

**Orcas Island Library District
Board of Trustees Meeting on January 8, 2007**

Library Director's Report, submitted 1/04/07. Phil Heikkinen

Overview: December highlights for me included extra time working at the front desk due to s time off, plus my own time off later in the month. This report will be shorter than usual.

Current short-range priorities:

- Withdrawn books procedure: we have a good healthy batch of books to sell in January-proba about 40 boxes!
- Laptop checkouts: we will have this underway by the time of the February board meeting.
- Shelving project: the long-awaited installation of our new paperback shelving is scheduled fo Friday, January 5.

Suggestions for Board discussion:

- What are the best or most appropriate uses of tax revenues and endowments or donations v the operating budget? This affects our projected budgets as discussed during the 2007 budget cycle.
- Board retreat to talk about board and responsibilities, as well as 2007 priorities.

Library Board, Staff, and Volunteers:

Numerous vacations in December.

Friends of the Library:

At the December 12 meeting, the Friends Board approved the reallocation of the 2006 grant unspent funds, totaling approximately \$4000, to be spent on collection development expenditu

Programs, events, and displays:

- We featured a John Steinbeck display that tied into our In The Spotlight feature on the librar home page; also, we're planning an interesting Joan Glidden display featuring a 19th-Century painting along with the actual costume worn by the person shown the painting.
- Spring classes are approaching.
- Carol and I have had further discussions about an Orcas StoryFest in August.

News in The Sounder [if not otherwise specified]:

- In December, not counting items mentioned in last month's report, items included several calendar notices and a report on the 4th-6th grade book club.
- A short article in the Postcarbon Institute's Newsletter #22 (December 2006), <http://www.relocalize.net/orcasoverview>, which I wrote about our local group named Sustain: Orcas Island, in which the Library has played a central role.
- A feature article about our library in the December 2006 issue of Alki magazine, published b Washington Library Association. I'll share copies of this at our next meeting, and have include PDF with the packet.
- I have opened a discussion with Margie Doyle about a regular library column in The Sounder

Following up from the October 2006 Board Meeting:

- Website fixes: we appear to have a healthy website in terms of broken links and functionalit
- Trustee survey follow-up: on the agenda for January, this involves discussion of the three m topic areas that the board identified from this informal survey, including noise level, available space, and the collection.
- John Ashenhurst's status as a trustee after moving to Crane Island: according to my researc and as I shared with the board in my December 12 email, nothing in the RCWs or Orcas Islan

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Library District formation documents or bylaws appear to preclude John from continuing his generous service to the Library!

Building issues:

- Shelving project: mentioned above under Current Short-Range Priorities.
- On December 29 arborist Kevin Sloan, with my assistance on the ground, removed the broken limbs from our fir tree next to Rose Street. While up in the tree, he also did some grooming that should help the tree in the future.
- I had our carpets cleaned by Joe Goodrich of Rainbow Carpet over the New Year's Day week. They look much brighter!
- We had a successful fire alarm test by Guardian Security on the 20th.

The Library collection:

- Based on statistics from our Horizon system, we added 396 new titles (unique items) and weeded 187 during the month of December, not counting individual magazine issues. This is up 26% and 97% respectively from the same month last year. We added 3995 and deleted 2173 this year, for a net increase of 1822, increases of 172 and 511 respectively over last year. We were overdue for some extra weeding, which our shelf shifting made clearer. Averaged with 2005's figures, we saw a net increase of 2000 annually over the past two years, on track with estimates when calculating ultimate building capacity with our increased shelving over the course of our long-range plan. (That is to say that we'll fill up the building within three to five years, about the same as my suggested lifespan for the long-range plan.)
- We have a new database titled Opposing Viewpoints, which is especially of interest to student writing papers about controversial topics. This replaces the World History DB that was used a half-dozen times in 2006. We'll continue to evaluate our DB mix.

Customer Service and Community Relations:

- We received a suggestion that we purchase and offer bags for carrying DVDs and videos, both to protect them and (especially if they included a library name or logo on them) to remind people that the items were from the library. I called the person, who was happy to hear that we do offer such bags. We often offer them depending on the weather or quantity of checkouts; and of course we will give them to people upon request.
- I loaned out our two glass-topped display cases for use in the toy exhibit at the Orcas Center during December.

Technology update:

- Due to a power outage, we had about 3 ½ hours of downtime on our local network from about 1:45 to 4:15 am on December 15. Our website hosted by Network Solutions showed no downtime.
- We've begun receiving portions of the videoconferencing system, while also beginning discussions with the tech support person who will provide installation and training.

Finance:

- New County budget reporting system: apparently we're not through with the glitches. Again, the personnel line is a month out of date.
- According to my preliminary estimates, we have a healthy carryover from 2006, with a projected surplus of about \$67,000 overall, including in my calculations an estimated \$5000 in expenditures for the "13th month" as final invoices trickle in. This may give us as much as \$17,000 in carryover for 2007 above the budgeted \$50,000.
- I'm working on a draft interlocal agreement with San Juan County that will allow them to respond to engineering, parking lot clearing, or similar needs.

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

- I've agreed to run for the WLA elected office of Coordinator of Strategic Planning. I believe the elections are in a month or two.

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- I've decided to forego the WA Public Library Directors meeting in Federal Way in early February due to too much else going on at that time.
- I'll be attending the February 5 Futures Search Conference in Everett, and encourage any interested trustees to come along with me. The WA State Library will reimburse for lodging and travel.
- On January 25 in Anacortes, a workshop is available from 10 to 1 pm to learn about new ideas for outreach and literacy services. We're paying a flat rate; therefore, anyone interested can attend. Because we're short-staffed that day, I am the only attendee so far from our library. Invite any Trustees who are interested in attending to get back to me for more information!

Selected Library Statistics:

- Door count [Dec 1-31]: an average of 398/day for 25 open days, about 4% less than this same month in 2005. At this daily rate we would have totaled 119,400 annual visits, based on approximately 300 open days/year; the actual 2006 total was 104,800. As usual, this does not include people using only the lobby or meeting room. I think that early in the month many people were still not getting out very much due to the end-of-November storm. For the year, our attendance was higher than in 2005 by about six as a daily average; however, because we were closed a total of about four days due to the storms and power outages, our door count for the year was 33 less.
- People checked out an average of 344 items per open day, including renewals, about 4% less than the checkout rate during the same month in 2005. This would have projected to 103,200 items per year; the actual total was 104,800. Out of 572 total renewals this month, people renewed 27% of them online, up 6% from last month, which may reflect people staying home. For the year, our checkouts were up about 8.5% from the previous year. Perhaps this reflects in part my older daughter's explosion in reading activities-she appears to go through at least a book per day! More seriously, we lost some checkouts in 2005 due to our online system conversion also, our DVD collection, expanded during 2006, is seeing heavy use; a third cause of the increase is the improved accessibility of books in the children's area. I will continue to look at the use of our various collections with an eye to improving our holdings in response to community interests and needs.
- Fulfilled ILL (Inter-Library Loan) requests totaled an estimated 65 in December.
- We issued 35 new library cards in December, seven fewer than the same month in 2005.
- I have updated my "Selected Activity Measures, 2005 and 2006" spreadsheet, current through the end of 2006. As usual, we'll bring a color, legal-sized copy to the meeting.

Orcas Island Library District
Board of Trustees Meeting on February 12, 2007

Library Director's Report, 2/7/07. Phil Heikkinen

Overview: January highlights for me included lots of time off! Also, we received our long-awaited and well-liked new paperback shelving.

Current short-range priorities:

- Withdrawn books procedure: I am planning to write up an announcement for a flyer and for the next two weeks' new issues about our sale of discarded materials. I plan to hold the sale during the last full week of February, ending at 5 p.m. on the 23rd. I can share details at our meeting as desired.
- Laptop checkouts: local carpenter and cabinetmaker Tom Meadows is working on the laptop charging station furniture which should be ready before the end of this month.
- Shelving project: we have a follow-up order for frame extenders to allow us to install the lighting for the new biography and science fiction area. Our initial order arrived short a few units, as well as including one damaged in shipping. The paperback shelving was installed on the 13th, along with several new end panels.
- Open house: once our workroom project is complete and the final lighting installed, I intend to hold an open house to celebrate both projects. I anticipate it for sometime in March.

Suggestions for board discussion:

- Board retreat in early March? Alternative dates and times. I believe the major topics, following John Ashenhurst's grouping, appear to be Legal (role of board and director; Open Public Meetings Act), Futures (long-range planning; broad objectives for 2007 and beyond; future budgets, including use of donations and tax dollars among various spending categories); and Productivity (how to best use meeting time).
- Sharing information about library issues with the board in 2007-how best to proceed?
- Draft agenda, draft minutes, and action items from each board meeting: how/when to send to the board?

Library Board, Staff, and Volunteers:

Two of us on the staff had extended time off in January, in addition to the usual seasonal time off among the volunteers were able to maintain operations with some degree of sanity among those remaining in part due to some new volunteers who joined us recently.

Friends of the Library:

Discussion at the January meeting centered around introduction of several new board members, enthusiastic reception of the lecture series proposal as presented by Library Trustee Richard Fadem, and planning for both the Winter Book Sale (February 24 from 10 to 3 pm at the Orcas Island School District Cafeteria) and the August 11 Library Fair.

Programs, events, and displays:

- We featured a Martin Luther King, Jr. tabletop display followed by a Presidents Day display.
- On the shelf-ends we hosted a Fire District display about winter safety.
- In the lobby cabinet we featured Kristen Carroll's poodle display, followed by a Joan Glidden display. Holly King's description: Joan Glidden loaned us the pastel portrait of her husband's grandmother, who was born in 1856. Accompanying that portrait in the display case were the lace jacket and coral brooch and earrings that she wore, along with a pair of her impossibly dainty shoes. Joan also displayed her collection of fans, many dating from the late 19th century.
- In February, enjoy Ursula Pamatian's collection of rubber ducks! Bill, the gift that started it all, enjoys top-shelf privacy.
- George Karnikis's class on the Greek New Testament has seven participants, all of whom approach the subject with as much passion as the husband-and-wife teaching team!
- Richard Fadem's class in February on the short story has 29 students signed up so far. He will hold the class at the Seaside Center, due to space and acoustical concerns. (I am meeting with Ruth Newman today to talk about acoustical panels for our own meeting room.)
- Some classes to look for in the spring include Bob Littlewood's "Love, Death, and Appearances," JoEllen Moldoff's "Telling Our Stories: Memoirs in Poetry and Prose," Ruthie Newman's art history lecture, and a short story writing course offered in collaboration with Skagit Valley College.
- January storytimes entertained 86 people. The Children's House pre-schoolers often attend on Thursdays.
- Our 4th-6th-grade book club had a group of 12 in January discussing *A Year Down Yonder* by Richard Peck. Carol

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reported that it was a lively group with great discussion. This club is co-sponsored by Darvill's Bookstore, with the books supplied by the Library Friends.

News in The Sounder [if not otherwise specified]:

In January, items included several calendar notices about our programs, plus a brief article on the 31st about our upcc classes.

Following up from the January 2007 Board Meeting:

- Noise issue: look at alternatives. Due to my time off, I have spent little time on this. However, Mary Pugh did research a white noise idea. She said that the major alternatives include a white noise CD and a dedicated white noise machine. The CD would require speakers distributed strategically. Having sampled some of the sound tracks, she and I agree that we are very likely to receive more complaints about our choice of white noise theme/sound than we do now for the noise level. I am tending to prefer the idea of free earplugs upon request—they cost about 20 cents per pair. We could keep them next to the Quiet Reading Room Donation Jar.
- Space issue: look at possible use of the meeting room for study and quiet reading. If I don't have information for our February meeting, I promise to make it a priority as I resume my normal workweek.
- Discussion with Bob Lundeen by John Ashenhurst and Richard Fadem: I believe that this has occurred.
- Meeting with Judith Miller to talk about Policy and Personnel items: held on the 29th.
- Friends of the Library web pages: we've made some changes to them; however, Friends Board President Marilyn Jacl still working on additional updates.

Building issues:

- Shelving project: mentioned above under Current Short-Range Priorities. Also more under Collection, below.
- Lighting: local electrician Bill Dallas installed additional lighting above the New Books section. Also, he replaced defective sconce lights, fixed the circuit controlling several gooseneck lights and the automatic door, and installed supports for the trusses for the upcoming lighting for the biography/science fiction shelves. The light levels inside are much improved.

The Library collection:

- For statistics about collection additions and deletions, please refer to my "Selected Measures 2006 and 2007" spreadsheet included with the board packet and available to anyone upon request.
- We've installed new slot shelving for DVDs, videos, and music CDs in both the adult and kids' areas.
- We have a new children's collection: music CDs.
- Per Holly King: the music CDs are now in their permanent home, using slot shelving that allows for easy browsing and segregation by genre. New CDs will be highlighted in the center section, on the slat wall.
- We have updated our shelf-end signs showing the call-number ranges of materials in each aisle. We'll also be looking at the idea of some common-name subject categories, as used by bookstores.
- We are relabeling many of our children's books in series by series titles and shelving them together to make them easier to find intuitively. This is going to take a couple more months to complete.
- Accelerated Reader project: we are attempting to label all the AR books, which are used heavily by young students. This also will take a couple more months to complete retrospectively. I have mixed feelings about the entire AR program; however, because it's something our users are involved with, we are meeting the need.

Customer Service and Community Relations:

- Several items in the Collection section could also be included in this section. People so far seem very happy with our changes in how we label and locate items in the collection.
- Due to safety concerns, we pulled our children's stools away from the front desk. Although kids love them, they are too much of a trip hazard, especially in light of our more compressed space after installing the new shelving.

Technology update:

- From Holly King: the library website continues to improve both visually and with new content. The latest and most exciting innovations can be found on the front page - the New Items lists are broken down by genre, and are easily readable pdf files that patrons can either read on their computer screens or print out. The other is that we have added a product "BookLetters" to our online offerings. It's an electronic version of our very popular print newsletter, "BookPage." Look for newsletters that highlight new DVDs in the library's collection, book club selections, fiction and non-fiction previews, booktv, just to name a few.
- We've received all our videoconferencing system, and now are awaiting our upgrade to full T1 internet connectivity as well as installation and training for the new system.

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Finance:

- New County budget reporting system: they continue to work on bringing the payroll figures up to date.
- Carryover from 2006: the final figure appears to be \$67,649 according to the County, as compared to our budgeted amount of \$50,000.

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

- I'm one of two candidates for the WLA member-elected two-year term as Coordinator of Strategic Planning. Election in March. I have to confess it won't break my heart if I'm not elected, because I have a feeling I'll have plenty to keep me busy in 2007-08, though I felt it my responsibility to accept the request to run.
- I attended the February 5 Futures Search Conference in Everett, and encourage any interested trustees to come along with me. The WA State Library will reimburse for lodging and travel.
- January 25 outreach and literacy workshop in Anacortes: I heard about this from Judith, and imagine that she is likely to discuss her experience at our February board meeting.

Selected Library Statistics:

- Please refer to my "Selected Measures 2006 and 2007" spreadsheet for door count, checkouts, and other use statistics. I have the 2005 figures available upon request as part of the end-of-2006 spreadsheet, and at some point do intend to compile a graph showing totals from all years that I have compiled.

**Orcas Island Library District
Board of Trustees Meeting on March 12, 2007**

Library Director's Report, 3/9/07. Phil Heikkinen

Overview: February highlights include my getting back on track with a regular schedule after time off, our first auction of discarded items, the Rural Library Retreat, and our Rosario Mast Plan display.

Current short-range priorities:

- Laptop checkouts: now that the charging station is in place, it's time to finalize the checkout procedures and to publicize the service.
- Workroom project: we have three remaining items to complete in the "old" workroom, including a new worktable, shelf, and carpeting. I'm still trying to find the best place for our microfilm reader.
- Meeting room sound qualities: I've begun researching options that I will share as I am able to flesh them out. Some of the options include a treatment of the ceiling surface and a sound system that would assist anyone having particular trouble hearing in the room, assuming they have the appropriate equipment.

Suggestions for board discussion:

Board retreat on April 13 from 1 to 4 pm: as stated in last month's report, I believe the major topics, following John Ashenurst's suggestion, appear to be Legal (role of board and director; Open Public Meetings Act), Futures (long-range planning; board objectives for 2007 and beyond; future budgets, including use of donations and tax dollars among various spending categories), and Productivity (how to best use meeting time).

Library Board, Staff, and Volunteers:

- I will be conducting annual reviews with staff members as their anniversary dates come up throughout the year. I've asked everyone for ideas and preferences on possible reassignment, cross training, as well as on library priorities in general.
- We continue to add volunteers for both front desk and workroom tasks—several in the past few weeks. Kathy Stribling has been busy training them.
- On March 1 I met with Sturgis Robinson of the Orcas Island Community Foundation to talk about ideas for nurturing local nonprofits. Unfortunately, I learned soon after that he is leaving the island.
- On March 6 I visited with Victoria Parker of the Orcas Island Chamber Music Festival to talk about their three upcoming classes in connection with this year's Festival. We will be co-sponsoring the classes with the OICMF and perhaps the Senior Center.

Friends of the Library:

- The Winter Booksale was successful, apparently netting about \$2000. This was similar to last year's figure.
- I'll bring the Friends Board a revised list of ideas for the use of the initial 2007 grant of \$11,000.
- Thanks to our volunteer Lynn Carter, we have a completed spreadsheet showing Friends grant expenditures for 2006, including pass-throughs.

Programs, events, and displays:

- We featured a Chinese New Year tabletop display including books, descriptions of the various animals associated with years of birth, fortune cookies, and envelopes containing coupons redeemable for two Friends of the Library books in the lobby.
- We currently are showing a Montessori exhibit in the glass case and on shelf ends celebrating Maria Montessori's 100th birthday as part of Women's History Month.

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- From Carol Erickson: February Children's Services highlights include
 - o Storytimes: 86 people attended storytimes during February. For Chinese New Year one of the storytime parents brought in a dragon (for children to get inside and animate). We held a small parade with drums and recorded music while the kids marched around the library. Patrons really enjoyed it!
 - o The elementary book club had a lively discussion of the book *A Dog's Life*. Two children in the group thought it was one of the best books they had ever read! The Friends sponsor this program and buy paperback books for the members.

- From Holly King:
 - o We started advertising BookLetters, which was received with much enthusiasm by our patrons. To date, 94 patrons have signed up to receive the email newsletters. Most of them are created automatically sent as part of our subscription, but I created (with very little effort) a weekly "DVDs" newsletter, customized to our collection.
 - o The Greek Bible class continues with its 5 students.
 - o We opened registration for five classes: Ruthie Newman will teach an art history class focusing on the Baroque period, Bob Littlewood will teach an anthropology course entitled "Love, Death & Appearances", JoEllen Moldoff will offer her "Memoirs in Poetry and Prose", Richard Fadem will teach a literature course through Skagit Valley College, and a brand new instructor, Timothy Brown, will offer a short story writing class, also offered through Skagit Valley College.
 - o Linda Bierds will return to Orcas to teach a one-day poetry writing workshop, which has already filled to capacity and has a waiting list of interested poets-to-be.
 - o We're planning another celebration of National Poetry Month in April, to include a public poetry reading with children and adults, a library display of local poets' work, a "poetree" in the youth area where teens can add leaves containing their favorite verse, and collection development.
 - o The rubber ducks display last month generated a lot of positive feedback, as well as inspiring other collectors to offer their items up for public viewing!

- Rosario Master Plan Display: on February 21 Andrea Hendrick approached me to ask about the possibility of our hosting a foam core display about the Rosario Master Plan that she and Hugh created along with Ruth Newman and Mary Poletti at a scale of 50 feet/inch. It was based on County shoreline map and documents created during the master plan process. She also brought a binder of copies of documents from various sources created during the process, plus another binder in which people were invited to write comments. I agreed to host the display because it seemed to me a reasonably accurate and neutral effort, and fit into both our current long-range plan (the Current Issues and Interests service goal) and our policy on displays. However, I wanted to make sure that we also had information from Rosario Resort besides a promotional brochure that their consultant had created, and which was inside one of the binders; therefore, I phoned Bankston, Rosario's General Manager on the same afternoon. He said that he would talk with Marketing Manager Chris Peacock and most likely would have something to contribute. I have since then talked and exchanged emails with Chris, who said that they'd be providing a two- or three-panel display; however, as of March 9 nothing has arrived. (The Hendrick display arrived the afternoon of March 1.) I've received four complaints about our hosting the display, although more people, perhaps 10, have said they appreciated our having it. (Of course, I didn't use a count of pro or con comments as a means of deciding whether or not to continue the display.) I have asked contributors to include a statement of responsibility on anything they have brought and have posted on the display my own statement about it (as previously emailed to the Library Board). I plan to continue hosting the display until as long as the end of March. On March 11, Editor Margie Doyle of *The Sounder* interviewed me and took pictures of the display. Library visitors appear to be interested. I've heard a number of spirited discussions and have noted about two dozen written comments.

- Carol Erickson and I will continue to work on the Orcas Storyfest along with several other people. It will take place during the week preceding the August 11 Library Fair. More on that

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

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- In February, items included numerous What's Happening calendar notices about our program plus coverage of our Rosario Master Plan display, the Friends Winter Booksale, the memoir-w workshop, the invitation for poems to be displayed in the Library, the art history class, an edi about the pleasures of books purchased at the Winter Booksale, the poetry workshop, the BookLetters on our website, an article about the OICF including mention of the Library endow funds, a strong letter to the editor about the Library, Friends, and Winter Booksale by Maggie Schneider, mention of the "Molly Ivins Memorial Fund, the purpose being [in part] to sustain, add to, the political commentary shelves at the Orcas Library with an annual contribution each February," and coverage of the Greek Bible class.
- I also sent a contribution to Sturgis Robinson for possible inclusion in the upcoming Nonprofi Corner in The Sounder. I mentioned wanting public input about directions the Library should pursue in terms of the use of the building, whether we should look into a remote shelving loca and our having the new Economic Development Council information (see below).

Following up from the February 2007 Board Meeting:

- Noise issue: discussed above in Short-Range Priorities
- Space issue: no progress to report after discussion with staff and further consideration. At th point, I am not prepared to cut back on scheduling classes and meetings to expand the meetin room's availability for quiet reading and study beyond its current level of use. I'll continue to consider this.
- Discussion with Bob Lundeen by John Ashenhurst and Richard Fadem: Richard has been unak connect with Bob, and will continue to make the effort.
- Displaying lists of new books more prominently on the website: we made this change shortl after the February meeting. The lists are now in the top right corner of our home page.
- Board Retreat: I was able to find a time and date (1 to 4 pm on April 13, preceded by lunch) everyone could meet!

Building and grounds issues:

- Shelving project: we have on order the shelf extenders for the biography and science fiction areas that will allow us to install additional lighting.
- Outdoor stairs: Electrician Bill Dallas is looking into options for lighting that will be durable a affordable.
- Automatic doors: Bill is also looking into why these doors quit working recently.
- Public Toilets: due to a broken handle on one toilet and apparent wear, I had the equipment the tanks of both public toilets replaced. This also eliminated the small water leak discovered Mary Pugh after perusal of our most recent water bills.

The Library collection:

- For statistics about collection additions and deletions, please refer to my "Selected Measures: 2006 and 2007" spreadsheet, included with the board packet and available to anyone upon rec We will also post the spreadsheet to our website.
- Carol and volunteers continued working on the fiction series project (recataloging and relabe the children's series for easier access). Weeding, replacement buying, and filling-in of recommended titles also continue.
- I've begun talking with OCLC, our bibliographic database and Interlibrary Loan vendor, about conducting a batch update of our online holdings in their huge WorldCat database, which is the main source of information about who has what items available for ILL. We can have one batc update at no cost as part of subscribing to the online ILL service. Subsequently, we will maint our holdings record by record in the normal process of cataloging new items.

Customer Service and Community Relations:

- Stepstools for children: I decided to move the stepstools formerly used at the front desk int public restrooms.
- On February 28 I met with Bill Watson, new Program Coordinator of the San Juan County Economic Development Council. We have begun distributing three brochures including the Bus

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Resources guide produced by the EDC itself, a brochure about the Business Resource Center in Mount Vernon, and a guide introducing the regional SCORE (Service Corps of Retired Executives). We also had a good talk about new directions for the EDC and how libraries might contribute. We sent notices to the Sounder and the Orcas Island Chamber of Commerce, also including information about our other business resources (including our online Business and Company Resource Center).

Technology update:

- The Library's website continues to receive a lot of positive feedback. The BookPage representative asked us for permission to use our website as an example of what libraries can accomplish with the product.
- Videoconferencing system: we have tested it with Allan Adler, and hope to connect with him use at the March 12 board meeting.
- I asked Tony to order five new PCs, because several in the public area are on their last legs (electrons). We'll use them to replace several staff PCs, which then can go to the public area. We are following this migration plan because staff applications tend to be more demanding of processing power than the public applications. In most or all cases we won't need new monitors therefore the total cost should be less than \$3000.
- K20 network representatives visited the Library on March 8 to look at our network equipment preparation for our upgrade to a full T1 line by May.

Finance:

- The County is testing an improvement to its Eden accounting system that will allow junior tax districts to see real-time updates, as well as implementing a new system whereby we would send bills online rather than sending on paper to County staff to input.
- I've made a salary adjustment to one staff position to bring it more into balance with the others. I overlooked it during our 2007 budget cycle. I discussed the situation on March 8 with Judith Miller, the Library Board's Personnel Chair. So far, it appears that we may be able to absorb the relatively modest budget impact within our funds allocated for substitute hours; however, if necessary, I will address it further at budget amendment time.
- Mary Pugh and I met with Pierrette Guimond on March 9 to talk about budget projections. They tie in closely with our ongoing thinking about the best uses within the operating budget of tax revenues, endowments, and donations. Mary has sent a copy of our current budget projection sheet in the board packet.

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

- I have decided to send Kathy Stribling to the WLA Conference in the Tri-Cities in April. If I can't attend, it will be only for part of the conference. I also invite any Trustees who are interested to attend-go to <http://www.wla.org/conferences/wla2007/>.
- I took part in the Rural Library Retreat in La Conner on February 26 and 27, sponsored by the Washington State Library (WSL) and WebJunction, which I have mentioned before (www.webjunction.org). Some of the highlights included explorations and discussions of library competing priorities in such areas as marketing, technology (including that challenging arena of public access computing), staff and patron training, funding, outreach, and advocacy; and on the second day, learning about grants specifically targeted to libraries. I have a variety of handouts and other information that I'll be happy to share.

Selected Library Statistics:

Please refer to my "Selected Measures 2006 and 2007" spreadsheet for door count, checkouts and other use statistics. Because I have been compiling these statistics on that spreadsheet, I feel probably not the best use of time to repeat them here. However, I do want to make sure that the information is available on our website.

In general, use appears to be strong as we head into 2007, exceeding Feb 2006 figures by from 5% to 10%.

Orcas Island Library District

Board of Trustees Meeting on April 13, 2007

Library Director's Report, 4/10/07. Phil Heikkinen

Overview: some of the March highlights include continuing discussion about the Rosario Master Plan display, a range of building and equipment issues, and the Lecture Series picking up steam.

Long-Range Plan Notes:

- **Core Collection (knowledge and self-expression):** Carol Erickson has been going methodically through the Children's Catalog of recommended titles, adding many classical children's books to the list. A recent check against Discover Magazine's 25 best science books of all time shows that we own 11 of them. For science books, I think this is actually pretty good, because many on the list are fairly technical. We have slightly changed our database offerings, adding Opposing Views and deleting a little-used world history resource. We've been working on improvements to our website to make it easier for library users to learn about our newer holdings.
- **Current interests and issues:** our checkout trend continues to be strong. I have added the 2005 figures back into my "Selected Measures" spreadsheet to show two-year trends. Perhaps the ever-increasing graph can be a reality, at least in some measures! I think that at least we have reason to believe that we are providing materials of interest. Our recent display about the Rosario Resort Master Plan generated a lot of interest, and seemed to be on the whole well received.
- **Areas of focus:** user and community surveys; programs and displays about hot topics; more work on increasing community awareness of our offerings; and ongoing collection assessment. Also like to keep in mind the Library Board's "dark side" input with respect to noise and lack of space, especially as they affect library users' ability to make use of our materials and services.

Library Board Retreat:

Board retreat on April 13 from 1 to 4 pm: as stated in previous reports, I believe the major topics, following John Ashenhurst's suggestion, appear to be Legal (role of board and director; Open Public Meetings Act), Futures (long-range planning; board objectives for 2007 and beyond; future budgets, including use of donations and tax dollars among various spending categories); and Productivity (how best use meeting time).

Richard Fadem suggested in an email on March 14 that "it would be especially useful and timely for us to discuss at the retreat our individual and finally collective aspirations for the Library.... our sense of where the Library should optimally be in five or so years.... planning for the Library's growth and dynamic future and how to effect those changes we deem desirable."

Library Board, Staff, and Volunteers:

- I have begun conducting annual reviews with staff members as their anniversary dates come up. It has been a good opportunity to review ideas for cross training.
- We joined the Orcas Island Chamber Music Festival and Senior Center in a grant proposal to fund the creation of three classes relating to this year's Festival. Our piece of the project would mostly involve collection development.
- I attended meetings of the Lecture Series Steering Committee on March 12 and April 9. The

Library is holding a \$20,000 grant from the Bacon Foundation in support of the series.

- I joined a community budget committee to work with the Orcas Island School District on its current budget crisis, in which the District is faced with meeting a projected shortfall of \$200,000 for the 07-08 academic year in addition to having to build its reserve funds back up to about \$350,000 over the next three years. We held three meetings over the past three weeks. It is difficult for me to see any way to avoid at least some RIFs (reductions in force) of instructional staff, along with reduced hours for the two principals. The OIEF (Orcas Island Education Foundation) has taken a load in addressing both short- and long-term needs.

Friends of the Library:

- At its March meeting, the Friends board approved specific ideas amounting to \$5000 of the \$11,000 original grant allocation. So far, I am approved to spend from the following list up to \$5000: teen book clubs (\$800), Summer Reading Program (\$1500), Children's program supplies (\$1000), Adult program supplies (\$500), Elementary school book club (\$700), Orcas StoryFest (\$2000), New York Times subscription (\$400), and BookLetters Online (\$669). The Board will look at ideas for the remaining \$6000 in April. Board members again debated the allocation of the initial \$11,000 grant among collection development and other operating budget categories. (Julia Miller attended the meeting as Library Board representative.)
- I met with our volunteer and Friends board member Lynn Carter to review budget categories for Friends grants for 2007.

Programs, events, and displays:

- As usual, tax preparation materials have composed a popular display.
- From Carol Erickson, Children's Services:
 - **Author Conference at Western Washington:** I attended an outstanding children's author conference on March 3 (along with the children's librarian from Lopez Public Library and an Orcas Library patron, Barbara Lewis). Featured authors included three-time Caldecott Medal winner, David Wiesner, and Newbery Medal winner, Lois Lowry, and bilingual author and literacy advocate, Pat Mora. Additional books by featured authors were added to our collection following the conference.
 - **Children's Series:** I continued to work on the conversion of the children's series books. They are over half done and will have the project completed before the summer reading program starts. Already parents and kids are having an easier time finding their favorite series books.
 - **Storytimes:** 57 children attended in March.
 - **Book club:** Sea of Trolls was our March book choice. Nine readers participated in an enthusiastic discussion of their very favorite books.
 - **Author of the Month:** a special display of Dr. Seuss books encouraged a high rate of checkouts.
- From Holly King:
 - Women's history month - display in the lobby glass case and on the bookends of Maria Montessori (on the occasion of her 100th birthday) celebrating her groundbreaking teaching style. Display featured items used in the classroom as well as historical and current photographs.
 - We partnered with the Historical Museum to also display "Women Firsts" on the bookends for the month.
 - Bob Littlewood's class "Love, Death and Appearances" began March 20th with 14 participants.
 - JoEllen Moldoff's "Memoirs in Poetry and Prose" class began March 6th with 12 participants.

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- participants.
- Ruthie Newman's "The Three B's" art history lecture began March 21st with 8 participants.
- Timothy Brown's "Short Story Writing" class began April 2nd with 4 participants.
- For National Poetry Month, Linda Bierds' poetry writing workshop on April 21st is full participants, with three more on the waiting list. Linda Bierds' public reading of her poetry will take place on Friday, April 20th at 7 p.m. in the meeting room. The community poetry reading with both adults and children ages 7 to 17 will take place on Wednesday April 18th at 6:30 p.m. at the Senior Center. And on display for the month are works of poetry by more than 40 local writers!
- On display in the lobby glass case is a partnership with Orcas Center for their celebration of National Dance Month, featuring modern dance from the 60s & 70s, and its progression today.
- Rosario Master Plan Display: we received a lot of positive comments about having hosted the display. After some extended email exchanges, Rosario did produce on March 20 or 21 a color drawing showing existing and proposed buildings, which we then used as the basis of our display. We had previously been using a version that we downloaded from the consultant's website. Perhaps that I talked to seemed to think it a good idea for the Library to host future displays about important topics. One further idea includes our facilitating panel discussions in conjunction with displays.
- Carol Erickson and I continue to work on the Orcas Storyfest along with several other people. It will take place during the week preceding the August 11 Library Fair. More on that later.
- We have put up a display of the Library Archives, which provide very interesting reading about the past 20-plus years of Library history. The display also features information about Gladys Groff who volunteered in many capacities from the 1950s until 2006.

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

- In March and early April, items included the "Flounder" article about the Library buying Rosa Resort, which as I read through it started making a lot of sense! Also, numerous What's Happening calendar notices about our programs, plus continuing coverage of our Rosario Master Plan display. I wrote letters to the editor including my own that had the title "Public Dialogue Can be Untidy," and a brief article about Poetry Month.
- A few editions of the Chamber of Commerce "Email Blast" discussed the information available about the Library for small businesses.

Following up from the March 2007 Board Meeting:

- Review the Display Policy: I have a meeting scheduled with John and Judith on Wednesday the 11th.
- Restoring a statistical summary on the Director's Report. I have added summary information back into my report.
- We clarified the website link to library policies in the left-hand menu bar, naming it "Library Policies and Priorities." No mouseover feature yet on menu items.
- Richard and John met with Bob Lundeen in mid-March.
- Website changes to promote community discussion: nothing yet, though I'd like to talk more with Allan about his ideas, whether a blog or other avenues. Also, I'd like to look at ways of using the lobby to enhance community discussion.

Building and grounds issues:

- Shelving project: on April 8, electrician Bill Dallas installed frame extenders and light fixtures

the biography and science fiction areas, giving us substantial additional light for that part of the reading room.

- Workroom project: I've carved out a space for the microfilm reader in the workroom. Also, we have ordered a worktable, asked for carpeting quotes, and arranged for a new shelf that will re-exist existing materials.
- Meeting room sound qualities: I've received a suggestion from Susan Kosiur that installing 6" fabric strips at the ceiling might be enough to cut down on the echo effect. I'm going to pursue possibility.
- I was able to have most of the cost for replacing a failed window covered under our warranty: the UV film. This will save us \$500 of an estimated \$650.
- I also negotiated warranty coverage (pending inspection) of two failed heat pump units. The original installation appears to have been done incorrectly, with thermostat lines being closely attached to refrigerant and heating lines, leading to short circuits and damaged components. This would have cost about \$1400 for repairs. Another failed unit serving the new workroom area will also be repaired under warranty, saving us about \$1200.
- On March 29, the new San Juan County Fire Marshal, Rob Low, inspected our building. He found a few items that need attention, including storage of flammables in the mechanical room, storage shelves less than 24" from the ceiling, use of a household-type extension cord for a pencil sharpener, and a sticking exit door for the mechanical room. He will be reinspecting on April 2.
- Landscaper Robin Kucklick is proposing some ideas for new plantings in Library Park. I'll also work with him about scheduling a volunteer workday.
- I have decided that the only reliable solution for our problem with overflowing gutters at the front entrance is to install a new downspout. The slight sag in the support beams no longer allows rainwater to flow around the corner of the building to the nearest existing downspout.

The Library collection:

- We added 346 new titles in March, and deleted about 214. Many of the deletions are taking place during Carol's series conversion project as she gets a closer look at many of the titles. Also, she is making a pass through the children's nonfiction collection.
- Carol and several hardworking volunteers are closer to completing the series conversion project.
- I mentioned Carol's collection review above under Long-Range Plan.
- The new music CD collection is checking out at a fast rate. Compared to March 2006, when we had 265 items and 50 checkouts (.2 checkouts per item for the month), in March 2007 we had 327 items and 262 checkouts (one checkout per item for the month). It's also clear that the newer items purchased in a broad range of genres, is seeing more action than our older items, which were more narrowly focused on music related to the Chamber Music Festival. Holly notes that an extra perk to our adding a wider range of music is that library users are donating some excellent CDs.
- Comparing to Adult DVDs: in March 2006 we had 551 DVDs and 1311 checkouts (2.4 checkouts per item for the month); and in March 2007 we had 922 DVDs and 1845 checkouts (2.0 checkouts per item). For kids: 189 DVDs and 352 checkouts in March 2006 (1.9 checkouts per item); and in March 2007, 327 DVDs and 552 checkouts (1.7 checkouts per item).
- As an overall average for March 2007, our library collection (a total of about 44,500 items) checked out at a rate of .22 per item, which would translate to 2.6 checkouts per item per year.
- I'm waiting for a call back from OCLC to talk about updating our holdings on the WorldCat database.

Customer Service and Community Relations:

- Meeting Room doors: we received a request from one of our instructors who shows slides that

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- MEETING ROOM DOORS. We received a request from one of our instructors who shows slides that add shades to the meeting room doors. I will consider this, though my initial thought is that this is a public space to which we don't want to restrict visual access.
- I have decided to add receptacles for cigarette butts at four locations on the grounds, No Smok signs near the front door, signs for Children's A-V Materials, Spanish, and Large Print, and lit shelving location maps.
- I have decided to pursue the idea of a library logo. Currently, I am planning to discuss the most important thematic elements with the staff, and then work with a local designer to develop alternatives.

Technology update:

- The Library's website continues to receive positive feedback.
- On March 31, Tony rebuilt the server that handles the in-house portions of the website and our online library system. This resulted in some downtime over the weekend for such services as the web-based catalog, interlibrary loan search, and remote database access.
- Videoconferencing system: on March 30 we had our first successful production session with the system when representatives of Educational Service District 89 used it for a meeting with colleagues on the mainland, while on-island visiting OISD. The school district will be using it on April 11.
- Tony has placed an order for six new PCs. He and I have also worked out a schedule of trade-in replacements for the most outdated machines in our inventory. We also anticipate receiving two new machines through a State Library grant.
- Laptop checkouts: by the time of our April meeting, I expect we will have seen our first laptop checkout.

Finance:

- Book Auction: as I mentioned at the March board meeting, and now to get it onto paper, we earned \$122 in selling about 21 out of 66 boxes of discarded materials, accumulated over a period of almost a year. Staff time amounted to at least \$500. I'll continue to follow this auction procedure and then will report on our experience with it at the end of the year.
- In looking back over the 2006 budget, it appears to me that we spent 18% or \$12,000 over and above our original allocation for collection development, once we received Friends and other grants throughout the year. Not counting money held for the newspaper microfilm project, we spent \$77,000. This includes a total of about \$12,000 from the Friends (\$4000 original allocation, \$8000 reallocated towards the end of the year, \$1000 DVD grant, and \$1000 YA grant).
- For 2007 so far, we are about \$33,000 above par (in available funds) for the first quarter, including earmarked funds, or about half of that amount for unrestricted funds.

WLA, PNLA, Washington State Library, staff development and training, and library profession new

- I have been elected to the WLA position of Coordinator of Strategic Planning, to take office at the time of this month's Annual Conference. One firm time commitment will be to attend the annual planning retreat in Federal Way in June. For the rest of my yearlong term, I will be able to do most of the work online. Here's a link to the job description:
<http://www.wla.org/about/org/jobdescr/wlastrat.doc>.

Selected Library Statistics:

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- To summarize information for March in my Selected Activity Measures, 2006 and 2007 spreadsheet: our door count is up about 1% from last March, while checkouts are up 6%. Other measures are also up slightly compared to a year ago. Of 663 total renewals, 18% were done remotely over the internet.

Estimated fulfilled interlibrary loans appear to be up 52% over March of last year, which was just after the new email system was in place. I think that on the whole, increased requests due to the ease of placing ILLs have been moderated somewhat by our collection's increased ability to meet people's needs.

**Orcas Island Library District
Board of Trustees Meeting on May 14, 2007**

Library Director's Report, 5/11/07. Phil Heikkinen

Overview: some of the April highlights include computer upgrades, visits both to and from schools, Poetry Month activities, and a variety of issues related to building and grounds.

Long-Range Plan Notes:

Primary upcoming areas of focus continue to include user and community surveys, programs and displays about topics of interest, work on increasing community awareness of our offerings, and ongoing collection assessment. Some of the relevant items below include database cleanup, Friends funding for music CDs and Young Adult books on CD (detailed in a separate report), and class visits.

Library Board Retreat:

- On April 13, the same day as the retreat, Allan Adler emailed a follow-up document under the filename "Forum Vision: a part of the OIPL Long-Range Plan" in which he discussed two key directions that came out of the retreat, which we can call the Third Place Plan and the Web Forum Plan. To implement each plan will require an effective volunteer or group of volunteers for leadership and coordination.
- On April 24, I sent out my own document, "Board Retreat Notes 070413," intended to record or summarize everyone's comments at the retreat. Please let me know if you see gaps or mistakes in it.

Library Board, Staff, and Volunteers:

- I received the good news that the OICF approved the Orcas Island Chamber Music Festival/Senior Center/Library grant proposal to create three classes and to add materials to our collections relating to this year's Festival. I will either attend the awards presentation myself on June 6 (at 4:30, I believe) at the Outlook Inn, or if not available, send a staff member if our scheduling permits. If no staff member can make it, I will likely be inviting the Library Board—actually, I invite any interested Trustees to attend in any case, because it is always good to see what is happening with other nonprofits.
- I attended parts of meetings of the Lecture Series Steering Committee on April 9 and 30.
- I attended a couple more Orcas Island School District meetings focusing on its current budget crisis, and continue to offer whatever feedback and information I feel will be helpful to the Superintendent and School Board. It's a good reminder to me that perception can be more important than reality: the Board and Superintendent are addressing many of the issues people raise, but are finding it difficult to get the word out, especially in a climate in which many people are very angry and not necessarily in a mood to listen. Communication and dialogue are the most difficult yet the most important activities in a time like this.
- I met with Judith Miller and John Ashenurst on April 11 to talk about the Display Policy, an updated version of which I have sent out to the Board for review.
- On April 29, I attended a reception at the Lopez Island Public Library honoring Aimee Hirschel, who is leaving her position as director there after about 12 years. While there I also met some of the staff and board.
- I talked with Barbara Lewis about the idea of a local writers' festival in July 2008. I think that this would be an exciting activity; and she is eager to lead the effort, though we both agreed that depending on the scale of the festival (and she has major ambitions), she'd need significant additional volunteer participation.
- We hosted several class visits from both the public and the private schools, in addition to Carol Erickson's May visits to schools.

Orcas Island Library District

Friends of the Library:

- At its April meeting, the Friends board approved remaining items I had requested as part of the \$11,000 original grant allocation. On May 10 I sent the Library Trustees a copy of the funded items as a Word attachment. The Board also talked about its Annual Meeting, scheduled for 7 pm on September 26 at Rosario Resort. **(Please mark your calendars!)** I believe that the featured speaker will be one of our local authors. In response to President Marilyn Jackson's request, I sent a one-page news item to her for the summer edition of the Bookworm, which the Friends will publish again after a hiatus.
- Library Booth sales are now underway, coordinated by new Friends Board member Tom Maiuro. People are quickly beginning to reserve booths.
- At the May meeting, the board spent quite a bit of time discussing the August 12 Library Fair, for which Fair Chair James Lobdell (-4287) is actively recruiting volunteers.

Programs, events, and displays:

- We have a popular PEZ dispenser exhibit in the lobby courtesy of our own Kathy Stribling. (I'm sure you'll want to research this subject exhaustively at <http://pezco.securesites.com/USA/>. For example, where did the name PEZ come from?!)
- Starting on May 11, we'll have a range of displays featuring art from a class of disabled students.
- From Carol Erickson, Children's Librarian:
 - 54 attended storytimes.
 - 35 attended the library reception for local non-fiction series writers for children - Mel Boring, Joe Thoron, and Michele Griskey Watson.
 - School visits started with Salmonberry Preschool (6) and Salmonberry Grade School (13) - visits to other schools take place in May.
 - Poetry month activities included children who contributed over 50 poems in the library as well as reading poems at the Community Poetry Reading.
- From Holly King, YA Librarian and Lifelong Learning Coordinator:
 - April was National Poetry Month, during which the Library held several events to celebrate--
 - A month-long display featuring the work of local poets hung on the bookshelf ends. The poems will be placed in a binder, along with the previous two years' offerings, in the reference collection.
 - Noted professor and poet Linda Bierds returned to Orcas to host a one day poetry writing workshop. The workshop was filled to capacity, with a waiting list. Participants report a wonderful day spent honing their craft and learning new techniques. Of particular use was the focus on one or two works of every participant in the workshop, which Linda had received prior to meeting her students.
 - Ms. Bierds also held a public poetry reading for a crowd of 35 people in the meeting room.
 - A public poetry reading took place at the Senior Center for both youth and adults who wanted to share their work with others.
 - LifeLong Learning classes that took place during April: JoEllen Moldoff - Memoir in Poetry and Prose, 12 students; Timothy Brown - Short Story Writing, 4 students; Ruthie Newman - The Three B's, 9 students; Bob Littlewood - Love, Death and Appearances, 14 students.

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

- As copied from the May 9 online version: "The Opening Doors Art Show and reception will be held at the Orcas Island Library on May 12 from 1 to 3 p.m. The event is free to the public and refreshments will be served. The art will hang for three weeks after the reception.

Orcas Island Library District

For the third year in a row, this art show will showcase art created by people living in the San Juan Islands with disabilities. Art forms vary from pottery to poetry, painting to paper-mache, sculpture to computer-generated mathematics as an art-form.” [article truncated]

- On May 2, an article about the Farmers’ Market Storytimes beginning Saturday, May 5
- On May 9, a short piece about the Writers’ Roundtable
- Ongoing “What’s Happening” calendar entries for classes and programs.
- On April 18, articles about the community poetry reading, poems on display, and the Choral Society’s commissioned poem also available to see at the Library.
- On April 11, an article about the Library Archives display, plus special mention of Gladys Gropper.

Following up from the April 2007 Board Meeting:

- Review the Display Policy: I met with John and Judith on Wednesday the 11th, and have sent the Board a draft updated policy.
- Request by Allan Adler for increased detail in statistics about how the community uses our materials: on Monday I’ll bring examples of ways we can look more deeply into our checkout statistics.
- Refresh and post information about the Patriot Act: I’ve made available at the computer signup table a brochure giving a brief overview of privacy implications for library users, updated as of its 2006 reauthorization.
- Resend the ALA privacy-related information to the Board. I did this shortly after our April meeting.

Building and grounds issues:

- Workroom project: we have installed a new table for the microfilm reader/printer in the workroom area, plus a new processing table and shelves. Now we are scheduled for replacement of the old wrinkled green carpet. That accomplishment will wrap up the project.
- I am still in negotiations about who will pay how much for what with the two vendors involved in the diagnosis and repair of two failed heat exchangers. We’ve experienced some disagreement about the diagnosis, along with some finger-pointing.
- After addressing issues noted on March 29 by the new San Juan County Fire Marshal, Rob Low, we continue to await his return visit.
- Landscaper Robin Kucklick has made some terrific changes to Library Park. I heartily recommend that everyone take a look.
- We’re also going through some seasonal updating of the landscaping on the Library grounds themselves.
- In conversations with a local contractor/architect, I have come around to an improved solution to our problem with sagging gutters at the front entrance, which is to install a fountain at the corner of the building. This will allow us to add visual interest instead of a somewhat tacky new downspout. The fountain will operate only when it rains. I should have a sketch of the design within a month or so.
- With Pierrette Guimond’s help, and by removing wood that we were able to reuse for the workroom remodeling, I made progress in clearing out additional space in our new storeroom.

The Library collection:

- We added 258 new titles in April and deleted about 114. We’re currently on pace to add 4151 items and to delete 2037.
- I discussed with OCLC our upcoming batch holdings update. I anticipate our putting in the order this summer. Apparently the current waiting time is a couple of months.

Customer Service and Community Relations:

Orcas Island Library District

- Volunteer Larry Leyman has installed our receptacles for cigarette butts at five locations on the grounds and our No Smoking signs near the front door.
- Soon I anticipate being able review draft ideas for a new logo.
- We received 16 new padded wooden chairs for the reading room, replacing our worn-out office-style chairs.

Technology update:

- Videoconferencing system: unfortunately, we have discovered that the Polycom videoconferencing software is not compatible with Microsoft Vista, which happens to be the operating system that Trustee Allan Adler has installed on his new laptop. According to Polycom, the software will be made compatible by the 4th quarter of 2007. In the meantime, we will attempt to find an alternative.
- Tony Ghazel has begun focusing on installing our new staff and public computers.
- We recently learned that we received the Washington State Library grant giving us two public computers. This strengthens our overall collection of software and equipment.
- Laptop computers: by the time of our May meeting, we should have all the details worked out for laptop checkouts. We did test it out successfully with one grateful library user.
- While preparing our statistical report to the State Library (shared previously with the Library Board), I estimated about 6420 website visits in 2006 not including any sessions that accessed a database (DB) or the online catalog (OPAC); plus 33,120 OPAC sessions via the website, plus 2700 DB sessions via website, plus 3680 OPAC sessions not via the website, plus 300 DB sessions not via the website. Also, I estimate about 4500 in-house sessions on the dedicated catalog computers. This gives us a total of 42,240 website visits and 50,720 overall sessions with networked Library resources. I suspect that our 6420 figure may be low; and I'll continue to work on our data collection with Tony Ghazel in order to improve our confidence level in the future.

Finance:

- For 2007 so far, we are about \$39,000 above par (in available funds) through the first third of the year, including earmarked funds, or about \$22,000 for unrestricted funds. We should have a better overall picture after we make insurance, maintenance, and other seasonal payments.
- I provided Pierrette with information she requested in preparing for the June 11 special budget meeting.
- I've been researching health insurance options that *may* allow us to save money while maintaining our current level of benefits. This would involve leaving the PEBB system. I should have more definitive information by June.

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

- As WLA Coordinator of Strategic Planning for 07-08, I am scheduled to attend the planning retreat in Federal Way on June 7 and 8.
- Kathy Stribling attended the WLA Annual Conference in April. One of the topics she heard more about was the bookstore model for libraries, which continues to be popular. A good example of the power of merchandising is the doubled checkouts of biographies in 2006 compared to 2005, although we downsized the collection about 15%. I believe that this was due mostly to our moving them from the middle of the non-fiction stacks to the first range next to the service desk.
- Richard Fadem and I signed a letter of support to Governor Gregoire for ESB 5498, which authorizes levy lid lifts that can last up to six years per successful election for junior taxing districts. She did in fact sign the bill May 8.

Selected Library Statistics:

Orcas Island Library District

- To summarize information for April in my “Selected Activity Measures, 2006 and 2007” spreadsheet: our door count is up about 3% from last April, while checkouts are up 5.6%. Other measures are generally similar to a year ago. Of 616 total renewals, 19% were done remotely over the internet.
- Fulfilled interlibrary loans continue to trend higher than a year ago, in fact more than double those of April 2006. We’ll keep watching this trend. As space becomes tighter in the building, we may find that we will need to order more items via ILL rather than buying them for the collection.

**Orcas Island Library District
Board of Trustees Meeting on June 18, 2007
Library Director's Report, 6/14/07. Phil Heikkinen**

Overview: some of the May highlights include ongoing computer upgrades, visits both to and from schools, my six to eight extra shifts on the service desk to cover staff time away, and the Washington Library Association Board Retreat.

Long-Range Plan Notes:

Primary upcoming areas of focus continue to include user and community surveys, programs and displays about topics of interest, work on increasing community awareness of our offerings, and ongoing collection assessment. I plan to continue encouraging responses to our online survey, available via our website homepage. In the first two or three weeks since it was out, we've received 14 responses, and like another 85.

Library Board Retreat:

I'm ready to work with the Board on ideas coming out of our recent retreat. A key element of this includes recruitment of one or more volunteers to spearhead the "third-place" and "web forum" ideas

Library Board, Staff, and Volunteers:

- I attended OISD board and special meetings on May 8 and 16 as a volunteer, following up my previous budget committee work. I may continue to work on a volunteer basis as a member of school-board-appointed citizen budget committee.
- OICF grant award presentation on June 6: this well-attended event was a great place to see a lot of generous community members looking out for each other and for the many nonprofit organizations on the island. Along with the Senior Center, this year we are partnering with the Chamber Music Festival in a grant to provide seminars about musical topics. Our piece of the grant, along with promotion, is to receive \$200 for music CDs and \$140 for books about music.
- I attended Lecture Series Steering Committee meetings on May 14 and June 4. I agreed to reselect some of our speaker options.
- On May 24 I met with Judith Miller and Pierrette Guimond to talk about the employee benefit package, specifically the leave benefits. Based partly on our conversation, I am going to look into the paid-time-off idea, which has proven increasingly popular with a lot of employers.
- I met with Sustainable Orcas Island member Michael Greenberg to talk about potential activities and grants that he could initiate, perhaps with co-sponsorship by the Library.

Friends of the Library:

- At the May meeting, the board spent quite a bit of time discussing the August 12 Library Fair, which Fair Chair James Lobdell (-4287) continues actively to recruit volunteers. At the June 1 meeting, the board discussed potential changes to the bylaws.

Programs, events, and displays:

- Starting on May 11, we displayed a variety of art work produced by a class of disabled students. This attracted a lot of attention and comment.
- From Carol Erickson, Children's Librarian:

Orcas Island Library June 2007 Director's Report

- ◊ In May, 87 kids attended stories at the Saturday Market.
- ◊ I made four visits to the following classrooms: Montessori preschool, Montessori class at Orcas Elementary, 1st grade at Orcas Elementary, Salmonberry elementary, Christian School 1st - 3rd grade classroom. Total of 113 kids (visited 4 times).
- ◊ Schools came to the library for tours at the end of our visits.
- ◊ Sent home a "get a library card" promotion letter with students before the tours - and we received a good response. Several children got cards and brought their parents to the lib and I expect this to continue through the summer reading program.
- On May 24 I met with JoEllen Moldoff to talk about the idea of a children's poetry/writing class/club. She is going to kick this off with a craft class in August about how to make a book raw materials.
- Local fabric artist Judy Tepley has loaned us a number of colorful, translucent banners that we hung in various windows in the building. They add a lot of visual interest as well as blocking sunlight in several strategic locations.
- The Library staff is compiling a list of local authors, celebrities, and speakers on which we can draw for future events, whether as part of the lectures series, in partnership with Darvill's Bookstore, or otherwise.

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

- Ongoing "What's Happening" calendar entries for classes and programs.
- An article on June 6 about volunteers extraordinaire Rachel Adams and Marilyn Anderson, recipients of the Orcas Island Senior Center's 2007 "Island Treasure" award.
- Notice on June 6 about a special Writers' Roundtable meeting: The June meeting of the Writer Roundtable will "Celebrate!" The meeting [took place on] Saturday, June 9 at the **Library**, from 10 a.m. to 3 p.m. JoEllen Moldoff, coordinator of the Roundtable, said, "Join us to fete those who have recently completed an MFA; sent out a sci-fi manuscript; published a book. We also expect a surprise visit from [one of our] Roundtable Alumni who now lives abroad in Oregon. "In addition to this, we will continue the conversation about writing, share work, and generate new writing. All are welcome, including newcomers!"
- An editorial on June 6 about "the power of democracy." As stated in part, "we should teach each other, at the library, at the Legion, at the schools, at the Senior Center, and at the cemeteries, at our times of national struggle, starting with the Revolutionary War and continuing through the Depression to the present day wars in Iraq and Afghanistan."

Following up from the May 2007 Board Meeting:

- Survey discussion: based on my discussion with Allan, I created and have on our website a survey of about ten questions. So far, I've received only 14 responses in the past couple of weeks. I look forward to working more with Allan on gathering community feedback. As requested, I am bringing to our June 18 meeting a variety of information about past surveys and other attempts to gather community feedback. If possible, I will distribute some of this information electronically beforehand.
- Information about D&O insurance: looking at our policy, we see a \$500,000 deductible, with a maximum payout of \$9.5 million per occurrence and \$10 million aggregate per member.
- We posted board meeting minutes and my reports in the lobby on our freestanding display star that we use for publicizing our own sponsored events.
- Poetry and other endowments: Mary and I met with Judith to review these funds.
- Conference call phone: we are ordering a good phone to use for conference calls at a cost of under \$200. This will cover us at times when the absent meeting participant is not hooked up via the

Orcas Island Library June 2007 Director's Report

\$500. This will cover us at times when the absent meeting participant is not hooked up via the videoconferencing system.

Building and grounds issues:

- Workroom project: our recarpeting is scheduled for July 10-13. In preparation, we'll be moving a lot of furniture out of the way, which will shut down our backroom volunteer operation for the part.
- We had a successful visit from Perry Pruett, the Deputy County Fire Marshal. All issues identified in the April inspection are resolved.
- One of our outside benches was vandalized over Memorial Day weekend. Someone tore off the back and threw the pieces down the hillside. Volunteer Larry Leyman is going to see if he can epoxy the pieces back together.
- One of our lobby display case window tracks came loose—previously attached only by glue. A skilled and intrepid volunteer George Garrels reattached it more securely with screws.
- I followed up with electrician Bill Dallas on options for lighting the stairs leading down to Lib Park. We are looking more closely at bollards (perhaps four of them) as our primary option.
- As of May 21, our automatic door is working again. The problem seems to have been a temporary overload, rather than a significant equipment failure.
- I have asked Judy Tepley to work with me on some ideas for materials to hang from the meeting room ceiling to help with our echo problems.
- I climbed up to inspect the skylights between the front desk and workroom, and have determined that in order to provide needed shade at certain times of the year, we will need to hang banners strategically. I'll likely work with Judy on this issue as well.

The Library collection:

- We added 419 new titles in May and deleted about 140. Based on the first five months we're on pace to add 4330 items and to delete 1969.
- We ran a database cleanup in early June. Because these were basically ghost records, with no bibliographic or item records, only index headings, the process didn't affect our database totals.
- On May 25 we received a major donation of about 40 DVDs, including many BBC productions.
- I've put out a request for old local phone books and school yearbooks. I think that these would be excellent materials to be able to offer genealogical and other researchers.

Customer Service and Community Relations:

- We've reviewed draft logos from Wade Campbell. Feedback has been mixed. On June 18 I'll report what we have so far with the Library Board.
- We've been checking out laptop computers occasionally, and continue to work out any wrinkles in the registration process.
- Our cigarette butt receptacles installed on May 10 seem to be getting some use, judging from a decrease in cigarette butts around the benches. I've asked Mike Larkin, our custodian, to include the benches in his regular upkeep.

Technology update:

- Tony Ghazel has continued installing our new staff and public computers.
- We anticipate receiving our Washington State Library grant computers by July.
- Holly spent some extra time on the website adding our survey link, Library Fair booth information,

and applications, news on the children's book series conversion, and posting my request for historical phone books and Orcas school yearbooks.

Finance:

- For 2007 so far, we are about \$37,000 above par in available funds through the first third of the year, including earmarked funds, or about \$20,000 for unrestricted funds. This profile is similar to last month's. I anticipate some additional landscaping bills this next couple of months as we catch up after a wet spring. I have talked with Paul Kamin of Eastsound Water about using us as a demonstration project for low water use and drought tolerant landscaping. We're both excited about this idea, and will initiate it over the next few months.
- At the end of May we sent in our annual report to the State Auditor's Office, which uses some different measures than the State Library.
- Health insurance research: after we met and followed up with phone conversations, David Ecl of San Juan Insurance did some research, and then identified the Regence FourFront plan as the most cost-effective that he could offer for our staff. Compared to our existing plans, it:
 - ◊ Would cost about \$500 per month per full-time covered employee, very close to what we are paying now.
 - ◊ Would not (as best we were able to determine) require individuals to provide evidence of good health or insurability if they were transferring over from a PEBB plan. Ordinarily, individual plans that offer the best rates aren't available for anyone with existing health problems.
 - ◊ Would offer a better long-term disability plan (which we can match at a cost of about \$200 per full-time covered employee per month), compared to our existing minimal LTD plan.
 - ◊ Would include an annual deductible of \$2500 per covered person as compared to our existing annual deductibles ranging from zero to \$200.
 - ◊ Would be available at the end of our existing PEBB plan year, given 30 days' notice.

Due to the high (though typical) annual deductible for the FourFront plan, I intend to stay with our existing plans, though continuing to research options as the end of the year approaches. I am not in favor of in effect decreasing benefits for our staff by dramatically increasing deductibles. In fact, I recommend that we look at adding a better LTD plan for covered employees for the next insurance cycle, at an estimated annual cost of \$1000 to the Library (at current rates).

WLA, PNLA, Washington State Library, staff development and training, and library profession new

- As WLA Coordinator of Strategic Planning for 2007-08, I attended the planning retreat in Federal Way on June 7 and 8. I'll be working with the board and membership in implementation of the plan, which includes strategies with the headings of professional development, advocacy, community, administration, governance, and membership. As usual with involvement in association activities, I anticipate this helping our organization as much as it helps the association.
- Preceding the planning retreat, I took part in a conference call on May 22 among those of us in WLA who have the major responsibility for the planning process, along with a planning and association management consultant, Lynn Melby.
- I offered feedback to the Washington Library Council on State Library funding priorities. It appears that most other respondents also suggested the same priorities, which are, in order, downloading ebooks (which are difficult for small libraries to afford, especially in light of the competing standards), preservation for historical materials, and facilitating the formation of teen advisory groups.

Orcas Island Library June 2007 Director's Report

- I have registered for the Washington Public Library Directors Meeting scheduled for July 12 at the University of Washington in Federal Way. Items on the agenda so far include Benchmarking (Andy Gordon, UW Evans School of Public Affairs); the Future of public libraries (Stephen Abrams, SirsiDynix, and Joe Janes, UW iSchool); Legislative update and discussion of state funding priorities (Steve Duncan, WLA Legislative Liaison); State Library report (Jan Walsh, State Librarian); WLA report (Ma Parsons, Association President); and an update on early learning initiatives.

Selected Library Statistics:

- To summarize information for May in my "Selected Activity Measures, 2006 and 2007" spreadsheet: our door count is down about 13% from last May, while checkouts are up 2%. It's hard to pinpoint the causes for this....perhaps the weather!?! Maybe people are driving less this year and combining more errands into single trips?
- Net additions to the collection are up about 31% for the year (which after the first five months projects to 2362 net additions versus 1802 last year).
- Of 626 total renewals, 14% were done remotely over the internet.
- Our May total of 114 fulfilled interlibrary loans is 57% higher than in May last year.

**Orcas Island Library District
Board of Trustees Meeting on July 9, 2007**

Library Director's Report, 7/6/07. Phil Heikkinen

Overview: due to our late board meeting in June, we had only three weeks until our July meeting. June's major highlight was the kickoff of our summer reading program (Get a Clue @ the Library!). Also, our outdoor landscaping is coming together.

Overcrowding: this is probably the best place to note that we are running out of shelf space faster than I have previously estimated. Walking around the building I see about 40 empty shelves, each with room for about 24 typical hardbound adult-sized books, giving us capacity for almost 1000 more such titles. Adding the ability to squeeze in more books on other shelves and continuing to replace videocassettes with DVDs, I can see us adding about 1200 more items before having to start weeding out one item for each item that we add. This gives us about six months. We can talk more about this at the board meeting. Part of my over-optimism, as I mentioned previously, was due to not having accounted for the severe degree of overcrowding previous to our adding more shelving last year; also, I realize that I based my estimates on end-of-2005 holdings rather than on mid-2006 holdings. I need to point out that using all the remaining shelving would involve shelf-shifting such that item locations become less intuitively clear.

Long-Range Plan Notes:

I've scheduled a meeting with John Ashenhurst and Allan Adler to discuss alternatives for gathering community input on our progress and next steps relative to our plan. Key to this discussion is designing the right questions to ask. We scheduled a meeting for July 9 following the board meeting.

As of July 6, we have received 30 online and 12 paper responses to our eight-question survey at <http://www.surveymonkey.com/s.asp?u=269893950261>. So far, *preliminary* indications (only 30 responses are compiled!) from our online responses show:

- 87% live here full-time.
- 57% visit us more than once per week, evenly split among working and retired as the leading categories of users.
- 74% checkout books "most of all," followed by such roughly equally-popular uses as visiting, reading, studying, checking out other materials, and using computers.
- Quality of service is the highest-ranking aspect of the library, followed by, in approximate equivalence, collection size, collection relevance, building design and comfort, and hours.
- In listing what to change, no one category ranked as urgently important. In overall rankings so far of the dozen or so listed ideas, people seem to favor more books, more space for kids, more other materials, quiet reading room, more space for teens, and more space for adults in that order.
- As for problems, most people gave positive comments, though a few listed overcrowding in general and for the computers specifically, along with some who mentioned the noise level, and one or two suggesting that we weed more books.

I look forward to gathering more responses, analyzing them, and following up with John and Allan.

Library Board, Staff, and Volunteers:

- I attended a Lecture Series Steering Committee meeting on June 25. I continue to pursue some of our speaker options, in particular with respect to the producers of the upcoming documentary What a Way to Go (www.whatawaytogomovie.com) in October 2007 and the storyteller Joe McHugh in February 2007.
- I met with Jenny Pederson of Darvill's on June 14 to talk about ideas for working together, especially author visits.
- On June 19 I spoke at the Kiwanis meeting about what's up at the library.
- On June 27 I rode along with a UW Friday Harbor Labs class on the Centennial research vessel while

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they collected sea floor samples from west of Orcas Island. I was invited by Robbie MacFarlane, who serves on their development board.

Friends of the Library:

Nothing new since my last report besides continuing preparation for the August 11 Library Fair.

Programs, events, and displays:

- From Holly King, Young Adult and Lifelong Learning Librarian:
 - In our display case last month we featured trains; and this month items relating to Paris from a girl named Paris.
 - Upcoming author visits: on July 31 Susan Wingate; on Aug 23 Eileen Goudge; in September Jo Dereske; in November Peter Pottersfield.
 - Grant money from OICF for support of the OICMF for books, DVDs and CDs.
 - Lifelong Learning is on hiatus until Fall.
 - Weeding some of the YA “soft spots”.

- From Carol Erickson, Children’s Librarian:
 - 95 people attended stories at the Saturday Market in June.
 - I visited Salmonberry, Orcas Elementary, and the Christian school to promote summer reading.
 - 67 kids signed up for the Summer Reading Program in the first week.

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

- Ongoing “What’s Happening” calendar entries for classes and programs.
- A full article about our Summer Reading Program in the June 20 edition.
- Two consecutive editions printing my letter to the editor asking people to complete our survey via the website.
- Richard Fadem’s guest column on July 4 about the status of the Library.
- Also on July 4, a picture of Glenna Richards presenting me with an art donation, publicizing the upcoming Friends Silent Art Auction.

Following up from the June 2007 Board Meeting:

- Survey discussion: I continue to gather surveys on the website and on paper. For two weeks in a row the Sounder published my letter to the editor asking people to complete the survey.
- I received a question from a trustee (as I recall), though perhaps not at the board meeting, about our number of checkouts per FTE (full-time equivalent). On an annual basis, based on 105,000 total checkouts in 2006, we had 13,125 checkouts per FTE based on about 8 FTEs, **including volunteers**. Looking just at front desk staffing, we had about 61,800 checkouts per front-desk FTE, or about 24 per FTE per open hour. This is based on an average of one paid and .7 volunteer FTEs per open hour working the front desk. Based purely on overall FTEs and checkouts, Washington public libraries checked out 20,500 items per paid FTE in 2005, while that same year Orcas Library checked out about 18,200 per paid FTE (based on 5.3 paid FTEs in 2005). I’d be happy to do more analysis of this if it’s of interest, for example looking at peer libraries.
- Research how other libraries handle incoming calls for library users: I posted this question on the Washington public libraries listserv. Large libraries didn’t respond, though several smaller and mid-sized libraries did. Our existing service of taking calls and paging the library user appears to be typical of small libraries, though some have various kinds of restrictions (which to me make the service unnecessarily complicated and detract from its perceived generosity). One library said their city attorney stated that

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library users have no right to privacy because it's a public place, which of course doesn't mean libraries must offer to find a particular library user for a caller, though it does support a library that is willing to look for someone, as we do. Our fallback position could be to take contact information, offer to share it with the library user if found in the building, and hang up, although from a service aspect this would have the defect of leaving the caller without immediate closure.

I support the idea of offering to look for the person. If not here, we can say so; and if here, we can leave it up to the library user whether or not to take the call. If the person wants us to "say I'm not here," which has never happened here to my knowledge, then I'd simply tell the caller instead that we passed along the message.

- Laptop checkout statistics: I've asked staff to start tracking use. If the hash marks are accurate, we've been averaging about one or two per day over the past couple of weeks.
- Long-term disability costs: I'll bring these figures to the meeting on July 9.

Building and grounds issues:

- Workroom project: I decided to reschedule our workroom recarpeting for October when our lower activity levels will allow us to accomplish it with less stress.
- Our volunteer handyman Larry Leyman did an excellent job of reconstructing the vandalized outdoor bench using epoxy glue.
- We had our sprinkler system repair completed on July 2.

The Library collection:

- We added 331 new titles in June and deleted about 214. Based on the first five months we're on pace to add 4273 items and to delete 2066.
- As mentioned above, I have underestimated the speed with which we are filling up our shelf space. By the end of the year we will be working on an add-one-delete-one basis.

Customer Service and Community Relations:

- People are discovering the laptop computers, especially residents who find this a relief from the onslaught of visitors signing up to use the other public computers. Most people still seem to prefer the conventional computers when available.
- I banned two teenagers from the building until August for behaving inappropriately in public as a couple despite previous warnings.
- We're working on getting bestsellers entered sooner in our online catalog to allow people to place holds online and let us reduce our use of paper lists.

Technology update:

- We eagerly await our Washington State Library grant computers scheduled to arrive later this month.
- Our videoconferencing system has been used by Orcas Island School District about a half-dozen times so far.

Finance:

- For 2007 so far, we have spent 42% of our operating budget, leaving us about \$45,000 above par in available funds through the first half of the year, including earmarked funds, or about \$28,000 for unrestricted funds. This surplus is slightly higher than last month's.
- We will present our rather undramatic budget amendment at the July meeting, adding to our reserves and accounting for our 2006 carryover, which was about \$20,000 above our budgeted \$50,000.

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

- As WLA Coordinator of Strategic Planning for 2007-08, I have sent out a draft plan to board members and interest group chairs, asking them to add timeframes and completion criteria for our listed tasks.
- As detailed last month, I am planning to attend the Washington Public Library Directors Meeting scheduled for July 12 and 13 in Federal Way.
- On July 11, I plan to visit the Port Townsend and Jefferson County libraries on the way to a 2 pm State Library training session in Bremerton about the proposed statewide library catalog.

Selected Library Statistics:

- To summarize information for June in my “Selected Activity Measures, 2006 and 2007” spreadsheet: our door count was down about 5% from June 2006, while checkouts were up a total of one item.
- Net additions to the collection project to about 22% more so far compared to 2006 (which after the first six months projects to 2206 net additions versus 1802 last year).
- Of 549 total June renewals, 23% were done remotely over the internet. This proportion appears to be creeping up.
- Our June total of 112 fulfilled interlibrary loans is about 5% lower than in June of last year.

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Board of Trustees Meeting on August 13, 2007

Library Director's Report, 8/12/07. Phil Heikkinen

Overview: due to my vacation leave from July 18 through August 9, this may be a relatively short report. Highlights for this report include the Summer Reading Program (Get a Clue @ the Library!), leadup to the Orcas StoryFest scheduled from August 7-12, and preparations for the August 11 Library Fair.

Long-Range Plan Notes:

I met with John Ashenurst and Allan Adler on July 9 to discuss alternatives for gathering community input on our progress and next steps relative to our LRP, especially as they relate to facility use. I'll write up my notes from the meeting for later distribution. In summary, we talked about designing how best to test the hypothesis that the facility is inadequate to meet current and projected needs; looking at shelfspace, usage, and other statistics; and distributing a series of targeted follow-up surveys. I agreed to search out various statistics gathered in recent years, which Allan would then compile and analyze. I found and shared some of these measures, which Allan will begin working with after his recent travel demands subside. My summer survey has so far garnered about 55 responses, 40 of them online.

Library Board, Staff, and Volunteers:

- I attended a Lecture Series Steering Committee meeting on July 16.
- Nita Couchman and Carol Erickson have been meeting on a regular basis to best smooth the transition in our Children's Librarian position after Carol's departure predicted for later this year.
- I attended OISD Budget Advisory Committee meetings on July 11 (?) and 17 to talk about how the committee will operate, assignment of tasks, and current ideas such as offering full-time kindergarten (which has gone into effect for 07-08 thanks to Phyllis and Bob Henigson, OIEF, and other donors).
- I attended an Orcas StoryFest planning meeting on July 17.
- On July 17 I talked with Gary Bortel of the State Library about the option for limiting bandwidth usage on our system once the new fiberoptic connection is installed. I decided to monitor usage before setting any limits on our users. Because we pay a small additional amount based on actual average usage, we would find it a bit more expensive if users rely on us for ongoing heavy downloads, for example.
- I chatted briefly with Hedrick Smith on July 17 as he was donating a group of FrontLine videos.

Friends of the Library:

- The August 11 Library Fair was the big news: early estimates show a net income of about \$20,000, including a record of over \$7500 earned from the book sale. My sense is that more people came or stayed in the park later in the afternoon compared to previous years, which I imagine pleased the vendors. The entertainment, food, and vendors were first-rate.
- Also important was the Friends Board's reported commitment of \$5000 annually for materials purchases over the next five years.

Programs, events, and displays:

- From Holly King, Young Adult and Lifelong Learning Librarian:
 - We kicked off the author visits on July 31 with Susan Wingate; unfortunately, only a few people

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attended. On Aug 23 we host Eileen Goudge; in September, Jo Dereske; and in November, Peter Pottersfield.

- We've begun spending grant money from OICF for support of the OICMF for books, DVDs and CDs.
- Our newsletter went out as an Island Sounder insert in mid-July.
- From Carol Erickson, Children's Librarian:
- **Summer Library Program**

The Summer Library Program was the main focus for children's services during the month of July. Approximately 125 children participated in the reading club – reading books and keeping a reading record. Several parents have commented how motivated their children have been to earn “library dollars” and buy new books. We appreciate the Friends contribution which enabled us to supply beautiful new paperback books. For the first time, Darvill's Bookstore has contributed books toward the summer reading program by supplying approximately \$300 worth of paperbacks at cost. This has been a rewarding partnership and promises to continue.

- **Storytimes**

Thursday morning storytime: Camp Orkila Day Camp has tripled the usual attendance to this event. 150 attended the four sessions in July. The Camp brings in a good group of children and we have a great time with both stories and selecting books.

- **Saturday Market storytime:**

70 children attended the three market sessions in July. We get a good mix of visitors, island children, and the children of vendors. This event is a great public relations event for the library.

- **4th of July Parade and Olga Days**

The director and children's librarian, along with a couple volunteers, marched in the parade with our summer reading banner, “Get a Clue at Your Library.” We gave out bookmarks and generally had a great time. For the first time, the library participated in the Olga Days celebration by presenting a storytime for kids. We scheduled the event to follow storytime at the market, making it possible to do both events.

- Orcas StoryFest was a big success by the measures of attendance and attendees' comments. Attendance included about 120 at the Pajama Tales, a full house at the Funhouse for scary stories, and hundreds at the Library Fair. Due to heavy early ticket sales, the August 11 Orcas Center event was rescheduled to the main stage from the black box theater. I haven't heard yet about the August 12 show in Spanish at the St. Francis Church.

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

- Ongoing “What's Happening” calendar entries for classes and programs.
- On July 18, announcement of the Summer Reading Program event featuring assistance dogs.
- On July 25, mention of our free offer of used computers and peripherals to nonprofits, an article about Judy Tepley's colorful banners on display in the building, and an article about our upcoming Meet the Author events, beginning with Susan Wingate on the 31st.
- On August 1 and 8, substantial articles about the Orcas StoryFest.
- On August 8, a major feature about the Library Fair, along with articles about the Raku pottery booth at the Fair and the August 14 Open Day Class. The placement of the Library

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the Fair and the August 14 Orcas Rec Chess Tournament at the Library.

Following up from the July 2007 Board Meeting:

- Can we add Long-Term Disability coverage and employee health insurance deductible reimbursement this fiscal year? Unfortunately, we didn't accomplish this; however, I will make it a priority in August.
- Develop our statistical comparisons with peer libraries, for example checkouts per FTE. I shared some of this with Allan per the above discussion about our Long-Range Plan, and will continue working on it with him in August.
- Thank-you note to The Sounder from Richard Fadem: I'm not sure of the status of this....or the context—perhaps relating to their responsiveness and balance in coverage of the library?
- A peer libraries list: develop and track, along with Judith Miller. We haven't yet set up a meeting about this.

Building and grounds issues:

During my vacation time, Kathy arranged for some targeted weeding in preparation for our busy summer visitor season, Library Fair, and Orcas StoryFest activities.

The Library collection:

- We added 391 new titles in July and deleted about 218. Based on the first seven months we're on pace to add 4316 items and to delete 2146, for a net of 2170.
- Carol Erickson estimates over 100 series now recataloged and reshelved under their series titles.

Customer Service and Community Relations:

- Laptop computers: staff tally marks indicate 19 checkouts for July. I suspect this may be somewhat low until we adjust to keeping this new statistic.
- Computers to nonprofits: we have reallocated most of our surplus computer equipment to about a half-dozen local nonprofits. I hadn't anticipated this level of need for even relatively old equipment, so am especially glad that we made the offer.
- We are promoting our laptop checkout on our website as a way of giving our cardholders an extra service.

Technology update:

- We have received and installed our two Washington State Library grant computers.
- Our new K20 fiberoptic connection is installed. However, we now await a new router, the need for which the K20 team overlooked in their earlier check of our equipment.
- We have shipped our malfunctioning new phone system back to the vendor for troubleshooting. Fortunately, thanks to Tony Ghazel, we have a loaner on hand via his consulting business.
- We've experienced minimal network downtime of at most 30 mins, which occurred at one of the K20 network nodes.

Finance:

- For 2007 through July we spent only 49.5% of our operating budget although 58.3% through the year, leaving us about \$49,600 above par in available funds, including earmarked funds, or about \$31,600 for unrestricted funds. This surplus is slightly higher than last month's. However, we do have an extra \$10,000 in expenses in August due to annual payments such as online system support and our insurance

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\$10,000 in expenses in August due to annual payments such as online system support and our insurance coverage.

- We earned a total of \$10 from our auction of discarded items. We offered a total of 20 boxes and sold two to the auction's only bidder. The remainder went to the Library Friends just in time for the Library Fair.

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

- The Washington Public Library Directors Meeting held on July 12 and 13 in Federal Way included thought-provoking presentations and discussion.

One of the topics included public library benchmarking (with one of the conclusions being, "be careful what you measure, because it will affect what becomes important" or "what gets measured gets done").

Another presentation focused on the future of libraries, an admittedly broad topic. The presenters included two well-known speakers in the field, Professor Joe Janes of the UW iSchool and Stephen Abrams, Stephen Abram, SirsiDynix's Vice President for Innovation. I found their ideas interesting and challenging, though felt that in their background, focus, and interest in information technologies, they at times put the cart before the horse, emphasizing tools (albeit interesting and exciting ones) over the deeper purposes to which we might apply them. I do understand and appreciate their point that technological tools are great for drawing in new or underserved users; and that once we have our acts together in terms of missions and priorities, then we need to make appropriate use of the tools and media that our users use (especially the younger ones) in fulfilling those missions and priorities.

- On July 11, I visited the Port Townsend and Jefferson County libraries. (Due to ferry delays, I never made it to the 2 pm State Library training session in Bremerton about the proposed statewide library catalog.) I found the Port Townsend Library to be crowded, somewhat dark, full of library users, and architecturally enjoyable as one of the relatively few remaining Carnegie libraries in active operation. Library Director Theresa Percy told me that she is working hard with the City on an expansion and renovation project, which I hope preserves the interesting atmosphere.

The Jefferson County Library is of a more conventional recent design. It too shows good usage; and clearly has a bit stronger budget picture.

Selected Library Statistics:

- To summarize information for July in my "Selected Activity Measures, 2006 and 2007" spreadsheet: our door count was down almost 5% from July 2006, while checkouts were down a total of one item.
- Net additions to the collection project to about 20% more so far compared to 2006 (which after the first seven months projects to 2170 net additions versus 1802 last year).
- Of 777 total July renewals, 25% were done remotely over the internet. This proportion appears to continue creeping up.

Our July total of 79 fulfilled interlibrary loans is about 16% lower than in July of last year.

Orcas Island Library District

Board of Trustees Meeting on September 10, 2007

Library Director's Report, 9/3/07. Phil Heikkinen

Overview: Highlights for August include the August 11th Library Fair, author visits, and Orcas StoryFest.

Long-Range Plan Notes:

- John, Allan, and I have not followed up on our July 9 meeting about focus groups and other means of gathering community feedback.
- My summer survey has so far garnered 65 responses, 45 of them online. I'll soon close the survey and then report on the results at the October Library Board meeting.

Library Board, Staff, and Volunteers:

- I attended a Lecture Series Steering Committee meeting on August 20th.
- I met with Peter Fisher of the Eastsound Planning Review Committee on August 16th to talk about upcoming meetings about the future of Eastsound.
- On August 28 I exchanged emails with Rand Simmons of the State Library about a possible initiative to include grant funding for building projects in Federal funding to libraries. I don't yet have the timeframe for knowing if/when this will become reality.
- On August 22 I met with other members of the Orcas Island School District Budget Advisory Committee.

Friends of the Library:

- The August 11 Library Fair: I have confirmed that the original estimated net income of about \$20,000 will be pretty close to the final figure.

Programs, events, and displays:

- From Holly King, Young Adult and Lifelong Learning Librarian:
 - On Aug 23 we hosted Eileen Goudge with good attendance of about 35; in September, Dereske; and in November, Peter Pottersfield.
 - Our August display features sock puppets from Judy Teply.
 - We offered a classical music-oriented book display for the Chamber Music Festival.
- From Carol Erickson, Children's Librarian:

High Attendance at Events!

- Saturday Market Storytime: continues to be a well-attended event with a total of 168 people for the month of August. Kids and adults, babies and grandparents, islanders and at least some of the market vendors express appreciation that the library storytime takes place at the market.
- Thursday Storytime (with Camp Orkila kids) had a total attendance of 165 kids. This group brought a lot of enthusiasm to the library and we enjoyed their appreciation of both our

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brought a lot of enthusiasm to the library and we enjoyed their appreciation of both our and our storytime. View photos from their visits on the library website under children's services (you'll see just how full the children's room can be on a busy day!).

- Orcas Storyfest was a smashing success (especially for its first year). Over 120 people crowded into and spilled out of the library meeting room for the Pajama Storytime – with guest storytellers provided by the Storyfest. Children were enthralled with the stories and physical comedy that enhanced the storytelling. The Orcas Center event on August 11th also very successful, about ¾ full, while the August 12th show in Spanish at the St. Francis Church was lightly attended.
- From Kathy Stribling, Collection Services:
 - We have a new series for those who are fans of the Patrick O'Brian series. These are by Richard Woodman, the Nathaniel Drinkwater series. I plan to do a little display when I get them out. Lots of great new fall books arriving. Keep an eye on the new book shelf.
- We hosted a mini chess tournament at the Library on August 10th, coordinated by Didier Gin County Parks and Rec.

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

- Ongoing “What’s Happening” calendar entries for classes and programs.
- An article about the August 23 Eileen Goudge talk and book signing.
- An in-depth front-page article on August 14 about the Library Fair, following excellent previous coverage of the Fair and Orcas StoryFest.
- Announcement of on August 24 of the Crossroads Lecture Series.
- Coverage on August 15 about the Writers’ Roundtable.

Following up from the August 2007 Board Meeting:

- Adding Long-Term Disability coverage and employee health insurance deductible reimbursement this fiscal year: we discovered that we can't make changes until January 2008. Also, I would like to suggest that the Library pay for air evacuation insurance at a cost of \$100 per employee—in fact we have included this in the draft 2008 Budget. To me this would be more important than covering health insurance deductibles, which are an employee option that is not required with the Group Health Cooperative HMO plan.
- A peer libraries list: develop and track, along with Judith Miller, who now has information about some of the peer libraries I have listed in past reports. Still in our plans to work on and discuss.
- Recruiting new library trustees for 2008: I believe there has been some communication between library board member(s) and Alan Lichter and/or Steve Garrison, search committee facilitator. If anyone has names to suggest, Steve would be a good person to contact.

Building and grounds issues:

I've scheduled a meeting with landscaper Robin Kucklick on September 13th to talk about our transition to low-water-use landscaping on the library grounds.

The Library collection:

- We added 350 new titles in August and deleted about 328.
- I boosted our map collection by ordering an assortment of about a dozen mostly local and regional USGS maps.

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- Our music CDs continue to be very popular as we broaden and deepen our collection. A little shows this comparison between August 2007 and August 2006:
 - 262 checkouts from 598 holdings in Aug07, a rate of 5.3 checkouts/item/year.
 - 80 checkouts from 315 holdings in Aug06, a rate of 3 checkouts/item/year.
 - This is a 327% increase in checkouts while the collection size increased 190%. To me tl indicates that we are better meeting people's music CD needs than a year ago.
 - I am researching, along with several regional libraries, a possibility of contracting for downloadable audio books from an organization named Overdrive (<http://www.overdrive.com>).

Customer Service and Community Relations:

- Laptop computers: online system statistics show 90 checkouts during the first two months of u our patron laptops computers (mid-June to mid-August), or an average of 1.8 per day open.
- Computers to nonprofits and individuals: after giving away much of our surplus computer equipment, we offered the remainder to private individuals on a first-come first-served basis. T was surprisingly successful; therefore, we have only a few pieces left for which we'll need to j for disposal.
- We will soon be moving our Olga book return to the Olga Store, which graciously offered to l after the current host Olga Art Works decided it needed more room out on the porch. Olga volunteer Dale Heisinger has been very helpful during this transition.
- We recently deleted about six magazine titles while adding the same number, based mostly on and book selection committee input.

Technology update:

- Our new K20 fiberoptic connection is now installed and operational.
- On August 16, we received our new meeting room conference telephone. Tests show an impr improvement in voice quality over our previous use of conventional speakerphone.
- We experienced minimal network downtime due to a server crash on August 15. Due to our u mirror or redundant drives, we had no data loss or need for recovery from backups. Tony rece a replacement and installed it within a week.

Finance:

- Due to the Labor Day Holiday, as of today I don't have a financial report current through Aug 2007; however, I will be able to discuss it at our September 10 meeting.
- On August 15, I received official notice of our State audit to cover the years 2004-06. Informa and records are due to the State Auditor's Office by October. We already know that we will n create a Fixed Assets Policy, which appears to be a new requirement by the State. I'll write up Records Retention and Fixed Assets policies, and met with Judith Miller to talk about this in August.
- 2008 Draft Budget: I am meeting with Pierrette Guimond today; and we will be sending out th draft budget and supporting documents as part of the September 10 board packet.

WLA, PNLA, Washington State Library, staff development and training, and library profession new

- I worked on the new WLA Strategic Plan, incorporating feedback from responsible parties, an will attend the WLA Board Meeting on September 7 in Federal Way.

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- Two trustees and I will attend the September 26-28 WILL Conference in Kennewick, along with Harold Lentzner, a Friends Board member.
- Nita Couchman will be attending the WALE Conference in Spokane from October 4 to 6, and be using it as a means of beefing up her training specific to children's services.

Selected Library Statistics:

- As shown in my August edition of the "Selected Activity Measures, 2006 and 2007" spreadsheet: our door count was up almost 5% from August 2006, while checkouts were up 10%.
- The net increase in the collection size projects to about 11% more so far compared to 2006 (which after the first eight months projects to 1938 net additions versus 1802 last year). However, as I have discussed previously, we will not be able to maintain an overall increase in collection size by the end of the year, if not sooner, without an increase in shelving capacity.
- Of 591 total August renewals, about 20% were done remotely over the internet.
- Our August total of 123 fulfilled interlibrary loans is about 8% lower than the same month last year.

Orcas Island Library District

Board of Trustees Meeting on October 8, 2007 Library Director's Report, 10/5/07. Phil Heikkinen

Overview: Highlights for September include the inaugural Crossroads lecture on the 23rd, researching learning more about library staff salaries and benefits, our new library intern starting work, and the WILL Conference in Kennewick from the 26th to the 28th.

Long-Range Plan Notes:

- I think that the idea of a citizens' advisory group is a good one for gathering community feedback on our progress in implementing the long-range plan.
- Our summer survey garnered 84 responses. Library Intern Valerie Agnew input the 35 or so received on paper so that now we have them all available online for statistical review. I am sending the summary results to the Board, and will discuss them at our October 8 meeting.

Library Board, Staff, and Volunteers:

- I attended Lecture Series Steering Committee meetings on September 10, 17, 24, and October 4.
- On September 18 I had lunch with new OISD Elementary School Principal Tom Gobeske.
- On September 13, I attended an OISD Budget Advisory Committee meeting. I compared and wrote about the district's budget priorities for 07-08 as compared to priorities as listed in the strategic plan. On 10/4, I attended the School Board meeting, at which the Committee gave a report.
- Valerie Agnew began work as a Library Intern on September 12. This is part of the Orcas Island School District's curriculum. She plans to be with us for two semesters. The Friends generously offered to pay for as many as two interns per semester in the amount of \$600 each per semester. (If anyone knows of another potential intern, please let me know.)
- I attended a planning session for the Eastsound Sub-Area Plan on September 15, with total attendance of about 60, which was encouraging. Also I think that the ideas contributed during the process, if implemented, would bring us a good result for the Eastsound area.
- On September 24 I met with Harold Lentzner to talk about his upcoming talk about Library Friends groups at the WILL Conference.

Friends of the Library:

- Reports tell me that the Annual Meeting of the Friends had attendance of about 35 people, and that people enjoyed the well-prepared talk by Michele Griskey. Kathy Stribling shared news about the Library, including my contributed highlights; also, she presented outgoing President Marilyn Jackson with the inscribed, original Library Fair poster created by Frank Loudin, which we will put on display here at the Library.
- Also at the Annual Meeting, the Friends made a few changes to their bylaws and elected new officers to the board.
- The Friends Board is considering a request from the Crossroads Steering Committee for a funding commitment of \$10,000 annually for the next three years. The Board planned to vote on the request at its upcoming October 9 meeting.

Programs, events, and displays:

- From Carol Erickson, Children's Librarian:
- The main priority for children's services in September was collection development – which included selection of new materials, replacement of worn and dated materials, and weeding of unused, old, worn, out-dated, and duplicate materials.
- As part of working with the collection, we completed a major reshelving and rearrangement of the children's non-fiction shelving (including new shelf labels and replacements for unreadable labels on books). Volunteers can now shelve children's non-fiction without getting on their knees. Most books are now shelved in an upright position (easier for staff and adults to locate and shelve).
- During the month of October, preschools and kindergartens will receive visits from the children's librarian. Visits will include storytelling and reading, as well as books for classroom use.
- Storytimes attracted 122 kids and parents during September.
- We recently hosted a display of Quill Award winners: from their website: *The Quill Awards are the only book awards to pair a populist sensibility with Hollywood-style glitz. They are the first literary prizes to reflect the tastes of all the groups that matter most in publishing--- readers, booksellers and librarians. The Quills, an initiative launched with the support of Reed Business Information, is an industry qualified awards program for books, honoring the year's most entertaining and enlightening titles. The Quills celebrates the best books of the year in nineteen popular categories, ranging from romance to biography to graphic novels. The Quill Awards were established to: Celebrate excellence in writing and publishing, Recognize and praise the creators of important books and great literature, Interest more consumers in acquiring books and reading, Act as a bellwether for literacy initiatives.*
- I didn't know much about the Quill Awards. I didn't see any readers or librarians on the Executive Council, which seems to comprise mostly people from publishing, broadcasting and retail.
- We've also hosted displays about Banned Book Week (the brownies and display are as always very popular), Richard Woodman (for people who like the Patrick O'Brian or Hornblower books), and Judy Tepley's beaded balls (from handballs to basketballs)—be sure to take a look on Monday morning.
- Our Lifelong Learning classes include the Anna Karenina literature discussion group with about 24 attendees, Earth's Changing Climate discussion group (using a DVD course) with about six signups so far, and Ruth Newman's Art History class with about nine signups.
- The inaugural Crossroads lecture, featuring Hedrick Smith on Spying on the Homefront, attracted about 200 people, of whom only 150 could sit within the venue itself and 50 sat or stood outside in the lobby or porch of the Emmanuel Episcopal Parish Hall. All accounts were enthusiastic. The steering committee felt happily surprised and overwhelmed by the level of interest, which seems to be carrying over into the second lecture, scheduled for October 14 at the Orcas Center from 4 to 7 pm. The speakers will be Tim Bennett and Sally Erickson, who will show and discuss their documentary "What a Way to Go: Life at the End of Empire." As of today, we've given out over 200 tickets, with only about 24 remaining (unless some are hiding out at the school of which I'm unaware—Bruce Buchanan did distribute some to them directly). Each staff member had at least a half-dozen conversations with people disappointed that we'd "sold out" the Hedrick Smith talk (I had about 15); and I anticipate more concerning the Bennett/Erickson event.

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

- Ongoing “What’s Happening” calendar entries for classes and programs.
- October 3, a letter from Richard Fadem about the Crossroads series, “Crossroads debut prompts larger venue.”
- September 27, a notice from Steve Garrison about the trustee search committee and process.
- September 26, a guest opinion column by Phil Heikkinen, “We the people: what does that mean today?” about freedom of speech, the individual’s right to privacy, and the importance of learning and thinking for oneself.
- September 19, an article about JoEllen Moldoff’s poetry group.
- September 19, a brief article about the Earth’s Changing Climate classes and discussion.
- September 19, “Michele Griskey to speak to Library Friends.”
- September 19, “‘Anna Karenina’ begins new literary series.”

Following up from the September 2007 Board Meeting:

- A peer libraries list: I plan to revisit this, along with Judith Miller, because it will be important as a long-term tool for understanding how we stand among other public libraries with respect to collections and services.
- Recruiting new library trustees for 2008: I’ve shared information about the parameters of the library trustee position with Merry Bush, who is new to the nominating and selection committee. Also, I believe the committee is making progress in gathering names of potential candidates. (Please pass along possible candidates to Steve Garrison!)
- I researched the approximately eight or nine questions raised at the September Library Board meeting, (I think I added one of my own.), then wrote up a report in time for the October meeting. I think the research supports the view that our pay and benefits continue to be relatively modest in comparison with other libraries and local employers, especially in light of the cost of living on Orcas Island.

Building and grounds:

- I had a good meeting with local landscaper Robin Kucklick on September 25 to talk about our transition to low-water-use landscaping on the library grounds, as well as directions for overall development of the grounds.
- Early in September, local handyman (and volunteer) David Peterson leveled our book return so that the door would work smoothly.
- On September 19, I talked with the original donors and the maker of the bench vandalized over Memorial Day weekend and later repaired. It will cost an estimated \$790 to repair it—about half the original cost. I plan to offer it as a spending option for the Friends of the Library.
- We bought three of the Judy Tepley banners to keep on display in the building. One of them provides much-needed sun protection in the workroom. They cost a total of just under \$600 including tax.
- Beginning on October 22 Winsor Interiors is scheduled to replace the last of the old green carpet in the workroom area. It will likely take at least three days. We are considering closing the building on the 22nd due to the dust, disruption, and fumes (mostly from cleaning old carpet adhesive from the concrete). More on that later.

The Library collection:

- We added 362 new titles in September and deleted about 306, mostly due to an extensive weeding project in the children’s non-fiction area

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- We bought some cardboard tubes to use in storing our recently-purchased USGS maps. Also, we will go through our stacks of older maps and get rid of any that are duplicates in poor shape, though will keep outdated local maps if of historical interest.
- I created a bibliography of items related to intellectual freedom and privacy of individuals, in connection with Hedrick Smith's Crossroads lecture on September 23; and will continue to create them for the succeeding lectures.

Customer Service and Community Relations:

- On September 14, volunteer Dale Heisinger and I moved the Olga book return to its new location next to the Olga Store.
- I learned belatedly about an unfortunate incident at the library either in late July or early September. Here is part of Nita Couchman's account of it (Nita was working at the front desk): a woman "was obviously agitated and explained that she'd been asked if she was the "Internet Nazi" by a young man (in his 20s) who'd somehow gotten involved in her trying to get on the computer she'd signed up for. She told me this was particularly upsetting to her because she'd had family members in the concentration camps. My impression at the time was that the young man's choice of words was in poor taste, inconsiderate, inappropriate, and thoughtless, but I didn't feel that he was anti-Jewish or a skinhead. I think he used that term to mean someone who was strict and rigid with the rules without realizing that if the person he was speaking to was Jewish it would be extremely offensive. I don't know the names of any of the people involved in this incident."

I learned about this incident from a third party who felt it was indicative of an increase in hate crimes on Orcas Island (along with, for example, the cemetery incident involving swastikas and flag burning). From all accounts, Nita handled the situation appropriately, and was very supportive to the woman who complained about the incident. I'll be happy to share more information if desired.

Technology update:

- We had a report of 100% uptime in our internal network (including the online library system) during September, though had an internet outage of about 15 minutes late in the month that apparently slipped through the reporting system. We experienced a half hour of downtime on October 4 due to a component failure on the K20 network interface, possibly a switch. We'll be receiving service for it on Tuesday the 9th, possibly involving another 15 minutes of downtime before we open.
- Valerie Agnew created Outlook email groups for Sustainable Orcas Island and a combined "local literature classes" group, for use in sharing information about the Crossroads lectures.

Finance:

- Based on the County's Expenditure Status Report, we are about \$70,000 above par (or behind in spending) for this time of the year. We appear to have ample cushion for our budgeted \$38,000 of carryover, despite the usual anticipation of "13th month" spending, which as I recall is usually in the neighborhood of about \$10,000.
- Custodial Services: I have increased the rate of pay for our provider from \$12 to \$15/hour, beginning in October, 2007. As a local comparison, recently the Senior Center received a low bid of \$23/hour for custodial services.
- 2008 Draft Budget: figures remain as proposed in August. We do have a possible lighting project

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for the stairs leading into Library Park; however, our landscape maintenance budget of \$2000 should cover most if not all of this, especially in light of our decision not to do any work on (or to use) the underground sprinkler system in 2008.

- I anticipate our audit from the State Auditor's Office covering 2004-06 to be complete this coming Tuesday the 9th or soon after. I've had a couple of conversations with Deena Matz, who is the lead auditor. One of her particular items of interest, as a capital project, was our workroom expansion. As usual, we (including the Board) will receive a written report.

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

- Judith Miller, John Ashenurst, and I attended the September 26-28 WILL Conference in Kennewick, along with Harold Lentzner, a Friends Board member. I think that all three will agree that this was a very good conference, with respect to both content and networking. One idea that I want to pursue is to create (and have the entire community maintain!) a wiki or similar service that will coordinate the various individuals and organizations who have skills and knowledge to share about items relating especially to such areas as sustainability, participatory government, housing, and supporting our local economy. The general theme would be to facilitate an Orcas Community Resource Network—anything that will help to strengthen our local community.
- Nita Couchman attended the WALE (WA Assn of Lib Employees) Conference in Spokane from October 4 to 6, and will share what she's learned in time for next month's report.
- On September 7, I attended the WLA board meeting in Federal Way.
- I've been invited to write an article for Public Library Quarterly about how a small public library prepares for and handles summer visitors. The deadline is in October!

Selected Library Statistics:

- As shown in my September edition of the "Selected Activity Measures, 2006 and 2007" spreadsheet: our door count was up a little more than 5% from September 2006, while checkouts were up about 5%.
- The net increase in the collection size projects currently to about the same as last year, due largely to a major children's non-fiction weeding project in September.
- Of 591 total September renewals (incidentally identical to August), 21.5% were done remotely over the internet.
- Our September total of 95 fulfilled interlibrary loans is about 8% higher than the same month last year.

**Orcas Island Library District
Board of Trustees Meeting on November 12, 2007**

Library Director's Report, 11/10/07. Phil Heikkinen

Overview: Highlights for October include the Crossroads lecture on the 14th and preparations for November, researching salaries and benefits, our significant temporary reduction in available staff at end of the month (resulting in my working ten partial or full front-desk shifts this past month as opposed to my usual four), completion of our workroom carpeting project, surveying landscaping needs, and sharpening my focus on possibilities for our facility.

Long-Range Plan Notes:

- On October 25, I sent the Board our compilation of library survey responses within the two main groups of respondents, which were retired people and working people. It was a bit surprising that the responses for these groups were so similar. As one would expect, the retired respondents showed a higher frequency of visits, a slightly lower ratio for using the public computers, and slightly different evaluations of existing characteristics and future priorities as compared with the working respondents. However, I found interesting that both felt that adding more library materials if necessary with the use of an offsite shelving facility, was important; also that both groups discussed the idea of adding a coffee shop and/or lounge area.
- This is probably as good a place as any to discuss my meeting on November 6 with a couple of donor-fundraisers. (They prefer to keep their names in the background for now.) They suggested strongly that it is time for the library district to state to the community that “we need an addition and here are the reasons why.” Some of those reasons would include additional use of the library in terms of visitors and checkouts, survey results, and the increase in collection size (which continues to be a community priority despite recent growth as part of our long-range plan). They said that raising my estimated \$1.2 to \$1.5 million cost for a 4000sf addition through private contributions is not in doubt; however, that we would need to pass a levy lid lift sufficient to support the library for the next ten years or so. I estimate that an addition along with increasing library use (and need for additional staff) might cost up to 20% more per year, or roughly \$100,000 at the time of an addition. Fulfilling the recommended ten years’ budgets might require a levy increase of up to ten cents from our current 27 cents/\$1000 valuation, depending on a number of different factors such as inflation, library use, property values, etc. Obviously, this opportunity contributes to the argument for convening a community advisory group.
- I’ve had discussions recently with Theresa Percy, Director of the Port Townsend Public Library about an idea she has been pursuing, which is to develop a set of library standards that would serve as guidelines for public libraries in Washington. This would be a good additional tool for us to use in evaluating our success in implementation of our long-range plan.

Library Board, Staff, and Volunteers:

- On October 18, I attended a meeting of directors from libraries in our region. Highlights included a tour of the new Burlington Library and an agreement to further explore possibilities for reciprocal borrowing agreements. Currently we have agreements in place with the Lopez and San Juan libraries.
- On November 7, Nita and I attended a Family Alliance group meeting, including representatives from local preschools and nonprofit services. We are interested in expanding our services related to family literacy, including providing English as a second language and adult literacy and Spanish

family literacy, including writing, English as a second language, early childhood, and Spanish-language literacy. This group can support us in this effort just as we can strengthen the community's ability to improve overall language and literacy services.

- On October 11, 16, and 31, and on November 5 and 8, I attended OISD Budget Advisory Committee meetings. Although this is a volunteer involvement, it has the potential of improving partnership with the school district, along with strengthening its overall prospects
- On November 7, Nita and I attended the PTSA Enrichment Fair to talk about library programs services of value to school parents.
- On November 9, I trained on the Orcas Center sound system with Shaun Albrechtson (following October 12 session with Mark O'Neill on his DVD projection system), in preparation for Crossroads lectures.
- So far, I have met and shared information with three potential candidates for the library board vacancies.
- Carol Erickson completed her career at Orcas Island Public Library on November 1. I changed Couchman's classification to Public Services Librarian at the beginning of that pay period. An Martin Arnold began his position as Support Staff on October 22. Nita and I have talked about best to manage the transition period until she finishes her masters program in library science and moves to full-time hours. Meanwhile, I will be spending extra time at the front desk.
- I attended a Crossroads steering committee meeting on October 22.
- On October 28, I attended the going-away reception for Richard Fadem. Thanks to Pierrette for organizing and Larry McNair for hosting. And thanks to Richard for your service on the board
- On November 2 I stopped by and picked up book donations at Ellen Emery's house.
- On November 5, I met with Helen Bee of the OPAL board to talk about her idea of that organization becoming a co-sponsor of the Crossroads series. I'll pass this by the steering committee at its next meeting on November 12.
- On October 15, I picked up and took to the ferry our Crossroads speakers Tim Bennett and Sa Erickson.

Friends of the Library:

- The Friends Board asked the Crossroads Steering Committee for clarification about the lecture series expenses, in preparation for a vote on the request for a funding commitment of \$10,000 annually for the next three years.
- I will come to the November 13 meeting with a list of proposed expenditures both for 2008 and remaining amounts from 2007, which included some ideas we were unable to implement.
- I met with President Marilyn Jackson and Treasurer Douglas Ellis to talk about budget issues and priorities for 2007 and 2008.
- On October 16, I met with board member Harold Lentzner to talk about adding Friends information to one or more of our bookmarks, using Friends support.

Programs, events, and displays:

Children's Services—based on a report from Carol Erickson:

- Fall School Visits: Carol (with Nita along on a couple visits) told stories, and talked about using library at the following schools: Orcas Island Elementary kindergartens (2), Orcas Christian School kindergarten, Montessori School, Salmonberry School, and Children's House.
- Market Storytimes ended the last weekend of September – and we are now doing Saturday storytimes in the library. Market storytimes have gained a lot of good will and visibility for the library. It is an all-around winner event.
- This Halloween we promoted and offered "Trick-or-Treat for Books" – the Friends sponsored

new program. We gave out new over 190 paperback books to children who trick-or-treated at library. The reaction to the idea from both parents and children was very positive.

- Carol and Nita did a lot of training together over the last two months, which allowed for a relatively smooth transition in children's services.
- Carol would like to thank the members of the board for their support for children's services during the time she has been the children's librarian.

From Holly King, YA and Lifelong Learning Librarian:

- We're sponsoring a class this coming January, Feminist Interpretation of the Bible, taught by C. Shelley. 4 weeks long.
- Two SVC classes will be held here this winter, one an art history class and the other literature.
- We're hoping to have a newsletter out for the holidays by Thanksgiving (ha!?).
- Friday Harbor author Terry Domico ("Natural Areas of the San Juans") will do a slide show presentation and book signing here on November 14th.

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

- Ongoing "What's Happening" calendar entries for classes and programs.
- Coverage of the Crossroads lecture series
- Mention of the 7 pm Monday, November 12 program at the Library featuring energy expert Jan Lundberg.

Following up from the October Board Meetings:

- OILD benefits: I compiled a quick overview of benefits among some peer libraries and local businesses, and sent this as part of the Board packet. To me this overview confirms the view that our benefits are below average for libraries in our region and within the state as a whole.
- I continue to gather and share with Pierrette information related to salaries and living costs. Also met with Barbara Courtney of the Orcas Center to talk about working on this together, because she too is conducting a salary survey.

Building and grounds:

- On October 19 I talked with a woman who wants to replace an aging bench given in memory of a family member.
- On October 21 I met with a small group of Orcas HS football players and coaches to move furniture in preparation for the workroom recarpeting. The project itself was completed by the following Thursday; we closed the building for one day, which was Monday the 22nd.

The Library collection:

- We added 494 new titles in October and deleted about 565, which were mostly due to the second half of our extensive weeding project in the children's non-fiction area.
- I created a bibliography of items about resource depletion, climate change, and related topics for the Bennett/Erickson Crossroads lecture on October 14; then another of items about the War on Prescription drug abuse, and related topics for the Norm Stamper lecture on November 11.
- I committed us to participate in a pilot ebook project, in which we will pay \$630 for each of the next two years in order to provide our library users with access to 665 downloadable audio books.

can talk more about this at our board meeting. Because we're part of a consortium for this, we are able to test the waters relatively affordably. Here is the URL for the vendor's website: <http://overdrive.com/>. Other likely participant library systems include Anacortes, Jefferson County, North Olympic, Sedro Woolley, Bellingham, and Whatcom.

- On October 19 the book selection committee held a weeding party.
- We received a \$2000 donation to boost our materials relating especially to our local marine environment. I am in dialogue with The Friday Harbor Labs and Joe Gaydos of SeaDocs for help in collection development.

Customer Service and Community Relations:

- On October 17, I met with Jan Titus and Barbara Urschel to talk about installing a system to enhance sound quality in our meeting room for people who are hearing impaired. I followed up after this with meetings with Doug Bechtel and Mark O'Neill.
- On October 17, I met with Jay Kimball of the Odd Fellows Hall to talk about providing a book swap shelf at their location, along with the idea of offering licensed public movie screenings there. We since found out that they needed to get their own community facility license rather than use one that we would obtain. However, we will follow up on the bookshelf idea, which I will bring up at the next Friends meeting (as a way to perhaps sell more books).

Technology update:

- We have tested our new Hitachi LCD projector, which I will use for the first time on Monday, November 12 for the Jan Lundberg program.
- Our K-20 network experienced significant downtime in October, consisting of 5 outages totaling almost 30 hours, apparently mostly due to equipment failures and replacements. Fortunately, all of it occurred during nighttimes.
- On October 19 I called in and resolved with SirsiDynix's help an indexing problem with our web-based catalog, which had not been showing all possible search indexes.

Finance:

- Based on the County's Expenditure Status Report, we are about \$75,000 above par (or behind spending) for this time of the year, about \$5000 more than last month., continuing to leave us with an ample cushion for our budgeted \$38,000 of carryover.
- 2008 Draft Budget: we have no changes since our October budget meeting, except to remove \$2500 in the merit pool pending our salary and benefits review.
- We had a successful three-year audit covering 2004-06. I have mentioned the minor suggestion that we confirm with our bank our process of making weekly (as opposed to daily) deposits to revolving account, and that we revise our fixed assets and purchasing policy (or policies) to state what types and values of items we need to track, and to specify how we handle discarded items from our collection (i.e., by auction and/or by asking the Friends to sell them for us).
- We held a one-week auction of discarded library materials, ending on October 19. Three successful bidders paid \$30 for six boxes of materials, mostly children's books.

WLA, PNLA, Washington State Library, staff development and training, and library professional news:

- Nita Couchman had a good experience at the WALE (WA Assn of Lib Employees) Conference in Spokane from October 4 to 6, focusing on attending programs related to children's services and meeting new colleagues from other libraries.
- I'm scheduled to attend the WLA board meeting on November 30 in Federal Way.
- Nita and/or I will attend the planning meeting for the Early Learning Advocacy meeting in Seattle on December 7. This will kick off activities related to the initiative we joined recently to strengthen Washington public library activities, effectiveness, and influence in programs and legislation related to early childhood learning and literacy.

Selected Library Statistics:

- As shown in my October edition of the "Selected Activity Measures, 2005 through 2006" spreadsheet: our door count was up almost 14% from October 2006, while checkouts were up almost 6%. Our attendance of 879 on Halloween accounts for some, but not all of that (Incidentally, so many large groups came in on Halloween Night that the counter may not have caught them all!)
- The net increase in the collection size projects currently to about the same as last year, due largely to a major children's non-fiction weeding project in September and October, along with our acute awareness that space is increasingly limited.
- Of 605 total October renewals, 21.5% were done remotely over the internet, the same proportion as the previous month. Year-to-date figures compared to 2006 show an increase in remote renewals from 17 to 20%.
- Our October total of 98 fulfilled interlibrary loans is about the same as the same month last year. Since we became an Interlibrary Loan lender this past spring, our lending rate has gone up to 11 in September and 13 in October.

**Orcas Island Library District
Board of Trustees Meeting on December 10, 2007**

Library Director's Report, 12/5/07. Phil Heikkinen

Overview: Highlights for November include the Crossroads lecture on the 11th and preparations for December, planning for our upcoming ESL (English as a Second Language) classes with Skagit Valley College, our continuing reduction in available staff (resulting in my working, as last month, ten front shifts in November as opposed to my usual four), and discussions with community members about what sustainability would mean for Orcas Island.

Long-Range Plan Notes:

Key areas for us right now include collection maintenance (including weeding), ongoing Lifelong Learning classes, the Crossroads lecture series, plans for upcoming author visits, and our central role in the Sustainable Orcas Island efforts, which really appear to be striking a chord and gaining momentum on the island.

Library Board, Staff, and Volunteers:

- In November, the County Council confirmed the appointments of Lois Cornell and Carter Sheehan to three-year and five-year Library Board appointments, respectively. Thanks to both of you for your willingness to contribute to the cause of excellent library service on Orcas Island. I want to thank Steve Garrison, Andrea Hendrick, Merry Bush, and Jenny Pederson for their work on the recruitment and nominating committee. I also appreciate the time and energy contributed by all the people who stepped forward as candidates.
- I attended a Crossroads steering committee meeting on November 12.
- I held several conversations with Denise King of Skagit Valley College's Friday Harbor Center to work out the details of our upcoming ESL classes to be held here at the Library (more below).
- I helped with setup and cleanup, and ran the sound system and roving/wireless microphone for Norm Stamper lecture on November 11 (more below).
- I organized and emceed Jan Lundberg's November 12 lecture at the Library, as well as hosting the speaker at my house (more below).
- On November 29, I met here with Jefferson County Library Director Ray Serebrin, who took his family trip to Orcas Island that week.
- I had a few conversations with Glenn Harris and other OISD (Orcas Island School District) staff about their library transition with the retirement of Phyllis Carney, who worked there for the 16 years following her 16-year career at Orcas Island Public Library. I agreed to be a member of the interview committee for new candidates.
- I met with Barbara Evans on December 4 to talk about Library logo ideas.
- On December 5 I met with Gary Wyngarden to talk about ideas for sustainability initiatives here on Orcas.

Friends of the Library:

- At the November Friends Board meeting I presented a request for reallocation of grant funds for items that we were for various reasons unable to implement to other items that we took on this year. The Friends Board approved the request. The new items included the Jan Lundberg program (below) for \$250, the assistive listening system for our meeting room for an estimated \$1500, a

new LCD projection equipment for \$700, and the \$900 repair to a vandalized bench (through Pierrette we will be having this done at no cost by Jim Hamilton).

- I also discussed with the Board our upcoming 2008 grant cycle and the amounts being dedicated for various purposes. The \$15,000 initial grant for 2008 includes \$5000 earmarked for library collections. I will present at the December Friends Board meeting my detailed list of requested expenditures totaling \$15,000. (Earlier today I sent that list to the Friends Board, as well as a copy to the Library Board.)
- The Board approved \$6500 specifically for the Crossroads lecture series for 2008.
- At the December 1 Library Holiday Tea, previous Friends Board President Marilyn Jackson presented John Ashenhurst, Judith Miller, and me with a ceremonial check for the \$15,000 annual grant for 2008.

Programs, events, and displays:

- Signups are going well for the upcoming Feminist Interpretation of the Bible class by Carter Shelley.
- Barbara Lewis's Reading like a Writer group appears to be in full swing on Saturdays.
- I have been working with Skagit Valley College and locals such as the Orcas Family Alliance group and San Juan County family assistance staff to set up our adult ESL class on relatively short notice. Word of mouth and individual contacts will be important in promoting this class. It's scheduled for the Library meeting room from 6 to 8:30 pm on Tuesdays and Thursdays, January through March 20. Library staff will be on hand during the class. (I've asked the Friends for funding.) Skagit College will provide the instructors as well as a staff person to provide programming for children of parents in the class. The entire facility will be available for the class after we close at 7 pm.
- I estimate that the Holiday Tea attracted at least 300 more than our usual 350 or so Saturday library users, despite the morning snowstorm that definitely kept some people at home, including several of our long-term tea pourers. People seemed to enjoy the music, company, food and drinks, and the visit from Santa and Mrs. Claus. We have a slide show available on our website.
- Norm Stamper gave the November 11 Crossroads lecture, "The War on Drugs: Who's Losing?" to a group of about 195. One of the steering committee members said that this was a model of the ideal lecture: an effective speaker on an important and provocative topic to an enthusiastic and responsive audience.
- Jan Lundberg, an expert on energy issues (of the peak oil kind) gave a talk about "The Myths of Biofuels" on November 12 to 26 people in our meeting room. He happened to be in the Seattle area, so I jumped at the chance to host him here at a low cost. His visit was another catalyst in that I see as local interest in pursuing active responses to our global challenges with respect to climate change and what Jan terms as petrocollapse.

News in *The Souder* [if not otherwise specified]:

- Ongoing "What's Happening" calendar entries for classes and programs.
- Coverage of the Crossroads lecture series
- An interview with new Children's Librarian Nita Couchman in the December 1 issue.
- My letter to the editor on November 28 about ramifications to the Library of the State Supreme Court's ruling that I-747 (limiting to 1% the annual revenue increases for taxing districts and local governments from property taxes) was unconstitutional. On November 29, the Legislature and Governor passed and signed a bill reinstating the effect of I-747.

Following up from the November Board Meetings:

- Judith will work with Pierrette on developing our peer group(s) of libraries to use for various comparisons. I'll contribute as will be most helpful.
- Our Library intern Valerie Agnew has compiled checkout statistics as of December 3 for items listed on our three existing Crossroads bibliographies. For future lectures, we intend to do coupon checkouts before and after the bookmarks are produced and available for each lecture.

Building and grounds:

- Thanks to Pierrette's recruitment, Jim Hamilton has offered to repair for free our bench vandal last Memorial Day.
- After discussion with landscaper Robin Kucklick, we trimmed back the vine maples that were taking over the west embankment of our property.
- During a recent wind storm, part of a fir tree broke and fell from the property east of us. It landed in our parking lot, destroying power lines on the property line. Fortunately, no one was hurt, and fence was undamaged. Our volunteer Larry Leyman quickly cut and stacked the wood for us. I'm taking the slash to my property in stages to compost it.

The Library collection:

- We added 212 new titles in November and deleted about 150. Kathy Stribling's trip to China greatly affected our ordering. Given our spending total that was already very close to our annual budgeted amount, that slower pace was probably a good thing.
- As I've discussed recently, our rate of net additions to the collections is decreasing. Currently we are on track to add a net of about 1400 items in 2007. We've begun boosting our weeding activities to make room on our shelves.
- I'm currently evaluating usage of our databases as part of our renewal process. Although several of them are used only lightly, they often are worth renewing due to the large discounts we receive through the State Library.
- We've completed our project to transfer our maps to labeled tubes, thus improving both the longevity and accessibility of our local maps.
- We received confirmation that we are one of a half-dozen libraries in Washington awarded a grant to digitize up to 100 items of particular local interest. I'm coordinating this project; however, I rely heavily on such partners as the Historical Museum, Moran State Park, Orcas Island School District, and Rosario Resort to identify and provide especially interesting and useful materials that otherwise might remain unknown and difficult to research.

Customer Service and Community Relations:

- Having received approval for Friends funding for a hearing enhancement system for the meeting room, I'll definitely be pursuing this plan.
- We received a request for more wall hooks in the public restrooms, as well as for a box of disinfecting wipes for the computers. We do wipe down our keyboards from time to time; however, this seems worth giving a try.

Technology update:

- We received Friends funding for our new Hitachi LCD projector, which has already come in 1 for programs here.
- We have had several recent requests to use our videoconferencing system, now totaling more 1 15 uses in the past year.
- I am exploring a plan to add the School District to our SirsiDynix system as a separate location. This has the potential to improve service both to students and to our own users, at a relatively 1 cost to the District (less than \$1000).
- We are due for a website review and update. Our most likely approach will be for me to spell King on some of her desk shifts so that she can spend more time on the website.

Finance:

- Based on the County's November Expenditure Status Report, we are about \$82,000 above pa behind in spending) for this time of the year, about \$7000 more than last month., continuing to leave us an ample cushion for our budgeted \$38,000 of carryover.
- We are due for another auction of discarded library materials this month. I think that sometime within the next month or two I will be able to write up a report and recommendation based on year-long experience with the auctions—i.e, whether or not this current agreement with the Fr is the best for the community, Friends, and Library.

WLA, PNLA, Washington State Library, staff development and training, and library profess news:

- Due to other priorities, I did not attend the WLA board meeting on November 30 in Federal W
- I do plan to attend the Early Learning Advocacy meeting in SeaTac on December 7. This will involved a full day of planning.

Selected Library Statistics:

- ◊ As shown in my November edition of the "Selected Activity Measures, 2005 through 2 spreadsheet: our average daily door count was up almost 9% from November 2006, wh average daily checkouts were down almost 4%. You may recall that last year we closed days due to our severe windstorm and power outage, so people made up for it by stocki on books whenever they could get into the building. This November actually showed 10 more checkouts overall than during last November; however, I track daily averages in a attempt to compare activity levels on a more or less equal basis throughout the year. Of course, our annual totals and monthly averages do reflect overall days open. For 2007, checkouts look as though they'll be up about 5.5% over last year, and attendance up abo 4.6%.
- ◊ Of 660 total November renewals, 25% were done remotely over the internet, about 4% than the previous month.
- ◊ Our October total of 82 fulfilled interlibrary loans is about 26% more than the same mor last year. We supplied 8 ILLs to other libraries.