

1 Lopez Island Library Board of Trustee  
2 Regular Meeting  
3 April 11, 2013  
4 **Approved as amended on May 9, 2013**

5 **Members present:** Tina Katzenberger, Sarah Eppenbach, Bill Evans and Ilene Unruh.  
6 Michael Moore was excused.

7 **Staff:** Lou Pray. Judy Welker

8 **Friends of the Library:** Nancy Butte

9 **Guests:** None.

10 **Call to Order:** Tina Katzenberger called the meeting to order at 12:38 pm after it was  
11 determined that a quorum was present.

12 **Agenda approval:** The Agenda was reviewed and approved as submitted.

13 **MSP** Ilene Unruh moved and Bill Evans seconded to approve the agenda as  
14 submitted. Motion passed.

15 **Approval of March 14, 2013 Regular Board Minutes:** The trustees reviewed the  
16 minutes. Lines 69-70 were amended to clarify what time period the cost of the PC  
17 management software was for.

18 **MSP** Bill Evans moved and Sarah Eppenbach seconded to approve the March  
19 14, 2013 minutes as amended. Motion passed.

20 **Friends of the Library Report:** Nancy Butte reported that Ann and Dick Behan, who  
21 have been long time supporters of the library and the Friends of the Library, are leaving  
22 the island. They will be honored for their 20 years of service by an installation of a  
23 water feature that the Friends are donating to the library's courtyard. The water feature  
24 will be sculpted by Lopez artist, Tamara Buchanan. There was a discussion about the  
25 use of Friends' resources for non-book items and it was agreed that this addition would  
26 certainly conform to the library's Long-Range Plan #3 objective of visiting a comfortable  
27 place and increasing usage of outdoor areas. Book sorting for the book sale continues  
28 to append the 200 boxes of books ready for the sale. There have been an  
29 overwhelming number of books donated that are unusable for donation. A recent  
30 discussion with Neil Hanson of the recycling center assured the Friends that they will  
31 not be placing any limits on the number of books that can be taken to the "mall."  
32 Meanwhile, book sales through Amazon have slowed, but Becki Maxson, now back  
33 from traveling, plans to re-do and freshen up the online offerings. Finally, the trustees  
34 were reminded of the Friends annual meeting on April 18<sup>th</sup> at the Woodmen Hall at  
35 7:00pm. Author Molly Gloss will be the guest speaker and refreshments will be served.  
36

37 **Librarian Report:** Lou submitted her librarian's report with the following highlights:

38 - Reading to seniors at the Hamlet House has been popular.

39 - Printers for both the patrons and workroom are aging. We are looking at replacing, but  
40 won't make any decisions until the new operating system for the workroom is in place to see  
41 if an updated driver can be downloaded to make the old printers usable. Once the Cassie

42 PC management software is operational, a new patron printer will need to be programmable  
43 to work with the patron print module. The new software will enable the library to track patron  
44 printing via patron's i.d. number and charge accordingly.

45  
46

#### 47 **Old Business**

48

49 **eCivis Grants Database:** Video tutorials are available on the eCivis website that  
50 highlight the features and ease of use. These links are on the library homepage and  
51 "digital collection" page. Board members have volunteered to tell their peers about test  
52 driving the website.

#### 53 **New Business**

54 **Trustee Coverage:** Tina Katzenberger will be on the island but needs some personal  
55 time over the next four months and will not be available to attend meetings. Both Tina  
56 and the board want her to continue as a trustee. The board decided a motion would be  
57 in order.

58 **MSP** A motion to approve a four month absence for Tina Katzenberger was  
59 made by Bill Evans and seconded by Sarah Eppenbach. The months of absence are  
60 June, July, August, and September. The motion passed. Tina's four year term ends  
61 August 31, 2013. She will renew her appointment with the county at that time.

62 **Demo of NoveList and new ILS catalog features:** Lou demonstrated the features of  
63 NoveList Plus and its integration with the Koha system. She also demonstrated the  
64 features of the next generation Overdrive interface.

65 Nancy Butte excused herself at 2:23pm.

66 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed  
67 by the board. Approval of vouchers are normally done under New Business but were  
68 moved up so that Judy could be excused from the meeting for the demos that were  
69 scheduled.

70	3/19/2013	Bills Voucher – Fund 6331	\$16,195.48	
71		<b>Total Bills</b>		<b>\$ 16,195.48</b>
72				
73	4/1/2013	Health Care – March	\$ 2,188.83	
74		<b>Total Healthcare</b>		<b>\$ 2,188.83</b>
75	4/1/2013	Payroll – April	\$ 15,066.36	
76		<b>Total Payroll</b>		<b>\$ 15,066.36</b>
77				
78		<b>Total Expenditures:</b>		<b>\$ 33,450.67</b>

79 **MSP** A motion to approve all vouchers for a total of **\$ 33,450.67** was made by Bill  
80 Evans seconded by Sarah Eppenbach. Motion passed.

81 **Surplus:** 151 items were withdrawn from the collection valued at less than \$500.00, all  
82 going to the book sale.

83 **MSP** A motion to approve the items presented for surplus was made by Sarah  
84 Eppenbach and seconded by Bill Evans. Motion passed.

85 **New Business**

86 **Next Meeting:** The next Regular Board of Trustees meeting to be scheduled for May 9,  
87 2013 at 12:00 PM. Bill Evans will not be available for the May meeting.

88 **Adjournment:** With no other business on the agenda, Tina Katzenberger called for a  
89 motion to adjourn.

90 **MSP** A motion to adjourn was made by Ilene Unruh and seconded by Sarah  
91 Eppenbach. Motion passed. The regular meeting adjourned at 2:33 PM.

92 Respectfully submitted: \_\_\_\_\_  
93 Board Secretary

94 Approved: \_\_\_\_\_  
95 Board Chair

96

**Regular Meeting, Lopez Island Library Board of Trustees  
Librarian's Report  
May 9, 2013**

**Financial Snapshot**

Revenue: earned in 2013 - \$177,688 (31%)

Expenditures: spent in 2013 - \$143,759 (25%)

In our General Operating Funds as of April 1, 2013 - \$161,256.92

In our Capital Improvement Funds as of April 1, 2013 - \$22,882.01

Lopez Island Endowment Fund: \$73, 226.34 (latest)

**Operational Statistics April 2013**

Items Added - 296

Items Deleted 64

Circulation –7799 (20% increase over last year at this time)

Library Visits (Walk-ins) – 5,710

ILL- 77 Items Received, 2 Items Lent

Meeting Room Usage – 52 meetings

Video Conferences – 3 Telephone Conferences - 4

**Events in April:** Molly Gloss reading at the Annual Friends Meeting; Local poets offered a night of verse at the library; literary salon; Storytime; ereader training class; Picasso 3 training session; reading at Hamlet House (Rosie)

**Rosie's report**

- In April, there were 4 story times attended by 75 children and 41 adults, a total of 116 participants.
- There were four sessions at Hamlet House, reading Mrs. Queen Takes the Train by William Kuhn, out loud to residents at 3 pm on Thursday afternoons. 16 participants overall (4 each time)
- Interlibrary loan stats for April: 102 requests were sent out, 79 books were received and processed and 5 items were loaned out.
- April's Literary Salon was attended by 10 participants. Twenty-six books were discussed, list attached.

### Top 20 Most-circulated items All Categories

Filtered on

Issue From =01/01/2013

Issue To =05/03/2013

Rank/Biblioitemnumbers	Global	
	Item	Count of checkouts
1	Conference room keys #1,#2, & #3	44
2	The New Yorker.	33
3	Fine homebuilding	29
4	Flight	28
5	The Best exotic Marigold Hotel	24
6	Beasts of the southern wild	24
7	Skyfall	24
8	Downton Abbey.	21
9	Downton Abbey.	20
10	Anna karenina	20
11	Mother Earth living	18
12	Fine cooking	17
13	Downton Abbey.	16
14	Dell Latitude.	16
15	Homeland.	16
16	The Hunger games	16
17	Dell Latitude.	15
18	Backpacker.	15
19	Coastal living	15
20	The master	15

### Top 20 Most-circulated Books (2013)

Filtered on

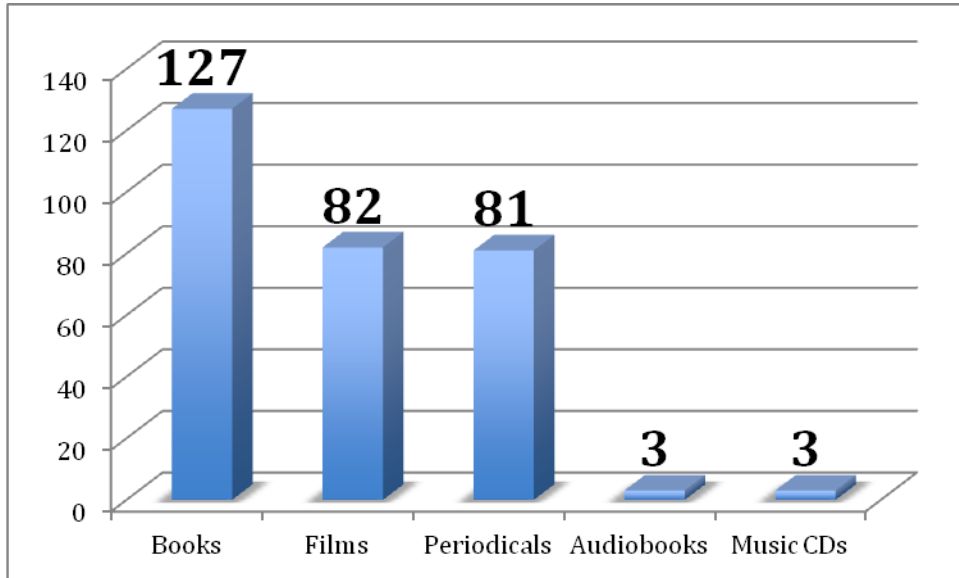
Issue From =01/01/2013

Issue To =05/03/2013

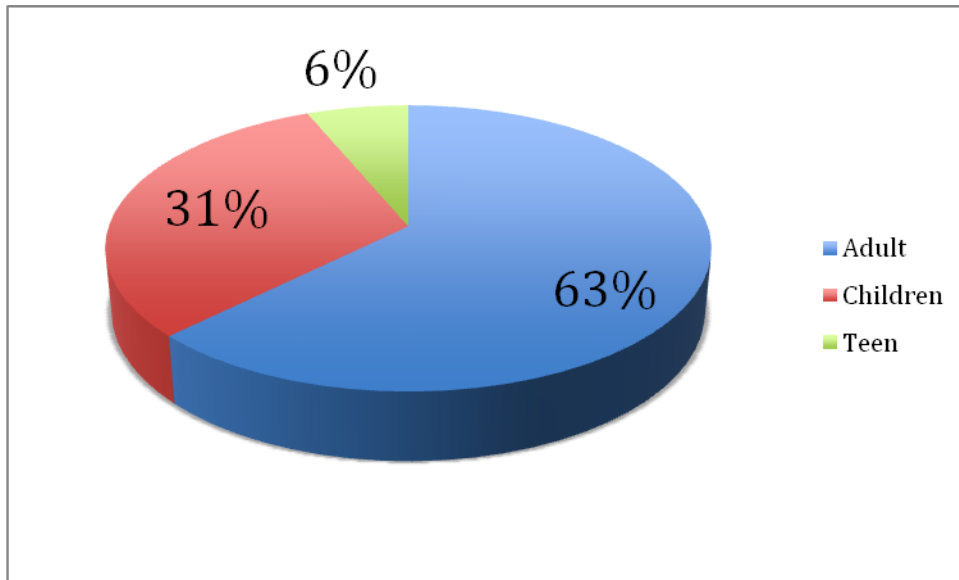
Doc Type =BOOK

Rank/Biblioitemnumbers	Global	
	Item	Count of checkouts
1	Gone girl :	12
2	A wanted man :	10
3	Sweet tooth :	9
4	The black box :	9
5	Robert B. Parker's lullaby /	8
6	Collateral damage /	8
7	Deadwood.	8
8	Waging heavy peace :	7
9	Behind the beautiful forevers /	7
10	Wheat belly :	7
11	I, Michael Bennett /	7
12	The round house :	7
13	Two graves /	7
14	Delusion in death /	7
15	Robert B. Parker's Fool Me Twice.	7
16	Flight behavior :	7
17	The beautiful mystery :	7
18	Young Philby :	6
19	Home work :	6
20	Pokemon 3	6

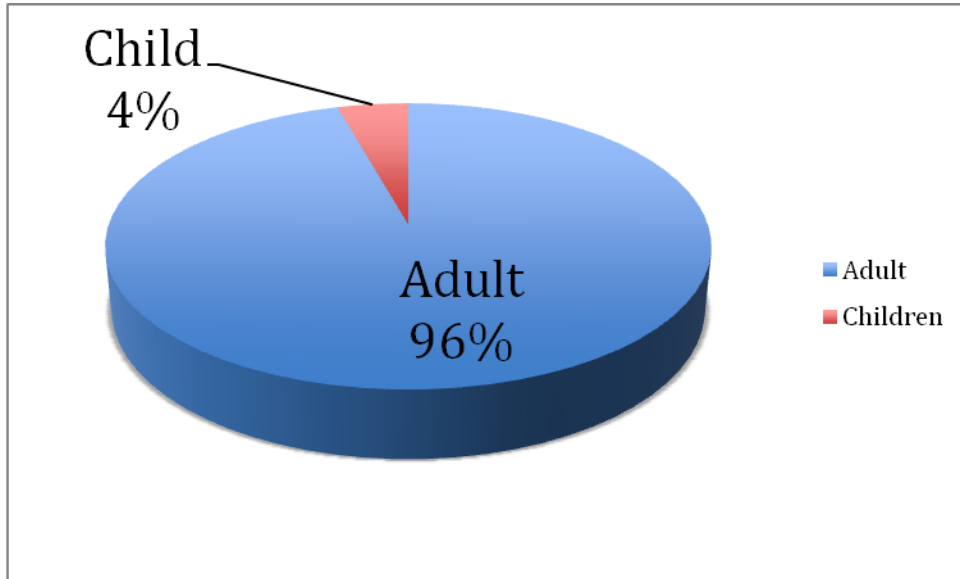
### Items Added to the Collection in April 2013



### April Book Checkouts by Age Group



### April Film Checkouts by Age Group



### Breakdown by Fiction vs Non-Fiction

