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 – 3:30 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.

4. **Consent agenda** — 4 min
    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**
        June 19, 2018: Regular board meeting
    *   **Library performance & activity measures**
        June 2018
    *   **Financial reports**
        Claims: June 2018
        YTD report: June 2018

5. **Reports** — 15 min
    *   Board Chair
    *   Library Board members
    *   City Council liaison
    *   Friends of Bellingham Public Library
    *   Acting Library Director

    Time check: 3:55

6. **Space planning update** — 10 min
    *   Facilities Committee

7. **Circulation statistics** — 15 min
    *   Jon McConnel, Head of Digital Services

8. **ILS update**   5 min
   - Jon McConnel, Head of Digital Services

9. **Agreement Between Bellingham Public Library and Whatcom County Library System for the Operation and Maintenance of an Integrated Library System**   5 min
   - Action item

                                                          Time check: 4:30

10. **$35,000 donation**   10 min
    - Bethany Hoglund, Acting Director

11. **New business**   5 min
    - Strategic planning

12. **Action items for next meeting**   2 min

                                                          Time check: 4:47

13. **Adjourn**

Next Regular Library Board Meeting: Tuesday, August 21, 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.

Bellingham Public Library

Regular Meeting of the Library Board of Trustees
Tuesday, June 19, 2018 – Central Library
3:30 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:	Bethany Hoglund, Beth Farley, Janice Keller, Jon McConnel and Wendy Jenkins
Others Present:	April Barker, City Council Liaison; Faye Hill, Friends of BPL

Call to order and introductions: Regular session was called to order at 3:31 p.m. by Chair, Rick Osen.

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Jim McCabe seconded. Motion carried.

Public comment: No comments.

Consent agenda: Jim pointed out that, for the May 22 minutes, it should say Tuesday, not Thursday. Rebecca requested that the PowerPoint and documents that were mentioned in the minutes be posted on our website with the minutes. Rebecca added, "Holy cow about circulation," adding we are up over 70,000 from last year with 50,000 of those being physical items. Rick commented that Jon has gathered some interesting circulation data and suggested we put that on the agenda for July. Rachel praised the addition of automatic renewal. Rebecca asked about the high number of withdrawn physical items. Bethany responded that she has been doing some heavy weeding in the Children's collection. The working theory has been that having something on a topic is better than having nothing, but now the theory is, considering the age of the collection, that nothing is better than something. Beth added that she has been weeding the Adult collection as well in anticipation of the migration to a new ILS. Jim McCabe moved to approve the May 15, 2018 Regular meeting minutes, the May 22, 2018 Special meeting minutes (as amended), the June 1, 2018 Special meeting minutes and the May 2018 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

Board Chair report:
- The contract with RMC Architects is almost done. Rick hopes that Brad or another RMC representative can provide a progress report at the July board meeting,

followed by a draft report in August. A kick-off meeting will be arranged soon with RMC, the board committee and the management team.
- The Budget Modification proposals were all submitted as discussed at the June 1 meeting with one exception: the ILS migration funds have been approved to come out of the 2018 budget so a request was not needed.
- Rick has been in touch with Rebecca Judd.

Board member reports:
- Jim had a friend complain that there are no drive-up book drops available and asked if this has come up before. Bethany responded, this has come up, but there is no easy answer – we don't know where we would put one, they are expensive and would require road modifications. Bethany believes there is a drive up book drop at the community college.
- Rachel went on her daughter's class field trip to Fairhaven to learn about Summer Reading. About half of the kids in the class had never been to the Fairhaven Branch before – they were thrilled to see what was available. She said it was great to see all of the kids laying on the floor reading.

City Council liaison report:
- Council is working on Airbnb issues.
- Council, along with the Mayor, signed a letter addressed to our national leaders in favor of keeping families together.

Friends of Bellingham Public Library report
- The Friends earned $13,000 at the last book sale! Faye thanked the staff and board for supporting the sale.
- The Friends are grieving the unexpected loss of one of their board members – Barbara Clearman passed away June 11.

Acting Library Director's report:
- The article in the packet, *Baltimore's Pratt Library goes fine free for overdue books*, was forwarded to Bethany by Christine Perkins, Executive Director of WCLS, who included it in the WCLS board meeting packet as well. The article talked about why libraries are here – to serve the public by providing access to everyone. The WCLS board would like to eliminate fines in 2019, so this is a topic that will come up for us.
- As Rick mentioned, we did submit our Budget Modification proposals. Bethany thanked the management team and Wendy for helping to craft them. Rick and Bethany have a meeting scheduled on July 18th with the Mayor, Brian Henshaw, Brian Heinrich, Forrest Longman and Rebecca Judd to discuss our proposals.
- The public elevator repair is complete. Rick and Bethany met with Ted Carlson and Eric Johnston, from Public Works, who shared that a comprehensive modification of the elevator, which will take 2-3 months to complete, is tentatively planned for spring of 2019. Ted voiced support for ensuring that an ADA accessible walkway is in place prior to taking the elevator offline for 2-3 months.
- We had the first of two ILS vendor demonstrations last week. The second vendor demo will be June 28-29. Jon has been working tirelessly to coordinate these events and has been working closely with WCLS to ensure both systems are on the same page.

- Summer Reading for all ages started June 1. We are working in collaboration with WCLS, empowering all ages to have fun, set goals, and win prizes by completing the bingo card of their choice. Bethany distributed 2018 Summer Reading Bingo cards. *(See Attachment #1 for a sample 2018 Summer Reading Bingo card. All attachments located at end of minutes.)* Teen Librarian Jennifer Lovchik book-talked to 800 6th graders in the Bellingham School District in 21 separate sessions. Children's Services staff conducted numerous class visits at Central, Barkley, and Fairhaven and visited 7 elementary schools.
- Bethany reached out to the Barkley Company for an update regarding the allocation of an ADA parking space in front of Barkley Branch. She hasn't heard back from them yet. The lack of an ADA space was brought up by a patron back in December.
- 44 of the Friends completed the Darkness to Light training this spring, helping the library move closer to meeting its policy requirement that all staff and volunteers complete approved child safety training. Board members are required to complete this training as well. Wendy can arrange training.
- We are in the process of getting the Friends their own keycards to streamline access and safety. This also supports library safety and security initiatives.
- Meeting Rooms update: eliminating after-hours use of meeting rooms and not renting the rooms to groups and individuals has offered a welcome workload relief as well as assisting with building security.
- There is a fun Washington State Library-supported program going on called *Library Passport Program*. Participation involves visiting Washington libraries this summer and posting photos to an online, crowd-sourced map. There is a contest element where people can be entered to win a bookstore gift card once they have visited a minimum of 5 libraries, two of which need to be more than 50 miles from their home. Full details are available on our website.
- Management teams of BPL and WCLS are working towards beginning to issue library cards based on home address, regardless of which branch the patron visits. Currently, anyone who visits a BPL branch receives a BPL card, whether they live in Bellingham or greater Whatcom County. The same is true for WCLS. Being intentional about matching library card to patron residence is crucial for compiling accurate usage statistics for both systems. September is the anticipated kick-off for this project.

2019-2020 Budget Modification proposals: This was touched on earlier in the meeting. Jim asked if the 2019 budgets, other than the proposals, have been released yet. Bethany responded that they have not been released yet.

Rules of Conduct revision: Rebecca reported that when the revision was first submitted to the board a few months ago, she had some questions about it. She and Beth Farley met to talk about the revision. Rebecca offered to do a red-line, strike out draft for the changes they discussed, which she distributed. *(See Attachment #2 for 4.101 Rules of Conduct. All attachments located at end of minutes.)* Briefly, the draft changes include:
- Language reading, "as well as the interior rooms of the branch," was added by Rebecca.
- Language was crossed out in the definition of Trespass; this language shows up later in the rules. Beth clarified that the term exclusion, rather than trespass, is used when the police are not involved and typically is less than 30 days.

3

- A change in the definition for person in charge (PIC), differentiating branch or department.
- There are slight wording changes under numbers 2, 3 and 4.
- Number 6 was changed from "A trespass will be issued..." to "A trespass may be issued..." to leave the discretion up to the assisting staff.
- Number 8, concerning Service animals, was updated to comply with ADA laws.
- Beth mentioned one correction that is needed: the Exclusion definition on page 1 should read, "for a period of time *less* than one (1) month" rather than, "for a period of time *more* than one (1) month."

Rachel Myers moved that the Rules of Conduct be approved as amended as of June 19, 2018. Jim McCabe seconded. Motion carried.

2018 Summer Reading: Bethany added one comment to her earlier report: thank you to the Friends of Bellingham Public Library, they are the primary sponsors of the program.

Integrated Library System (ILS) update: Jon provided a review and an update. The RFP closed on May 24 with five responses. One of the responses did not meet the minimum requirements, so was not scored. After scoring the other four responses, the committee determined there were two finalists – Polaris from Innovative Interfaces Incorporated (III) and Carl X from The Library Corporation (TLC). The Polaris demonstration was last Thursday and Friday: the Carl X demonstration will be on June 28 and 29. They have both provided a 'sand box' environment for staff to test. Staff input will help to determine who the RFP will be awarded to. City ITSD will also review the finalist to make sure all of the technical standards are met.

Jon requested clarification about proceeding after a finalist has been chosen – does the committee need to bring the choice to the board prior to entering into contract negotiations? After discussion, it was determine the board could delegate authority to the committee and the Director to proceed with the negotiations. Rachel Myers moved that the Board authorize the committee and the Director to enter into negotiations and to sign the contract once it is finalized. Jim McCabe seconded. Motion carried.

Jon also informed the Board that the current vendor, SirsiDynix, requires a 60 day notice to separate. The current contract expires January 29, 2019, so we would need to give notice November 29, 2018. We should know by then if we are going to be ready to migrate to the new vendor. There are a lot of risks on the timeline. If we can't hit the milestone we would need to contract for another year with SirsiDynix, while simultaneously moving ahead with the migration. Sirsi only accepts 1 year contracts because there are 3rd party contracts bundled in. This contingency was included in our budget request. Rick mentioned that the incoming Director, Rebecca Judd, has been through a transition from Horizon to Polaris. Jon added that we will need to close for one or more days, which is useful for staff training.

Onboarding Rebecca Judd: Rick asked to talk about how we can make Rebecca's first days, weeks, and months successful. Most of the first day, July 16, will be spent at Human Resources. On her second day, there is a board meeting. On the third day is the budget meeting with the Mayor. Rebecca is determining if she wants to attend the state-wide

Library Director's meeting being held on Thursday and Friday in Federal Way. The meeting is held twice a year.

Rick and Bethany talked with the Mayor about arranging one-on-one meetings with all of the department heads during Rebecca's first month. She will be introduced to City Council at their afternoon meeting on July 23rd.

It would be helpful to come up with a list of key people in the community for Rebecca to meet. Jim added that he was impressed with her forward thinking and it would be good to ask her what she would like to accomplish in the first few months. Rachel commented that she would be happy to introduce Rebecca to contacts she knows. She also suggested board members having coffee with Rebecca to offer information and encouragement. Janice made a list of the representatives from organizations that we invited to the stakeholder presentation.

New Business:
- Strategic Planning, perhaps a board retreat in the fall to talk about process. Rachel recalled the training that she and Rick attended where they suggested establishing a steering committee of community partners and leaders – a short term task force to help drive the process. Rick suggested, at a board meeting soon, they look at the materials from the training.
- Rebecca requested the October meeting date be moved a week earlier or later. After discussion the board decided to move the date from the 16th to the 23rd.

Action items for next meeting:
- Jon will provide circulation data
- RMC briefing
- Rachel and April will both not be here for the July meeting.

Meeting adjourned at 4:30 p.m.

Next Regular Library Board Meeting – July 17, 2018 at the Central Library, 210 Central Avenue, Library Lecture Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

Attachments:
- Attachment #1: 2018 Summer Reading Bingo card
- Attachment #2: 4.101 Rules of Conduct

2018

SUMMER READING

READ OUTSIDE (put your magnet here!)	AUTHOR YOU'VE NEVER READ	PICTURE BOOK	DIDN'T FINISH/ DIDN'T LIKE	MAKES YOU LAUGH
MAKE A BOOKMARK	LISTEN TO A BOOK	ANIMAL ON THE COVER	READ A BOOK IN A DAY	STORY YOU'D LIKE TO BE IN
READ WITH A FLASHLIGHT	COLORFUL COVER	FREE - SPACE	RE-READ	LEARN SOMETHING NEW
READ TO SOMEBODY	ILLUSTRATE A BOOK	BIOGRAPHY	GRAPHIC NOVEL	PUBLISHED BEFORE YOU WERE BORN
READ ON A THURSDAY	FANTASY	READER'S CHOICE	WRITE A LETTER TO SOMEONE	COVER YOU LIKE

Summer Reading 2018: Fun & Easy!
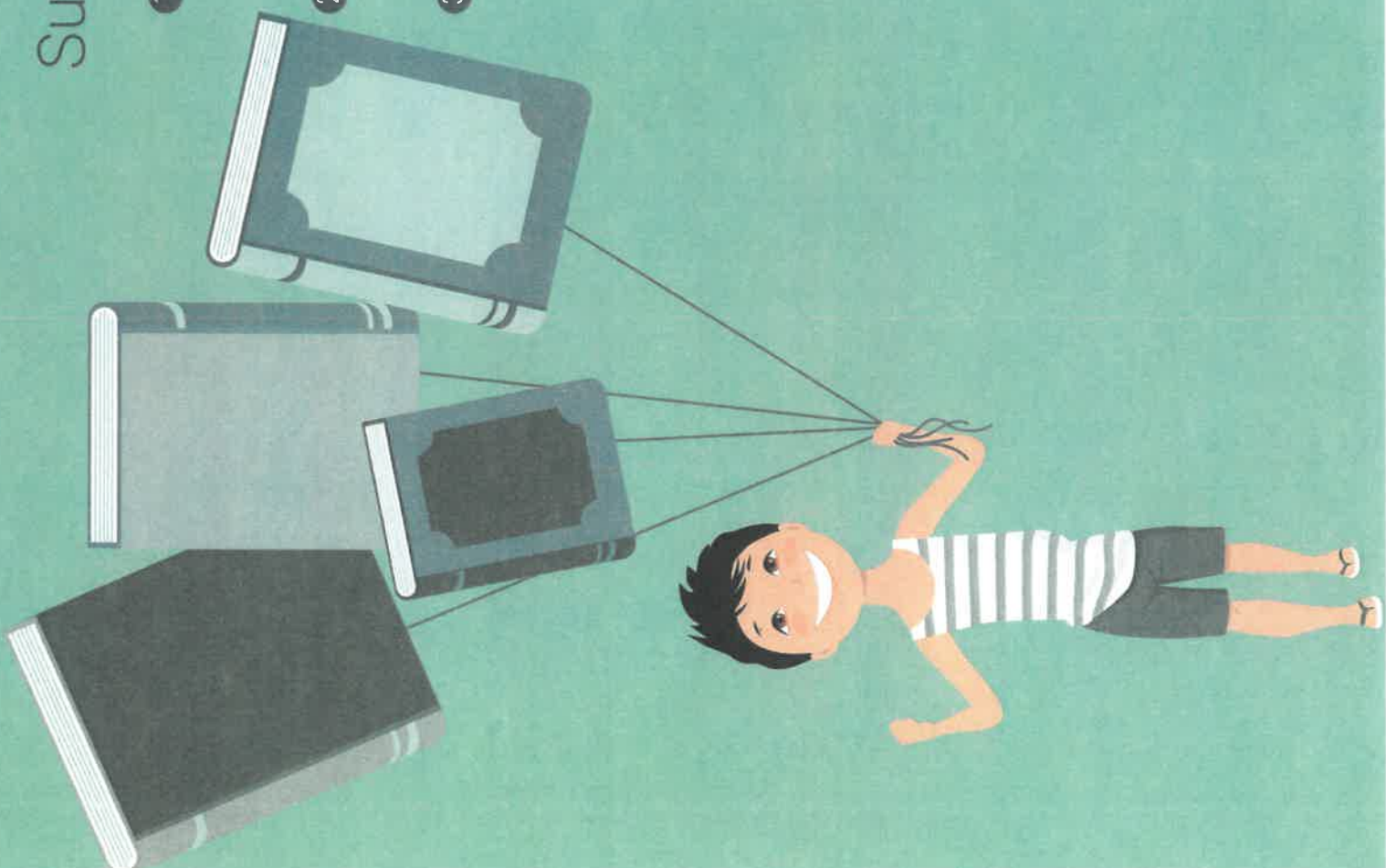
1 **Set your summer reading goal.**

My goal is:

2 Once you've met your goal, come in to your local library and **choose a free book**. For keeps.

3 **That's it.**

June 1 – August 31

Bellingham **Public Library**

whatcom county **library system**

visit us online at wcls.org and bellinghampubliclibrary.org

NAME

SCHOOL (Fall 2018)

GRADE (Fall 2018)

Title:	4.101 RULES OF CONDUCT
Code:	4 Public Services
Chapter:	4.100 Conduct

Type of Policy:	Departmental
Date Developed:	20 August 2002
Date Revised:	18 September 2007, 26 August 2008, 23 February 2009, 18 June 2013, 17 June 2014
Revised by:	Pam Kiesner, Beth Farley
Developed by:	Julie Carterson
Approved By:	Library Board of Trustees

Cancels: Section VI, Public Services Policies, Rules of Conduct

See Also:
Library procedures:
4.101.104 Trespassing a person
4.101.105 Immediately trespassing a person
4.101.109 Deciding the length of an exclusion or trespass
4.101.110 Appealing a trespass
4.401.101 Internet time limit abuse

Codes and Laws:
RCW 27.12.290 Violators may be excluded

Scope
This policy applies to all visitors to all facilities and properties of the Bellingham Public Library. Parents or caregivers are responsible for the behavior of minor children in their charge.

Definitions
Exclusion: a person is asked to leave the library and not return for a period of time more than one (1) day, but less than one (1) month. Library staff member person in charge may make the decision to exclude immediately or after consultation with other staff. The police are not involved in determining exclusions. An incident report is created.
Library property: at the Central Library, the property includes the entire block bordered by Central, Commercial, Lottie and Grand, not including the right of way. At the Fairhaven Branch the property includes the entire parcel of land surrounding the library, not including the right of way. At the Barkley Branch, the property includes the area directly in front of the Branch, not including the right of way, as well as the interior rooms of the branch.
Minor: person under the age of eighteen (18).
Trespass: a person is legally barred from entering any library property for a period of time ranging from one (1) month, three (3) months, six (6) months, one (1) year, or up to five (5) years. Under extraordinary circumstances, a person may be trespassed permanently. The person's library card is deactivated for the same length of time as the trespass. Library staff determine the length of the trespass and the Police serve the trespass. Library staff member in charge may make the decision to trespass immediately or after consultation with other staff. An incident report is created.

Person in Charge (PIC): If the incident originates at the Central Library: The Security and Information Attendant on duty is the Person in Charge. In their absence, for incidents on the main

level, the Person in Charge (PIC) at the Help Desk; and for incidents on the lower level, the Head of Youth Services or designee.
For incidents at the Barkley or Fairhaven Branch: The PIC is the staff member with the highest classification.

Policy/Conditions

1. **Library Board of Trustees defines acceptable library behavior by creating rules of conduct.**

   The Library exists to serve the community's information needs. The community expects a safe and appropriate library environment so all visitors may access library resources and services.

   Rules of conduct define acceptable behavior in the library and on library property and provide for personal safety as well as for the protection of materials, property and facilities.

   Rules of conduct will be applied respectfully, fairly and consistently

2. **Library staff are responsible for ~~controlling disruptive behavior~~ by applying rules of conduct.**

   Failure to comply with a reasonable staff request may result in a loss of library privileges. Willful or persistent violation of the rules will result in a loss of library privileges, which may include service limits or exclusion or trespass from the use of all facilities of the Bellingham Public Library.

3. **Disruptive behavior that unreasonably interferes with use of the library by other users or inhibits staff or volunteers from performing their duties may result in loss of library privileges.**

   This behavior includes but is not limited to:

   - Sleeping
   - Using audio equipment that disturbs others
   - Screaming, loud talking, and boisterous behavior
   - Inappropriate attire, including not wearing shirt or shoes
   - Loitering
   - Offensive bodily hygiene
   - Prolonged staring at others
   - Intoxicated behavior
   - Not following the Guidelines for Computer Use, including abusing Internet time limits.
   - Not following Meeting Room Use Rules or failing to follow other established library requirements.
   - Accessing identified staff only areas of the library without authorization.
   - Other behavior which unduly disturbs others

4. **Use of any Bellingham Public Library facilities, property or equipment for purposes**

not intended may result in the loss of library privileges.

Such uses include, but are not limited to:

- Eating, except in authorized areas
- Using scooters, skateboards, or any wheeled footwear in the building
- Bringing into the library personal items that restrict movement, that may damage library property or that create a safety hazard
- Leaving personal effects unattended
- Using the restrooms for bathing, shaving, washing hair or clothing
- Camping ~~out in any area of the library, including restrooms~~ on library property, indoors or outdoors

Distributing literature, gathering signatures, soliciting contributions or conducting surveys inside the library or on library property[MOU1].

5. **Behavior that endangers library users, staff or volunteers will result in immediate trespass.**

These behaviors include but are not limited to:

- Abuse of equipment
- Destruction or defacement of property
- Physical activity dangerous to others
- Sexual misconduct such as exposure or sexual harassment
- Stalking
- Verbal or physical threats, harassment or intimidation
- Illegal conduct

6. A trespass ~~will~~ may be issued for disobeying the direction of a library staff member and for remaining on library property when requested to leave for violations of law and/or library policies. Library staff determine the length of the trespass and the Police serve the trespass. Library staff member in charge may make the decision to trespass immediately or after consultation with other staff. An incident report is created.

7. **Smoking, including the use of e-cigarettes, is not permitted in library facilities or on library property.**

8. ~~**Assistance**~~ **Service animals are permitted in the library, so long as the handler ensures appropriate behavior of the animal and remains with the animal while in the library. No other animals are permitted in library facilities. .**

- ~~Owner or trainer Handler must ensure appropriate behavior of the animal and remain with the animal while in the library~~
- ~~If it is not obvious to staff that the animal is an assistance animal, the owner will be asked to register the animal at the Welcome Desk~~
- ~~Library visitors may not bring other animals into the library~~

9. **A trespass may be appealed.**

A person trespassed from the library may appeal the trespass. Written trespass

appeal procedures are available to the public. The Library Board of Trustees may approve, modify or reverse any staff actions. The Board reviews all trespasses that are issued for five years and over.

10. Library Board reviews this policy.

This policy is periodically reviewed, revised, or reaffirmed by the Library Board of Trustees.

Bellingham Public Library
Performance & Activity Measures, 2018

	June-18	June-17	Year to Date 2018	Year to Date 2017	% of change YTD
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	1,535	1,687	12,411	10,901	13.85%
Electronic copies added to the collection	1,145	1,344	6,370	6,216	2.48%
Physical copies withdrawn from collection	(186)	(16,514)	(16,760)	(18,264)	-8.23%
Total physical holdings			175,999	185,392	-5.07%
Total electronic holdings			77,535	65,536	18.31%
Total Holdings (Physical and Electronic)			253,534	250,928	1.04%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	56,987	56,216	351,876	334,410	5.22%
Youth	45,418	43,568	253,983	226,022	12.37%
Sub-Total Central	102,405	99,784	605,859	560,432	8.11%
Fairhaven Branch					
Adult	7,509	6,842	45,838	40,425	13.39%
Youth	2,866	2,955	14,736	14,025	5.07%
Sub-Total Fairhaven	10,375	9,797	60,574	54,450	11.25%
Barkley Branch					
Adult	5,749	5,238	34,069	29,767	14.45%
Youth	4,041	3,442	20,306	17,934	13.23%
Sub-Total Barkley	9,790	8,680	54,375	47,701	13.99%
Bellingham Technical College					
Adult	59	84	413	622	-33.60%
Youth	5	24	81	100	-19.00%
Sub-Total BTC	64	108	494	722	-31.58%
Whatcom Community College					
Adult	285	317	2,093	1,945	7.61%
Youth	49	106	467	643	-27.37%
Sub-Total WCC	334	423	2,560	2,588	-1.08%
Western Washington University					
Adult	400	359	2,801	2,950	-5.05%
Youth	231	136	1,449	1,015	42.76%
Sub-Total WWU	631	495	4,250	3,965	7.19%
Online Services					
NW Anytime Library Overdrive	18,097	13,986	101,569	79,860	27.18%
RBdigital		1,326	7,003	8,956	-21.81%
Sub-Total Online	18,097	15,312	108,572	88,816	22.24%
Total Circulation	141,696	134,599	836,684	758,674	10.28%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	51,566	50,935	320,106	298,964	7.07%
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	33,642	33,011	205,731	191,646	7.35%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	41,434	42,660	246,241	254,985	-3.43%
Youth	13,350	13,152	69,242	73,644	-5.98%
Fairhaven Branch	7,794	7,500	43,669	43,174	1.15%
Barkley Branch	4,683	4,683	25,424	24,747	2.74%
Total Persons Visiting	67,261	67,995	384,576	396,550	-3.02%
Website Visits	41,659	36,473	251,594	239,773	4.93%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	12,486	13,222	73,780	66,540	10.88%
This count reflects number of visits to Bibliocommons					
Total Website Visits	54,145	49,695	325,374	306,313	6.22%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	5,056	5,566	31,703	33,930	-6.56%
Childrens (3 terminals)	196	183	990	1,081	-8.42%
Fairhaven Branch (6 terminals)	596	606	3,473	3,878	-10.44%
Barkley Branch (4 terminals)	281	319	1,628	1,828	-10.94%
Total Computer Usage	6,129	6,674	37,794	40,717	-7.18%
New Borrowers Registered					
Central Library	494	590	2,735	2,767	-1.16%
Fairhaven Branch	56	55	235	283	-16.96%
Barkley Branch	66	48	223	219	1.83%
Total New Borrowers Registered	616	693	3,193	3,269	-2.32%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	93	107	668	735	-9.12%
Attendees	2,976	2,262	18,515	17,906	3.40%
Volunteer Hours	375	416	3,559	3,059	16.36%

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 JULY 17, 2018, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Supplies, Prime membership	Amazon.com	141.34
Whatcom Reads advertisement	Bellingham Herald	600.00
Darkness to Light training	Brigid Collins	480.00
Board meeting water	Cash N Carry	9.07
Printing; copier paper	Copy Source	337.23
Water @ Barkley Branch	Crystal Springs	17.52
Easy Passthrough software	ForGravity LLC	29.00
Director interviews events	Haggen	421.75
Early Learning Space equipment	IKEA	158.38
Security software maintenance	Ninite.com	21.74
Comic Con conference reimbursement	Lesley Norman	124.01
Copies	Oasys Inc.	525.26
Office supplies; copier paper; toner	Office Depot	393.96
2018 membership	Pacific Northwest Booksellers Assoc.	175.00
Program supplies	Petty Cash	42.37
2018 membership	Public Libraries of Washington	737.85
Truck fuel	Reisner Distributor	265.04
Lost Interlibrary loan item	Southwestern College	21.49
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Web browser license renewal	Teamsoftware Solutions	125.00
Lost Interlibrary loan item	Timberland Regional	27.95
ILL mailers	Uline	307.18
Debt collection service	Unique Management Services	331.15
Lost Interlibrary loan item	University of Michigan	20.00
Interlibrary Loan postage	USPS	19.01
Employee scheduling software	WhenToWork	400.00
B & O taxes	WSDR	6.18
	ADMINISTRATION Sub Total	**$6,609.95**
PUBLIC SERVICE		
Library materials returned	Library Refunds	158.63
	PUBLIC SERVICE Sub Total	**$158.63**
TECHNICAL SERVICES		
Book processing	Baker & Taylor	7,003.77
CD & DVD processing	Midwest Tape	1,256.74
ILL & tech services	OCLC	2,187.22
	TECHNICAL SERVICES Sub Total	**$10,447.73**
LIBRARY ACQUISITIONS		
Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	594.93
Books	Baker & Taylor	21,686.74
Books	Grey House Publishing	502.25

DVDs, CDs, recorded books	Midwest Tape	8,692.80
eBooks, audiobooks	Overdrive Inc	1,556.79
	LIBRARY ACQUISITIONS Sub Total	**$33,033.51**

GIFT FUND

Summer Reading finger puppets	Amazon.com	173.60
Books	Baker & Taylor	4,191.80
Books	Gale	198.64
Teen programming	McKay's Taphouse	52.97
Whatcom Reads advertisement	Pickford Film Center	200.00
STEM/Reach out and Read books	Reading is Fundamental	1,700.00
Teen programming	Rudy's Pizzeria	20.00
Books	Village Books	61.95
	GIFT FUND ACQUISITIONS Sub Total	**$6,598.96**

TOTAL GENERAL FUND	**$50,249.82**
TOTAL CLAIMS	**$56,848.78**

Acc.Period 6 ending June   30, 2018   Transaction status 1
                                                                           Rounding to Whole Dollars

		YTD Actual	Adopted Budget	Revised Budget	Variance From Revised	%%% Complete
Dpt 0190	LIBRARY					
Grp 191	LIBRARY ADMINISTRATION					
ExO 010	SALARIES & WAGES	116,706	261,808	253,365	136,659	46.1
ExO 020	PERSONNEL BENEFITS	51,331	118,000	120,962	69,631	42.4
ExO 030	SUPPLIES	32,320	79,784	93,914	61,594	34.4
ExO 040	SERVICES	188,222	345,667	354,285	166,063	53.1
ExO 050	INTERGOVT SERVICES PAYMENTS	1,526	6,500	6,006	4,480	25.4
Grp 191	LIBRARY ADMINISTRATION	390,105	811,758	828,532	438,427	47.1
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	994,704	1,969,453	2,003,603	1,008,898	49.7
ExO 020	PERSONNEL BENEFITS	436,576	900,588	922,961	486,386	47.3
ExO 030	SUPPLIES	245,107	406,465	451,590	206,483	54.3
ExO 040	SERVICES	10,942	30,205	32,885	21,943	33.3
Grp 193	LIBRARY SERVICES	1,687,330	3,306,711	3,411,039	1,723,709	49.5
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	233,757	469,212	468,041	234,283	49.9
	Report Final Totals	2,311,192	4,587,681	4,707,612	2,396,420	49.1

July 2018 Board Meeting

Circulation Statistics: drilling into First Time Check-Out for the physical collection versus Renewal versus Courtesy/Auto-Renewal

On May 1, 2017, WCLS and BPL implemented a feature called 'Courtesy Renewal' or 'Auto-Renewal', whereby items that aren't requested are automatically renewed one time just before they would go overdue. Any other renewals are the patron's responsibility.

We knew ahead of time this would have an impact on patron renewal statistics. We also knew it would have an impact on Circulation Statistics reported to the Board and the State Library.

Our report that generates the monthly circulation statistics does not distinguish between First-Time Checkout and any type of Renewal. Any increase in renewals from the automatic Courtesy Renewals would be disguised as increased circulation numbers.

We saw physical circulation go up in the monthly Performance & Activity Measures report to the Board. Of the first four months of 2017, all but one saw total circulation counts lower than the same month in 2016. For the remaining eight months of 2017, all but one month had circulation higher than 2016. So far in 2018, all but one month has circulation higher than 2017 – the outlier is May, where both years' total includes Auto-Renewals.


BPL Total Circulation: Physical, from totals in Board Reports
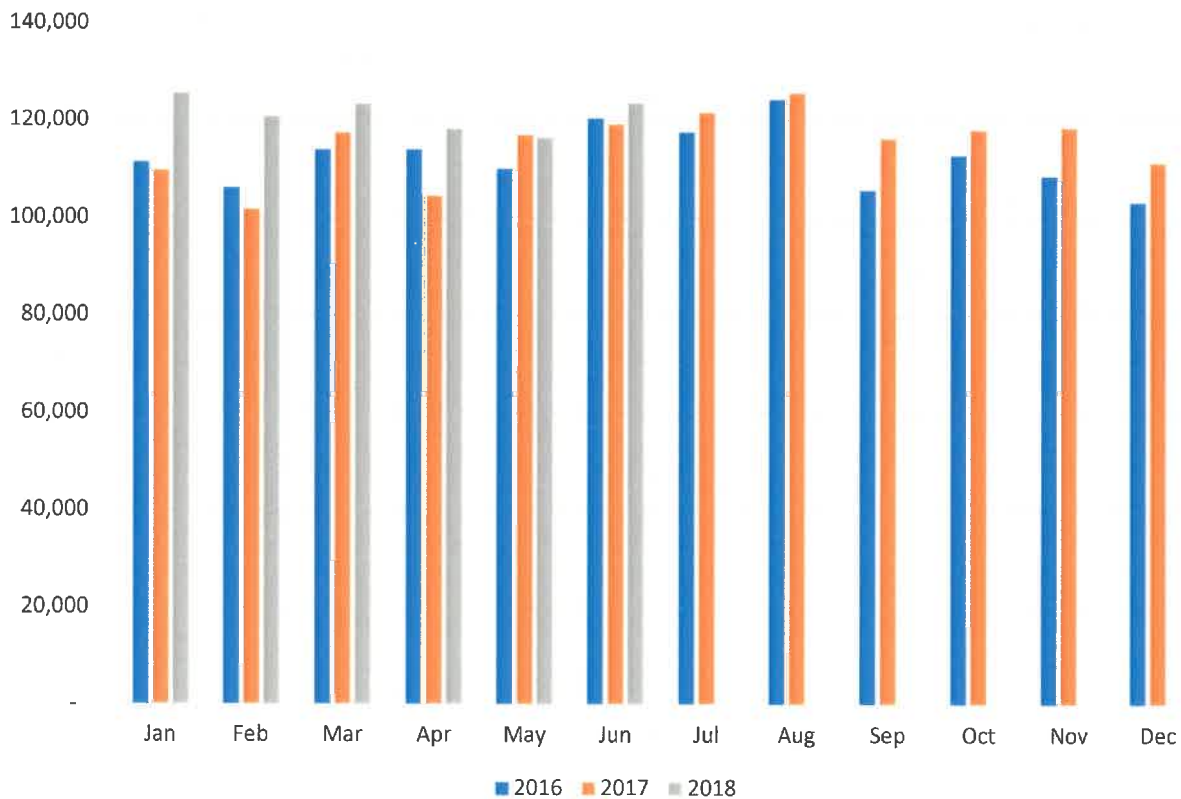
There are other ways to pull statistics from Horizon, however, and break-outs of circulation counts between First-Time Checkout and the various sorts of Renewals are saved in Horizon's summary statistics. See 'BPL Physical Circulation 2016-18', below.

When we look at this set of circulation totals, the total for every month with Auto-Renewal included is higher than every month without. Note that the numbers are slightly different from the numbers generated by the report used to populate the Performance and Activity Measures report. The queries must be slightly different.

To compare 1st-Time CKO, note the blue bars. While reported Circulation totals jumped when Courtesy Renewals began, 1st-Time CKO did not. In 2017, 1st -Time CKO was down compared to 2016 in 10 of 12 months, and was down 2.8% for the entire year. Other Renewals were down 8.7%, while renewals overall (Other Renewals plus Auto-Renewals) were up 41.3%.

BPL Physical Circulation 2016-18
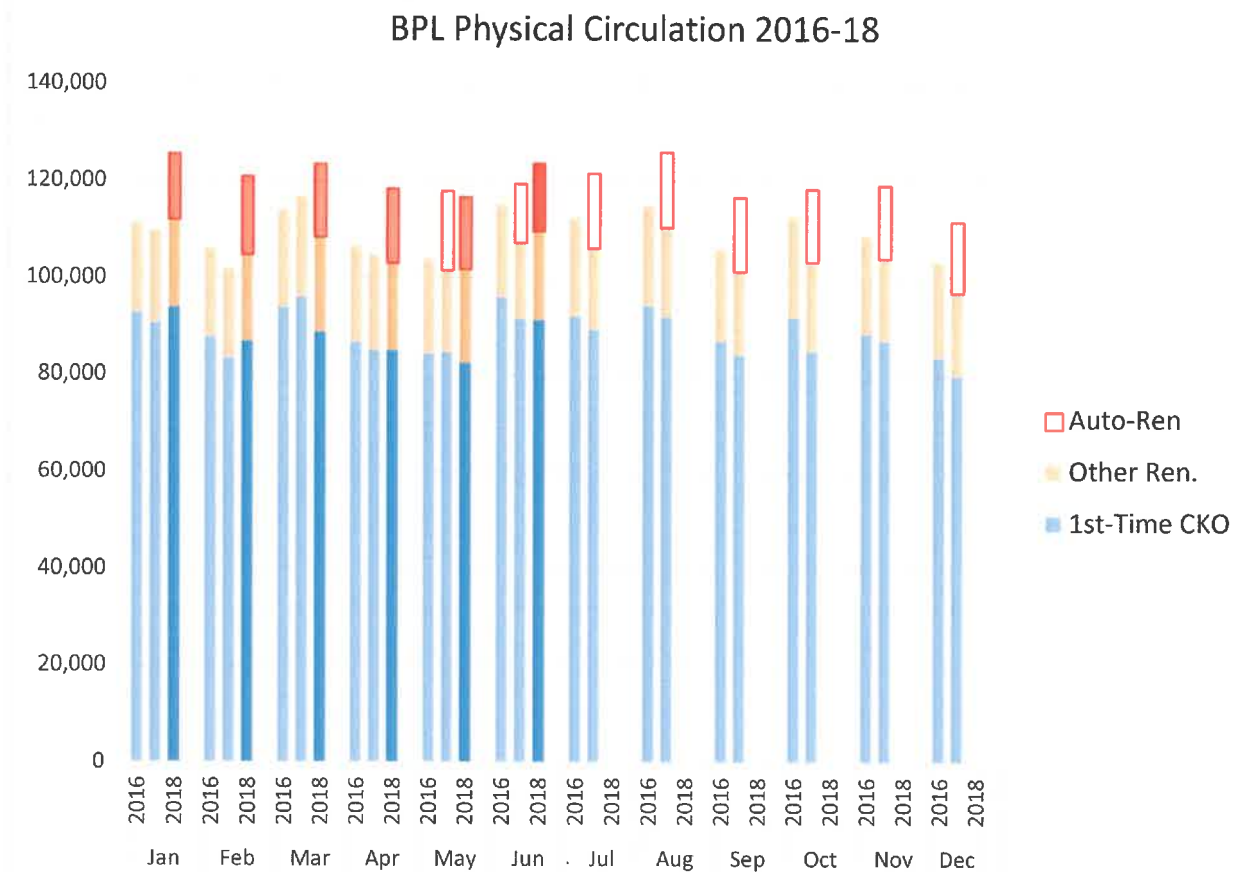
So far in 2018 1st-Time CKO compared to 2017 is up in three months of six months, with a YTD total down 0.6%.

Why does this matter?

If we just look at the bottom-line Circulation totals we can miss how patrons are changing their behavior. The introduction of Courtesy Renewals brought a significant increase to our bottom-line

circulation counts without necessarily increasing the overall level of patron interaction with the library – though anecdotally it has increased goodwill.

Further to changing patron habits, the final circulation total that increased 1.9% for 2017 over 2016 included a 16% increase in digital circulation. Online services are now our second largest branch in terms of circulation (though it's not a 'full-service' branch in the normal sense). Without this information it's hard to understand how the increase in circulation could pair with a 3.4% decrease in *Total Persons Visiting* the library branches.

Mostly I want to alert the Board that Total Circulation, *% of Change YTD*, is going to decrease for the rest of 2018. It was up 17% as of February, drifting down to 12.6% by April, but that was the last of the months before Auto-Renewals began in 2017. We had 12 months comparing oranges to apples; as of May we're comparing oranges to oranges, and June's number came in at 10.3%. Expect the *% of change YTD* for December 2018 to be closer to 3% than to 12.6%, even if Online Services circulation continues to be up over 20%.

Jon McConnel

Head, Digital Services

Agreement
Between Bellingham Public Library and Whatcom County Library System
for the Operation and Maintenance of an Integrated Library System

This Agreement, dated _____, is made by and between the Bellingham Public Library ("BPL"), a department of the City of Bellingham, a Washington first class city, and Whatcom County Rural Library District, doing business as Whatcom County Library System ("WCLS"), a Washington rural county library district.

WHEREAS, BPL and WCLS (collectively, the "Parties" and each, a "Party") have shared an Integrated Library System ("ILS") since 1991; and

WHEREAS, both Parties mutually extend the full range of services available from its ILS to all borrowers according to the respective policies of each Party; and

WHEREAS, in 2018, both Parties conducted a Request for Proposals ("RFP") process to select a new ILS; and

WHEREAS, both Parties have agreed on a new ILS, Polaris, from Innovative Interfaces, Incorporated ("Innovative"); and

WHEREAS, both Parties have entered into an agreement with Innovative to migrate to the Polaris ILS as of _____ 2018, a copy of which is attached as Exhibit A hereto and incorporated by this reference; and

WHEREAS, this Agreement supersedes the "Bellingham Public Library and Whatcom County Library System Migration to and Operation of a Hosted Integrated Library System Interlocal Agreement" established in 2015;

NOW, THEREFORE, THE BELLINGHAM PUBLIC LIBRARY AND THE WHATCOM COUNTY LIBRARY SYSTEM AGREE AS FOLLOWS:

1. The ILS: The ILS that the Parties have purchased, the related services that the Parties subscribe to, and the costs of the services are all described in the "X Name of the Contract with Innovative" ("Services Agreement"), Exhibit A.

2. Term: This Agreement shall be in effect as of the date set forth above and shall continue as long as the Services Agreement is in effect, unless either Party elects to terminate it as set out in paragraph 5, below.

3. Data Ownership and Access:

a. The ILS, including all software, records, and data stored in the ILS, other than patron information, is owned on an equal basis by BPL and WCLS as tenants in common.
b. Each Party owns its own patron information. Ownership is determined based on a patron's primary address. Primary addresses within the city limits of Bellingham designate patron records that are owned by BPL. Primary addresses outside the city limits of Bellingham designate records that are owned by WCLS. Each Party agrees to release such patron information maintained on the System only in accordance with its written confidentiality policy (Exhibit B). For third party requests for confidential patron information (including court records and subpoenas), to the extent allowed by law, each Party agrees to communicate the request to the other Party's administration immediately and to give the other Party the opportunity to contest the disclosure of information.

4. Management of the ILS: Innovative holds primary responsibility for the operation and maintenance of the hardware and software for the hosted portions of the ILS. The records and data stored on the ILS are managed mutually by BPL and WCLS. Agreement of both BPL and WCLS is required for changes in system management and policies that affect both Parties. Each Party will confer with all involved Parties in a timely manner prior to making changes to local control system settings that could impact service at either Party, particularly during library open hours.

a. BPL will have the primary responsibility for the following tasks with the cooperation and assistance of WCLS:
    i. Adding and maintaining records for digital content.

b. WCLS will have the primary responsibility for the following tasks with the cooperation and assistance of BPL:
    i. Delivery of patron notices via printed letters via the U.S. Postal Service.
    ii. Hosting and maintaining a server for telephone messaging, and providing working telephone lines for the server to use.
    iii. Hosting and maintaining a server to authenticate patrons desiring access to the Parties' database offerings, such as ProQuest.

c. The respective Parties' directors or their designees and ILS staff will meet as needed to discuss issues related to the shared operation of the ILS. Other stakeholders such as the City of Bellingham Information Technology Services Department, may also be invited to attend these meetings.

5. Termination: This Agreement may be terminated by either Party, as follows:

a. On or prior to XXX, 20__ (last day of the agreement with Innovative), only for 1) the non-terminating Party's violation of the terms of, or failure to adequately perform the responsibilities and duties of, this Agreement, following written

notice from the terminating Party and reasonable opportunity to correct such violation or failure, or 2) illegal acts or bad faith on the part of the non-terminating Party; or

   b. On or prior to XXX, 20__ (last day of the agreement with Innovative) of any year thereafter, with or without cause, upon notice from the terminating Party to the non-terminating Party delivered no later than June 30 of the prior year.

   c. In the event of termination of this Agreement, each Party shall retain ownership of its own bibliographic and patron information, and the other Party will allow reasonable access to it.

   d. The value of the respective ownership interests of the Parties will be determined upon the termination of this Agreement, taking into consideration the value (if any) of the ILS, costs and inconvenience to the Parties resulting from the termination, whether the termination is for cause, and any other relevant factors. This determination shall be made in accordance with the dispute resolution procedures set forth in paragraph 8, below.

6. Payment of maintenance and other costs: BPL and WCLS will jointly be responsible for ongoing maintenance costs of the ILS according to the formula set forth in Exhibit C, attached and incorporated by this reference.

7. Upgrades: Upgrades or additions may be added by agreement of the Parties.

   i. The cost of such upgrades or additions for the exclusive use of one Party will be the responsibility of that Party.
   ii. The cost of upgrades or additions for shared use and primarily intended for patron ease-of-use will be borne by the Parties based on population ratio.
   iii. The cost of upgrades or additions for shared use and not primarily related to patron use will be borne by the Parties on an equal basis.
   iv. Maintenance costs for upgrades will be apportioned as set forth in Exhibit C.

8. Amendment: This Agreement may be amended by written agreement signed by authorized representatives of each of the Parties.

9. Dispute Resolution: The respective directors of the Parties will use their best efforts, including mediation, to resolve disagreements between the Parties arising out of this Agreement. In the event they cannot do so within thirty (30) days of written notice by one to the other that such a disagreement exists, they will submit the matter to arbitration by an arbitrator agreed to as follows: Either Party will submit to the other a list of three persons acceptable to it who have agreed to act in such capacity and the other shall promptly select one from the list. If none are acceptable to the other Party, subsequent list(s) shall be submitted. If the Parties are unable to agree upon an

impartial arbitrator within thirty (30) days of submittal of the first list of prospective arbitrators, the dispute shall be resolved by available legal means.

10. Assignment: This Agreement may not be assigned by either Party without the express written consent of the other. Other parties may be added by agreement of the Parties.

11. <u>Exhibits:</u>

Exhibit A
    i. Services Agreement
    ii. X Name of agreement with Innovative
    iii. Other?
    iv. Quote XXXX from Innovative

Exhibit B
    i. Confidentiality Policy: Bellingham Public Library
    ii. Confidentiality Policy: Whatcom County Library System
    iii. Policy for Retention of Electronic Circulation Records: Whatcom County Library System

Exhibit C – Cost Sharing Breakdown

The Parties indicate their acknowledgement and acceptance of the terms and conditions stated in this Agreement as evidenced by the following signatures of their duly authorized representatives. It is the intent of the Parties that this Agreement shall be effect as of the day and year first indicated above.

EXECUTED, this _____ of _____, 2018 for the WHATCOM COUNTY RURAL LIBRARY DISTRICT

By: _____

    Marvin Waschke, Chair
    Board of Trustees

Department Approval:

By: _____

    Christine Perkins, Executive Director

EXECUTED, this _____ of _____, 2018 for the BELLINGHAM PUBLIC LIBRARY

By: _____

    Rick Osen, Chair
    Board of Trustees

Department Approval:

By: _____

    Rebecca Judd, Director