

1 Lopez Island Library Board of Trustees
2 Regular Meeting
3 December 9, 2011
4 **Approved as submitted on January 13, 2012**
5

6 **Members present:** Bob Buchholz, Sarah Eppenbach, and Ilene Unruh were present. Tina
7 Katzenberger and Bill Evans were excused.
8

9 **Staff:** Lou Pray
10

11 **Friends of the Library:** Nancy Butte
12

13 **Guest:** no guests
14

15 **Call to Order:** Bob Buchholz called the meeting to order at 2:04 after it was determined that a
16 quorum was present.
17

18 **Agenda approval:** The Agenda was reviewed and approved.
19

20 **Approval of November 18, 2011 Regular Board Minutes:** Minutes were reviewed and
21 corrections sent and amended.

22 **MSP** Ilene Unruh moved and Sarah Eppenbach seconded to approve the November 18,
23 2011 minutes as amended. Motion passed.
24

25 **Friends of the Library Report:** Nancy Butte gave an overview of the book sale. The amount
26 earned grossed \$2,495 and netted just under \$2,000.00. Nancy expressed her concern about
27 the slowdown in contributions. Their next meeting is scheduled for December 15th. Lou let
28 people know that she would not be able to attend and would ask Rosie is she was available.
29 (She wasn't). No board member present would be able to attend.
30

31 **Librarian Report:** Lou submitted her librarian's report with following highlights, additions, and
32 discussion.
33

- 34 • We are at 92% of the budget spent; we have \$150,000 in general fund left and \$7,000 of
35 the capital improvement budget left
- 36 • We should be starting the new year close to the estimated \$110,000 starting cash.
- 37 • The article from the ALA's I LOVE LIBRARIES publication turned out well. Lots of
38 positive feedback from the Island's Weekly "Star Library" article from patrons.
- 39 • We have 38 people attend the Callused Hands Hungry Heart book talk
- 40 • 53+ at Thor Hanson's Feathers, book talk – actually more than would be fit the room
- 41 • We have an opportunity to collaborate in the flexible health spending account (reducing
42 administrative fees from \$600 to \$200 a year) with the other two libraries. Lou will
43 pursue
44

45 **OLD BUSINESS**
46

47 **Basement Committee Final Report:** Sarah Eppenbach gave an overview of the findings.
48

49 *Linda Zerst will present it to the Friends and get back to us with their feedback.
50

51 * At present, the idea of a book drop (hatch, chute) outside the bathroom area is the best long-

52 term solution. This would be locked and opened only by library staff and Friends. Some sorting
53 could be done prior to using this drop, saving the amount to be taken back up for the dump if
54 rejected for the sale.

55
56 * A small team (Lou and Ilene) will pursue the outstanding questions with the county and get a
57 quote from builders. Sarah Eppenbach and Linda Zerbst, from Friends, will continue their
58 involvement with the project as well.

59
60 *We'll see how much the amount is what the Friends can contribute.

61
62 **NEW BUSINESS**

63
64 **2012 Library Trustee Calendar (discussion):** Lou distributed the 2012 Library Board meeting
65 calendar. There were not questions. She will mark the meeting book with the days listed.

66
67 **APPROVAL OF BILLS:** Vouchers to pay bills and payroll were submitted and reviewed by the
68 board.

69
70 **Vouchers Submitted:**

71			
72	11/23/2011	Bills Voucher – Fund 6331:	2,270.59
73			
74	12/05/2011	Bills Voucher - Fund 6331:	2,188.11
75			
76		Total Bills	4,458.70
77			
78	12/1/2011	Payroll – December	15,053.30
79			
80	12/1/2011	Health Care	2,590.20
81			
82		Total Expenditures:	\$ 22,102.20
83			

84 **MSP** A motion to approve all vouchers for a total of **\$ 22,102.20** was made by Ilene
85 Unruh and seconded by Sarah Eppenbach. Motion passed.

86
87 **Surplus:** 48 collection items withdrawn from the collection valued at less than \$500.00 plus a
88 defunct printer and Dell laptop.

89 **MSP** A motion to approve the items presented for surplus was made by Sarah
90 Eppenbach and seconded by Ilene Unruh. Motion passed.

91
92 The next meeting is scheduled for January 13, 2012.

93
94 **Adjournment:** With no other business on the agenda, Bob called for a motion to adjourn.

95 **MSP** Sara Eppenbach moved and Ilene Unruh seconded to adjourn the meeting. Motion
96 passed. The regular meeting adjourned at 3.17p.m.

97
98
99 Respectfully submitted: _____
100 Board Secretary

101
102 Approved: _____
103 Board Chair

Year in Review

Lopez Island Library in 2011

Ending 2011 on a high note

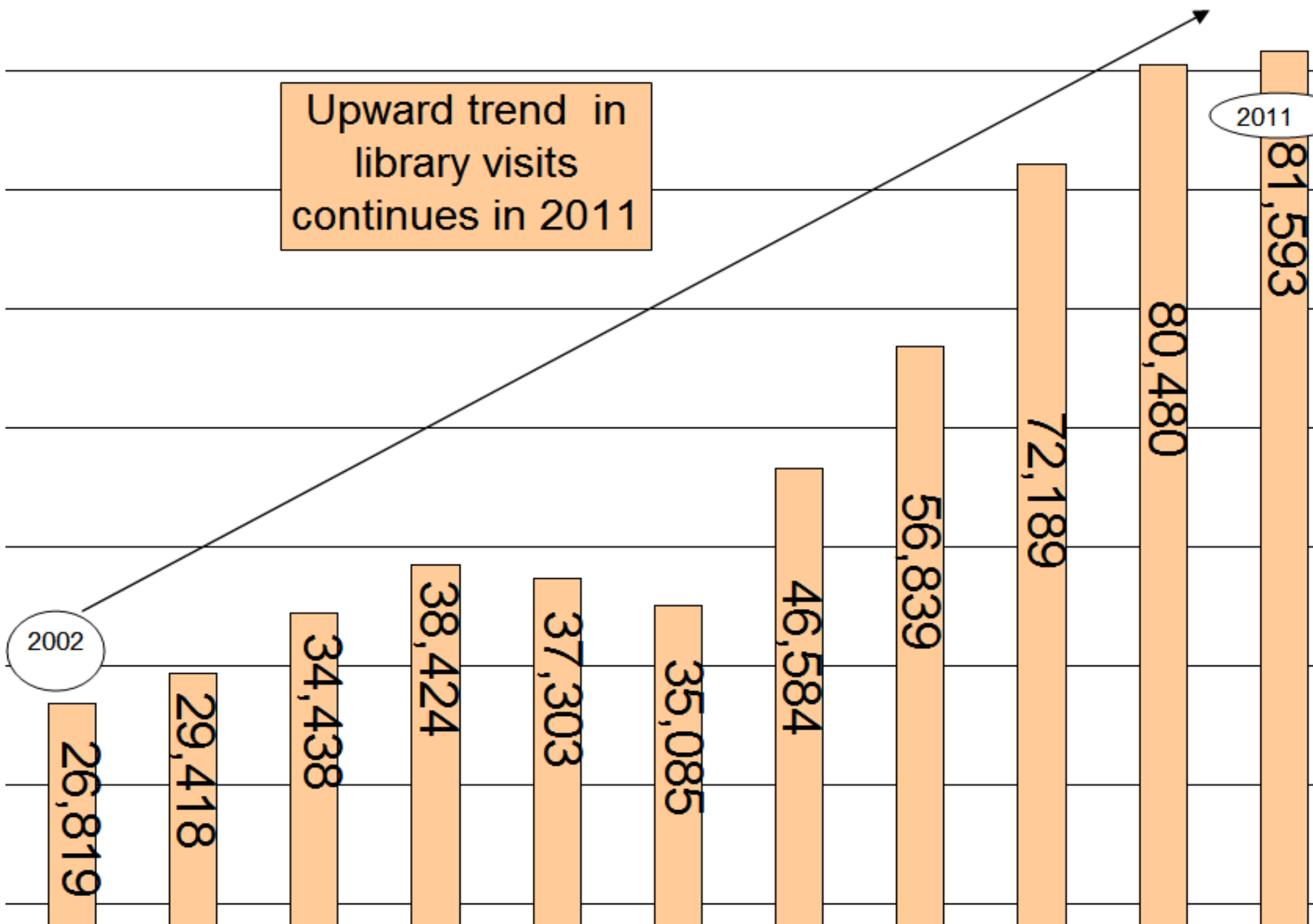
- Jim Lawrence, author of *Callused Hands, Hungry Heart* – 38 attendees
- Thor Hansen, author of *Feathers* – 56+ attendees
- Winter Storytelling event (for all ages) – 46 attendees

Big “wins” for the library in 2011

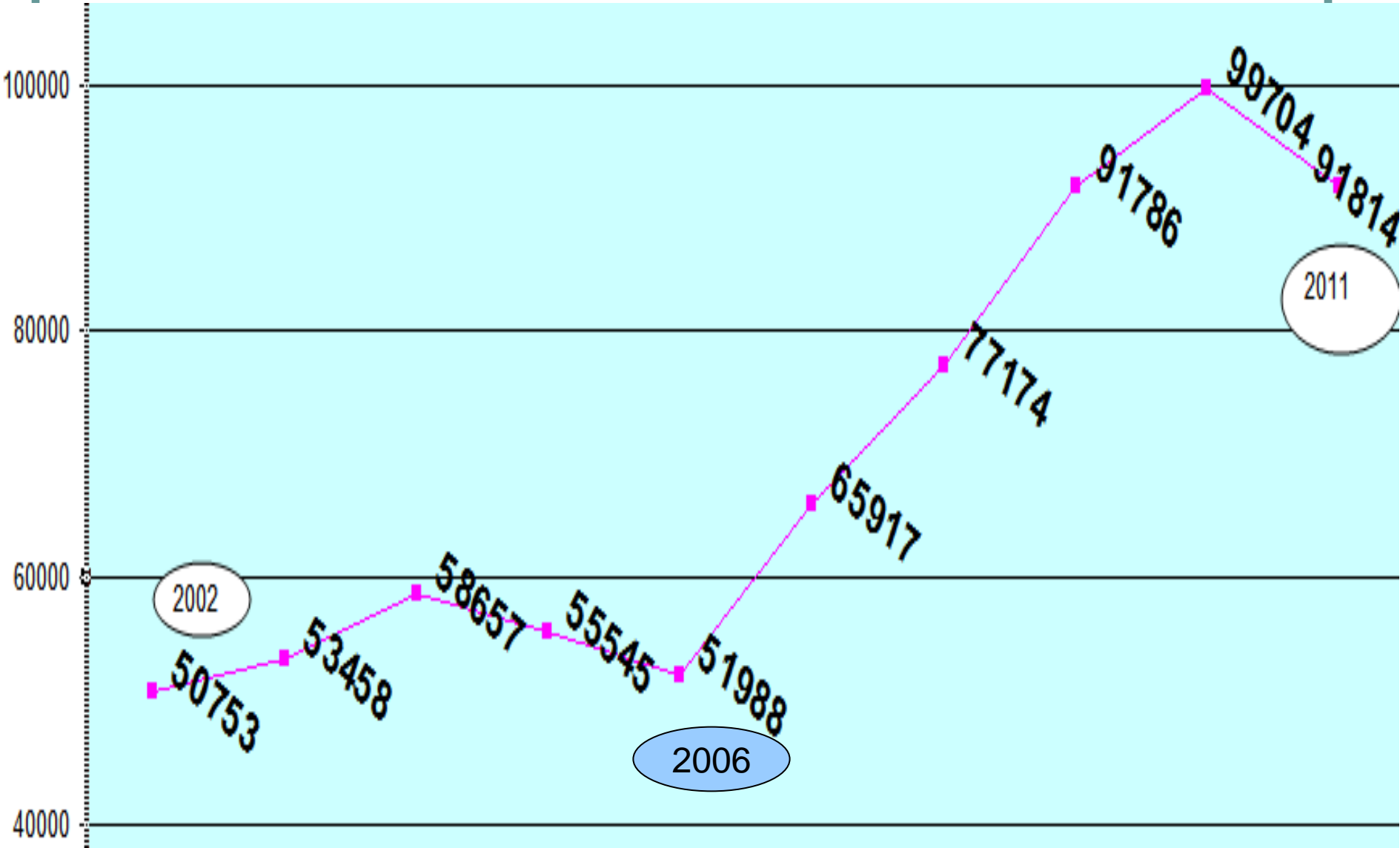
- Our fabulous new reading room, completed
- Staying so close to our target of \$160K on the building project
- The Paul D. Allen Grant and collaboration on the Lopez school history book
- Excellent satisfaction ratings in customer survey; Received 430+ responses, highest ever for library survey
- Another “star library” rating (3rd) in a row
- Coverage at national level

What changed for us in 2011?

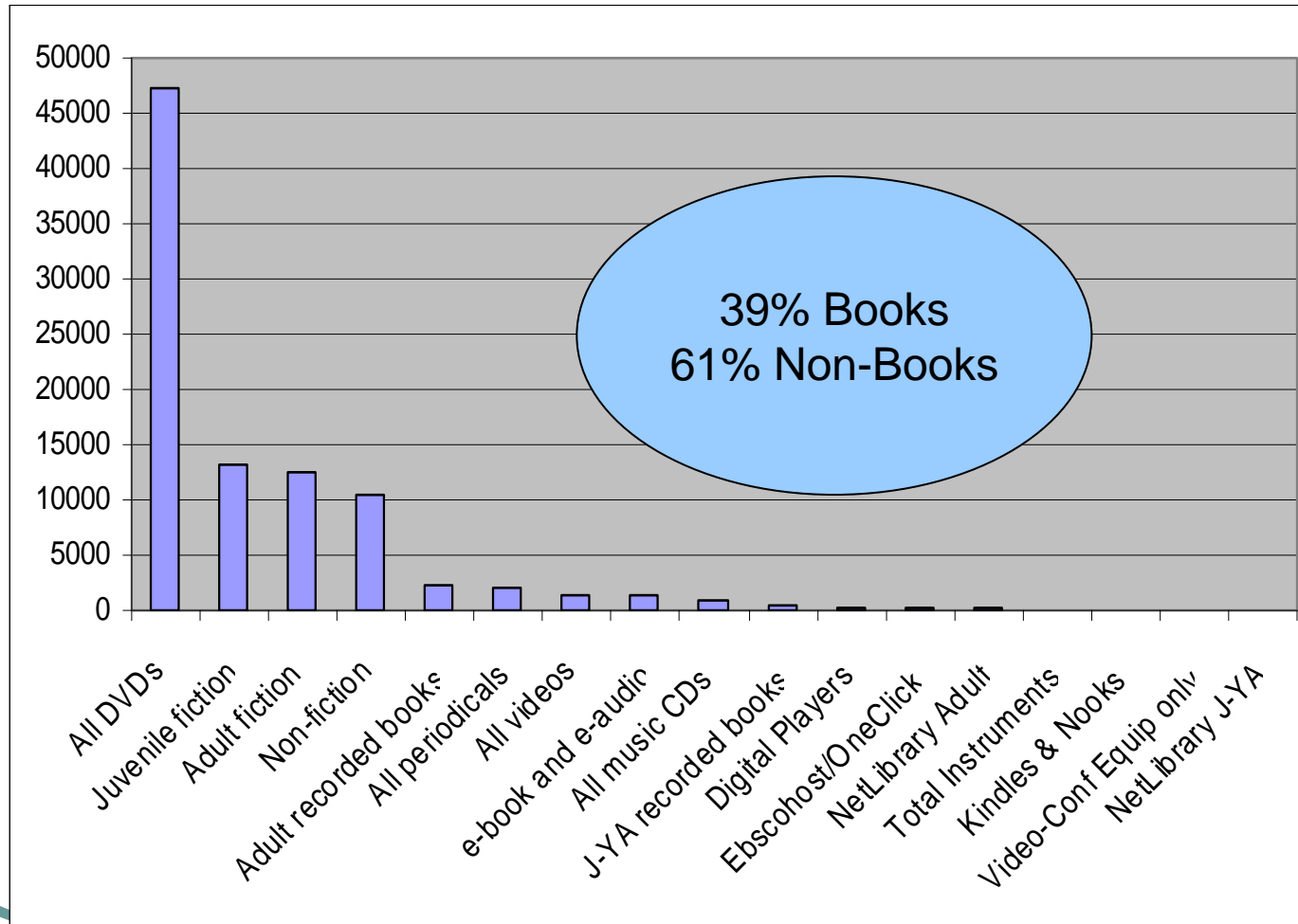
- Increased frequency of video conferences, and
- The ever-increasing popularity of MP3 players, eReaders, and tablets, and eBooks for these devices
- Both of these changes have required all staff to increase our skill sets. We now troubleshoot library equipment AND deliver instruction for patron-owned devices



Circulation is down in 2011



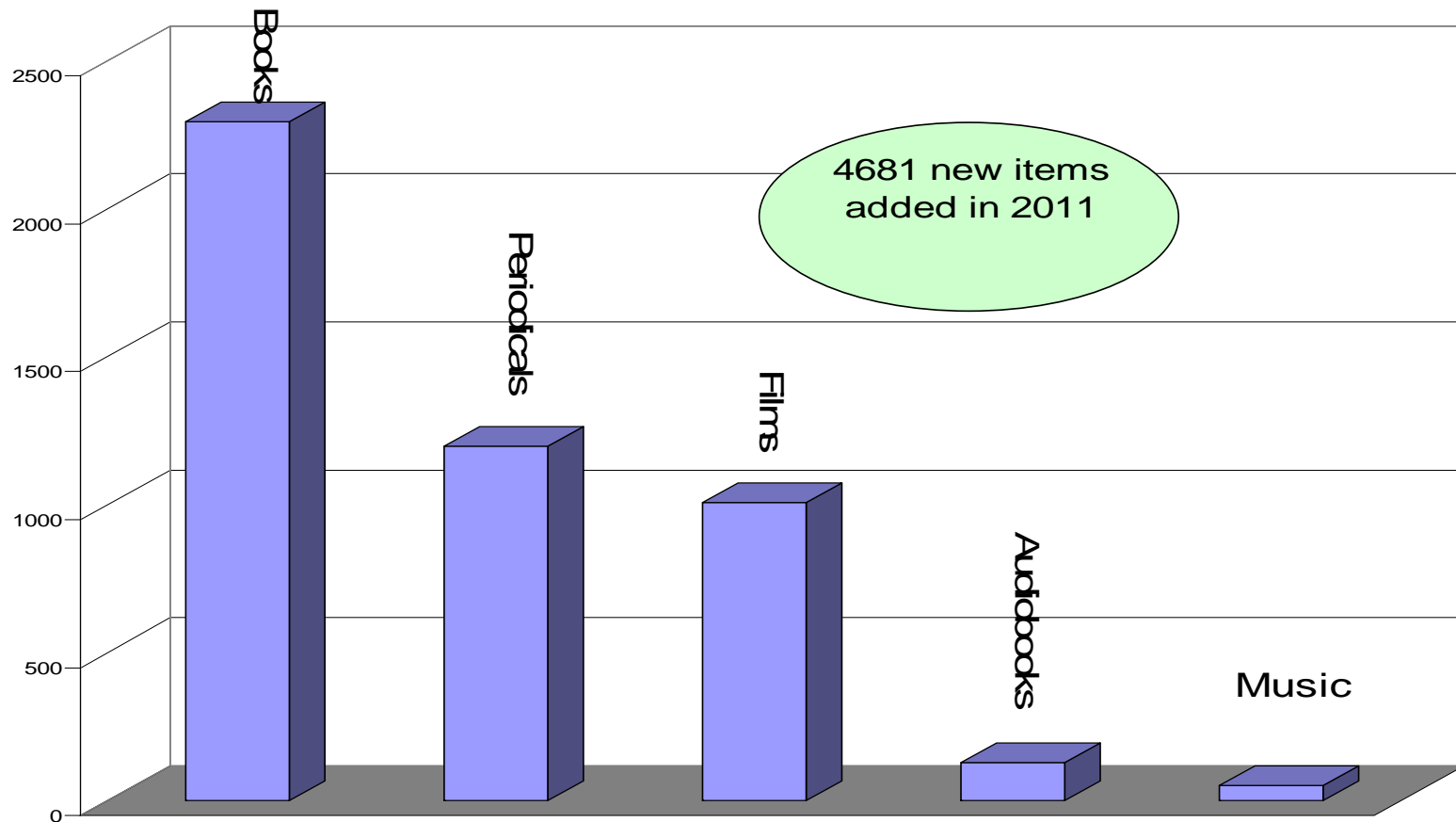
What went out?



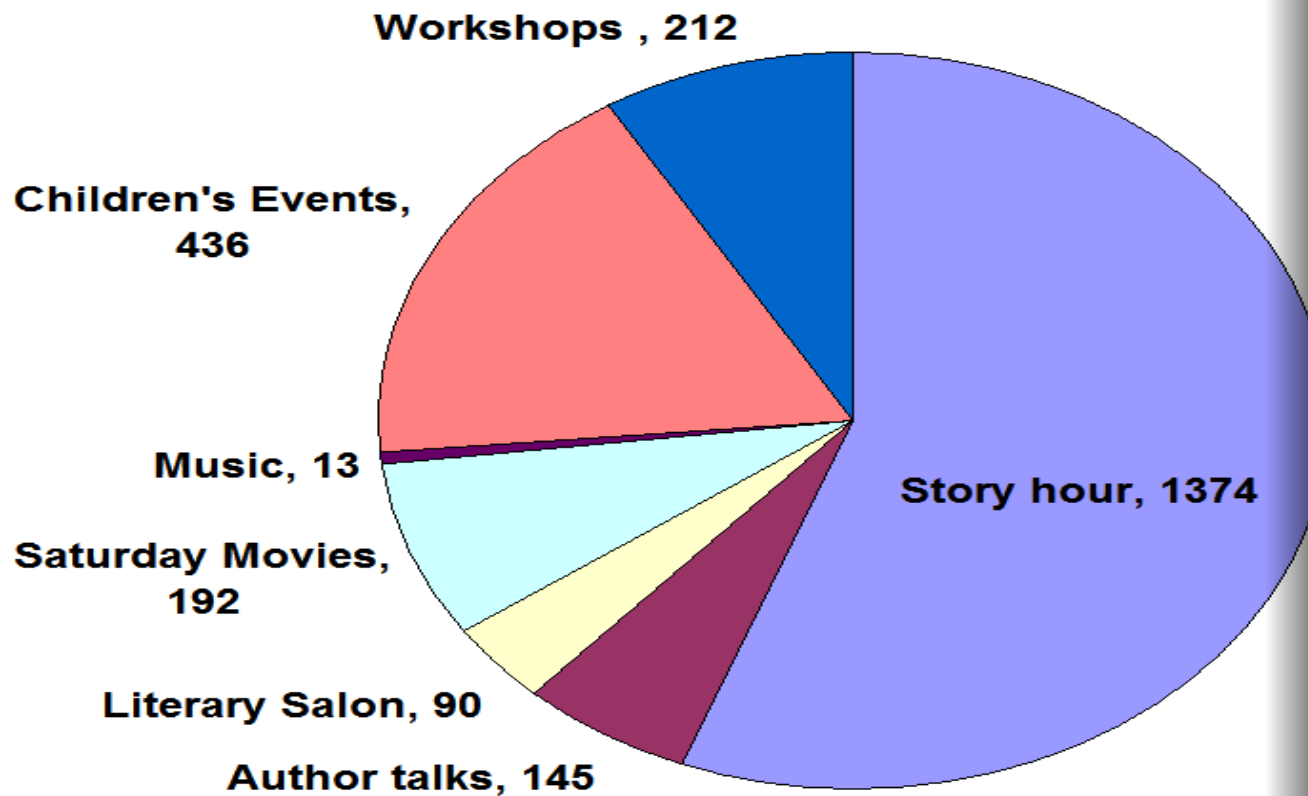
Circulation breakdown statistics

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Books													
Adult fiction	994	884	1043	1009	1087	1032	1214	1255	1066	1085	935	976	12580
Juvenile fiction	775	829	997	1127	954	1278	2056	1690	813	868	1006	878	13271
Total Books - fiction	1769	1713	2040	2136	2041	2310	3270	2945	1879	1953	1941	1854	25851
Total Non-fiction	922	692	851	822	805	887	1003	972	837	855	946	842	10434
Total Books	2691	2405	2891	2958	2846	3197	4273	3917	2716	2808	2887	2696	36285
Non-Books													
J-YA recorded books	46	48	46	38	37	44	58	75	24	47	33	38	534
Adult recorded books	176	185	182	165	201	169	216	292	207	212	201	147	2353
All periodicals	185	180	219	172	212	176	126	191	138	129	192	119	2039
All music CDs	61	67	82	85	55	44	98	93	49	105	82	141	962
All videos	132	108	135	148	148	117	127	137	68	98	105	141	1464
All DVDs	4373	4092	4311	4028	3737	3487	4075	4143	3358	3845	3919	4015	47383
Kindles & Nooks	4	4	8	7	4	10	8	1	5	5	8	5	69
NetLibrary J-YA	5	6	1	1	8	1	0	0	0	0	0	0	22
NetLibrary Adult	17	23	13	28	17	16	0	0	0	0	0	0	114
Ebscohost/OneClick							22	117	41	61	45	14	300
Overdrive Downloads	64	66	69	49	65	86	50	50	92	150	125	151	1017
Total Non-Book Items	5063	4779	5066	4721	4484	4150	4780	5099	3982	4652	4710	4771	56257
Other													
Computers	38	29	32	16	17	14	27	14	11	28	30	50	306
Digital Players	1	3	0	1	2	2	1	2	1	1	3	3	20
Total Equipment	24	19	23	20	26	21	24	13	25	23	28	22	268
Video-Conf Equip only	2	2	7	2	5	3	2	0	8	4	7	4	46
Total Instruments	9	5	7	2	11	10	12	9	24	0	10	8	107
2011 Total Other	72	56	62	39	56	47	64	38	61	52	71	83	701
Total adult items	6966	6330	6945	6529	6348	6038	6944	7148	5831	6512	6543	6587	78721
Total juvenile items	826	883	1044	1166	999	1323	2114	1765	837	915	1039	916	13827
2011 Total Items	7740	7145	7936	7642	7301	7294	9047	8887	6613	7315	7505	7389	91814

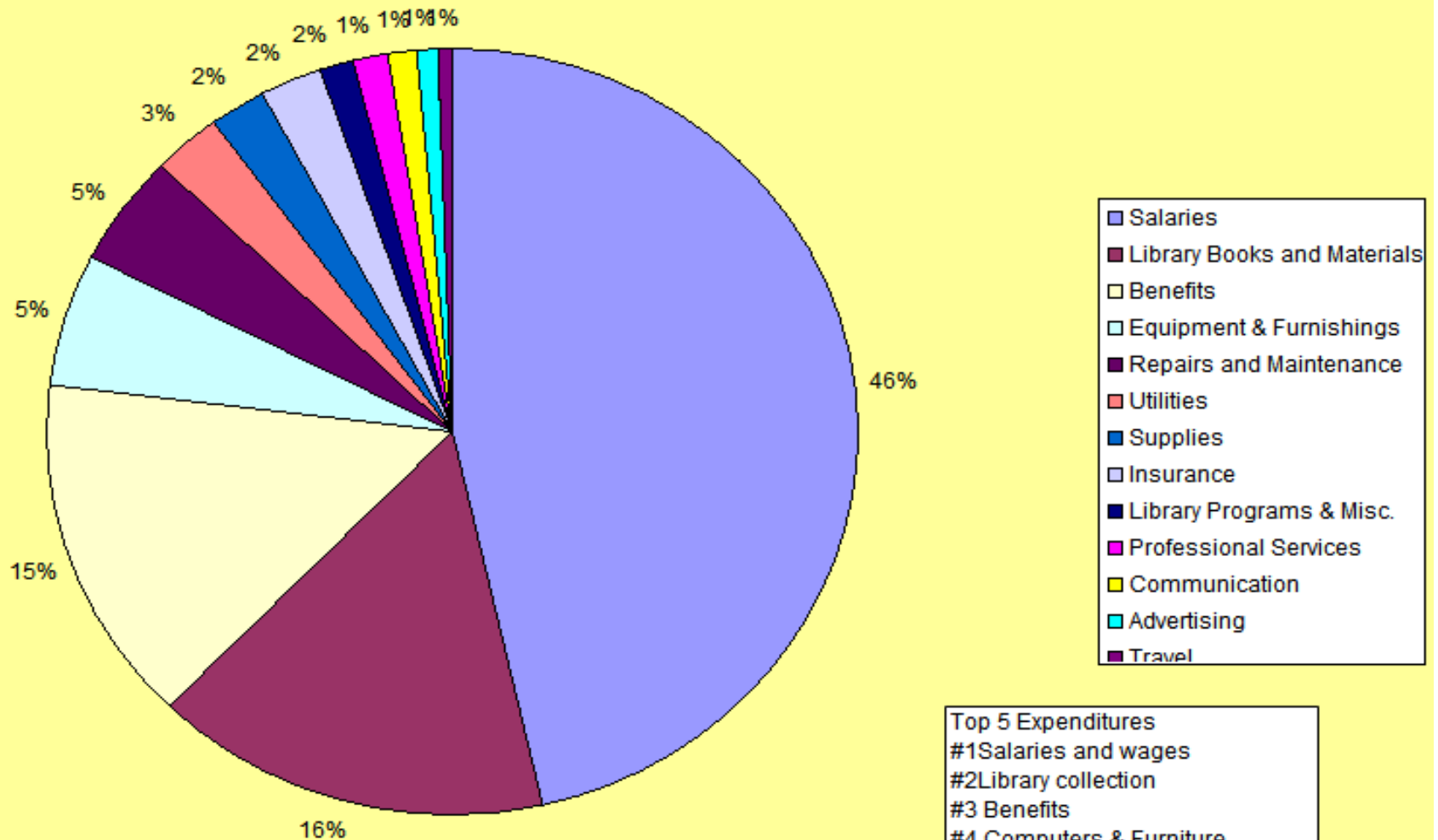
What was added to the library in 2011



Program attendance highlights



Expenditures by Category



Top 5 Expenditures
#1 Salaries and wages
#2 Library collection
#3 Benefits
#4 Computers & Furniture
#5 Repairs and Maintenance

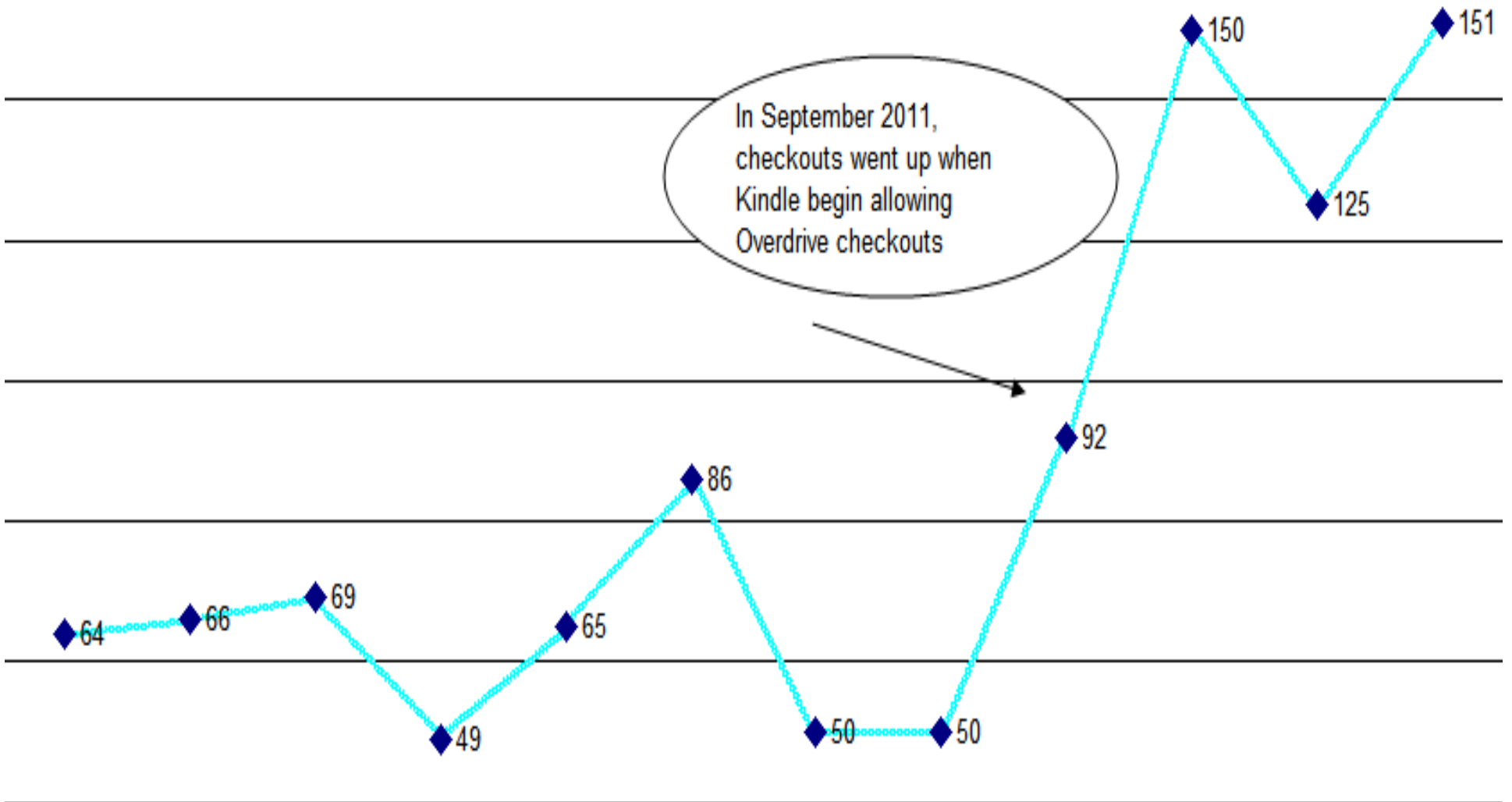
Long-range plan updates

- Expanded patron work space by 542 sq.
- Collaborated with Family Resource Center to provide Small Business Classes
- Added new sources for helping economic hard hit – books and dvds dealing with foreclosures and credit repair and databases
- One-on-one help with Kindles, iPads, etc

Financial Snapshot

- Ended with \$131,527.27 left in the general fund (12/31/2011)
- End with \$7,305 in capital improvements
- Received \$511,825.42 as revenue (94%)
- Spent \$515,214.18 (101%)

E-book and e-audiobook trends



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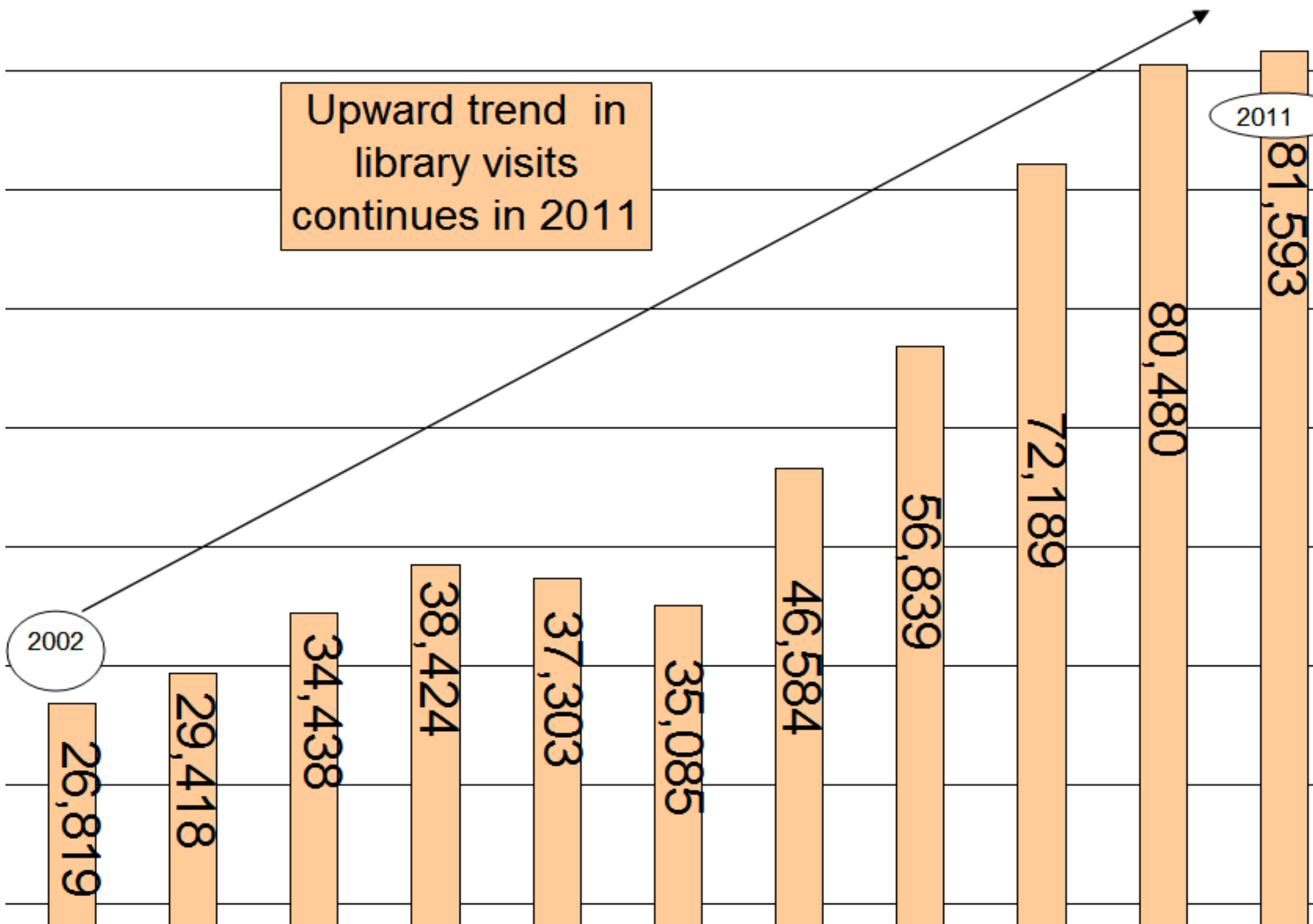
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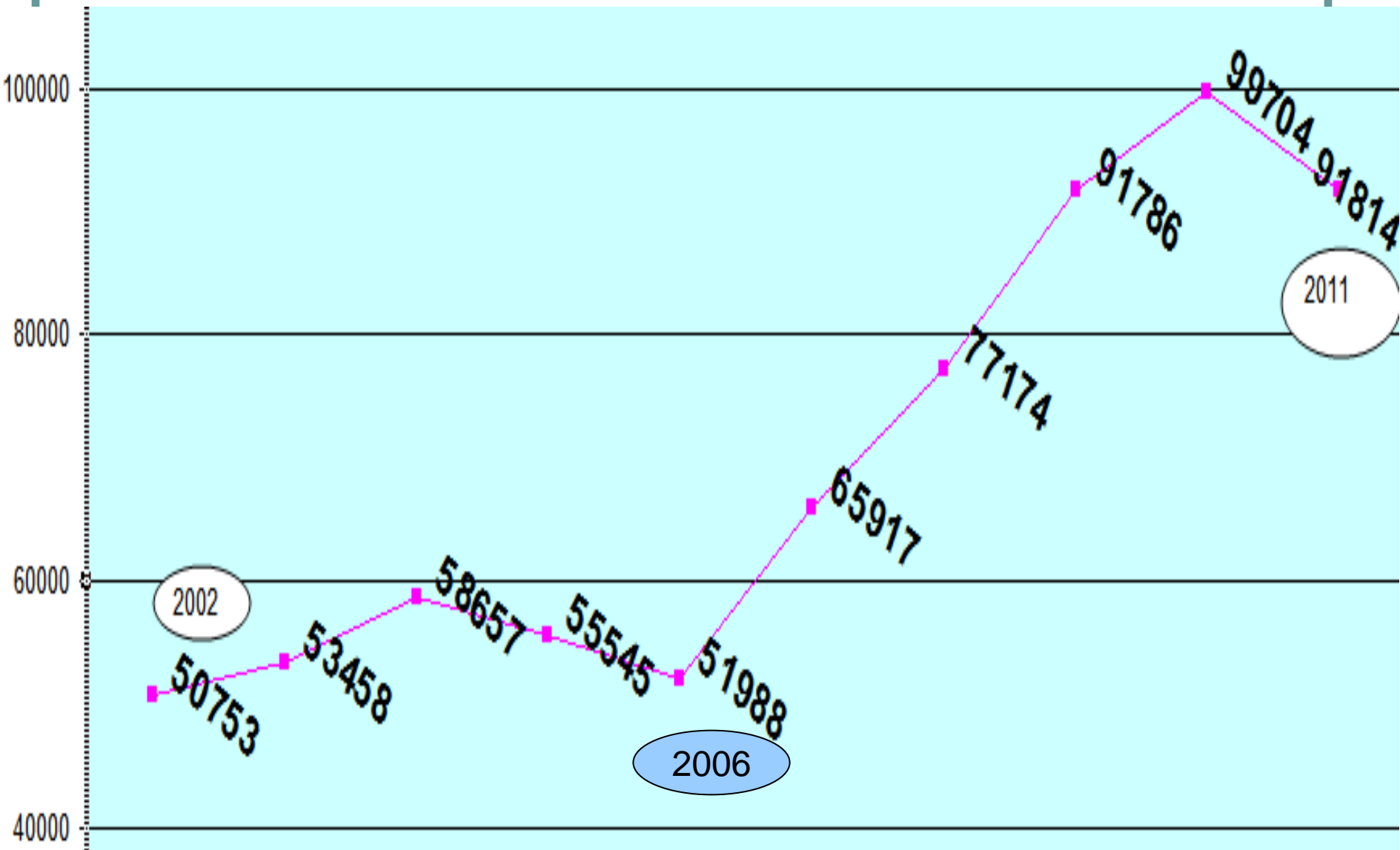
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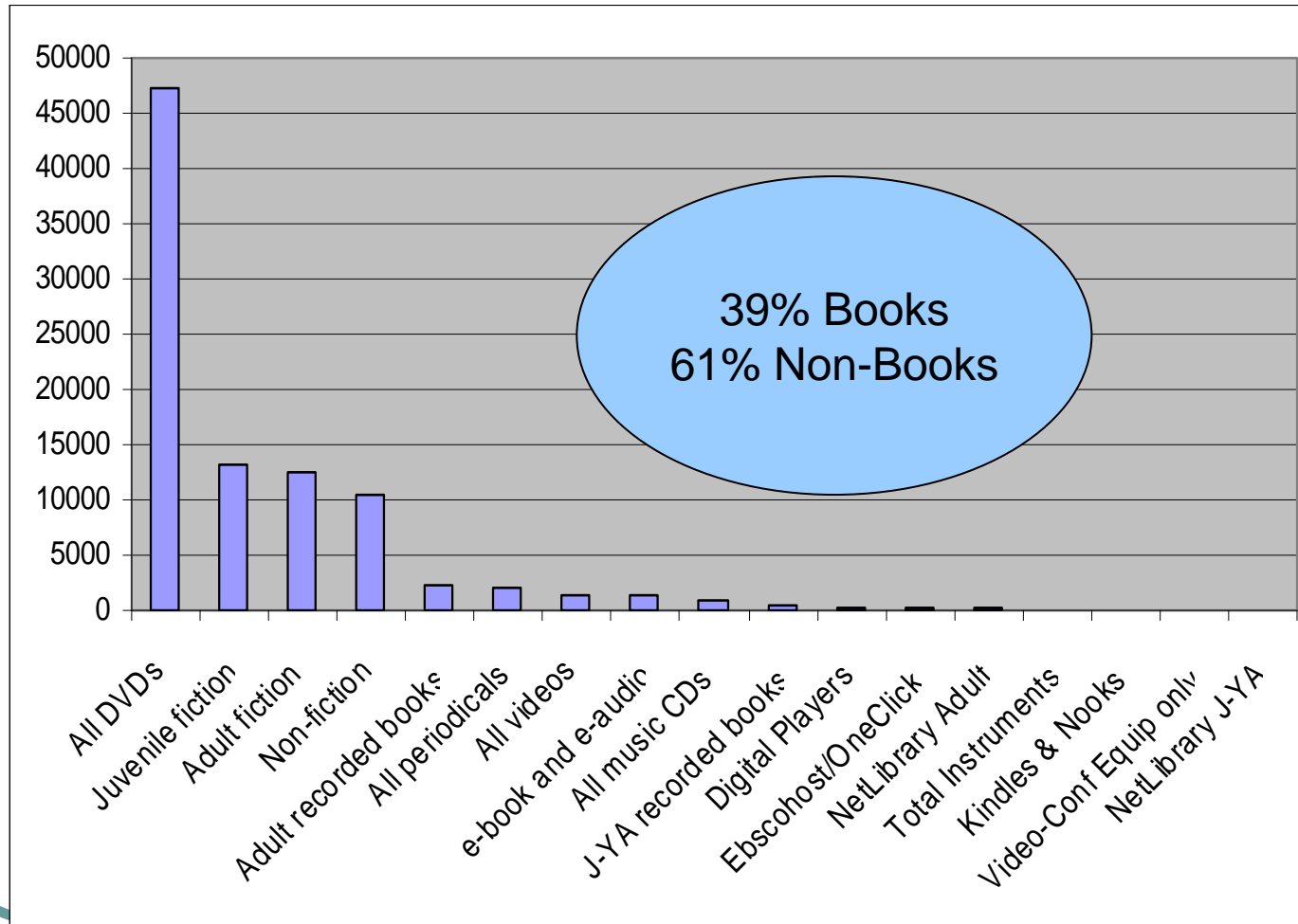
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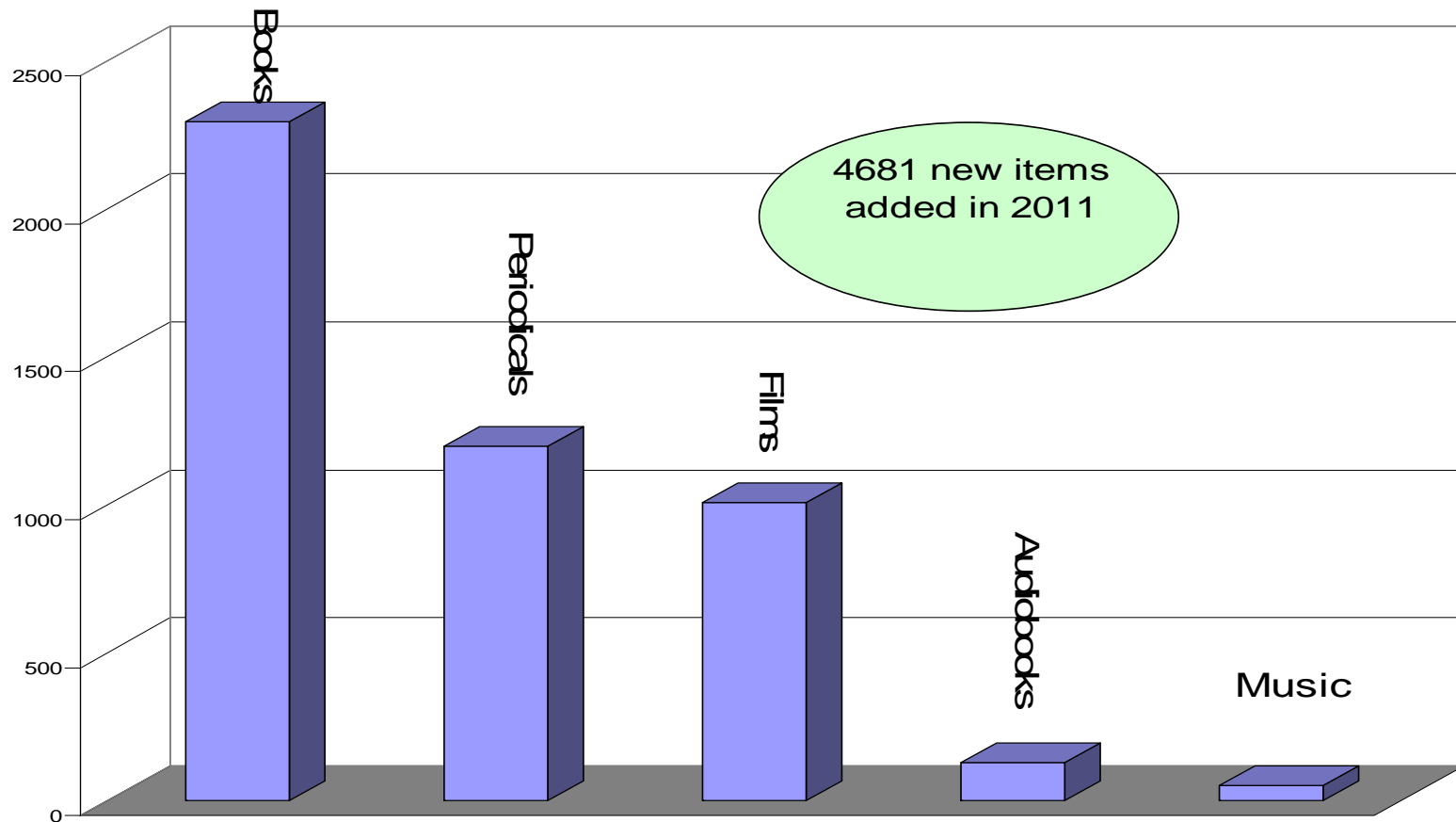
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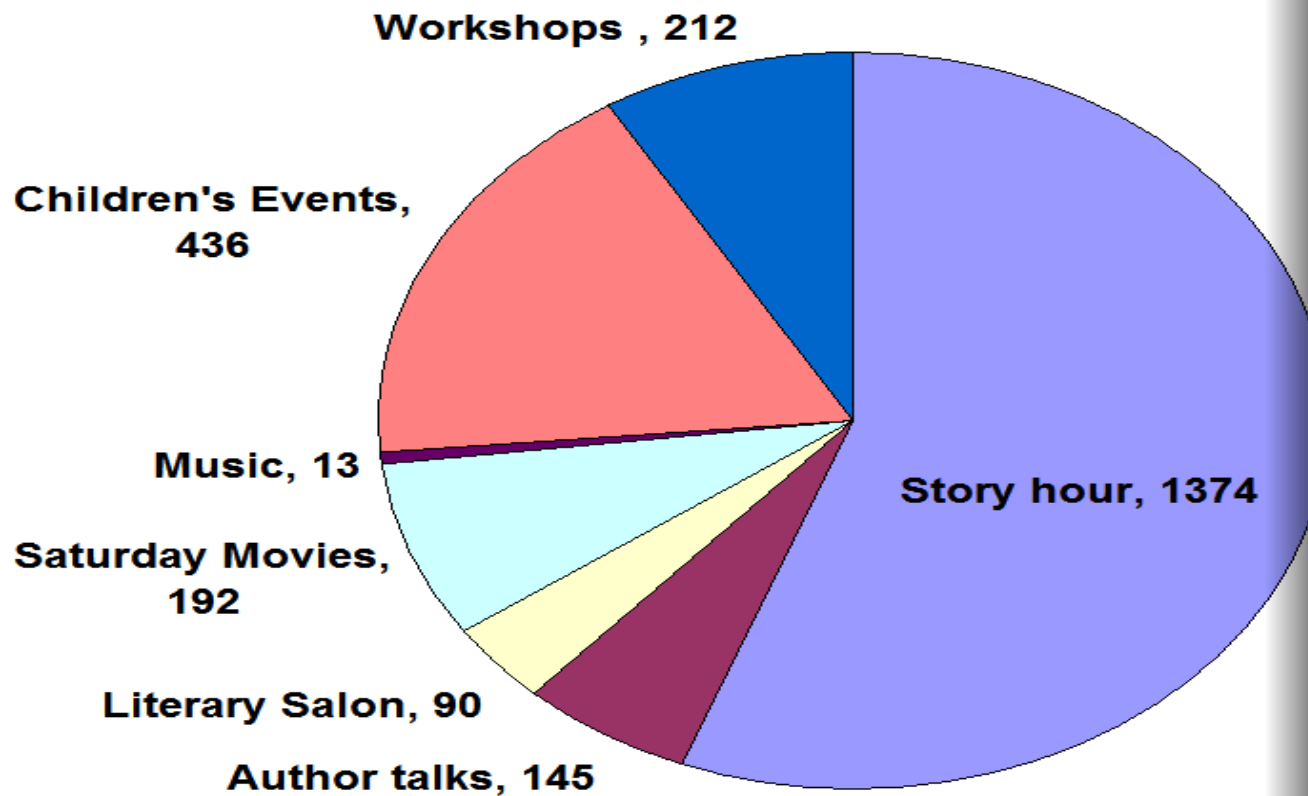
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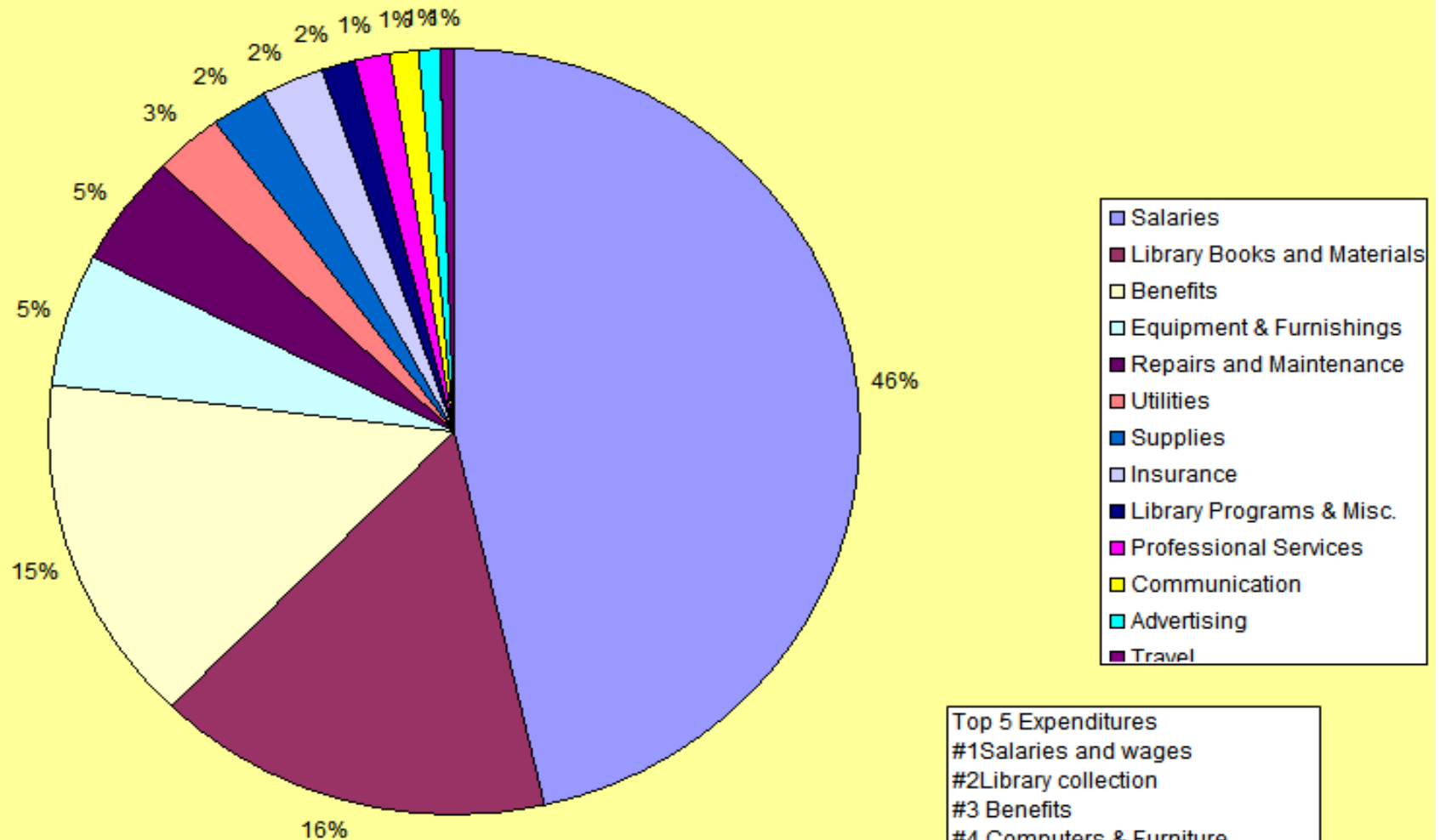
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