to share his ideas about a possible building  
35 addition.
- 36 • I attended a February 23 presentation coordinated by OICF about possible LGBT (Lesbian,  
37 Gay, Bisexual, and Transgender) grants, which could total as much as \$19,000 donated by  
38 more than 20 community members, and which will be evaluated by a separate group of  
39 volunteers from the OICF Grants Committee. These grants could support a variety of  
40 programs and other initiatives to increase awareness and effect change in people's attitudes  
41 about LGBT issues. I've had discussions about designing an appropriate Crossroads lecture,  
42 and am open to discussion other possibilities as well. For example, we will also explore the  
43 possibility of a multi-year grant to support LGBT collection acquisitions.

44 **Friends of the Library:**

- 45 • At its February 9 meeting, the Friends Board didn't achieve a quorum. Diane Berreth  
46 submitted a request for Crossroads funding in the amount of \$3250 for 2010; and the Board  
47 will consider this at the March 9 meeting.
- 48 • The February 20 Winter Book Sale is summarized by this email from Marilyn Jackson: I  
49 deposited \$3,467 as our gross income from the book sale last Saturday. Our expenses for the  
50 book sale amounted to \$581.58. Our net gain for the sale is \$2,885.42. Please thank Ulanah  
51 and all of her crew for a job well done. Also, give yourselves and your spouses a pat on the  
52 back too. It was a very well planned and executed event. I took part in the setup (including  
53 pizza) on the 19<sup>th</sup> and the cleanup on Saturday. I think it was another successful Friends  
54 event. Orcas Rowing Club members helped a lot in moving the boxes of books.

55 **Programs, events, and displays:**

56 **February 2010 Report by Nita Couchman, Children's Librarian**

57 STORYTIMES: There were 8 storytimes held at the Library during the month of February with a total  
58 participation of 97. Attendance continues to pick up. Salmonberry Elementary students came for  
59 one of the storytimes.

60 KIDS' BOOK CLUB: The TABLE OF CONTENTS Book Club for 4<sup>th</sup> to 6<sup>th</sup> graders met on Feb. 11st  
61 at Darvill's with 12 kids and 2 adults in attendance. This month we discussed *Drums, Girls and*  
62 *Dangerous Pie* by Jordan Sonnenblick.

63 OUTREACH:

- 64 • I selected and delivered picture books to Kaleidoscope Preschool several times during the  
65 month.
- 66 • I offered two storytimes at Children's House with a total attendance of 25.

67 COLLECTION: This month I continued doing inventory work on the database holdings for the  
68 children's collection, checking inventory lists against actual items on our shelves.

69 UPCOMING: Plans are beginning for a kids' poetry display and reading during April's National  
70 Poetry Month.

71 This month I celebrated my 5-year anniversary of employment with the Library.

72 **February 2010 report from Kathy Stribling, Adult Services Librarian:**

- 73 • We continue to "display" IRS forms through April 15 on the bookshelf next to the copier.
- 74 • Our lobby display case is currently featuring "Year of the Tiger," by Paris Wilson—a visual  
75 must-see.
- 76 • Current and upcoming classes include Self Hypnosis taught by one of our volunteers, Virginia  
77 Erhardt; Beginning Birding taught by Kim Middleton; and Poetry and Memoirs by Jo Ellen  
78 Moldoff. We also have census training and assistance through April.
- 79 • New volunteers include Rachel Newcombe, Barbara Ehrmantraut, Valerie West, and Maryia  
80 Schwartz. Iris Pavitt has joined as our high school intern, and has proven to be invaluable.
- 81 • Our February 5 Crossroads lecture, "Life in a time of pandemics," by Frank James, attracted  
82 68 people. Next up is Nathan Mantua at 2 pm on Sunday, March 14, "Climate change science  
83 and potential impacts on the Pacific Northwest."

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

- 85 • Ongoing "What's Happening" and "Public Meetings" entries for classes, programs, and  
86 meetings.
- 87 • Margie Doyle's Bullwings blog at <http://orcasisissues.com/> continues to share information  
88 that we send to her.

- 89 • On February 4, “Orcas Library recognized as the heart of Orcas,” promoting the February 6
- 90 Olga Community Potluck.
- 91 • On February 12, “Register now for April poetry workshop,” offered by JoEllen Moldoff.
- 92 • On February 16, “A library lover’s delight: Orcas Library winter book sale is this weekend.”
- 93 • Also on February 16, “Alien invasion,” about the Salmonberry students’ robot/alien display
- 94 in our lobby case.
- 95 • On February 25, “Salmonberry students create button blanket,” a quilt on display in our
- 96 meeting room.
- 97 • On March 3, “Writers’ Roundtable to feature play writing,” again coordinated by JoEllen.
- 98 • On March 4, “Census enumerators begin delivery of 2010 census forms,” including mention
- 99 of help that is available at local public libraries.

100 **Following up from the February Board Meeting:**

- 101 • Public comment guidelines: we’ve posted them on our website and on the lobby wall just
- 102 outside the meeting room.
- 103 • Administration of programs under the Library umbrella (Crossroads, for example): Joan and
- 104 I have not been able to meet; however, I’ll keep this on my near-term task list.
- 105 • Proposed By-Laws change: this is included in the March 8 agenda, adding the Collection
- 106 Management committee. Alan Lichter agreed to share his thinking about that change during
- 107 the March 8 meeting.
- 108 • Request to Margie Doyle, Chamber of Commerce, and *The Islands Sounder* to post ongoing
- 109 notice of our library board meetings: completed.
- 110 • Unemployment insurance payments: Mary found that we had a decimal point in the wrong
- 111 place, which means that we will save about \$5,000 from our 2010 budget (and can likely
- 112 transfer this into reserves at the time of our budget amendment).
- 113 • Long-Range Plan process and announcement: I am still awaiting confirmation of the last two
- 114 or three committee members; and will soon share information with *The Sounder*, Chamber
- 115 Email Blast, and Margie Doyle about the 1 to 5 pm March 19 and 3 to 5 pm April 23
- 116 meetings (which will be in the Episcopal Church’s Benson Hall and the Library,
- 117 respectively). Joan Pedrick would like to share with the board the possibility of her missing
- 118 as much as the first half of the first planning committee meeting.
- 119 • Interlibrary Loan fees breakdown: we hope to have this information ahead of our discussion
- 120 at the March 8 meeting.
- 121 • Library staff member visits to the Board meetings: we will continue this with Karen Hiller in
- 122 March.
- 123 • WLA Awards nomination: after reviewing the criteria, I didn’t submit any nominations. I
- 124 can talk more about this if anyone has questions.
- 125 • Library Board minutes: we can talk more about this on March 8. My recommendation is to
- 126 include enough detail to record the main discussion points, while not listing redundancies.
- 127 • Sending out action items soon after board meetings: I sent them out a couple of days after our
- 128 February 8 meeting, and will continue this practice.
- 129 • Calendar update: I included updates in the current packet, and will continue to distribute
- 130 updates as they occur.
- 131 • Fees for service ideas: I will share recommendations about possible initial steps.

132 **Collection Management:**

- 133 • We added 312 new titles in February and deleted about 799, a decrease of 103 and increase of
- 134 661, respectively, for those totals compared to the same month last year.

- 135 • February estimates for Nita Couchman's project in the Children's collection (in some cases  
 136 encompassing the entire collection):  
 137     o Deleted - no longer here but database says checked in or the item has been long  
 138         missing: 136  
 139         Status was "in cataloging" but never entered: 139  
 140     o Status was "in mending" for long time: 76  
 141     o Weeding - deletions -- 25  
 142         TOTAL: 376 items deleted
- 143 • The Collection Management Committee (formerly the Book Selection Committee), under  
 144 the direction of new Chair Laurie Mayhew Waage, met from 3:30 to 5 pm on Thursday,  
 145 February 25. Kathy Stribling and I shared our thoughts on collection management, including  
 146 both selection and weeding, pointing out that the latter has taken on increased priority in our  
 147 crowded building. I distributed some weeding guidelines as well as some weeding bookmarks;  
 148 and Kathy will be training people as it fits into their schedules. About ten people attended,  
 149 which was encouraging. Future meetings will be on the fourth Thursday of each month.
- 150 • Our ILL usage dropped back to a normal level last month after our very busy January.
- 151 • I received word about a possible new grant offered through the State Library, which would  
 152 extend our Washington Rural Heritage Project, in partnership with the Orcas Island  
 153 Historical Museum. Our previous project resulted in the creation of digital records of  
 154 holdings at the Library and Museum. Apparently, up to five Washington public libraries may  
 155 receive awards. If we were to apply for another such grant, we'd need much of not most of  
 156 the work to be done by/at the Museum, because that's where the most important local  
 157 historical materials are (especially photographs).  
 158 There are a lot of little projects we (I should say the Museum, at least for the most part) can  
 159 do without a grant, depending on volunteer time and the capabilities of the scanner at the  
 160 Museum; although to upload the images into the database we'd need help from the State  
 161 Library (unless someone locally already has the expertise and access, though I'm not aware of  
 162 anyone). I would like to talk about this some more with our proposed Collection  
 163 Management chair, as well as with the Museum.
- 164 • Our "Picturing America" grant: during the month of February, the Orcas Palettes group  
 165 displayed the prints from our collection, as well as from that of the Orcas Island School  
 166 District, at the Orcas Center. (The prints are duplexed; so using the two identical collections  
 167 allowed the display of all 40 prints at once.) Next, we plan to display the prints on a rotating  
 168 basis in our building, along with relevant book displays as appropriate.
- 169 • I have mentioned elsewhere our acceptance of the donation of a Kindle from Phil Coyle,  
 170 making sure first that we were on reasonable legal ground. Martin Arnold is looking into  
 171 how libraries seem to be using Kindles or equivalent devices successfully. This will be a  
 172 relatively easy way to test out ebook ideas.

173 **Policy and Personnel:**

174 I will set up a time to meet with Joan Pedrick as we plan review and possible update of our  
 175 policies. Lois Cornell has shared for the board packet some ideas about adopting a Code of Ethics  
 176 for the Library Board.

177 **Community Relations:**

- 178 • Olga Potluck on February 13: along with Library Trustees Tom Welch, Lois Cornell, and  
 179 Rachel Newcombe, and staff member Susannah Beck, my family and I attended the potluck. I  
 180 gave an update about the Library; and I think that Barbara Wheeler and her team raised

- 181 about \$100 for the Friends. Attendance was excellent, about 50 people as I recall; the food  
182 and company were terrific.
- 183 • Sunday Hours test: we've now completed our seventh Sunday, recording door counts of 168,  
184 167, 130, and 141 on the last four Sundays, along with checkouts of 157, 119, 169, and 159  
185 items, respectively. Susannah agrees with the "weather theory of library attendance,"  
186 observing that we've had more visitors on cloudy days than on sunny ones. Soon I intend to  
187 create and distribute surveys to get a better sense of people's reactions to it. We'll ask people  
188 to fill it out on our website, though also making it available on paper for people who prefer  
189 that format.
  - 190 • We had a vandalism incident in which someone kicked over our two safety lights attached to  
191 the bridge over the swale, detaching them completely (since repaired by our volunteer Larry  
192 Leyman).
  - 193 • We had an incident on March 1 in which a large 5<sup>th</sup>-grader intimidated some younger  
194 children in the kids' area and spilled the puzzles off the study table there. When I saw him in  
195 the Library after school today, March 4, I told him to leave for the rest of the day as a  
196 consequence.

197 **Facilities and Systems:**

- 198 • OPALCO easement request: I have received nothing new from Terry Turner of OPALCO  
199 about a possible request to obtain a utilities easement; and will share information as I receive  
200 it.
- 201 • As I mentioned above, our volunteer Larry Leyman repaired the vandalized safety lights  
202 attached to the bridge over the swale.
- 203 • We've been alerted to some likely rabbit digging on the grounds, as apparently is happening  
204 around Eastsound more generally. I'm going to look into borrowing some rabbit traps, or  
205 else asking Larry to build one for us. (Is anyone on the Library Board raising rabbits? We  
206 may have some available soon.)
- 207 • We had a power outage for about a half hour on February 5 from about 3:40 to 4:10 pm.
- 208 • I wrote an interim report to the OICF about our \$2,000 landscaping grant. Along with  
209 project coordinator Dan Borman, I have identified two good locations for fruit and nut trees,  
210 in line with an overall landscaping plan.
- 211 • Tony Ghazel reports below about our database cleanup project. We plan to delete 1,365  
212 records of patrons who have not used their accounts in the past five years (excluding people  
213 with major outstanding charges). Also, we will be looking up about 5,000 to 7,000 items that  
214 appear not to have checked out in the past five years; I will report more on that project as we  
215 gather more information.

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

- 217 • We are testing thin-client stations to be deployed as catalog stations and placed throughout the  
218 library. We are adding another one or two patron stations for research and other patron  
219 functions. We should have all installed and operational by next week.
- 220 • We are busy cleaning patron and holdings data. We are querying the database for patrons that  
221 have not checked out since December 2004 and for items that have not been checked out since  
222 December 2004. This involves checking to make sure that the patrons don't have outstanding  
223 bills; and staff has to look for each item to see if it is on the shelf, and if so, whether it should be  
224 removed.
- 225 • We have bought additional UPS systems, and now have backup power on all computers and  
226 servers in the library.
- 227 • Downtime was due to a power outage and a K20 outage.

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<http://hip.orcaslibrary.org> (internal)  
Service: Orcas Library Internal  
Outages: 2  
Downtime: 0 hrs, 35 mins  
Uptime: 99.92%

[www.orcaslibrary.org](http://www.orcaslibrary.org) (External)  
Service: Library  
Outages: 1  
Downtime: 0 hrs, 5 mins  
Uptime: 99.99%

233 **Finance:**

- 234 • Our February 2010 ESR shows our cumulative spending to be about \$3,100 below the par  
235 amount (16.7% of the total budget) through the first two months.  
236 • *I will send out on March 5 a separate report recommending possible changes to fees or other*  
237 *charges, following up on my “Fees Discussion” paper (dated 11/6/09) that I shared at our*  
238 *November 9, 2009 Library Board meeting. I think those comments are still relevant and*  
239 *worth reviewing as we continue our dialogue.*

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

- 242 • PNLA/WLA 2010 Conference: some of our committee’s progress since last month includes  
243 planning local events in Victoria, developing the budget (which was then approved by the  
244 WLA Board on March 2), developing a prospectus for potential exhibitors and sponsors, and  
245 developing guidelines and assignments for conference volunteers.  
246 • Washington Library Association Board meeting: instead of making the trip to Olympia for  
247 this meeting on March 2, I attended by telephone. We heard a bit more about the dire budget  
248 situation at the State Library and for Washington State as a whole. One of the meeting’s  
249 discussion items of particular interest to Trustees might be how best to provide training to  
250 library trustees around the state, whether through existing organizations such as WLFFTA  
251 (Washington Library Friends, Foundations, and Trustees Association), which has been  
252 having trouble finding consistent leadership; or at events such as WILL (Washington Institute  
253 for Library Leadership), which, because it has been administered largely by the State Library,  
254 might be impacted by budget cuts. In the meantime, we are hoping to offer interesting and  
255 useful programs through other means, such as the WLA Annual Conference and online  
256 training.

257 **Selected Library Statistics:**

- 258 • As shown in my February edition of the “Selected Activity Measures, 2005 through 2009”  
259 spreadsheet: compared to February 2009 our average daily door count was up about 2%,  
260 while average daily checkouts increased by about 6%. For recent years, the average daily  
261 checkouts are above average, while the door count is about average.  
262 • Of 796 total February renewals, patrons made 31% of them remotely over the internet, 1%  
263 more than the previous month’s percentage, and slightly above recent averages.  
264 • Interlibrary Loan: OCLC reported that we borrowed 116 items in February for our  
265 members, and loaned 23 to other libraries. As I mentioned above, this workload is back to a  
266 more typical average after last month’s major surge. We loaned out one DVD for a charge of  
267 \$10 on a cost recovery basis.