

1 **Orcas Island Library District**  
2 **Board of Trustees Meeting on May 10, 2010**

3 **Library Director's Report, 5/6/10. 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 April, and checkouts that were a new high for  
6 April; our second community planning committee meeting on April 23; our continuing  
7 collection weeding project

8 **Long-Range Plan Highlights:**

- 9 • Relating to the Core Collection priorities: We continue our weeding project, focusing mostly  
10 in April on fiction books, which accounted for about 2/3 of the 500 removed. The  
11 Collection Management committee has helped with this as it continues its monthly meetings  
12 with new membership.
- 13 • Relating to the Current Issues and Interests priority: we are wrapping up several classes this  
14 month; and have another starting in May. We hosted a poetry reading followed by a  
15 workshop in observance of April Poetry Month.
- 16 • Our Long-Range Plan committee had its second meeting on April 23. The group supported  
17 what I had written up based on staff and board feedback, feeling that it expressed the  
18 priorities that they were looking for, including explicit addition of the "core collection"  
19 priority. Towards the end of the meeting, I took votes in two different ways: first, on which  
20 priorities were most important in an absolute sense, and second, on which were most  
21 important for increasing our efforts beyond our current level (or one could call them the  
22 recommended relative delta numbers). In the former vote, the results for Core Collection,  
23 Supporting Learners, Community Forum, and Information and Referral were 35, 24, 20, and  
24 8, respectively; and for the latter, they were 20, 29, 28, and 20. Totaling the numbers gave us  
25 55, 54, 48, and 28. Because it seemed clear to me that the fourth priority was not as urgent, I  
26 suggested dropping it; and the group agreed, especially when I said that this would be  
27 something we would continue to do anyway as part of our normal operations. The group felt  
28 that we were already doing pretty well with our collection management, and that although  
29 they would like to see us maintain that effort, they felt that it was worth pursuing the second  
30 and third priorities as well, in the order listed.

31  
32 I will send separately a draft new LRP for discussion at our May 10 board meeting. The  
33 mission summary and three main priorities, stated as service goals, are relatively easy to list,  
34 though of course there is often interest in discussion about word choices. More difficult is to  
35 list objectives that are specific and measurable enough to indicate whether we are really  
36 achieving or approaching our service goals.

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

- 38 • In April, I attended meetings of the Sustainable Living Fair planning committee, the  
39 Collection Management Committee, and Sustainable Orcas Island; and met with Library  
40 Trustees Lois Cornell about general issues, and in particular the Rural Heritage Grant; and  
41 with Tom Welch about the cash balance from 2009 and the upcoming budget amendment.
- 42 • I was invited by and spoke to the Kiwanis Club on April 27, sharing updates about Sunday  
43 hours, last year's exploration into a building addition, the new long-range plan, and our  
44 overall budget picture, along with responding to questions.

45 **Friends of the Library:**

- 46 • At its April 13 meeting, the Friends Board discussed planning for the August 14 Library Fair,  
47 the December 4 Holiday Tea, and about having a presence at the July 3 Museum (Heritage  
48 Days) Fair.
- 49 • Although Barbara Bedell had resigned from the Friends Board, she took part in the April 23  
50 meeting of the community planning committee for the Library new long-range plan.
- 51 • Pierrette Guimond accepted a nomination to become the new Friends President, and was  
52 voted in by the Board.
- 53 • Lois and I reported on the April 12 Library Board meeting; Lois also shared more  
54 information about the plan to research the feasibility of forming a foundation. We both said  
55 that we would like to keep the Friends involved in that process.

56 **Programs, events, and displays:**

57 **April 2010 Report by Nita Couchman, Children's Librarian**

58

59 STORYTIMES: There were 7 storytimes held at the Library during the month of April with a total  
60 participation of 35.

61 KIDS' BOOK CLUB: The TABLE OF CONTENTS Book Club for 4<sup>th</sup> to 6<sup>th</sup> graders met on April 15<sup>th</sup>  
62 at Darvill's with 9 kids and 2 adults in attendance. This month we discussed *Chains* by Laurie  
63 Halse Anderson.

64 OUTREACH:

- 65 • Picture books were selected and delivered to Kaleidoscope Preschool twice during the  
66 month.
- 67 • I went to Children's House for one storytime during the month. Attendance: 17.

68 COLLECTION: This month I focused on the JF SERIES collection, doing both weeding and  
69 updating the Series Binder of current holdings.

70 DISPLAYS: For National Poetry Month, poetry books and poems were prominently featured  
71 throughout the Children's Room. There was also a modest display on the meeting room bulletin  
72 board of poems written by Orcas children. On April 30<sup>th</sup> the Kids' Poetry reading was attended by  
73 one parent and 6-year-old child.

74 TRAINING: On April 16<sup>th</sup>, I attended a training workshop using a free downloadable program called  
75 SCRATCH which is a very simple program for creating animations. I'll be offering programs using  
76 SCRATCH as a summer activity during the Summer Reading Program.

77 **April 2010 report from Kathy Stribling, Adult Services Librarian:**

- 78 • April was National Poetry Month, and the library exhibited approx 30 poems written by  
79 locals. We hosted poet Kathleen Flenniken for a reading on Friday evening April 23, she  
80 held a poetry workshop the following morning in the library meeting room.
- 81 • Molly Wizenberg, food blogger and author of the book "A Homemade Life" did a reading  
82 and book signing on April 12<sup>th</sup>, sponsored by the library and books provided by Darvill's.
- 83 • Front desk volunteer Jane Alden created an exhibit in the library display case to honor  
84 Will Shakespeare's birthday, complete with handout sonnets.
- 85 • In the lobby display case, the local chapter of DVAS once again put up an informative  
86 display, with brochures and handouts.
- 87 • We continue with the classes begun in March.
- 88 • Our April 18 Crossroads lecture, "How hidden mental habits create unintended  
89 discrimination" by Anthony Greenwald, attracted 102 people. Next up is Oceanographer  
90 Curtis Ebbesmeyer, at 2 pm on May 23 at the Orcas Center, to lecture on "The undiscovered  
91 ocean: the sea surface hidden in plain view." He is also the author of *Flotsametrics and the*

92 *Floating World.*

- 93 • I attended the Sustainable Living Fair on Saturday, May 1, and presented half of the six Good  
94 Stewards Awards, or Finnies, which are awarded by the Stewardship Network to people who  
95 advance environmental causes in the San Juans. This link shares more information about this  
96 year's Sustainable Living Fair: <http://www.stewardshipsjc.org/summit.html>. I also shared  
97 our Library handout listing books related to sustainability, as compiled by Iris Parker Pavitt.

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

- 99 • Ongoing “What’s Happening” and “Public Meetings” entries for classes, programs, and  
100 meetings.  
101 • Margie Doyle’s Bullwings blog at <http://orcasissues.com/> continues to share information  
102 that we send to her, as does the Chamber of Commerce Email Blast.  
103 • On April 9, “How hidden mental habits can create unintended consequences,” about Tony  
104 Greenwald’s April 18 Crossroads lecture.  
105 • On April 9, “Countywide Sustainable Living Fair and field trips May 1-2,” in which the  
106 Library played a role.  
107 • On April 20, “Bedell steps down as president of [Friends of the] Library Board; Guimond  
108 takes place.”  
109 • On May 3, “Live from Rose Street: come to May 10 Library Board meeting,” a letter from  
110 Rachel Newcombe.  
111 • On May 4, “Good Steward Award winners presented with “Finnies” at Sustainability Fair,”  
112 featuring our Library Intern Iris Parket Pavitt.  
113 • On May 6, “New Class Series at Orcas Library,” about Chris Elms’s upcoming movement  
114 class.

115 **Following up from the April Board Meeting:**

- 116 • Possible arrangement with a local attorney to have an “of counsel” relationship with the  
117 Library. I’ve talked with Laura Tretter about their new arrangement; and Joan Pedrick has  
118 offered to help me with this.  
119 • Code of Ethics: Lois amended this per last month’s discussion and sent it for addition to the  
120 packet.  
121 • Sunday hours survey out to the public: I will be discussing the initial 130+ responses at our  
122 May 10 meeting.  
123 • Salary and benefits discussion: Tom Welch and I will be following up on this.  
124 • Ferry meeting among the local librarians and possibly Rachel Newcombe: I will be attending  
125 this on May 13, though unfortunately Rachel we were unable to coordinate a time that  
126 would work for Rachel for this meeting. Some of the agenda items will include  
127 videoconferencing, development of an online directory of nonprofits and government  
128 agencies (IslandsAccess.org), development of the Whole Islands Catalog, salary schedules,  
129 Summer Reading Program, and how each library handles legal issues.  
130 • Washington Rural Heritage Grant: Lois filled out the application; then I made some  
131 additions and submitted it to the State Library.  
132 • Staff/volunteer survey for use in the review of the Library Director: I added this to the board  
133 packet.  
134 • Long-Range Plan: discussed above.  
135 • Letter to the newspaper about the May 10 Library Board meeting: submitted by Rachel  
136 Newcombe.  
137 • Requirements for voting anyone off the Library Board: Lois and I researched this, concluding

138 that the RCWs and Bylaws are relevant, in that the former specifies the County as having the  
139 authority to remove a Trustee, and the latter include an attendance requirement.

140 **Collection Management:**

- 141 • We added 311 new titles in April and deleted about 559, a decrease of 70 and increase of 327,  
142 respectively, for those totals compared to the same month last year.
- 143 • Kindle ebook: a volunteer tried out our donated Kindle and shared some feedback, and now  
144 we will write up an agreement form and set up a procedure for checking it out.
- 145 • Susannah Beck worked on the science fiction collection, doing a lot of weeding followed by  
146 addition of some of the classic titles we didn't currently own.
- 147 • Nita Couchman continued her inventory work in April, with these results:  
148 Long-gone deletes: 3  
149 Damaged/withdrawn: 121  
150 Lost/Paid for: 1
- 151 • As discussed above, Kathy Stribling worked extensively on her part of the inventory project,  
152 focusing mostly on weeding the adult fiction collection.
- 153 • With respect to the Collection Management Committee, Kathy has taken over the major  
154 liaison responsibilities on behalf of the Library.

155 **Policy and Personnel:**

- 156 • I discussed above the Board's creation and discussion of a Code of Ethics for the Library  
157 Board.
- 158 • I will set up a meeting this month with Joan Pedrick to talk about policy updates, as well as  
159 how best to set up a relationship with a local attorney.

160 **Community Relations:**

- 161 • Sunday Hours test: through April, we've now completed our 16<sup>th</sup> Sunday, recording door  
162 counts of 136, 1220, 105, and 125 during April, along with checkouts of 52, 67, 63, and 89. I  
163 have updated my spreadsheet tracking the attendance and checkouts, which are following our  
164 seasonal drop that is typical for the springtime. The initial survey results are showing strong  
165 support for our being open on Sundays, with the favored three-hour slot so far being noon to  
166 3 pm, followed by 1 to 4 pm.
- 167 • Martin Arnold has developed a Facebook page for the Library, and so far we have close to 60  
168 fans, or people who like us per the new Facebook methodology.

169 **Facilities and Systems:**

- 170 • We've seen an increase in use of our videoconferencing system, including such groups as the  
171 Lodging Tax Advisory Committee, Agricultural Resources Committee, Visitors Bureau, and  
172 Sustainability Fair planning committee. Lopez Library recently installed and has used its own  
173 system, so that now the three largest islands in the San Juans can join in.
- 174 • Due to our custodian Mike Larkins having a serious hand injury, I and other staff members  
175 have pitched in to do some of his tasks (such as climbing our 10-foot ladder to change light  
176 bulbs). Fortunately, he is on the mend, and amazingly missed only a couple of days of work.
- 177 • Martin Arnold has developed a Facebook page for the Library, and so far we have close to 60  
178 fans, or people who like us per the new Facebook methodology.

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

180 The database cleanup is ongoing and progressing. We hope to have a "clean" borrower and item

181 report by the end of the month. Downtime as reported below represents numerous power outages  
182 and K20 hick-ups in April. Except for a couple of outages that happened during the business day  
183 the rest were off business hours but would have affected patron catalog access. To mitigate  
184 these frequent power glitches/outages, a more robust backup power system consisting of a  
185 combined solar cells and fuel based backup systems could be installed relatively quickly. [Phil adds:  
186 this might cost about \$7 per watt, which at this point doesn't really seem to be a cost-effective  
187 solution to a situation that isn't truly a health or safety issue.]

188  
189  
190  
191  
192  
193  
194

April Downtime (external and internal)

<a href="http://www.orcaslibrary.org">www.orcaslibrary.org</a> Service: Library External Outages: 0 Downtime: 0 hrs, 0 mins Uptime: 100.00%	<a href="http://hip.orcaslibrary.org">hip.orcaslibrary.org</a> Service: Orcas Library Internal Outages: 6 Downtime: 4 hrs, 55 mins Uptime: 99.32%
---	---

195 **Finance:**

- 196 • Our April 2010 ESR shows our cumulative spending to be about \$3,200 above the par  
197 amount (33.33% of the total budget) through the first four months. This can be considered a  
198 success in having our budget be as close as possible to actuals, because it is the first time a  
199 monthly report has showed spending above budget projections since I started working here.
- 200 • Our volunteer Lynn Carter worked extra hours to help us keep up with our expenditure  
201 tracking and submittals to the County during Mary Pugh's vacation leave. Also, County staff  
202 members at the Auditor's Office were very patient and helpful.
- 203 • Mary reminded me that we can use our PayPal account to accept payments for any payments  
204 to the Library, not only donations. I shared this with the staff at our weekly meeting, where  
205 we also discussed how best to handle the paper trail.

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

- 208 • PNLA/WLA 2010 Conference: I continue coordinating WLA's share of planning for this  
209 joint conference. We increased our room blocks for the conference hotel. I chaired one  
210 planning committee meeting in April, and will hold another in May.
- 211 • Nita Couchman mentioned in her own report her attendance at Scratch training.

212 **Selected Library Statistics:**

- 213 • As shown in my April edition of the "Selected Activity Measures, 2005 through 2009"  
214 spreadsheet: compared to April 2009 our average daily door count was up about 5%, while  
215 average daily checkouts rose by about 3%. For recent years, these averages are above average  
216 and a new high, respectively.
- 217 • Of 744 total April renewals, patrons made 24% of them remotely over the internet. This  
218 compares to 725 and 24% for those same measures during the same month last year.
- 219 • Interlibrary Loan: OCLC reported that we borrowed 105 items in April for our members,  
220 and loaned 27 to other libraries. This compares to totals of 130 and 21, respectively, for the  
221 same month last year.
- 222 • We reported our 2009 statistics to the State Library; and I have included our report in the  
223 packet.