

1 Lopez Island Library Board of Trustee  
2 Regular Meeting  
3 June 20, 2013  
4 **Approved as amended on July 18, 2013**

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

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

8 **Friends of the Library:** None.

9 **Guests:** None.

10 **Call to Order:** Bill Evans called the meeting to order at 12:00 pm after it was  
11 determined that a quorum was present.

12 **Agenda approval:** The Agenda was reviewed and amended to delete Budget  
13 Adjustments for new BARS items under Old Business, to be added to July agenda.  
14 **MSP** Ilene Unruh moved and Sarah Eppenbach seconded to approve the  
15 agenda as amended. Motion passed.

16 **Approval of May 9, 2013 Regular Board Minutes:** The trustees reviewed the  
17 minutes. Lines 44 was amended to better reflect the discussion about the role of touch  
18 screen on computers and other devices which will play a bigger role with patrons in the  
19 near future. **MSP** Sarah Eppenbach moved and Ilene Unruh seconded to approve the  
20 May 9, 2013 minutes as amended. Motion passed.

21 **Friends of the Library Report:** Both Bill Evans and Lou Pray attended the last Friends  
22 meeting where they received a complete financial report. The library still has \$10,000  
23 earmarked from their budget to use. Currently, everyone is involved in the upcoming  
24 July 4<sup>th</sup> Book Sale where they will have the book bag deal. Posters will be out shortly.  
25 They are looking for some burly volunteers to get the boxes of books to the community  
26 center. Meanwhile, the Friends' sale of books through Amazon and World Books  
27 continues. They have already made about \$1,000 with Amazon alone. The Friends are  
28 sponsoring the two teen interns working at the library this summer. They are Karianna  
29 Aufderhar and Mackenzie Kelley who were interns last year. They will be working a total  
30 of 90 hours and will be paid \$900 each at the end of the summer.

31  
32 **Librarian Report:** Lou submitted her librarian's report with the following highlights:  
33 - Downloadable eBooks and audiobooks continue to grow in popularity, with audiobooks  
34 outnumbering eBooks.  
35 - Also popular are the classes Lou teaches every Saturday on how to download books to  
36 digital devices. Patrons continue to need a lot of help with the basic operation of their  
37 devices. She has also started teaching a grants class to show interested parties how to use  
38 eCivis database which is our online grants management software found on our digital  
39 collection page.

40  
41 **Water feature update:** Lou recently met with Tamara Buchanan to look at actual

42 stones to be used for the sculptured fountain. Friends of the Library will be paying up to  
43 \$1,000 and the library will pay for the pump, grate, and tub at an estimated cost of \$500.  
44 Lou asked the board to approve the concept and expenditure.

45  
46 **Cassie Update:** The Cassie PC management system is up and running as of this  
47 morning and just in time before the summer crowds arrive. To log onto computers, a  
48 patron will use their 14 digit library card number as a “user name” and the default  
49 “password” is their last name, all in lower case.

## 50 **Old Business**

51 **Board meeting calendar:** The updated library board calendar was distributed which  
52 reflected the changed dates for board meetings from June through August, discussed at  
53 the last meeting.

54 **Broadband spike update:** Gary Bortell, with the Washington state K-20 system,  
55 reported unusual high use of our bandwidth during hours when the library is closed.  
56 After some detective work, our IT guys determined the early morning spike was coming  
57 from our own server downstairs. Glen Maxson and Tony Ghazel made some changes  
58 to the settings which brought bandwidth usage down to a tolerable level.

## 59 **New Business**

60 **Library role in online colleges:** Lou wanted the board to consider any special  
61 services, if any, which the library should be offering for patrons that want to take online  
62 college courses in a group meeting setting. The board asked if there were specific  
63 classes in mind. After some discussion, the board agreed that other than making  
64 patrons aware that the library has fast internet connections, and making the public  
65 aware of our meeting room that can be used for Skype type conferences, that the whole  
66 point of online courses is to participate in them at one’s own pace, not as a group. The  
67 board was not opposed to the concept, but asked Lou to further research any specific  
68 ideas to consider.

69 **Boopsie for Libraries:** Lou described a service that makes customizable apps for  
70 patron mobile devices enabling them to use the library catalog on the go with this app.  
71 This service was featured at one of the conferences several years but was too  
72 expensive to consider. Since that time, they have partnered with the state library and  
73 are now offering it at an affordable rate. The State Library would pay the set-up fee. We  
74 would pay an annual fee, which would be less than \$300. Payment for the service is not  
75 due until 2015 and will be calculated at a rate based on our island population. She has  
76 been in discussion in getting an app for our library.

77 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed  
78 by the board.

|           |                           |          |
|-----------|---------------------------|----------|
| 5/28/2013 | Bills Voucher - Fund 6331 | 8,652.25 |
|-----------|---------------------------|----------|

|           |                           |          |
|-----------|---------------------------|----------|
| 6/11/2013 | Bills Voucher - Fund 6331 | 3,249.29 |
|-----------|---------------------------|----------|

**TOTAL BILLS - 2013**

**11,901.54**



**Regular Meeting, Lopez Island Library Board of Trustees  
Librarian's Report  
July 18, 2013**

**Financial Snapshot for 2013**

**Spent 37% of budget; earned 44% of budgeted revenue**

Revenue as of July 1, 2013 - \$251,058

Expenditures as of July 1, 2013 - \$212,644

In our General Operating Funds as of July 1, 2013 - \$155,752

In our Capital Improvement Funds as of July 1, 2013 - \$32,882

Lopez Island Endowment Fund: \$73, 226.34

**Select Operational Statistics June 2013**

Library Visits: 5,688 down 11% from this time last year

Circulation stats: 8,13969, up 12% from this time last year

Holds: 496, up 10 from last month

Circulated in June 2013:

Books vs. Non Books: 46% books 54% non-books

Fiction vs Non-fiction: 64% Fiction; 36% non-fiction

Adult vs. Youth: 87% adult; 13%

Physical Books vs Ebooks: 96% (print) vs 4%(digital)

Physical audio vs e-Audio: 71%(physical) vs. 29% digital

June Usage of Digital Books: Overdrive – 168 books downloaded;

OneClickdigital 9 books, Tumblebooks 70 books (up from 1!)

AWE Learning Station: 73 sessions in June (avg 25 minutes)

ILL: 60 borrowed; 0 lent (down 9 from last month)

Computer use: –1095, signups (estimate)  
Videoconferencing – 3; Teleconf (20)  
Meeting Room – 51

### Collection Development:

Added 1390 new titles (878 ebooks, 175 books, 80 periodicals, 78 films, 7 music CDs, 50 Audiobooks)  
Removed: 80 titles from catalog

### Summer Reading Program statistics:

42 signed up for the children's program  
24 signed up for the teen and tween program

Will start Current Events Talks in Aug 2013 at the Gathering place, an hour a week.

5 attendees at the instant ebooks class; none for grants

### Human Resources

Received Assistant Librarian Karen Rogers resignation due to family obligations; created a job ad that I posted on the PNLA job site, as well as Lopez Rocks, Association of Small and Rural Libraries. I've received 15 applicants thus far and done one interview with an applicant that was here on vacation. I created a applicant screening matrix to use with the applications.

### Technical and Automation

HP Laserjet Enterprise Printer ordered from HP and gadget to allow wi-fi printing: included option to print wireless and confirmed that the printer works with Cassie (PC Management) software

Cassie implementation is going smoothly. Guest passes work fine when patrons don't have card. Judy has narrowed down the printer choices that

work for office and public patron needs. Tony and Glen will be meeting this week to discuss server areas and review the broadband usage. Glen will be a guest speaker at the board meeting to give an update on IT events.

Koha – Some bugs appeared in the newest version of Koha: star ratings are being worked on in the new system and new developments include being able to delay only certain holds and not others. Right now it is an either or thing.

**Highlights of WA Public Library Director's Meeting  
July 11 & 12, 2013  
Dumas Center**

The Speakers:

The Library in 2020 – Joseph Janes, - editor of the book by the same name with essays from the library and IT luminaries of the day who finish this thought: the library in 2020 will be....

Always an entertaining speaker, Janes, the UW iSchool dean and editor of the book gave a synopsis of each entry and discussed the role we can play as leaders of the library of the future. I'll bring the book to the board meeting and offer some snippets. Fascinating very near future look.

Library Security and Safety – Joe Fithian, Security Manger, Seattle Public – He offers safety training to libraries on demand and has been a repeat presenter at WLA for the last 3 years. Lots of good pro-active ideas for increasing awareness and staff preparedness: such as civil standbys for known problem patrons; bad guys hate witnesses: using cameras for dissection of events not prevention and the buddy system; the script or speaking their language; welcoming as they come in; doing the walk around

What the #!%\$ goes on in the Foundation Office – discussion of how Foundations work vs. Friends groups; proactively approaching the big donors first for specific goals and then marketing to the rest of the community of donors; how to create donor lists and use them selectively.

Washington State Library Update – discussed diminishing value of databases but power of joint buying practices; layoffs coming; some

positions will be frozen; will pay fees so libraries can offer patrons and staff Microsoft IT academy training and certification.

Legislative Update - Audit updates; any trouble send an email to Steven Duncan and he will intercede with the audit managers; auditors in the field are often doing things that their managers are unaware of. Both Sno-Isle Libraries and Pierce County had auditors questioning their program choices so we must make sure that our documentation supports the educational motivation for programing and the tie back to the mission and long-range plan; more tax breaks instead of less

WLA Update – submit ideas for studies or meeting setups; trying to get more members to use their services

The New Washington Public Library Trustees Wiki (now online) – Diane Hutchins – full of links to the resources you need as a trustee:  
[wiki.sos.wa.gov/trustees](http://wiki.sos.wa.gov/trustees)

Short Report for June, 2013 – Rosie

Story Times – 4 total  
67 children, 39 adults participating  
106 participants total

Hamlet House Thursday afternoon reads - 2 sessions  
- we are continuing with Mrs. Queen Takes the Train by Michael Kuhn  
3-4 listeners each week, 6 total for the month

June Literary Salon, June 18th  
13 attendees discussing 28 titles.