Discussion

Time check: 5:08

Publication of the agenda and the approximate times are a guide to, and not a limitation on, the activities of Trustees.

Central Library, 210 Central Avenue, Bellingham, Washington Lecture Room – 4:00 p.m.

AGENDA TIME (approx.) 1. Call to order and introductions 2 min 2. Approve/modify agenda 1 min 3. Public comment 3 min This time is set aside for members of the public to make comments or ask questions. We ask that remarks be limited to three minutes. 2 min 4. Consent agenda All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. Communications and FYI Minutes February 1, 2018: Special board meeting February 20, 2018: Regular board meeting • Library performance & activity measures February 2018 • Financial reports Claims: February 2018 YTD report: February 2018 15 min 5. Reports Board Chair Library Board members City Council liaison Friends of Bellingham Public Library Library Director Time check: 4:23 6. Level of Service standard, Staff FTE 15 min Action requested 7. 2019-2020 Budget priorities 30 min 8. Policy update and changes

10 min

Meeting Room Policy progress update

9. Whatcom Reads!

5 min

Time check: 5:23

10. New business

2 min

11. Action items for next meeting

2 min

12. Adjourn

Time check: 5:27

Next Regular Library Board Meeting: Tuesday, April 17, 2018 – 3:30 p.m. Location: Lecture Room, Central Library, 210 Central Avenue Bellingham, Washington

The library meeting rooms are ADA accessible; however, if you require a sign interpreter or other hearing accommodation, please allow the library 48 hours notice. Order of agenda items may be adjusted.



Special Meeting of the Library Board of Trustees Thursday, February 1, 2018 – Central Library 1:00 p.m.

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

Board Members Present:

Rick Osen, Rachel Myers, Rebecca Craven and Jim

McCabe

Library Staff:

Nancy Kerr

Call to order: Special session was called to order at 1:00 p.m. by Chair, Rick Osen.

Executive Session: The Board went into Executive Session, according to RCW 42.30.110(h), to evaluate the qualifications of candidates for appointment to the vacant Board Trustee position.

Five candidates had been interviewed by a committee. Following discussion, the Board chose one candidate for recommendation to Mayor Kelli Linville.

Meeting adjourned at 2:00 p.m.

Next Regular Library Board Meeting — February 20, 2018 at the Central Library, 210 Central Avenue, Lécture Room — at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST Nancy Keir, Director



Regular Meeting of the Library Board of Trustees Tuesday, February 20, 2018 – Central Library 4:00 p.m.

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

Board Members Present: Rick Osen, Rachel Myers, Rebecca Craven, Jim McCabe

and Vernon Johnson

Library Staff: Nancy Kerr, Janice Keller, Jon McConnel and Wendy

Jenkins

Others Present: April Barker, City Council Liaison; Faye Hill, Friends of BPL;

Chris Deile, library patron

Call to order and introductions: Regular session was called to order at 4:01 p.m. by Chair, Rick Osen.

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Rachel Myers seconded. Motion carried.

Public comment: Chris Deile explained that it would be beneficial to have volume control on the catalog and database computers (distinguished from the internet computers) for patrons who would like to access the Mango Languages database. Chris also expressed that allowing presentations within the library space makes it hard for other patrons to read and concentrate. He suggested holding presentations in the meeting rooms to honor silence for patrons.

Jon, in response to Chris's first comment, clarified for everyone present that the internet computers are set up for Mango Languages, but use is limited to an hour a day so multiple patrons have access. The catalog and database computers are designed for brief searches for materials or information. Mango Languages is not an intended use at those terminals, so the volume is not set up. Considering the levels of use for all of the computers, it is not recommended to change that setting. Chris questioned why Mango is there if it can't be utilized. Jon acknowledged that he doesn't disagree with Chris's point, but it is complicated to remove one database. Jon said he would look further into this, but can't promise a change will be made. Chris expressed that he is extremely disappointed with the response.

Rick added that this issue is primarily caused because we simply do not have enough computers.

Consent agenda: Rachel commented on the significant increase in circulation statistics. Nancy noted that a portion of that is due to auto-renewals. Rick added that holds and visits are both up which adds to the circulation as well. Nancy pointed out the recent boost in Children's materials is also reflected in that increase. Jim commented on the large increase in volunteer hours. Wendy added that this is due to the Friends book sale that was held in January rather than December. Rebecca Craven moved to approve the January 16, 2018 Regular meeting minutes and the January 2018 performance and activity measures and financial reports. Rick Osen seconded. Motion carried.

Board member reports:

- Jim reported that he did not have home internet service for 3 weeks and he appreciated the use of the WiFi available in the library.
- Rick updated the Board on the Director search process. Kara Turner, an independent HR consultant, has been hired to handle the search. The Personnel Committee, Rick and Rebecca, will be working with her. The rough timeline is to post the position on March 2, for 5 weeks; review the applications by the end of April; hold semi-finalist Skype interviews on April 27; and host on-site finalist interviews on May 21 and 22, with an anticipated start date of July 1. Rick met with the management team last Wednesday and will be attending the All Staff meeting on February 22 to fill staff in on the reasoning and process. Rick provided a little background when Pam announced her retirement, the City had already notified us that they wanted us to study annexing to WCLS to see if it, or other funding options, would be cost effective. The decision was made to hire an Interim Director until the study was completed. The Sustainable Funding study was accomplished last year, with the determination to retain the Library under City funding and work towards enhancing funding to the Library. So the Board determined it was time to hire a Permanent Director.
- Rick reported that he and Nancy met with the Mayor this morning and let her know we are finishing another Level of Service (LOS) standard. They also talked in general about the budget. Rick added that the budget will be a major topic for the next few board meetings.
- The March meeting will be held the second Tuesday of the month, rather than the third, and it will start at 4:00 p.m.
- Rachel reported that she and her daughter attended the Whatcom READS event Songs of Action & Compassion with Tracy Spring at the Firehouse Performing Arts Center. She said it was a moving kickoff to Whatcom READS events and that Janice did a lovely job of hosting. Rick added that there will be lots of events in March, including the author events on March 8th and 9th.
- Rick introduced and welcomed Damani Johnson, our newest Trustee, who was appointed by City Council on February 12.

City Council liaison report: April reported that Council approved the 1st and 2nd readings of a Protections for Residential Tenants ordinance. 3rd and final readings will be at next week's meeting, so hopefully those protections can go into effect in June.

When April first joined the Council, the Ban the Box ordinance was put into place. Ban the Box means that when you apply for a position you do not have to check the box about criminal issues – after you have been offered a position, then a background clearance is processed. This method is now being considered by the State of Washington.

Tomorrow high school students are having a walk out at 11:30 a.m. to come to City Hall and protest gun violence. April shared how proud she is of our youth to arrange and navigate this for themselves.

Friends of BPL report: Faye was happy to report that the Friends made \$13,000 at last month's book sale. She also reported that their Vice President, Chris, is working, very successfully, at getting a volunteer background check completed for every volunteer. Their policy is that a volunteer cannot work at the May book sale if they have not had a background check. The Friends are also working on training more people to work in the back rooms.

Library Director's report:

- Staffing: The ILL position is still in the hiring approval queue and will be advertised when it makes it to the top. We are now looking for an additional Adjunct Librarian which was posted last Friday.
- Building and Operations: Our new delivery truck is here, albeit with a few things, such
 as the back-up camera, that need to be tweaked. The wrap will also be installed in
 the near future. The old truck will be available through Fleet when this one has to go
 in for maintenance, so no more renting the refrigerated trucks when ours is out of
 service. The elevator job had to be sent out for bid, delaying repair for several more
 weeks.
- Board Training: Plans are firming up for a joint BPL Board/WCLS Board mini-retreat on Net Neutrality, with Christine Perkins working to find a date with a speaker from UW's I-School, Susan Hildreth. The topic will be "Information Equity: Leadership and Responsibility in the Information Age."
- Budget for 2019-2020: Department Heads received a basic timeline last Thursday for the budget planning process for 2019-2020. The overall City policy priorities will be set by the Mayor. Council will discuss and provide feedback, and then it'll be up to Departments to review and update work plans for submission to the Mayor prior to developing their detailed budget requests. Capital and operating requests will be separated into two different categories.
- Service Animal Policy Clarifications: Having suddenly had a rash of patrons showing up with cats at our libraries, we've been working to clarify our Service Animal policy. Staff may only ask whether or not the animal in question is a pet, and what the animal has been trained to do for the patron. At this point, for library purposes, dogs and miniature horses fall in the service animal category, while cats do not. We have ordered new signs which specify that only service animals, not pets, are welcome in the library. Service animals do not include emotional support animals.
- Signage: We have also ordered signs that clearly indicate that people cannot block our ramp out in front of the library, nor can they block the book returns.
- Foliage around the Library and Safety: Nancy walked completely around the library grounds and the park accompanied by James and two staff members from the Parks Department. We have a lot of overgrown bushes and shrubbery which are contributing to a health and safety hazard, providing hiding places and restroom areas for the homeless, as well as areas littered with needles and trash. Parks staff were very attentive to our needs, and will address them as they can once their seasonal staff returns. In some cases, bushes will be trimmed back drastically or replaced with smaller plants to provide fewer hiding places.

Whatcom Community Foundation: Rick suggested postponing decisions about the distribution we have received until the board has been able to discuss budget prioritizing. At this morning's meeting, the Mayor encouraged us to think about capital expenses we might have. Rick and Nancy talked earlier today about perhaps engaging an architectural consultant to provide some ideas. Rachel added that ideas concerning ADA compliance are needed.

2017 Financial report: Jim commented that we were right on target for the year.

Policy update and changes:

- Meeting Room Policy progress update: Rick, Nancy and Janice met and discussed implementation issues related to the new policy. Nancy commented that it might look like we are being strict, but this policy is in line with what most libraries do. If we allow groups or individuals to schedule every week, we are limiting use for others. The dance groups that use Fairhaven's auditorium have been grandfathered in through 2018. We have been helping other users to find alternate venues. Janice reported that to enable the transition to new software we are currently not accepting new reservations. We are still accommodating library, co-sponsored, and city department events. The goal is to implement the policy and to open the reservation system back up on April 1.
- Rules of Conduct Policy changes: the changes have been sent to the Legal Department for review, then they will be brought to the Board for approval. Nancy pointed out some of the significant changes:
 - ➤ Make sure we have a designated Person in Charge (PIC) so if there are any incidents, staff know who that person is
 - > Change to the behavior portion applied to meeting room use
 - Camping out in the library expanded to include outside of the building
 - > Appropriate behavior of service animals

Jim asked, in relation to the board review appeal process for trespasses that are for 5 years or more, if this happens very often. Nancy responded no – when she asked staff about this they could only recall one time that an appeal was brought to the board.

Rebecca added that she has some questions about the policy and asked Nancy if they could meet. Nancy and Rebecca will arrange a meeting.

City email account for Trustees discussion: Jon asked IT if City email accounts were an option for Trustees – the answer was yes, at a cost of \$181.53 per account, per year, for a total of \$907.65. The benefit of a City account is that it would be strictly for board business so that, in the case of a Public Records Request, Trustees would not need to turn over personal email accounts for Legal to review and redact. After discussion, it was decided that it would be good to have a conversation with the Mayor before deciding.

Level of Service standard, Staff FTE: The Board has approved three standards so far which establish low/minimal, medium/operational, and high/optimal Levels of Service: Facilities square footage; hours of operation; and materials. All are based on reviews of peer libraries around the state and country with similar sized communities and library services. Currently

we are working on a Staff FTE LOS. In the packet is a draft that Rick and Nancy have developed. Nancy distributed three FTE Comparison spreadsheets (attached):

- 1) FTE per 1000 capita: with a range of 0.4175-1.0672 FTE per 1000 capita, we are at .5589. Per capita was used in the first three standards so is included here, but staffing is complicated the more use the library has, the more staffing is required, but it is not related to population.
- 2) Visits per FTE 2016 data: with a range of 4,895-17,057 visits per FTE, we top the chart at 17.057.
- 3) Circ per FTE 2016 data: with a range of 6,859-39,355 circs per FTE, we are near the top at 31,961.

With the first three standards we were at the low/minimal level. With this one, at 47.4 FTE, we are not at the suggested low/minimal level of 50 FTE. If someone is sick or on vacation, we cannot fully staff all desks.

Rick explained the goal is to tie them all together to help determine budget priorities so we can show the City how we plan to get to level 2. Rebecca questioned if the draft defines low too low – would another 2.6 staff (to bring the current up to 50) be enough to operate the buildings safely? Nancy responded that we have a list of needed positions, but they have not yet been prioritized. Rick added that we are not implying that low is operational, by definition low is unsuitable. April asked if all of the standards would be interfaced, so that, for example, if we want to get to a certain number of hours, a certain number of FTEs would be required. Rick responded that he envisions another document will interface them as a package. Rebecca suggested wording added to the FTE standard to clarify that it reflects the current level of hours, which are low. It was decided to consider this more and to vote next meeting.

New Business:

 April came across a self-assessment organizational tool from the Coalition of Communities of Color. She offered to send it to Nancy to consider if this might be a good subject for a board retreat.

Action items for next meeting:

FTE Staffing LOS – tying into budget discussion

Meeting adjourned at 5:41 p.m.

Next Regular Library Board Meeting – Tuesday, March 13, 2018 at the Central Library, 210 Central Avenue, Lecture Room – at 4:00 p.m.

Chair, Library Board of Trustees

ATTEST Secretary, Library Board of Trustees

FTE Comparison - DRAFT - FTE PER 1000 CAPITA

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FTE Comparison - DRAFT - VISITS PER FTE 2016 DATA

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86.922 79200 33.3 \$8.05,1687 1,130,594 841160 10016 1387 778 70800 7422 34.37 \$8.05,273 1,538,058 652122 9008 118.0 702 7792 60000 7422 54.10,520 1,538,058 652212 9008 118.0 72 7792 60000 7422 64.6 \$6,413,71 1,615,81 66.633 62202 118.0 111 106,084 79190 64.6 \$6,413,71 1,042,734 66.939 900 111 106,084 79190 64.6 \$6,413,71 1,042,734 80,002 75.6 110 1782 16,050 7.2 1,0400	WA, Bellingham	84850	22670			1,515,603	808838		17.86		31961	17057	0.5589	0.0084
74982 30000 745,5737 1,336,59 5,21042 3224 1785 162 77925 60000 7425 64,57374 1,436,50 62,221 309 1187 172 77925 60000 42 55,117,20 1,45,50 66,320 531 314 772 106,000 42 55,117,20 1,45,50 66,320 510 111 195 106,000 47,81 56,413,74 1,415,80 66,320 7,13,60 1,415,80 <t< td=""><td>CA, Redwood City</td><td>85,992</td><td>79200</td><td></td><td></td><td>1,192,994</td><td>841169</td><td></td><td></td><td>78</td><td>22383</td><td>15782</td><td>0.6198</td><td>0.0049</td></t<>	CA, Redwood City	85,992	79200			1,192,994	841169			78	22383	15782	0.6198	0.0049
90005 74225 643.15 56410.500 1,6523 652212 9000 134.0 779 90005 74225 64.0 554117.219 1,115,810 663241 3139 1317 115 9004 59223 64.4 554117.219 1,415,810 663240 3519 111 115 9106 684 554,724.62 1,215,644 60,092 775 90 111 9106 68.37 1,324 1,324 1,324 1,324 1,324 1,324 9107 1,324 <td>CA, Pleasanton</td> <td>74982</td> <td>30000</td> <td></td> <td></td> <td>1,338,059</td> <td>521042</td> <td>3224</td> <td>17.85</td> <td>162</td> <td>39355</td> <td>15325</td> <td>0.4534</td> <td>0.0105</td>	CA, Pleasanton	74982	30000			1,338,059	521042	3224	17.85	162	39355	15325	0.4534	0.0105
89485 59,523 44,8,817,719 1,415,510 66,421 3194 1817 195 106,084 79,523 64,6 56,418,724 1,415,510 66,683 56,177,242 1,415,510 758 99 1111 106,084 79,130 64,6 56,418,724 1,156,041 60438 758 99 1111 106,084 79,130 64,6 56,417,246 1,156,041 60438 712 1148 74 1148 74 1148 74 1140 66.8 56,077,422 1,156,041 60438 8125 146.0 82 114 81,756 66.8 56,077,422 1,156,041 60438 8125 146.0 111 74 75 81,677,636 114,0533 665139 6032 902 111 141 <	OR, Corvallis-Benton	90005	74225			1,655,923	652212	8006	18.40	72	37850	14908	0.4861	0.0049
8488 735,23 646 \$4,888,071 451,159 66639 581 5.10 111 9106,084 735,03 646 \$4,488,071 451,159 66,230 735 5.20 111 97386 65300 47,88 \$4,405,136 1,143 740 741 821 15,682 6,670,00 47,88 \$4,661,736 1,286,730 732 46,118 76 8105 11,260 13,286 36,270 1,318,27 40,295 80,20 110 8105 11,260 12,286,20 1,386,30 75,29 75,29 75,20 8118 66,290 11,286,20 1,386,30 75,29 75,20 1,386,30 1,386,30 1,386 1,446,61 86	CA., Mountain View	77925	00009			1,415,810	624241	3194	18.17	195	33710	14863	0.5390	0.0131
(6) 0.04 7.91 64.6 \$6,413,774 1,049,794 40,002 756.8 9.90 111 (6) 0.23 6.73.90 64.6 \$6,413,774 1,156,01 60.384 80.05 111 76 (6) 233 6.33.00 49.88 \$4,477,422 1,156,01 60.23 11.87 76 8073 6.50.00 4.2 \$5,487,022 1,158,129 3409 16.00 232 81026 1.126,00 4.2 \$5,487,023 1,140,023 66.613 60.01 10.0 232 81026 1.14000 36.2 \$5,877,036 1,140,033 66.613 60.00 10.0 10.0 10.0 81026 1.14000 36.2 \$5,877,036 1,403,33 66.613 60.00 10.0		88485	59,523			451,594	666530	5812	5.10	115	9733	14365	0.5244	0.0080
97396 65300 47.88 54,472,465 1,15,601 604364 81157 74 66,937 85300 47.88 54,472,465 1,156,031 601595 8076 10.244 76 83734 81,276 66.8 55,047,000 1,311,822 540558 622 146.1 86 81055 112,8600 77.2 55,40,655 762,933 37736 4946 8.66 75 81138 62500 36.8 54,540,655 762,933 37736 4946 8.66 75 81138 62500 36.8 54,540,655 762,933 37736 4946 8.66 75 81138 62500 36.8 54,540,655 762,933 37736 4946 8.66 75 8128 54,540,655 762,933 37736 4946 8.66 75 8128 6250 38 34,735,935 846,233 46433 34,733 46430 16,010 172 86,597<	+	106,084	79190			1,049,794	840,092	7568	9:30	111	16251	13005	0.6090	0.0085
66.537 15.3682 49.88 49.64,733 83.2693 615955 10.44 76 782.14 81,276 66.8 \$64,64,733 83.2693 615955 800 16.09 23.2 89773 67,000 71,258,173 369919 3400 16.03 23.2 81055 128,600 74.2 \$6,485,629 1,298,370 799250 5931 23.40 135 81058 138 34,540,685 1,400,336 65139 4946 8.6 100 100 81138 62600 74.2 \$6,480,683 1,400,336 65139 4046 8.6 100 100 81128,564 106460 66.5 \$6,780,483 4,410,386 65139 44046 8.0 100 8128,564 1064,587 4,410,483 4,410,483 4,410,483 4,410,483 4,410,483 4,410,483 4,410,483 4,410,483 4,410,483 4,410,483 4,410,483 4,410,483 4,410,484 4,410,483 4,410,484	MI, Traverse Area	97396	65300			1,156,041	604384	8125	11.87	74	24170	12636	0.4911	0.0059
78214 81,776 66.8 \$6,077,422 1,258,173 789919 3409 16.09 232 80775 67,000 47.2 \$5,402,000 1,213,182 546528 54613 6623 14.61 86 81055 128,600 47.2 \$6,480,200 1,213,182 55613 6632 9.02 1.09 128559 114000 62.5 \$5,876,36 1,14053 66130 6032 9.02 1.09 188530 114000 62.5 \$5,876,36 1,14053 66130 9.02 1.09 188671 6000 43.6 \$5,876,39 1,270,38 6910 1.106 7.0 86577 8977 4970 41820 3114 9.55 1.109 8657 8971 86,800 41,000 41,000 41,000 41,000 41,000 41,000 41,000 41,000 41,000 41,000 41,000 41,000 41,000 41,000 41,000 41,000 41,000 41,000	ME, Portland	66,937	153,682			832,693	615955	8076	12.44	9/	16694	12349	0.7452	0.0062
89779 67,000 47.2 55,402,000 1,311,822 540588 652.2 14.61 86 810239 128,600 74.2 55,402,000 1,311,823 6503.9 653.2 13.40 135 126396 1128,564 14060 62.5 55,876,28 43.65 140.03 65.6 86.6 140.03 65.6 140.03 140.03 65.6 140.03 140.03 65.6 140.03 65.6 140.03 140.0	IA, Iowa City	78214	81,276			1,258,173	789919	3409	16.09	232	18835	11825	0.8541	0.0196
81055 128,600 74.2 56,485,629 1,896,307 79920 5931 23.40 135 1128,564 114000 62.5 58,877,636 1140533 65,8139 65,813 9,02 109 1128,564 116660 66.5 56,789,433 1,440,386 659,199 590 11.05 124 84719 6200 3.6 53,857,181 808,824 418290 3114 9.55 134 91251 78,100 43.6 53,857,181 808,824 418290 3114 9.55 134 91251 78,100 43.6 53,867,690 1,277,549 4480 8.60 13.77 1480 13.0 12.4 80380 5000 47.65 33,467,484 1,120,475 40438 3293 11.2 11.0 12.0 12.4 12.4 12.4 12.4 12.4 12.4 12.4 12.4 12.4 12.4 12.4 12.4 12.4 12.4 12.4 12.4 <td< td=""><td>Mt, Willard</td><td>89779</td><td>000'29</td><td></td><td></td><td>1,311,822</td><td>540558</td><td>6252</td><td>14.61</td><td>98</td><td>27793</td><td>11453</td><td>0.5257</td><td>0.0075</td></td<>	Mt, Willard	89779	000'29			1,311,822	540558	6252	14.61	98	27793	11453	0.5257	0.0075
126396 114000 62.5 \$5,877,636 114053 665139 4946 602 902 109 88138 62600 36.8 \$45,40,655 75,339 37236 4946 8.66 75 128,564 106400 66.5 \$6,889,432 1470,386 659,199 5309 1105 72 84714 62000 43.6 \$5,882,181 808,824 418290 3114 9.55 134 86,597 88,877 140,249 \$46,403 464,735 \$82,741 1,105 38 80,980 50000 47.63 \$3,667,600 1,105,742 4,343 3436 1,105 38 80,112 91,000 75.1 \$5,560,893 1,105,742 4,07438 3293 1,146 38 80,112 90000 7,23 \$5,670,733 1,114,422 4,0743 34 36 38 36 38 36 38 36 38 36 38 38 38 3		81055	128,600	74.2		1,896,307	799250	5931	23.40	135	25557	10772	0.9154	0.0125
88138 62600 36.8 \$4,240,655 76,939 37736 4946 8.66 75 128,554 105460 66.5 55,789,433 1,420,386 6591,99 5114 9.55 124 8,657 88,877 43.5 53,855,181 808,234 461403 6426 9.80 134 8,657 88,877 43.3 54,735,392 1,091,551 150520 13724 11.96 38 9125.1 78,120 55.3 54,354,190 1,091,551 13620 13724 11.96 38 80980 50000 47.63 53,667,690 1,167,743 407438 3293 12.8 90,112 90000 72.23 55,670,893 1,210,432 4873 12.8 15.8 90,112 90000 72.23 55,670,893 1,210,432 4873 3293 12.8 10.9 12.8 12.8 12.8 12.8 12.8 12.8 12.8 12.8 12.8 12.8 12.8	Cedar Rapids	126396	114000	62.5		1140533	656139	6032		109	18249	10498	0.4945	0.0104
128,564 106460 66.5 \$6,789,493 1,420,386 659,199 530 11.05 124 84719 62000 43.6 53,855,181 808,824 418290 3114 9.55 134 84739 62000 43.6 53,855,183 808,824 418290 3114 9.55 134 91251 78,120 55.3 64,354,190 1,015,521 46,463 33,667,690 1,277,549 438673 2860 15.78 133 80980 50000 47.63 33,667,690 1,277,549 438673 2860 15.78 15.3 80980 50000 47.63 33,667,690 1,105,402 64775 66.2 13.48 10.0 809173 484830 64.5 54,435,889 86070 560889 3447 13.48 10.0 807174 48281 55,407,484 1,20,107 709,13 36717 36.2 11.36 12.0 807173 48282 54,435,882 86,4078 <td>CA, Livermore</td> <td>88138</td> <td>979</td> <td></td> <td></td> <td>762,939</td> <td>372736</td> <td>4946</td> <td>8.66</td> <td>75</td> <td>20732</td> <td>10129</td> <td>0.4175</td> <td>0.0074</td>	CA, Livermore	88138	979			762,939	372736	4946	8.66	75	20732	10129	0.4175	0.0074
84719 62000 43.6 53,855,181 808,824 418290 3114 9.55 134 86,537 88,837 49.39 54,373,935 848,233 46403 6426 9.80 72 910,21 78,120 55.3 54,354,190 1,015,521 13620 13.74 11.96 38 910,12 78,120 55.3,667,690 1,277,549 438673 2860 15.78 153 910,12 90,000 77.23 55,677,933 1,14,42 40743 3293 15.8 90,173 90,000 7.23 55,677,933 1,214,432 64775 6762 13.48 96 80,176 64,5 54,435,859 86070 3744 981 150 80,173 130462 58.3 55,407,484 1,307,755 487095 360 1,24 80,173 130462 58.3 55,407,484 1,307,755 487095 360 1,24 86,078 57,407,484 1,307,755	-	128,564	106460	66.5		1,420,386	629,199	5309	11.05	124	21359	9913	0.5173	0.0125
86,597 89,877 49.39 \$4,735,935 846,203 461403 6426 9.80 77 91221 78,120 55.3 \$4,355,439 1,091,551 516520 13724 11.96 38 889201 51.0 55,667,690 1,267,542 406363 70234 3436 15.78 <td>WI, Eau Claire</td> <td>84719</td> <td>62000</td> <td>43.6</td> <td></td> <td>808,824</td> <td>418290</td> <td>3114</td> <td>9.55</td> <td>134</td> <td>18551</td> <td>9594</td> <td>0.5146</td> <td>0.0140</td>	WI, Eau Claire	84719	62000	43.6		808,824	418290	3114	9.55	134	18551	9594	0.5146	0.0140
91251 78,120 55.3 54,354,190 1,091,551 516520 13724 11.96 38 87971 91,000 76.1 \$5,580,722 1,663,055 702314 3436 11.96 204 80980 5,000 47.63 \$3,667,932 1,277,49 438673 286 15.78 15.6 91916 71566 44.6 \$3,567,933 1,274,42 64775 66762 13.48 96 90,112 90,010 77.23 \$5,630,879 1,230,085 34933 3497 19.42 100 87,76 82872 6440 \$5,630,879 1,230,085 34933 3497 19.42 100 80,173 13000 77.23 \$5,6449,246 1,307,75 48009 374 9.81 150 86,074 60,440 44.8 \$3,531,34 1,09,132 367172 1086 8.28 14.50 13 86,074 60,440 44.8 \$3,313,33 1,09,13 367172	MN, Duluth	86,597	89,877			848,293	461403	6426	9.80	72	17175	9342	0.5703	0.0077
87971 91,000 76.1 \$5,580,722 1,663,055 702344 3436 18.90 204 80980 50000 47.63 \$3,667,690 1,277,549 438673 2860 15.78 153 91916 71266 44.6 \$3,946,805 1,165,742 40743 3293 12.68 15.78 15.3 90,112 90000 72.23 \$5,670,393 1,214,542 64775 6623 14.20 10.0 87776 82872 64.35,589 860700 560889 3744 9.81 150 87776 82872 64.35,839 1,200,175 487095 36.03 14.50 135 88077 56.049 1,120,917 70506 90.23 14.50 135 88071 110,500 57.4 \$5,490,484 1,20,917 70506 90.23 13.45 13.5 84,353 86,074 44.33,334 709,132 36.747 90.23 13.5 13.5 84,353 86	MD, Calvert County	91251	78,120			1,091,551	516520	13724	11.96	38	19739	9340	0909:0	0.0040
80980 50000 47,63 53,66/690 1,277,549 438673 2860 15.78 153 91916 71566 446 53,946,805 1,165,742 407438 3293 12.68 12.4 90,112 90000 72.23 55,677,933 1,214,542 64775 6762 13.48 96 6334 48430 47.5 32.9333 349333 3497 19.01 100 80717 82872 64.5 54,435,859 86070 96.01 14.50 18.9 96 90,173 130462 58.3 55,403,879 1,200,97 3603 14.50 18.9 96 80,175 60,440 44.8 \$5,435,234 1,00,132 36172 10986 8.24 18.0 18.8 14.50 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8 18.8	MA, Newton Free	87971	91,000			1,663,055	702314		18.90	204	21854	9229	0.8651	0.0221
91916 71566 44.6 \$3,946,805 1,165,742 407438 3293 12.06 71.06 71.23 \$5,677,933 1,124,542 647775 6762 13.48 96 90,112 90000 72.23 \$5,677,933 1,214,542 647775 6762 13.48 96 8334 48430 48.36 \$5,4435,839 1,200,085 3443 19.0 90,173 130462 58.3 \$5,4407,844 1,307,755 487095 3603 14.50 135 883959 75000 84.85 \$6,449,748 1,307,755 487095 3603 14.50 135 86,074 60,440 44.8 \$5,931,334 709,132 367172 10986 8.24 33 86,074 60,440 44.8 \$4,196,070 500778 383226 7124 5.59 54 86,074 66,142 44.88,5274 50078 38326 7124 5.59 54 86,124 44.88 \$4,196,033	MI, Troy	80980	20000			1,277,549	438673	2860	15.78	153	26822	9210	0.5882	0.0167
90,112 90000 72.23 \$5,677,933 1,214,542 647775 64775 6762 13.48 96 63334 48430 40 \$5,630,879 1,230,085 34933 3497 19.42 100 87776 828872 64.5 \$4,435,859 860700 560880 3744 9.81 150 80,773 130462 58.3 \$5,407,484 1,120,917 707506 90.23 13.35 78 883559 75000 84.85 \$5,649,246 1,120,917 707506 90.23 13.35 78 86,074 60,440 57.48,822,986 638,796 458783 6180 6.58 74 86,074 46,88 \$4,196,07 50078 38326 7124 5.59 74 86,074 46,88 \$4,196,07 50078 38326 7124 5.59 74 84,355 \$612 50078 3436 11.04 15.0 74 15.0 74 15.0 74 </td <td>WI, Waukesha</td> <td>91916</td> <td>71566</td> <td></td> <td></td> <td>1,165,742</td> <td>407438</td> <td>3293</td> <td>12.68</td> <td>124</td> <td>26138</td> <td>9135</td> <td>0.4852</td> <td>0.0135</td>	WI, Waukesha	91916	71566			1,165,742	407438	3293	12.68	124	26138	9135	0.4852	0.0135
63334 48430 49 \$5,630,879 1,230,085 349333 3497 19,42 100 87776 82872 64.35,85,859 860700 560980 3744 9.81 150 90,173 130462 58.3 \$5,407,484 1,230,7755 487095 3603 14.50 135 88359 75000 84.88 \$5,491,346 1,120,917 70756 9023 13.35 78 88004 74.8 \$3,931,384 709,132 367172 10986 8.24 33 86,044 44.8 \$3,931,384 709,132 367172 10986 8.24 33 86,044 44.8 \$4,196,00 50078 38226 712 5.59 86,044 73.3 \$4,690,833 910,974 503899 3354 11.94 150 76569 86,108 60.5 \$5,534,942 503899 3354 11.94 150 86690 75,000 51,88 54,083,131 51,544	MI, Farmington	90,112	00006	72.23		1,214,542	647775		13.48	96	16815	8968	0.8016	0.0107
87776 82872 64.5 \$4,435,859 860700 560989 3744 9.81 150 90,173 130462 58.3 \$5,407,484 1,307,755 487095 3603 14.50 135 83359 75000 84.85 \$6,449,246 1,120,917 707506 9023 13.35 78 86,074 60,440 44.8 \$3,931,334 709,132 367172 10986 8.24 33 97121 110,500 57.4 \$4,882,986 638,796 458783 6180 6.58 74 89652 124751 48.8 \$4,196,070 500778 38326 7124 5.59 54 86,735 8500 74.8 \$4,486,27 450,23 7124 5.59 54 86,735 86,108 66.14 55,534,942 50,289 3342 11.94 150 86,108 66,108 60.5 \$5,534,942 50,28,942 50,274 50,274 50,274 50,274 50,274 <td>OR, Tigard</td> <td>63334</td> <td>48430</td> <td></td> <td></td> <td>1,230,085</td> <td>349333</td> <td>3497</td> <td>19.42</td> <td>100</td> <td>30752</td> <td>8733</td> <td>0.6316</td> <td>0.0114</td>	OR, Tigard	63334	48430			1,230,085	349333	3497	19.42	100	30752	8733	0.6316	0.0114
90,173 130462 58.3 \$5,407,484 1,307,755 487095 3603 14.50 13.3 83959 75000 84.85 \$6,449,246 1,120,917 707506 9023 13.35 78 86,074 60,440 44.8 \$3,931,334 709,132 367172 10986 8.24 33 97121 110,500 57.4 \$4,882,986 638,796 458783 6180 6.58 74 89652 124751 48.8 \$4,196,070 500778 383226 7124 5.59 54 84,353 85000 74.3 \$4,113,573 1,437,316 546063 3354 11.50 </td <td>FL, Boca Raton</td> <td>87776</td> <td>82872</td> <td></td> <td></td> <td>860700</td> <td>260989</td> <td>3744</td> <td>9.81</td> <td>150</td> <td>13344</td> <td>8698</td> <td>0.7348</td> <td>0.0172</td>	FL, Boca Raton	87776	82872			860700	260989	3744	9.81	150	13344	8698	0.7348	0.0172
83959 75000 84.85 \$6,449,246 1,120,917 707506 9023 13.35 78 86,074 60,440 44.8 \$3,931,334 709,132 367172 10986 8.24 33 97121 110,500 57.4 \$4,882,986 638,796 458783 6180 6.58 74 89552 124751 48.8 \$4,196,070 500778 383226 7124 5.59 54 84,353 85000 74.3 \$7,113,573 1,437,316 546063 3433 17.04 159 54 86,056 66142 73.3 \$4,690,833 910,974 503899 3354 11.94 159 89078 75,000 51.8 \$4,488,627 455,246 34363 5860 5.11 59 86509 86,108 60.5 \$5,534,942 503,807 40772 3432 8.89 117 98153 110,00 73.5 \$4,983,131 515,544 352,548 52,254	MI, Canton	90,173	130462			1,307,755	487095	3603	14.50	135	22431	8355	0.6465	0.0162
86,074 60,440 44.8 \$3,931,334 709,132 367172 10986 8.24 33 31,334 709,132 367172 10986 8.24 34,882,986 638,796 638,796 458,882 6180 6.58 74 74 89552 124751 48.8 \$4,196,070 500778 383226 7124 5.59 54 84,353 85000 74.3 \$7,113,573 1,437,316 546063 3433 17.04 159 74 76265 66142 73.3 \$4,690,833 910,974 503899 3354 11.94 159 89078 75,000 51.8 \$4,488,627 455,246 343663 580 5.11 89078 86,108 66.0.5 \$5,534,942 503,807 400722 3432 8.89 117 98153 10577 59.7 \$4,983,131 515,544 374763 5273 5274 5274 5274 5274 5275 5275 5274 5274	VA, Williamsburg	83959	75000			1,120,917	707506	9023	13.35	78	13211	8338	1.0106	0.0094
97121 110,500 57.4 \$4,882,986 638,796 458783 6180 6.58 74 89652 124751 48.8 \$4,196,070 500778 383226 7124 5.59 54 84,353 85000 74.3 \$7,113,573 1,437,316 546063 3433 17.04 159 76265 66142 73.3 \$4,690,833 910,974 503899 3354 11.04 159 89078 75,000 51.8 \$4,488,627 455,246 343663 5860 5.11 59 56690 86,108 60.5 \$5,534,942 503,807 400722 3432 8.89 117 98153 105777 59,7 \$4,983,131 515,544 374763 6972 5.25 5.2 98153 111000 73.5 \$5,551,226 552,319 359773 13780 5.39 2.2 106736 63,485 55,551,226 55,5319 35,574,298 736 716 5	OH, Muskingum	86,074	60,440			709,132	367172	10986	8.24	33	15829	8196	0.5205	0.0041
89652 124751 48.8 \$4,196,070 500778 383226 7124 5.59 54 84,353 85000 74.3 \$7,113,573 1,437,316 546063 3433 17.04 159 76265 66142 73.3 \$4,690,833 910,974 503899 3354 11.94 150 89078 75,000 51.8 \$4,488,627 455,246 343663 580 5.11 59 56690 86,108 60.5 \$5,534,942 503,807 400722 3432 8.89 117 98153 105777 59.7 \$4,983,131 515,544 374763 6972 5.25 5.2 92236 11100 73.5 \$5,751,226 552,319 359773 13780 5.99 26 7076016 73.5 \$5,054,706 1,247,160 551695 552,31 1144,855 473241 10581 45 73410 53,133 231,466 968415 16201 1144,855 473241 </td <td>WY, Laramie County</td> <td>97121</td> <td>110,500</td> <td>57.4</td> <td></td> <td>962'889</td> <td>458783</td> <td>6180</td> <td>6.58</td> <td>74</td> <td>11129</td> <td>7993</td> <td>0.5910</td> <td>0.0093</td>	WY, Laramie County	97121	110,500	57.4		962'889	458783	6180	6.58	74	11129	7993	0.5910	0.0093
84,353 85000 74.3 \$7,113,573 1,437,316 546663 3433 17.04 159 76265 66142 73.3 \$4,690,833 910,974 503899 3354 11.94 150 89078 75,000 51.8 \$4,488,627 455,246 343663 5860 5.11 59 56690 86,108 60.5 \$5,534,942 503,807 400722 3436 5.25 5.27 98153 105777 59.7 \$4,983,131 515,544 374763 6972 8.89 117 59 98153 124,247 87.3 \$5,254,083 598,755 527274 23738 7.11 22 92236 111000 73.5 \$5,751,226 552,319 359773 13780 5.99 26 7076016 33,805,08 1,247,160 551695 552,31 1144,855 473241 10581 11.68 45 73,13,272 231,93 53,803,475 1,444,855 473241 <	IN, Mishawaka	89652	124751	48.8		500778	383226	7124	5.59	54	10262	7853	0.5443	6900'0
76265 66142 73.3 \$4,690,833 910,974 503899 3354 11.94 150 1 89078 75,000 51.8 \$4,488,627 455,246 343663 5860 5.11 59 56690 86,108 60.5 \$5,534,942 503,807 400722 3432 8.89 117 59 98153 105777 59.7 \$4,983,131 51,544 374763 6972 5.25 54 84230 124,247 87.3 \$9,225,083 598,755 52774 23738 7.11 22 92236 111000 73.5 \$5,751,226 552,319 359773 13780 5.99 26 707601 3876.09 45,252,042 38,574,298 78668 10.6 55 20 7341 53,193 53,694,706 1,247,160 551695 5824 11.69 45 2 73372 221,900 93.7 \$6,791,199 2,231,466 968415 1650 <td< td=""><td>Al, Hoover</td><td>84,353</td><td>82000</td><td>74.3</td><td></td><td>1,437,316</td><td>546063</td><td>3433</td><td>17.04</td><td>159</td><td>19345</td><td>7349</td><td>0.8808</td><td>0.0216</td></td<>	Al, Hoover	84,353	82000	74.3		1,437,316	546063	3433	17.04	159	19345	7349	0.8808	0.0216
89078 75,000 51.8 \$4,488,627 455,246 343663 5860 5.11 59 56690 86,108 60.5 \$5,534,942 503,807 400722 3432 8.89 117 98153 105777 59.7 \$4,983,131 515,544 374763 6972 5.25 54 98153 105777 59.7 \$4,983,131 515,544 374763 6972 5.25 54 84230 124,247 87.3 527274 23738 7.11 22 92236 111000 73.5 \$5,751,226 552,319 359773 13780 5.99 26 7076016 3876.09 45,751,226 38,574,298 788668 12.09 49 2 73410 55,054,706 1,247,160 551695 5824 11.68 95 2 733,122 291,900 93.7 \$6,791,199 2,231,466 968415 1650 10.46 66 2 206,100 163	IN, Kokomo-Howard	76265	66142	73.3		910,974	203899	3354	11.94	150	12428	6874	0.9611	0.0219
56690 86,108 60.5 \$5,534,942 503,807 400722 3432 8.89 117 98153 105777 59.7 \$4,983,131 515,544 374763 6972 5.25 54 84230 124,247 87.3 \$9,225,083 598,755 527274 23738 7.11 22 92236 111000 73.5 \$5,751,226 552,319 359773 13780 5.99 26 7076016 3876.09 73.5 \$5,751,226 38,574,298 788668 12.09 49 2 7076016 53,193 53.6 \$5,054,706 1,247,160 551695 5824 11.68 95 2 73410 53,193 53,485 53,809,475 1,144,855 473241 10581 15.60 45 2 206,100 163,328 105.52 \$11,264,317 2,057,078 746548 16201 9.98 46 1 127690 60182 90.3 \$7,659,137 1,746,832	IL, Waukegan	83078	75,000	51.8		455,246	343663	2860	5.11	59	8789	6634	0.5815	0.0088
98153 105 777 59.7 54,983,131 515,544 374763 6972 5.25 54 84230 124,247 87.3 \$9,225,083 598,755 527274 23738 7.11 22 92236 111000 73.5 \$5,751,226 552,319 359773 13780 5.99 26 7076016 3876.09 73.5 \$5,754,726 38,574,298 788668 12.09 49 2 7076016 53,193 53,694,706 1,247,160 551695 5824 11.68 95 2 73410 53,193 53,485 53,809,475 1,144,855 473241 10581 15.60 45 2 205,100 163,322 \$1,264,317 2,057,078 746548 16201 9.98 46 1 127690 60182 90.3 \$7,659,137 1,746,832 811303 22269 13.68 36 1	IL, Oak Lawn	26690	86,108	60.5		503,807	400722	3432	8.89	117	8327	6624	1.0672	0.0176
84230 124,247 87.3 \$9,225,083 598,755 522274 23738 7.11 22 92236 111000 73.5 \$5,751,226 552,319 359773 13780 5.99 26 7076016 3876.09 85,552,042 38,574,298 788668 12.09 49 2 7076016 53,193 53,65 \$5,054,706 1,247,160 551695 5824 11.68 95 2 73410 53,193 53,893,475 1,144,855 473241 10581 15.60 45 2 205,100 93.7 \$6,791,199 2,231,466 968415 16201 9.98 46 1 206,100 163,328 105.52 \$11,264,317 2,057,078 746548 16201 9.98 46 1 127690 60182 90.3 \$7,659,137 1,746,832 811303 22269 13.68 36 1	IVII, Dearborn	98153	105/77	59.7		515,544	374763	6972	5.25	54	9636	6277	0.6082	0.0086
92236 111000 73.5 55,751,226 552,319 359773 13780 5.99 26 7076016 3876.09 3876.09 45,552,042 38,574,298 788668 12.09 49 7076016 53,193 52.5 \$5,054,706 1,247,160 551695 5824 11.68 95 73410 53,193 53,45 \$3,809,475 1,144,855 473241 10581 15.60 45 213,272 291,900 93.7 \$6,791,199 2,231,466 968415 14696 10.46 66 206,100 163,328 105.52 \$11,264,317 2,057,078 746548 16201 9.98 46 127690 60182 90.3 \$7,659,137 1,746,832 811303 22269 13.68 36	NJ, Cape May	84230	124,247	87.3		598,755	527274	23738	7.11	22	6829	6040	1.0364	0.0037
7076016 3876.09 3876.09 85,552,042 38,574,298 788668 12.09 49 106736 63,485 52.5 \$5,054,706 1,247,160 551695 5824 11.68 95 73410 53,193 53,45 \$3,809,475 1,144,855 473241 10581 15.60 45 213,272 229,900 93.7 \$6,791,199 2,231,466 968415 14696 10.46 66 206,100 163,328 105.52 \$11,264,317 2,057,078 746548 16201 9.98 46 127690 60182 90.3 \$7,659,137 1,746,832 811303 22269 13.68 36	III, EIKNAIT	92236	111000	73.5		552,319	359773	13780	5.99	56	7515	4895	0.7969	0.0053
73.702.10 63,485 55,054,706 1,247,160 551695 58868 12.09 49 106736 63,485 52.5 \$5,054,706 1,247,160 551695 5824 11.68 95 73410 53,193 53,809,475 1,144,855 473241 10581 15.60 45 213,272 291,900 93.7 \$6,791,199 2,231,466 968415 14696 10.46 66 206,100 165,328 \$11,264,317 2,057,078 746548 16201 9.98 46 127690 60182 90.3 \$7,659,137 1,746,832 811303 22269 13.68 36		1076016		2075.00		05 553 043	000 124 200	022001		1				
Jympic 73410 53,193 53,054,706 1,247,160 551695 5824 11.68 95 e 73410 53,193 53,48 53,809,475 1,144,855 473241 10581 15.60 45 e 213,272 291,900 93.7 \$6,791,199 2,231,466 968415 14696 10.46 66 in 206,100 163,328 105.52 \$11,264,317 2,057,078 746548 16201 9.98 46 im 206,100 60182 90.3 \$7,659,137 1,746,832 811303 22269 13.68 36		20075	100 00	201010		99,352,042	26,2/4,238	/88668	17.09	49	22063	10,638	0.5478	0.0049
/3410 55,193 53.45 53,809,475 1,144,855 473241 10581 15.60 45 213,272 291,900 93.7 \$6,791,139 2,231,466 968415 14696 10.46 66 206,100 163,328 105.52 \$11,264,317 2,057,078 746548 16201 9.98 46 127690 60182 90.3 \$7,659,137 1,746,832 811303 22269 13.68 36	1	106/36 106/36	63,485	52.5		1,247,160	551695	5824	11.68	95	23755	10508	0.4919	0.0090
213,272 291,900 93.7 \$6,791,139 2,231,466 968415 14696 10.46 66 206,100 163,328 105.52 \$11,264,317 2,057,078 746548 16201 9.98 46 127690 60182 90.3 \$7,659,137 1,746,832 811303 22269 13.68 36	+	/3410	53,193	53.45		1,144,855	473241	10581	15.60	45	21419	8854	0.7281	0.0051
206,100 163,328 105.52 \$11,264,317 2,057,078 746548 16201 9.98 46 127690 60182 90.3 \$7,659,137 1,746,832 811303 22269 13.68 36		213,272	291,900	93.7		2,231,466	968415	14696	10.46	99	23815	10335	0.4393	0.0064
12/690 60182 90.3 \$7,659,137 1,746,832 811303 22269 13.68 36		206,100	163,328	105.52	- 1	2,057,078	746548	16201	9.98	46	19495	7075	0.5120	0.0065
		17/690	60182	90.3		1,746,832	811303	22269	13.68	36	19345	8985	0.7072	0.0041

FTE Comparison - DRAFT - CIRC PER FTE 2016 DATA

	Population	Sq	Staff FTE	Expenditures	Circulation Visits	Visits	Annual Hours	Annual Hours Circ per capita Visits/Hour	Visits/Hour	Circ per FTE	Visits per FTE	Circ per FTE Visits per FTE FTE per 1000 capita	FTE per Hours
CA, Pleasanton	74982		34	\$4,527,377	1,338,059	521042	3224	17.85	162	39355	15325	0.4534	0.0105
OR, Corvallis-Benton	90005		43.75	\$6,110,500	1,655,923	652212	8006	18.40	72	37850	14908	0.4861	0.0049
CA., Mountain View	77925		42	\$5,117,219	1,415,810	624241	3194	18.17	195	33710		0.5390	0.0131
WA, Bellingham	84850		47.42	\$4,611,554	1,515,603	808838	5664	17.86	143	31961	17057	0.5589	0.0084
OR, Tigard	63334		40	\$5,630,879	1,230,085	349333	3497	19.42	100	30752	8733	0.6316	0.0114
Mi, Willard	89779		47.2	\$5,402,000	1,311,822	540558	6252	14.61	86	27793	11453	0.5257	0.0075
MI, Troy	80980		47.63		1,277,549	438673	2860	15.78	153	26822	9210	0.5882	0.0167
WI, Waukesha	91916		44.6		1,165,742	407438	3293	12.68	124	26138	9135	0.4852	0.0135
IL, Champaign	81055		74.2		1,896,307	799250	5931	23.40	135	25557	10772	0.9154	0.0125
MI, Traverse Area	96226		47.83	\$4,472,465	1,156,041	604384	8125	11.87	74	24170	12636	0.4911	0.0059
MI, Canton	90,173		58.3	\$5,407,484	1,307,755	487095	3603	14.50	135	22431	8355	0.6465	0.0162
CA, Redwood City	85,992		53.3	\$8,051,687	1,192,994	841169	10816	13.87	78	22383		0.6198	0.0049
MA, Newton Free	87971	91,000	76.1	\$5,580,722	1,663,055	702314	3436		204	21854		0.8651	0.0221
CA, Thousand Oaks	128,564	106460	66.5	\$6,789,493	1,420,386	629,199	5309	11.05	124	21359		0.5173	0.0125
CA, Livermore	88138		36.8	\$4,540,655	762,939	372736	4946		75	20732		0.4175	0.0074
MD, Calvert County	91251		55.3	\$4,354,190	1,091,551	516520	13724	11.96	38	19739	9340	09090	0.0040
AL, Hoover	84,353		74.3	П	1,437,316	546063	3433	17.04	159	19345	7349	0.8808	
IA, Iowa City	78214	81,276	8.99	\$6,077,422	1,258,173	789919	3409	16.09	232	18835		0.8541	
WI, Eau Claire	84719		43.6		808,824	418290	3114	9.55	134	18551	9294	0.5146	
IA, Cedar Rapids	126396		62.5	\$5,877,636	1140533	626139	6032	9.02	109	18249	10498	0.4945	
MN, Duluth	86,597		49.39	\$4,735,935	848,293	461403	6426	9.80	72	17175	9342	0.5703	0.0077
MI, Farmington	90,112		72.23	\$5,677,933	1,214,542	647775	6762	13.48	96	16815	8968	0.8016	
ME, Portland	66,937	H	49.88	\$4,961,733	832,693	615955	8076	12.44	9/	16694	12349	0.7452	
CA, Burbank	106,084		64.6	\$6,413,574	1,049,794	840,092	7568	9:30	111	16251	13005	0.6090	0.0085
OH, Muskingum	86,074		44.8		709,132	367172	10986	8.24	33	15829	8196	0.5205	0.0041
FL, Boca Raton	87776		64.5	\$4,435,859	860700	560989	3744	9.81	150	13344	8698	0.7348	0.0172
VA, Williamsburg	83959		84.85	\$6,449,246	1,120,917	707506	9023	13.35	78	13211	8338	1.0106	
IN, Kokomo-Howard	76265		73.3	\$4,690,833	910,974	503899	3354	11.94	150	12428	6874	0.9611	0.0219
WY, Laramie County	97121		57.4	\$4,882,986	638,796	458783	6180	6.58	74	11129	7993	0.5910	0.0093
IN, Mishawaka	89652		48.8	\$4,196,070	500778	383226	7124	5.59	54	10262	7853	0.5443	6900'0
CT, Norwalk	88482		46.4	\$4,888,071	451,594	666530		5.10	115	9733	14365	0.5244	0.0080
il, Waukegan	89078		21.8	\$4,488,627	455,246	343663	5860	5.11	59	8789	6634	0.5815	0.0088
Mi, Dearborn	98153	105777	29.7	\$4,983,131	515,544	374763	6972	5.25	54	8636	6277	0.6082	0.0086
il, Oak Lawn	26690		90.5	\$5,534,942	503,807	400722	3432	8.89	117	8327	6624	1.0672	0.0176
IN, Elkhart	92236		73.5	\$5,751,226	552,319	359773		5.99	26	7515	4895	0.7969	0.0053
NJ, Cape May	84230	124,247	87.3	\$9,225,083	598,755	527274	23738	7.11	22	6889	6040	1.0364	0.0037
Washington AVERAGE	7076016		3876.09		85,552,042	38.574.298	788668	12.09	49	22063	10.638	0.5478	0,0040
WA, Everett	106736	63,485	52.5	\$5,054,706		551695	5824		95	23755		0.5470	0.000
WA, North Olympic	73410	53,193	53.45	\$3,809,475	1,144,855	473241	10581		45	21419		0.7281	0.0051
WA, Spokane	213,272	291,900	93.7	\$6,791,199	2,231,466	968415	14696	10.46	99	23815	1	0.4393	0.0064
WA, Tacoma		163,328	105.52	\$11,264,317	2,057,078	746548	16201	9.98	46	19495		0.5120	0.0065
WA, Whatcom County	127690	60182	90.3	\$7,659,137	1,746,832	811303	22269	13.68	36	19345		0.7072	0.0041

Bellingham Public Library Performance & Activity Measures, 2018

			Year to		% of change
I la latte are an in the state of the state	February-18	February-17	2018	2017	YTD
Holdings - Number of materials in the library's collection Physical copies added to the collection	2,197	1,502	4,854	3,415	42.14%
Electronic copies added to the collections	869	683	2,225	1,623	
Physical copies withdrawn from collection	(182)	(394)	(9,096)	(760)	1096.84%
Total physical holdings			176,106	195,410	
Total electronic holdings Total Holdings (Physical and Electronic)			73,390 249,496	60,943 256,353	
Circulation - Number of items checked out or renewed; includes In	terlibrary Loan and	Outreach activi			2.0170
Central Library					
Adult	59,389	51,662	121,131	107,904	
Youth	42,375	34,270	85,350	70,834	
Sub-Total Central	101,764	85,932	206,481	178,738	15.52%
Fairhaven Branch Adult	7,275	5,946	15,202	12,451	22.09%
Youth	2,249	1,867	4,532	4,194	
Sub-Total Fairhaven	9,524	7,813	19,734	16,645	18.56%
Barkley Branch	.,,==:1	1,010]	,	10/0 10	1010070
Adult	5,332	4,288	11,484	8,733	31.50%
Youth	2,987	2,716	6,240	5,236	
Sub-Total Barkley	8,319	7,004	17,724	13,969	26.88%
	3,011	.,00,1	,	10,101	
Bellingham Technical College Adult	105	75	186	151	23.18%
Youth	29	4	46	16	
Sub-Total BTC	134	79	232	167	38.92%
Whatcom Community College					
Adult	369	241	686	545	25.87%
Youth	70	91	140	189	-25.93%
Sub-Total WCC	439	332	826	734	12.53%
Wordern Washington University					
Western Washington University Adult	429	430	891	906	-1.66%
Youth	226	144	441	322	36.96%
Sub-Total WWU	655	574	1,332	1,228	8.47%
Online Services	7-1- X			- 17	
NW Anytime Library Overdrive	15,275	12,234	32,083	25,570	25.47%
Tumblebooks - discontinued November, 2017	0	1,453	0	4,157	
Zinio	1,353	1,567	2,953	3,376	-12.53%
Sub-Total Online	16,628	15,254	35,036	33,103 244,584	5.84%
Total Circulation Holds Activity	137,463	116,988	281,365	244,304	15.04%
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	52,029	44,350	110,002	05.050	
Holds Filled - holds checked out at BPL, FH, Barkley and Connections		,		95.0581	15.72%
	33,709	28,934	70,248	95,058 61,670	15.72% 13.91%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library	ies or visit remote we	ebsite	70,248	61,670	13.91%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult	ies or visit remote we	absite 39,052	70,248	61,670 81,862	13.91%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch	ies or visit remote we	39,052 12,006 6,533	70,248	61,670	13.91%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch	37,943 10,604 6,960 3,620	39,052 12,006 6,533 3,393	70,248 81,398 22,779 14,746 7,704	81,862 24,742 13,463 7,345	-0.57% -7.93% 9.53% 4.89%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting	37,943 10,604 6,960 3,620 59,127	39,052 12,006 6,533 3,393 60,984	81,398 22,779 14,746 7,704 126,627	81,862 24,742 13,463 7,345 127,412	-0.57% -7.93% 9.53% 4.89% -0.62%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting	37,943 10,604 6,960 3,620 59,127 39,221	39,052 12,006 6,533 3,393	70,248 81,398 22,779 14,746 7,704	81,862 24,742 13,463 7,345	-0.57% -7.93% 9.53% 4.89%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits	37,943 10,604 6,960 3,620 59,127 39,221	39,052 12,006 6,533 3,393 60,984	81,398 22,779 14,746 7,704 126,627	81,862 24,742 13,463 7,345 127,412	-0.57% -7.93% 9.53% 4.89% -0.62%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons	37,943 10,604 6,960 3,620 59,127 39,221	39,052 12,006 6,533 3,393 60,984 40,393	81,398 22,779 14,746 7,704 126,627 85,470 25,459	81,862 24,742 13,463 7,345 127,412 83,799 21,365	-0.57% -7.93% 9.53% 4.89% -0.62% 1.99%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits	37,943 10,604 6,960 3,620 59,127 39,221	39,052 12,006 6,533 3,393 60,984 40,393	81,398 22,779 14,746 7,704 126,627 85,470	81,862 24,742 13,463 7,345 127,412 83,799	-0.57% -7.93% 9.53% 4.89% -0.62%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits Computer Usage - Number of sessions	37,943 10,604 6,960 3,620 59,127 39,221	39,052 12,006 6,533 3,393 60,984 40,393	81,398 22,779 14,746 7,704 126,627 85,470 25,459	81,862 24,742 13,463 7,345 127,412 83,799 21,365	-0.57% -7.93% 9.53% 4.89% -0.62% 1.99%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits Computer Usage - Number of sessions Central Library Adult & Teen (30 terminals)	37,943 10,604 6,960 3,620 59,127 39,221 9 12,180 4,902	39,052 12,006 6,533 3,393 60,984 40,393 10,193 50,586	81,398 22,779 14,746 7,704 126,627 85,470 25,459 110,929	81,862 24,742 13,463 7,345 127,412 83,799 21,365 105,164	-0.57% -7.93% 9.53% 4.89% -0.62% 1.99% 19.16% 5.48%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits Computer Usage - Number of sessions Central Library Adult & Teen (30 terminals) Childrens (3 terminals)	37,943 10,604 6,960 3,620 59,127 39,221 9 12,180 4,902 134	39,052 12,006 6,533 3,393 60,984 40,393 10,193 50,586	81,398 22,779 14,746 7,704 126,627 85,470 25,459 110,929	81,862 24,742 13,463 7,345 127,412 83,799 21,365 105,164	-0.57% -7.93% 9.53% 4.89% -0.62% 1.99% 19.16% 5.48%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits Computer Usage - Number of sessions Central Library Adult & Teen (30 terminals) Childrens (3 terminals) Fairhaven Branch (7 terminals)	37,943 10,604 6,960 3,620 59,127 39,221 9 12,180 151,401 4,902 134 561	39,052 12,006 6,533 3,393 60,984 40,393 10,193 50,586 5,186 219 575	81,398 22,779 14,746 7,704 126,627 85,470 25,459 110,929	81,862 24,742 13,463 7,345 127,412 83,799 21,365 105,164	-0.57% -7.93% 9.53% 4.89% -0.62% 1.99% 19.16% 5.48% -3.09% -26.62% -4.54%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits Computer Usage - Number of sessions Central Library Adult & Teen (30 terminals) Childrens (3 terminals) Fairhaven Branch (7 terminals) Barkley Branch (4 terminals) Total Computer Usage	37,943 10,604 6,960 3,620 59,127 39,221 9 12,180 4,902 134	39,052 12,006 6,533 3,393 60,984 40,393 10,193 50,586	81,398 22,779 14,746 7,704 126,627 85,470 25,459 110,929	81,862 24,742 13,463 7,345 127,412 83,799 21,365 105,164	-0.57% -7.93% 9.53% 4.89% -0.62% 1.99% 19.16% 5.48%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits Computer Usage - Number of sessions Central Library Adult & Teen (30 terminals) Childrens (3 terminals) Fairhaven Branch (7 terminals) Barkley Branch (4 terminals) Total Computer Usage New Borrowers Registered	37,943 10,604 6,960 3,620 59,127 39,221 9 12,180 4,902 134 561 252 5,849	39,052 12,006 6,533 3,393 60,984 40,393 10,193 50,586 5,186 219 575 236 6,216	81,398 22,779 14,746 7,704 126,627 85,470 25,459 110,929 10,581 306 1,157 502 12,546	81,862 24,742 13,463 7,345 127,412 83,799 21,365 105,164 10,918 417 1,212 527 13,024	13.91% -0.57% -7.93% 9.53% 4.89% -0.62% 1.99% 19.16% 5.48% -3.09% -26.62% -4.54% -4.74% -4.04%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits Computer Usage - Number of sessions Central Library Adult & Teen (30 terminals) Childrens (3 terminals) Fairhaven Branch (4 terminals) Barkley Branch (4 terminals) Total Computer Usage New Borrowers Registered Central Library	37,943 10,604 6,960 3,620 59,127 39,221 9 12,180 4,902 134 561 252 5,849	39,052 12,006 6,533 3,393 60,984 40,393 10,193 50,586 5,186 219 575 236 6,216	81,398 22,779 14,746 7,704 126,627 85,470 25,459 110,929 10,581 306 1,157 502 12,546	81,862 24,742 13,463 7,345 127,412 83,799 21,365 105,164 10,918 417 1,212 527 13,074	13.91% -0.57% -7.93% 9.53% 4.89% -0.62% 1.99% 19.16% 5.48% -3.09% -26.62% -4.54% -4.74% -4.04%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits Computer Usage - Number of sessions Central Library Adult & Teen (30 terminals) Childrens (3 terminals) Fairhaven Branch (7 terminals) Barkley Branch (4 terminals) Total Computer Usage New Borrowers Registered	37,943 10,604 6,960 3,620 59,127 39,221 9 12,180 4,902 134 561 252 5,849	39,052 12,006 6,533 3,393 60,984 40,393 10,193 50,586 5,186 219 575 236 6,216	81,398 22,779 14,746 7,704 126,627 85,470 25,459 110,929 10,581 306 1,157 502 12,546	81,862 24,742 13,463 7,345 127,412 83,799 21,365 105,164 10,918 417 1,212 527 13,024	13.91% -0.57% -7.93% 9.53% 4.89% -0.62% 1.99% 19.16% 5.48% -3.09% -26.62% -4.54% -4.74% -4.04%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits Computer Usage - Number of sessions Central Library Adult & Teen (30 terminals) Childrens (3 terminals) Fairhaven Branch (7 terminals) Barkley Branch (4 terminals) Total Computer Usage New Borrowers Registered Central Library Fairhaven Branch Barkley Branch Barkley Branch Barkley Branch Borkley Branch	37,943 10,604 6,960 3,620 57,127 39,221 9 12,180 4,902 134 561 252 5,849 423 32 28 483	39,052 12,006 6,533 3,393 60,984 40,393 10,193 50,586 219 575 236 6,216	81,398 22,779 14,746 7,704 126,627 85,470 25,459 110,929 10,581 306 1,157 502 12,546	81,862 24,742 13,463 7,345 127,412 83,799 21,365 105,164 10,918 417 1,212 527 13,074	13.91% -0.57% -7.93% 9.53% 4.89% -0.62% 1.99% 19.16% 5.48% -3.09% -26.62% -4.54% -4.74% -4.04% 5.67% -33.33%
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Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits Computer Usage - Number of sessions Central Library Adult & Teen (30 terminals) Childrens (3 terminals) Childrens (3 terminals) Fairhaven Branch (7 terminals) Barkley Branch (4 terminals) Total Computer Usage New Borrowers Registered Central Library Fairhaven Branch Barkley Branch Total New Borrowers Registered Programs - Library sponsored or co-sponsored educational, recreation Programs - Library sponsored or co-sponsored educational, recreation	37,943 10,604 6,960 3,620 59,127 39,221 9 12,180 4,902 134 561 252 5,849 423 32 28 483 nal, or cultural progr	39,052 12,006 6,533 3,393 60,984 40,393 10,193 50,586 219 575 236 6,216 355 41 23 419	70,248 81,398 22,779 14,746 7,704 126,627 85,470 25,459 110,929 10,581 306 1,157 502 12,546 932 66 52 1,050	81,862 24,742 13,463 7,345 127,412 83,799 21,365 105,164 10,918 417 1,212 527 13,074 882 99 51 1,032	13.91% -0.57% -7.93% 9.53% 4.89% -0.62% 1.99% 19.16% 5.48% -3.09% -26.62% -4.54% -4.04% -4.04% 5.67% -33.33% 1.96% 1.74%
Services Persons Visiting - Number of persons counted as they enter the librar Central Library Adult Childrens Fairhaven Branch Barkley Branch Total Persons Visiting Website Visits This count reflects number of visits to www.bellinghampubliclibrary.org Bibliocommons Visits This count reflects number of visits to Bibliocommons Total Website Visits Computer Usage - Number of sessions Central Library Adult & Teen (30 terminals) Childrens (3 terminals) Fairhaven Branch (7 terminals) Barkley Branch (4 terminals) Total Computer Usage New Borrowers Registered Central Library Fairhaven Branch Barkley Branch Total Computer Usage New Borrowers Registered Central Library Fairhaven Branch Borkley Branch Total New Borrowers Registered Programs - Library sponsored or co-sponsored educational, recreation	37,943 10,604 6,960 3,620 59,127 39,221 9 12,180 4,902 134 561 252 5,849 423 32 28 483 nal, or cultural progr	39,052 12,006 6,533 3,393 60,984 40,393 10,193 50,586 219 575 236 6,216 355 41 23 419	81,398 22,779 14,746 7,704 126,627 85,470 25,459 110,929 10,581 306 1,157 502 12,546 932 66 52 1,050	81,862 24,742 13,463 7,345 127,412 83,799 21,365 105,164 10,918 417 1,212 527 13,074 882 99 51 1,032	13.91% -0.57% -7.93% 9.53% 4.89% -0.62% 1.99% 19.16% 5.48% -3.09% -26.62% -4.54% -4.74% -4.04% 5.67% -33.33% 1.96% 1.74%

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF MARCH 13, 2018, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

ADMINISTRATION	VENDOR	AMOUNT
Key copies	Accurate Lock & Security	13.42
Advertisement listing	Allied Arts of Washington	100.00
PLA Conference	American Airlines	562.19
Member dues	American Library Association	142.00
Posters	American Library Association	27.00
Data drop	Baron Telecommunications	472.85
PLA Conference	Bellair Airporter Shuttle	76.00
Headrests: drawer file	Blackburn Office Equipment	635.24
Emergency water	Cash N Carry	12.00
Printing; copier paper	Copy Source	1.245.76
Display screen for Barkley Branch	Costco	456.53
Water @ Barkley Branch	Crystal Springs	456.55 44.14
Mendery supplies	Demco	
Truck rental	Fountain Motors	2,318.32
Copier leases (January & February)	Great America Financial Services	45.63
Name tags		1,026.14
Mileage reimbursement	Laserpoint Awards Jon McConnel	20.65 96.03
Stampers	Minuteman Press	76.03 109.24
Mobile hot spot	Mobilebeacon	120.00
Security software maintenance	Ninite.com	21.74
Copies		21.74 496.75
Office supplies; copier paper; toner	Oasys Inc. Office Depot	476.75 665.06
PLA Conference		280.00
	Public Library Association	
Disposal	Recycling and Disposal Services	80.33
Supervisory series	Skagit PUD Talbot Services LLC	225.00
Barkley operating costs		533.33
ILL mailers & tape Desk	Uline	261.83
	Uplift	689.16
Interlibrary loan postage	USPS	22.50
	ADMINISTRATION Sub Total	\$10,798.84
PUBLIC SERVICE		
Library materials returned	Library Refunds	139.72
	PUBLIC SERVICE Sub Total	\$139.72
TECHNICAL SERVICES		
Book processing	Baker & Taylor	5,268.41
CD & DVD processing	Midwest Tape	1,939.16
ILL & tech services	OCLC	2,187.22
ILL & ICCII SCIVICES		2,107.22
	TECHNICAL SERVICES Sub Total	\$9,394.79
LIBRARY ACQUISITIONS		
Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	119.79
Books	Baker & Taylor	19,936.13
		,

BELLINGHAM PUBLIC LIBRARY

FEBRUARY	2018 CLAIMS
Cole Information Services	454.31
	1,558.96
•	519.64
,	11,898.31
Overdrive Inc	3,586.17
Village Books	57.24
LIBRARY ACQUISITIONS Sub Total	\$38,130.55
Baker & Taylor	2,989.18
·	145.90
Fred Meyer	52.71
Gale	198.98
H Mart	45.39
McKay's Taphouse	33.26
Rudy's Pizzeria	18.40
GIFT FUND ACQUISITIONS Sub Total	\$3,483.82
	Cole Information Services Ebsco Subscription Services Grey House Publishing Midwest Tape Overdrive Inc Village Books LIBRARY ACQUISITIONS Sub Total Baker & Taylor Center Point Large Print Fred Meyer Gale H Mart McKay's Taphouse Rudy's Pizzeria

TOTAL GENERAL FUND \$58,463.90

TOTAL CLAIMS \$61,947.72

GL787 WKD - MONTHLY REPORT - GF

Acc.Period 2 ending February 28, 2018

Transaction status 1 Rounding to Whole Dollars

Report Format 712

		YTD	Adopted	Revised	Variance	용용용
		Actual	Budget	Budget	From Revised	Complete
Dpt 0190	LIBRARY					
Grp 191	LIBRARY ADMINISTRATION				¥	
ExO 010	SALARIES & WAGES	47,067	261,808	261,808	214,741	18.0
ExO 020	PERSONNEL BENEFITS	•	118,000	•	99,306	15.8
ExO 030	SUPPLIES	·	79,784		67,340	15.6
ExO 040	SERVICES		345,667			17.9
ExO 050	INTERGOVT SERVICES PAYMENTS		,	6,500	,	2.12
Grp 191	LIBRARY ADMINISTRATION		811,758			
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	339,614	1,969,453	1,969,453	1,629,839	17.2
ExO 020	PERSONNEL BENEFITS	146,509	900,588	900,588	754,079	16.3
ExO 030	SUPPLIES	80,138	406,465	515,465	435,327	15.6
ExO 040	SERVICES	2,187	30,205	30,205	28,018	7.2
Grp 193	LIBRARY SERVICES	568,448	3,306,711	3,415,711	2,847,263	16.6
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	38,162	469,212	469,212	431,049	8.1
	Report Final Totals		4,587,681			15.9



Director's Report 3/13/2018

Staffing

The Interlibrary Loan Specialist position, open after Fay's recent retirement, and the Library Director position were both posted on 3/2/18. We have 6 candidates to interview for the Adjunct Librarian position.

Building and Operations

Still no elevator, but the bids were to have been returned by now, so hopefully the repairs are forthcoming. A few minor glitches have been repaired on the new delivery truck, which is back home in the garage.

Budget for 2019-2010

Rick and I have met several times, and our M-team has also met for vigorous discussions of priorities for the upcoming 2-year budget cycle. We are working hard to prioritize our staffing needs, and to convert those needs into positions that make sense. Doug, Paul, Jon and I met with City IT staff to discuss our technology level of service and our needs, and how we might best ensure that our needs are met going forward.

Foliage around the Library and Safety

Thank you to Parks Department staff, who have been busily trimming back our overgrown bushes and plantings. The Japanese Garden looks wonderful! They are continuing to help us make our library site look better, as well as improve our safety and security situation.

Please find attached two articles for your information. The first, from the New York Times, continues the discussion of librarians and library staff handling an increasing number of patrons with drug issues. The second is a list of some recommended programs that will be offered at the upcoming Public Library Association conference, just to give you a glimpse of some "hot topics" for libraries today.

The New Hork Times

https://nyti.ms/2F1URkc

N.Y. / REGION

Once It Was Overdue Books. Now Librarians Fight Overdoses.

By ANNIE CORREAL FEB. 28, 2018

MIDDLETOWN, N.Y. — The director of the public library in this Hudson Valley town calls his assistant and security guard "Starsky and Hutch." They have been trained to spot signs of overdose in library patrons — paleness and shortness of breath when it is heroin; sudden collapse when it is fentanyl — and administer the drug naloxone. They patrol the bathrooms and stacks at the Middletown Thrall Library, checking on anyone who is dozing.

"It's easier to call the police, to wait for E.M.S.," said the library director, Matt Pfisterer, who had to decide whether to use the overdose-reversing drug himself a few years ago, after he found a woman lying in the grass outside, unconscious and covered with ants.

"You don't know how they're going to react," he said. "But when it comes down to it, you ask, 'Do I want to see this person dying in front of me?' 'No.' So you take the leap."

The opioid epidemic is reshaping life in America, including at the local public library. where librarians are considering whether to carry naloxone to battle

4

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Philadelphia became the poster child for naloxone-toting librarians last year after the Inquirer wrote about a library where one woman had revived several people. Cities including Denver and San Francisco have also started training library staff to use the drug, which comes in the form of a nasal spray and is commonly known by the brand name Narcan.

But outside major cities, librarians are weighing whether to stock the drug, too. Across New York State, like in much of the country, they describe struggling with overdoses — one more sign of the severity of the opioid crisis, which killed roughly 64,000 people in the United States in 2016, and of the rise in heroin and fentanyl abuse.

Representative Sean Patrick Maloney, a Democrat from New York's Hudson Valley, introduced the Lifesaving Librarians Act in Washington last fall after reading about Philadelphia and consulting librarians in his own district, which includes Middletown and Newburgh, in Orange County, where there were 88 overdose deaths last year.

The proposed legislation would offer libraries in high-intensity drug-trafficking areas access to naloxone kits and training, through a federal grant. Mr. Maloney said he expected the bill, which could be bundled with other anti-opioid legislation, to receive bipartisan support. "While it seems shocking to be finding heroin at the public library — that's where we are," Mr. Maloney said. "This is an all-hands-on-deck situation."

The bill reveals just how much libraries, which are open to the public and welcome homeless people, have had to cope with the crisis: Library workers in towns and cities across New York describe finding used syringes and glassine envelopes in doorways and patrons slumped over in bathrooms. In Albany, libraries have started to keep files on some patrons and temporarily ban those who overdose. In White Plains, a man was arrested last year for selling heroin out of a library bathroom.

But the bill has also ignited debate about whether librarians, like police officers and emergency medical workers, should administer naloxone.

"It's a perfect example of how time and time again, the government turns to libraries to step up and fill in," said Jeremy Johannesen, executive director of the New York Library Association, noting that libraries distribute tax forms, and had assisted with enrollment for the Affordable Care Act.

"Librarians are routinely ready to step up and meet the needs of the community," he added. "This definitely raises the bar."

Christian Zabriskie, a library administrator for the Yonkers Public Library System and the director of a nonprofit advocacy group called Urban Librarians Unite, said the group supported the move as a first step but understood the reservations expressed by some librarians: "It's like, 'Geez Louise, can I just give people a mystery? Can I just help kids read?' If you wanted to be an E.M.T., you would have been an E.M.T."

A few weeks ago at the Newburgh Free Library, an airy building with tall windows that look out on the Hudson, parents played with babies and people studied amid Valentine's Day displays. Then a loud noise broke the calm. A man had slammed open the bathroom door, and was dragging another man out, said the library director, Chuck Thomas.

Newburgh, long plagued by poverty and crime, has been hit hard by the opioid epidemic. But it had been years since there was an overdose at the library, Mr. Thomas said.

A guard rushed over and found one man unresponsive; the other was shouting. "You could tell he didn't want to lose a friend," said the guard, Ruth Ramirez.

The guards cleared the area and called 911: the overdose drill. Police arrived in minutes and gave the man naloxone — once, twice. "It was amazing. I watched this man who I thought was dead open his eyes," said Mr. Thomas. If his employees could administer the drug themselves — a decision that he said would be left up to his board — "We could be a minute quicker."

New York City's three library systems have not said that they will follow other cities in carrying naloxone, but parts of New York appear to be inching in that direction.

In Long Island's Suffolk County, which has among the highest rates of overdose deaths in the state, some 200 library employees (out of thousands) have been trained to use naloxone, said the director of the Suffolk Cooperative Library System, Kevin Verbesey. "I have a pack of it right here in my L.L. Bean briefcase. My little blue O.D. rescue kit."

Last year, Gov. Andrew M. Cuomo signed a bill into law that added libraries to a list of institutions such as schools that are authorized to possess and use naloxone. The proposed legislation in Congress would make it easier for libraries to stock the drug, especially as prices rise, said Mr. Verbesey.

Still, at libraries big and small, directors are weighing the potential consequences.

Bambi Pedu, the director of the library in Lake Placid, in the Adirondacks, worried that drug addicts would start to use in the small-town library if they knew it stocked naloxone. "You're opening a can of worms," she said.

In Albany's libraries, drug use is already happening, which comes with its own issues, said Scott Jarzombek, the executive director of the state capital's seven-library system. "We see people come in, they go straight to the bathroom stalls." The library system changed its bathroom policy to require people to show identification, after a patron died in one branch.

But he had opposed asking staff to train to use naloxone, until he recently watched a woman revive a companion in a bathroom. "Seeing it happen in front of me made me think, maybe we should start training our staff and having the conversation about Narcan," he said. "As great as our first responders are, they might not be able to get here in time."

Mr. Pfisterer, in Middletown, keeps naloxone in his office, which is outfitted with monitors showing surveillance footage of the premises.

If patrons know that librarians are on alert for overdoses, he said, "My biggest fear is that people will stop coming to the library." And yet, he said, it is only another indication of how widespread the problem has become. "It's everywhere."

3/1/2018

David Kirschner, a drummer in his early 60s, has spent winter days in the library in Middletown and nights in a warming station across the street, while he weans himself off heroin with the drug Suboxone.

"I think they go beyond their duties as a library to help people who are on drugs," he said. "There's always A.A. and N.A. and they can tell you where that's at. The security periodically knocks on the door in the bathroom to make sure everyone is O.K."

In Newburgh, Mr. Thomas, the library director, said, "That's what a library's job is — to respond to the needs of the community."

"Those are their needs now," he added. "Later, they may need Shakespeare. But those are their needs right now."

A version of this article appears in print on March 1, 2018, on Page A19 of the New York edition with the headline: Stocking an Antidote at the Reference Desk.

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City of Library Love | PLA Preview 2018

IIII lj.libraryjournal.com/2018/02/shows-events/pla/city-library-love-pla-preview-2018/

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Philadelphia welcomes public librarians from across America to the biennial Public Library Association conference

This spring, the Public Library Association (PLA) biennial conference returns March 20–24 to one of the many birthplaces of the American library: Philadelphia, where Benjamin Franklin founded his Library Company (still extant and calling itself "America's first successful lending library") in 1731. Today's city remains home to many thriving libraries, including the Free Library of Philadelphia (FLP), the city's recently reinvigorated public library, led by Siobhan A. Reardon, *U*'s 2015 Librarian of the Year.

Below, *LJ* editors attending the conference call out a few sessions that caught their eye from the many compelling programs on offer, particularly those grappling with current social issues, from racism to the opioid epidemic, and drawing on the firsthand experience of librarians from Philadelphia, around the country, and beyond.

Barbara Hoffert Editor, Prepub Alert

Millennials Take over the Library

Thurs., Mar. 22, 10:45-11:45 a.m.

Canada's Calgary Public Library turned its oldest branch into a literary, music, and create space center for millennials.

Providing Immigration Services in Public Libraries: Making It Possible Is Not Impossible Thurs., Mar. 22, 10:45–11:45 a.m.

Librarians are obtaining a credential from the Department of Justice to provide immigration services outreach, screenings, and referrals.

https://wwv

Top 5 of 5: A Current Affair

Thurs., Mar. 22, 4-5 p.m.

Readers' advisory (RA) experts highlight titles about hot topics in the news, featuring top fives in science, international fiction, diversity in youth books, political issues, and pop culture.

Listen to This: Finding Audiobooks in Languages Other than English

Fri., Mar. 23, 10:45-11:45 a.m.

With audiobooks the big growth area in library materials and many libraries serving diverse populations, this guide to audiobooks beyond the English language should be invaluable. Presented by experts from the New Jersey State Library Talking Book & Braille Center.

The Opioid Epidemic: How Can My Library Help?

Fri., Mar. 23, 2-3 p.m.

With more than 20,000 of this country's 64,000 drug overdose deaths in 2016 involving fentanyl and synthetic opioids, libraries are providing education, collaboration, and even first response. With presenters from libraries nationwide.

Drag Queen Story Hour: Reading Fabulously

Fri., Mar. 23, 2–3 p.m.

Not only is the Brooklyn PL's initiative involving drag queens reading to children important for promoting acceptance and inclusivity, it's fun for everyone.

Rebecca T. Miller Editorial Director, LJ and School Library Journal

When the Mayor Calls: Answering the City's Call for Support

Thurs., Mar. 22, 10:45-11:45 a.m.

Three urban library directors—Seattle's Marcellus Turner, Detroit's Jo Anne Mondowney, and Cleveland's Felton Thomas—share how they connect to city priorities on social issues.

Voter Perceptions: Getting from Awareness to Funding in 2018

Thurs., Mar. 22, 4-5 p.m.

This promises an update, with new research findings, to 2008's "From Awareness to Funding" report on library supporter attitudes, with takeaways advocates can use to help ensure future funding.

Ensuring the Future of Libraries: Connecting the Academy and the Profession

Fri., Mar. 23, 10:45-11:45 a.m.

Susan Hildreth, Distinguished Practitioner in Residence at the University of Washington iSchool; faculty; and working librarians on connecting the key dots between library schools and libraries.

To Connect and To Serve: Building Community with Law Enforcement

Sat., Mar. 24, 9:30-10:30 a.m.

Hear about Salt Lake County Library Services' fresh approach to deep collaboration with law enforcement.

How To Start Training Your Staff To Be More Culturally Competent

Sat., Mar. 24, 10:45-11:45 a.m.

and competence.

Lisa Peet Associate Editor, News

Libraries Aren't Neutral: Programming and Resources for the Political Climate

Thurs., Mar. 22, 4-5 p.m.

We live in polarizing times, and libraries are well positioned to take a proactive, frontline stance on civic engagement—but challenging the library's role as "neutral" space is not always simple. Information services librarians will explore programming, resource, and service strategies for media literacy, political awareness, and facilitating community dialog.

Libraries Strengthening the Talent Pipeline

Fri., Mar. 23, 10:45-11:45 a.m.

This session will look at ways libraries can up their involvement with workforce development, meeting the changing needs of employers as well as potential employees and exploring opportunities for partnerships at the local, state, and national levels.

Breaking Barriers to Employment: Embedding Legal Services in Public Libraries

Sat., Mar. 24, 10:45-11:45 a.m.

DCPL and DC's Neighborhood Legal Services Program have joined forces to help address roadblocks experienced by patrons with criminal records, bringing free legal services to participants in library job seeker clinics.

Meredith Schwartz Executive Editor

Reflecting Community: The Importance of Equity, Diversity, and Inclusion in Library Staffing Thurs., Mar. 22, 4–5 p.m.

Librarianship remains one of the whitest professions, and our diversity numbers have actually declined, so sessions such as this, about the importance of hiring staffers who mirror your patron base and how to create an inclusive library culture, are crucial.

Applying an Equity Lens: Shifting Resources To Reach Low Income Audiences

Thurs., Mar. 22, 4-5 p.m.

I am excited to see Seattle PL's equity analysis framework in practice, as applied to case studies of mobile services, and summer and other youth programs, leading to major resource allocation shifts.

The ABCs of DNA: Helping Patrons Unravel the Mystery of Genetic Information

Fri., Mar. 23, 4–5 p.m.

Considering libraries' longtime role in genealogy and health research and the increasing popularity of home genetic testing, patrons bringing results to the library seems like the logical next step. Learn about privacy issues, reliable resources, and more.

Curious About #FreeLibraryofPride? A Successful Collaborative Story

Sat., Mar. 24, 9:30-10:30 a.m.

librarians at FLP built a collaborative event for the LGBTQIA+ community culminating in more than 55 programs.

Moving from Compliance to Inclusion Within the Library

Sat., Mar. 24, 9:30-10:30 a.m.

The ADA is the beginning, not the end, for accessibility. I'm looking forward to learning how the Arlington, TX, library rethought its service model better to include patrons with disabilities.



Bellingham Public Library
Level of Service Standards for Staff FTE
February 20, 2018

Nancy Kerr, Library Director Rick Osen, Library Board Chair

We recommend that a Staffing FTE Level of Service Standard be adopted by the Library Board of Trustees to provide an appropriate level of staffing for the Central, Fairhaven, and Barkley branches of the Bellingham Public Library, as well as outreach to the greater Bellingham community. 2016 statistics were analyzed and used as predictors, from libraries with varied sizes and governance models in Washington as well as peer libraries from across the country.

The City Council has recommend that the Bellingham Public Library seek to achieve the level of "Medium" or "Operational," recognizing that "High" or "Optimal" is the ultimate goal.

Minimal = needed to provide the most basic of library services Operational = allows the library to provide all needed services Optimal = allows the library to enhance services

Staff FTE Recommendations

Low or Minimal	Medium or Operational	High or Optimal
50	58	64

- LOS for staffing is based on the demonstrated needs and expectations the Bellingham community places on its library. This includes: volume of materials circulation; number of library visits; program needs and participation; amount of open hours and number of library branches.
- Developing needs for increased outreach and services to areas of the community not served by physical branches have already been identified, and are expected to increase.
- Programs and services cannot be enhanced or even maintained at current staffing levels (47.7 FTE), which fall below the proposed Low or Minimal standard.
- Space planning and reorganization of the physical layout of staff areas in the Central Branch will be necessary to be able to accommodate increases in staffing levels and service demands.