

**Orcas Island Library District  
2009 Washington Public Libraries Annual Report**

	<b>2008</b>	<b>2009</b>
<b>Library Information #1.1-1.29</b>		
<b>Part 1</b>		
<b>Identification</b>		
1.1*	WA0029	WA0029
1.2*	Orcas Island Library District	Orcas Island Library District
1.3*	500 Rose Street	500 Rose Street
1.4*	Eastsound	Eastsound
1.5*	98245	98245
1.6*	9453	9453
1.7*	500 Rose Street	500 Rose Street
1.8*	Eastsound	Eastsound
1.9*	98245	98245
1.10*	9453	9453
1.11*	San Juan	San Juan
1.12*	(360) 376-4985	(360) 376-4985
1.13	Philip L Heikkinen	Philip L Heikkinen
1.14	pheikkinen@orcaslibrary.org	pheikkinen@orcaslibrary.org
1.15	(360) 376-5750	(360) 376-5750
1.16	Mary Pugh	Mary Pugh
1.17	mpugh@orcaslibrary.org	mpugh@orcaslibrary.org
1.18*	1/1/2008	1/1/2009
1.19*	12/31/2008	12/31/2009
<b>Part 2</b>		
<b>General Information</b>		
1.20*	7,162	7,429
1.21	61	48
1.22	\$50	\$50
1.23*	1	1
1.24*	0	0
1.25*	0	0
1.26	2	2
1.27	3	3
1.28	6,700	6,700
1.29*	No	No
<b>Staff Information #2.1-2.9</b>		
<b>Staff FTEs</b>		
2.1*	2.52	2.52
2.2	1	1
2.3*	3.52	3.52

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2.4* All Other Paid Staff FTEs	1.96	2.33
2.5* Total Paid Staff FTEs	5.48	5.85
2.6 Does the Library have a dedicated IT Staff?	Yes	Yes
<b>Youth Services</b>		
2.7a Does the Library have a Youth Services Coordinator?		No
2.7b Does the Library have a Children's Librarian?		Yes
2.7c Does the Library have a Teen Librarian?		Yes
2.8 If Yes above, is there Youth Services staffing at the Branch Level?		NA
2.9 Annual Volunteer Hours	5039	5,393
<b>Library Revenue #3.1-3.17</b>		
<b>Local Government Revenue</b>		
3.1 Local (From Your Jurisdiction)	\$500,740	\$507,564
3.2 Local (From Contracting Entities)	\$0	\$0
3.3 Local (Other, Leasehold Excise Tax, etc.)	\$1,453	\$937
3.4 Timber Tax	\$70	\$17
3.5* Total Local Government Revenue	\$502,263	\$508,518
<b>State Government Revenue</b>		
3.6* State Government Revenue (NOT grants from State Library)	\$0	\$3,569
<b>Federal Government Revenue</b>		
3.7 LSTA	\$0	\$0
3.8 Other Federal Government Revenue	\$0	\$4,000
3.9* Total Federal Government Revenue	\$0	\$4,000
<b>Other Operating Revenue</b>		
3.10* Other Operating Revenue	\$87,323	\$73,964
<b>Total Operating Revenue</b>		
3.11* Grand Total Operating Revenue	\$589,586	\$590,051
<b>Capital Revenue</b>		
3.12* Local Government Capital Revenue	\$0	\$69
3.13* State Government Capital Revenue	\$0	\$0
3.14* Federal Government Capital Revenue	\$0	\$0
3.15* Other Capital Revenue	\$0	\$0
3.16* Total Capital Revenue	\$0	\$69
<b>Grand Total All Revenue</b>		
3.17 Grand Total All [Operating and Capital] Revenue	\$589,586	\$590,120
<b>Library Expenditures #4.1-4.24</b>		
<b>Part 1</b>		
<b>Personnel Expenditures</b>		
4.1* Salaries and Wages Expenditures	\$261,293	\$274,620
4.2* Employee Benefit Expenditures	\$61,825	\$67,487

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4.3* Total Library Staff Expenditures	\$323,118	\$342,107
<b>Collection Expenditures</b>		
4.4 Book Material Expenditures	\$57,735	\$52,327
4.5 Non Book Print Material Expenditures	\$4,865	\$5,544
4.6* Total Print Material Expenditures	\$62,600	\$57,871
4.6a If you only have a Total for Print Material Expenditures, report it here	NA	NA
4.7 Database Licensing Expenditures	\$3,299	\$3,571
4.8 Non Database Licensing Electronic Materials Expenditures	\$0	\$13,739
4.9* Total Electronic Materials Expenditures	\$3,299	\$17,310
4.10* All Other Materials Expenditures	\$14,363	\$0
4.11* Total Collection Expenditures	\$80,262	\$75,181
4.11a If you only have a Total for Collection Expenditures, report it here	NA	NA
<b>Part 2</b>		
<b>Other Operating Expenditures</b>		
4.12 Technology Expenditures	\$33,739	\$27,005
4.13 Library Building Maintenance Expenditures	\$42,531	\$43,409
4.14 You Are a City Library and City Itself Maintains the Library Building	No	No
4.15 Building Maintenance Amount the City Provides	NA	NA
4.16 Miscellaneous Other Operating Expenditures	\$79,243	\$66,623
4.17* Total Other Operating Expenditures	\$155,513	\$137,037
<b>Total Operating Expenditures</b>		
4.18* Grand Total Operating Expenditures	\$558,893	\$554,325
<b>Capital Expenditures</b>		
4.19 Land Expenditures	\$0	\$0
4.2 Building Expenditures	\$0	\$0
4.21 Furniture and Equipment Expenditures	\$0	\$0
4.22 Other Capital Expenditures	\$0	\$4,930
4.23* Total Capital Expenditures	\$0	\$4,930
<b>Grand Total All Expenditures</b>		
4.24 Grand Total All [Operating and Capital] Expenditures	\$558,893	\$559,255
<b>Collections #5.1-5.17</b>		
<b>Part 1</b>		
<b>Print Materials</b>		
5.1 Books in Print	41,038	41,366
5.2 Serial Back Files in Print	1,521	1,697
5.3* Total Print Materials	42,559	43,063
<b>Audio Materials</b>		

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5.4 Audio Materials (Non Web-based Downloaded)	2,441	2,776
5.5 Web-based Downloaded Audio Materials	797	2,324
5.6* Total Audio Materials	3,238	5,100
<b>Video Materials</b>		
5.7 Video Materials (Non Web-based Downloaded)	2,531	2,973
5.8 Web-based Downloaded Video Materials	0	0
5.9* Total Video Materials	2,531	2,973
<b>Part 2</b>		
<b>Miscellaneous Materials</b>		
5.10* Electronic Books (E-Books)	0	308
5.11 Other Library Materials	38	44
5.12 Total Holdings	48,366	51,488
<b>Subscriptions and Licenses</b>		
5.13* Current Print Serial Subscriptions	125	121
5.14* Current Electronic Serial Subscriptions	0	0
<b>Number of Licensed Databases Acquired</b>		
5.15a Local (Purchased by the Library)	6	9
5.15b* State (Agreements with State Government State Library) [This Field is Auto-Filled]	11	11
5.15c* Other (Cooperative or Consortial Agreements)	18	17
5.16* Total Licensed Databases	35	37
<b>Depository</b>		
5.17 Federal or State Depository	No	No
<b>Library Service Measures #6.1-6.28</b>		
<b>Part 1</b>		
<b>Annual Service Measures</b>		
6.1* Annual Public Service Hours	2,491	2,506
6.2* Annual Library Visits	144,884	141,750
<b>Reference Transactions</b>		
6.3 Reference Transactions (Non-Virtual)	3,160	3,100
6.4 Virtual Reference Transactions	200	180
6.5* Total Combined Annual Reference Transactions	3,360	3,280
6.5a If you only have a Total for Combined Reference Transactions, report it here	NA	NA
6.6 Does the Library offer Virtual Reference service 24 hours a day, 7 days a week?	No	No
<b>Circulation</b>		
6.7* Circulation of Children's Materials	32,251	33,781
6.8 Circulation of Adult Materials	78,959	79,106
6.9* Total Circulation	111,210	112,887
<b>Interlibrary Loans</b>		

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6.10* Interlibrary Loans Provided to Other Libraries	180	301
6.11* Interlibrary Loans Received from Other Libraries	1,299	1,357
6.12 Shared Catalog ILLs included above?		NA
6.13 Interlibrary Loans Provided to Other Libraries you share a catalog with		NA
6.14 Interlibrary Loans Received from Other Libraries you share a catalog with		NA
<b>Part 2</b>		
<b>Library Programs</b>		
6.15* Children's Programs	105	118
6.16* Young Adult Programs		0
6.17 Adult Programs	88	108
6.18* Total Number of Programs	193	226
6.18a If you only have a Total for Programs, report it here	NA	NA
<b>Program Attendance</b>		
6.19* Children's Program Attendance	2,199	2,311
6.20* Young Adult Program Attendance		0
6.21 Adult Program Attendance	2,179	2,581
6.22* Total Program Attendance	4,378	4,892
6.22a If you only have a Total for Program Attendance, report it here	NA	NA
<b>Summer Reading Program</b>		
6.23 Does the Library offer a Summer Reading Program?	Yes	Yes
6.24 If yes above, do you use the program manual provided by the State Library, through its national membership in the Collaborative Summer Library Program?	Yes	Yes
6.25 Number of Summer Reading Program Participants	123	125
<b>Part 3</b>		
<b>Library Cooperative Organizations</b>		
6.26 Is the Library in Cooperation with Other Organizations?	Yes	Yes
<b>Which Type of Organizations is the Library in Cooperation with?</b>		
6.27a Public Libraries	Yes	Yes
6.27b Academic Libraries	Yes	Yes
6.27e K-12 Schools	Yes	Yes
6.27f Museums	Yes	Yes
6.27g Community Centers	Yes	Yes
6.27h Non-Profit Organizations	Yes	Yes

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<b>Library Cooperative Arrangements</b>		
<b>Which Type of Cooperative Arrangements does the Library Participate in?</b>		
6.28a Joint Facility	No	No
6.28b Joint Collection Catalog	No	No
6.28c Joint Purchasing	No	Yes
6.28e Joint Training	Yes	Yes
6.28f Joint Telecom Services	Yes	Yes
<b>Electronic Measures #7.1-7.39</b>		
<b>Part 1</b>		
<b>Staff Use Only Computers</b>		
7.1 Staff Use Only: Text-Based Only	0	0
7.2 Staff Use Only: Graphical User Interface	14	14
7.3 Staff Use Only: Total	14	14
<b>Public Use Computers</b>		
7.4 Public Use: Text-Based Only	0	0
7.5 Public Use: Graphical User Interface	16	16
7.6 Public Use: Total	16	16
<b>Total Computers</b>		
7.8 Graphical User Interface Total	30	30
7.9 Grand Total Computers	30	30
<b>Laptop Lab Computers</b>		
7.1 Laptop Labs		0
7.11 Laptop Lab Computers, not counted elsewhere		0
<b>Internet Use</b>		
7.12 Number of Internet Computers Used by Staff Only	14	14
7.13* Number of Internet Computers Used by General Public	16	16
7.14 Does the library provide WiFi internet access to patrons?	Yes	Yes
<b>Part 2</b>		
<b>Dial-up Connections</b>		
Dedicated Frame Relay Broadband Connections		
7.17 Number of Computers with Full or Partial T-1 Connections	34	34
7.22 Total Number of Computers with Dedicated Frame Relay	34	34
<b>Electronic Information</b>		
7.23 Number of Licensed Database Searches (In-Library and Remote)	6,470	3,450
7.24* Library's Web Page Address	<a href="http://www.orcaslibrary.org">http://www.orcaslibrary.org</a>	<a href="http://www.orcaslibrary.org">http://www.orcaslibrary.org</a>

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7.25 Number of Virtual Visits to Networked Library Services	54,743	71,170
7.26 Number of OPAC (Online Public Access Catalog) Sessions	73,092	57,023
7.27 Number of Electronic Holds Placed	4,926	5,282
7.28 Number of Electronic Renewals Placed	1,825	2,145
7.29 Percentage of Time Public Internet Computers In Use	90%	95%
7.30* Annual Number of Users of Public Internet Computers	17,355	19,950
<b>Part 3</b>		
<b>Library Automation</b>		
7.31 Automated System Vendor	SirsiDynix	SirsiDynix
7.31a Other Automated System Vendor	NA	NA
7.32 Automated System Name and Version	7.4.2	7.4.2
<b>Internet Filtering</b>		
7.33 Does the Library offer Filtering on Staff Internet Computers?	No	No
7.34 Does the Library offer Filtering on Public Internet Computers?	No	No
7.35 Is the Library CIPA Compliant?	No	No
7.36 Filtering Solution Used	NA	NA
7.36a Other Filtering Solution	NA	NA
7.37 Costs Associated with Implementing Filtering Solution	NA	NA
<b>Universal Service Rate (E-Rate) Discounts</b>		
7.38 Does the Library File for E-Rate Discounts?	Yes	Yes
If yes above, which E-Rate Service Discounts does the		
7.39a Telecommunications Services	Yes	Yes
7.39b Internet Access	No	NA
7.39c Internal Connections	No	NA
<b>Salary #8.1-8.123</b>		
<b>Director</b>		
8.1 Minimum	\$31.97	32.44
8.2 Medium	NA	NA
8.3 Maximum	\$37.87	38.43
<b>Senior Library Associate</b>		
8.46 Minimum	\$19.96	20.25
8.47 Medium	NA	NA
8.48 Maximum	\$28.12	28.53
<b>Library Associate</b>		
8.49 Minimum	\$13.15	13.34
8.5 Medium	NA	NA
8.51 Maximum	\$20.86	21.16
<b>Library Assistant 1</b>		

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8.52 Minimum	\$11.00	11.16
8.53 Medium	NA	NA
8.54 Maximum	\$13.98	14.17
<b>Administrative Secretary</b>		
8.88 Minimum	\$18.49	18.75
8.89 Medium	NA	NA
8.9 Maximum	\$23.46	23.81
<b>Network Administrator with Degree or Certification</b>		
8.115 Minimum	\$21.89	22.2
8.116 Medium	NA	NA
8.117 Maximum	\$27.79	28.19
<b>Part 1</b>		
<b>Benefits</b>		
9.1 FICA	Yes	Yes
9.2 Shift Differential	No	No
9.3 Longevity Pay	No	No
9.4 What is your Pension Type?	State	State
<b>Who is covered?</b>		
9.5 Employer Paid Medical Insurance	Employee only	Employee only
9.6 Employer Paid Dental Insurance	Employee only	Employee only
9.7 Employer Paid Vision Insurance	Employee only	Employee only
<b>Who pays for?</b>		
9.8 Long Term Disability Insurance	Employer	Employer
9.9 Short Term Disability Insurance	Employer	Employer
9.1 Deferred Compensation	Shared	Shared
9.11 Life Insurance	Employer	Employer
9.12 Tuition Reimbursement	Employer	Employer
<b>Part 2</b>		
<b>Holiday Leave (in days per year)</b>		
9.13 Regular Exempt	11	11
9.16 Floater Exempt	1	1
<b>Vacation Leave (in hours per month)</b>		
9.19 Minimum Exempt	12	12
9.23 Maximum Exempt	24	24
9.27 Limited Accrual On Vacation Leave	Yes	Yes
<b>Sick Leave (in hours per month)</b>		
9.28 Minimum Exempt	8	8
9.32 Maximum Exempt	8	8
9.36 Limited Accrual On Sick Leave	No	No