BELLINGHAM PUBLIC LIBRARY

BOARD OF LIBRARY TRUSTEES

NOTICE OF MEETING

REGULAR MEETING
of TUESDAY, OCTOBER 23, 2018

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 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.	3 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** September 18, 2018: Regular board meeting • **Library performance & activity measures** September 2018 • **Financial reports** Claims: September 2018 YTD report: September 2018	4 min
5. Reports • Board Chair • Library Board members • City Council liaison • Friends of Bellingham Public Library • Library Director	15 min
6. National Friends of Libraries Week, October 21-27, 2018 • Mayoral Proclamation • Library Board Resolution	5 min
Time check:	**4:00**
7. 2019-2020 budget process overview & Gift Fund review • Rick Osen, Board Chair and Rebecca Judd	20 min
8. Facilities Committee report • Space Planning review	10 min

9. **Integrated Library System (ILS) presentation & update** — 10 min
   - Jon McConnel, Head of Digital Services

Time check: 4:40

10. **Strategic plan update** — 10 min
    - Rachel Myers, Board Vice-Chair

11. **2019 regular Library Board of Trustees meeting schedule** — 5 min
    - Review and approve

12. **2019 City of Bellingham holidays & other library closures** — 5 min

13. **New business** — 5 min

14. **Action items for next meeting** — 2 min

Time check: 5:07

15. **Adjourn**

Next Regular Library Board Meeting: Tuesday, November 27, 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.

YOUR LIBRARY AT A GLANCE 2018

Bellingham Public Library

READ • LEARN • MEET • DISCOVER

Connecting our community with each other and the world

2017 STATISTICS

CARDHOLDERS
49,424 active borrowers
86,720 city population

COLLECTION
145,681 books in print
55,236 eBooks
16,936 eAudiobooks
14,469 video DVDs
369 print subscriptions

CIRCULATION
1,573,254 total items checked out, including:
- 551,118 children's items
- 831,035 adult items
- 171,101 electronic items

596,216 holds filled

VISITS
787,677 in-person visits
620,491 website visits
79,690 public internet sessions on 42 public computers

PROGRAMS
1,393 programs & special events for 34,409 attendees, including:
- 799 children's programs with 26,714 attendees

READ: INSPIRING ALL TO READ, VIEW AND LISTEN

Summer reading programs for children, teens and adults; a robust collection of books, eBooks, audiobooks, videos, and magazines; book groups, reading recommendations, author visits, and much more! We're here to inspire and support the joy of reading, listening and viewing for all ages, interests and abilities.

LEARN: BUILDING A STRONG FOUNDATION FOR SCHOOL

Do you have a baby, toddler or preschooler in your life? You are that child's first and best teacher! We talk, sing, read, write and play in our storytimes and other programs for young children, and offer information and early learning centers at all our locations to help you get started at home. Building these five simple, fun and powerful practices into a child's life from birth form a strong foundation for reading and learning.

Photo by Radley Muller

2017 STATISTICS

OPEN HOURS
5,584 total hours open at all locations in 2017

BUDGET
$4,516,866, including $4,313,003 from City of Bellingham general fund

STAFF
48.53 full time equivalents

OUR LOCATIONS

Central Library (downtown)
Fairhaven Branch Library
Barkley Branch Library

LIBRARY CONNECTIONS
Drop boxes and holds pick-ups on campus at our academic partners:
- Western Washington University, Whatcom Community College and Bellingham Technical College

COMMUNITY DROP BOXES
Haggen stores at Barkley Village, Meridian and Sehome Village and Cordata Community Food Co-op

ALWAYS OPEN ONLINE AT
bellinghampubliclibrary.org

MEET: BRINGING PEOPLE TOGETHER TO SHARE & LEARN

We bring people together to share and learn, with free "drop-in" workshops and activities right in the middle of the Central Library. Popular activities include chair tai chi, arts & crafts, music, language tutoring and more. Free and open to all! Sessions are listed on our online calendar and local events listings, or drop by to see what's happening!

DISCOVER: GETTING THE MOST FROM TECHNOLOGY

Whether you are taking a first leap into technology, upgrading an existing device, or advancing your computing skills, we can help you make the most of it! No matter what device—smart phones, tablets, eReaders, laptops and more—we provide all kinds of ways to enjoy your device and boost your technology skills, including free coaching sessions, free online classes for all levels, and thousands of eBooks, eAudiobooks, digital magazines and much more.

BELLINGHAM PUBLIC LIBRARY 2018

BOARD OF TRUSTEES

Richard Osen, *Chair* Rachel Myers, *Vice-Chair*
Rebecca Craven Jim McCabe Vernon Damani Johnson
DIRECTOR Rebecca Judd **CITY COUNCIL LIAISON** April Barker

Neighborhood Notes: "Check Out" Fairhaven's Historic Public Library

whatcomtalk.com/2018/10/01/check-out-fairhavens-historic-public-library/

October 1, 2018

The year is 1883. Daniel J Harris files the first plans for a town in the northwest corner of Washington State that he calls Fair Haven. The infamous volcano on Krakatoa erupts, and Buffalo Bill's Wild West Show brings the romance of the untamed west to urban audiences. The writer Franz Kafka is born and the composer Richard Wagner dies. And the wealthy American steel magnate Andrew Carnegie opens a library in his hometown of Dunfermline, Scotland.

judd & black
APPLIANCE

In a campaign that lasted until 1929, Carnegie went on to fund the building of 2,509 libraries in over a dozen countries. He was an avid reader from a young age and, after emigrating from Scotland with his family as a youth, grew to believe that reading and learning allowed people to improve themselves and their lives. He also held the belief that the best thing he could do with his incredible wealth, amassed from his investments and the sale of his massive steel company, was best used to serve others.

One way he put his beliefs into action was to donate funds for the construction of public libraries. He had a few demands for those that asked for his help, including that the library must be publicly funded and open to all, and that the community must donate the land on which the library would be built.

And so at the beginning of the 1900s, local philanthropist CX Larrabee agreed to donate part of the land he owned in the brand new town of Fairhaven. But he also added an interesting provision of his own. According to local historian Jeff Jewel at the Whatcom Museum, Larrabee's father had been an alcoholic and, as a result, Larrabee grew up to be a teetotaler. His demand was that the library would have a separate entrance to be used by working men. That way the local laborers, dressed in their grubby work clothes and smelling of sweat, fish or the bay could head to the library after work and spend their evenings reading, rather than drinking at the saloons.

By early 1904, the library was up and running. A visitor would climb the broad staircase, which Carnegie said symbolized a person's elevation through learning. After passing beneath the building's prominent lanterns, which symbolize the enlightenment offered within, a staircase to the left of the entryway allowed workers to access the basement. On one side of the basement's lobby is the "fireplace room" which runs the length of the building and was most likely the area designated for these men to congregate. On the other side is the smaller "northwest room." The rest of the basement has been renovated over the years to include modern restrooms and other infrastructure. Following the staircase upward, the visitor arrives on a large landing that features a box office and a doorway leading to an auditorium. This large, open room dominating the upper floor of the building, as well as those in the basement, are available for public use through the library's offices.

The trademark Carnegie staircase and lantern lead visitors to the library's entryway. Photo courtesy: Steven Arbuckle.

The main floor of the library has been renovated often enough and heavily enough that it appears modern but even with the smooth white walls and hanging acoustic tile ceiling, there are still a few trademarks of the Carnegie era to be seen. The first libraries in the United States followed a "closed stack" system – the reader would approach the service desk, where they would request a book. The librarian would disappear into a back room where all the volumes were stored and return to hand the book over to the reader.

A stained glass window livens up the interior of the library. Photo courtesy: Steven Arbuckle.

In order to cut costs, Carnegie devised the "open stack" system which put all of the bookshelves out in the open, so the reader could track down the item they wanted and bring it to a circulation desk where the librarian would check the book out to them. Because a reader might be tempted to simply walk out with the book they wanted, it was decided that a very large circulation desk would be situated close to the doorway to provide a physical and psychological deterrent to theft. One librarian named this new innovation "the battleship," and it proved so successful that it has remained the standard for libraries ever since.

In addition to the collection of books, magazines, audio books and DVDs, this main floor also houses a spacious children's room complete with kids' books and activities. It also contains a "quiet area" with computers that can be reserved for use by the public, and a counter that allows guests to bring their own computers to take advantage of a wireless internet connection.

The rest of the space is given over to a surprising amount of seating that allows readers to settle in comfortably to enjoy their reading. Don't miss this intersection of form, function and history, located at the top of Fairhaven's historic district.

A reminder of the library's past contrasts with the current selection of DVDs. Photo courtesy: Steven Arbuckle.

For over a century, Fairhaven's Carnegie Library has stood at the top of the Historic District. Photo courtesy: Steven Arbuckle.

The library's front door overlooks Bellingham Bay. Photo courtesy: Steven Arbuckle.

Bellingham Public Library

Regular Meeting of the Library Board of Trustees
Tuesday, September 18, 2018 – Central Library Lecture Room
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
Board Members Absent:	Vernon Johnson
Library Staff:	Rebecca Judd, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
Others Present:	April Barker, City Council Liaison; Faye Hill, Friends of BPL; Norman Grossman & Lynne Lohr, library patrons

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Call to order and introductions: Regular session was called to order at 3:30 p.m. by Chair, Rick Osen.

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

Public comment: Norman Grossman asked for a follow up to his suggestion, at the July board meeting, that a video camera be mounted to discourage people from misusing the disabled parking spaces. Norman also had volunteered to make a donation for the purchase of a camera. Rebecca replied that she is still considering the pieces to the proposal and she will contact Norman in two weeks.

Lynne Lohr stated that she is here because, on August 6, a person outside the library (violating the no smoking policy) called her a name. She reported that though the Director made a great effort to resolve the matter, she is not satisfied. Lynne requested that the library attempt to contact the person and tell him how this has affected her. Rebecca told Lynne she will follow up with her next week.

Lynne also reported she is pleased about the new ADA path on the back lawn; she requests that we fix or remove the pay phones; and she asked if it is possible to again have seating on the third floor on the Commercial Street side of the building.

Consent agenda: Jim McCabe moved to approve the August 21, 2018 Regular meeting minutes and the August 2018 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report: Rick's report will be included in other agenda items.

Board member reports: Rachel reported that the Whatcom Community Foundation received an endowment bequest for the Library to be used to purchase Spanish language materials and travel books or to establish reading nooks at Central and Fairhaven branch.

City Council liaison report: April reported that City Council has been working on, and is excited about, the possible Cornwall Avenue development. She also reported on the inspirational Sister City Mayoral Summit that Bellingham recently hosted.

Friends of BPL report: Faye encouraged everyone to attend the Fall Book Sale that will be held September 26-29.

Library Director report: Rick requested, in reference to the Director's report in the packet, that Rebecca pass on the Board's appreciation for Shari Emley's 40 years of outstanding service to the library and the community. Rebecca informed the board that Colleen Morse also recently celebrated 40 years of service.

Rebecca invited the Board to view the fountain removal and new ADA path at their earliest convenience.

Rebecca reported that concerned community members recently contacted the Mayor and City Council about activities going on in the library plaza that are clearly against our Rules of Conduct. Rebecca contacted the concerned people to let them know we have posted new signage about the Rules of Conduct, asked our Security Attendants to patrol every half hour, and that the Police department has committed to afterhours patrols.

2019-2020 budget update: Rick reported that he and Rebecca met with the Mayor concerning the budget. Further information about the budget will be reported at next month's board meeting following the Mayor's presentation to Council on October 1.

Facilities Committee report: Rick referred to the documents in the packet from RMC Architects: the written message is divided into prioritized parts A1 to C2 so that we can get incremental cost estimates; the blueprint is the latest one developed by RMC based on recommendations from staff and the Facilities Committee.

Rebecca presented a PowerPoint that shows the different blueprints developed by RMC that show the materials sorter placement options. *(See Attachment #1 for Bellingham Public Library Space Planning PowerPoint. Attachment is located at end of minutes.)* Rebecca first pointed out the original options:

- A1: if no funding were available for building adjustments, this option puts the sorter in the current check-in room. The sorter would not be an adequate size.
- A2: placing the sorter north of the garage where the mailroom and Outreach Services currently resides.

- A3: placing the sorter east of the garage. This option takes up some of the load-bearing square footage that is needed for the books.
- A4: placing the sorter in the garage – retrofitting the garage.

After getting impact statements from staff, the M-team and the Facilities Committee came up with a hybrid idea:

- A2.0: using the partially retrofitted garage as loading space/storage for all delivered materials and placing the sorter north of the garage. Outreach and staff work space would then be north of the sorter. Moving the staff work space here would allow the area in the center of the main floor to be available for patron use. This option opens the flow to Fiction from the entrance. Other ideas include moving the Teen space to the current periodicals space; using the current staff schedule room as the internal book drop; and creating a few small meeting rooms where the current check-in room is.

Rebecca pointed out that this plan is not at the micro-level, but includes details that are needed for cost estimates.

Rick explained that if funding is secured, we will work in conjunction with Public Works to hire an architectural firm for the design work (so far this has been pre-design), then go out for bids.

Rebecca mentioned that, separately from this project, we have been looking at the staff area upstairs to see if there are ways to reconfigure it to accommodate more or new staff. We worked with Public Works and a furniture vendor to get an estimate. We will know more once funding is determined.

ILS migration update & training proposal: Jon reported that the required data has been provided so that Polaris can set up a test database. A data connection has been established so we are ready to connect as soon as the database is ready. Jon has been working with Jennifer Vander Ploeg on a training schedule to make sure all staff will be trained on the new software as well as the transition software that will be used between the period when we turn off Horizon (12/31/18) and go live with Polaris (1/8/19). In order to accomplish this training, Jon and Jennifer request that the library have two closed days – December 3 and January 2 – to allow for the use of all computers for intensive training. Rebecca added that the Integrated Library System (ILS) software affects every piece of business we do.

Jim asked Jon if he could provide a short presentation next month to explain what an ILS is and does. Jon agreed.

Rebecca Craven moved to authorize two closure days to help ensure an efficient ILS transition. Jim McCabe seconded. Motion carried.

Summer Reading update: Bethany provide a recap of Summer Reading which finished August 31. The objectives this year were to foster the love of reading, engage with the community, expand the communities' knowledge of what we offer, show that it is fun and achievable for all and have a seamless integration between BPL and WCLS. It was a

smashing success. Bethany referred to the statistics in the Director's report: adult participation went up 152%; teen participation went up 192%; there were 1,699 children finishers; and staff participation was great this year.

Bethany thanked the Friends for their support of Summer Reading – not just monetary, they gathered over 1,700 books throughout the year to provide to the finishers. We also had great community support providing coupons to finishers.

Bethany added that they will continue to make it a priority to go out to the schools – the statistics show that this makes a huge difference in bringing kids into the library.

Strategic planning: Rick, Rachel, Rebecca Judd and Janice met for a pre-planning meeting. Rachel agreed to chair the committee. Rachel reported that they developed a couple of topics that they want to explore:

- Community engagement – how to do this creatively, well and authentically
- Community partner engagement – build on the success we have working with Public Works, the Mayor, Parks and City Council
- What would success look like for the committee:
  - Dynamic community engagement
  - Engaging diverse communities
  - A two-way process in that we are learning but also communicating
  - Well-received at City Hall and involving City leaders
- Create a model process:
  - Sustainable
  - Actionable
  - Aligned with City and community strategic direction
  - Strong quantitative data influences
  - New partners and new library friends
  - Broad support around the community
- Directly asking Mayor Kelli what has been successful in the past when it comes to strategic planning and, in her opinion, what does success look like

Next, the committee has some tactical decisions. At the next meeting they want to look at developing a steering committee, inviting representitives from different areas around the community such as the Planning department, the Mayor's office, Public Works, the business community, the Health department, the school district, City Council, the philanthropic community and potentially the Police department. The committee wants to make sure that the partners feel some ownership with this process.

They committee also discussed the Harwood Institutes process, *Libraries Transforming Communities*. Rebecca Judd has some experience using this process.

A loose timeline developed is using the Fall to plan and strategize, using the Winter to start having some of these conversations, and the Spring to create the plan. Many questions are not answered yet, such as whether or not to hire a consultant and how long the complete process will take.

Jim suggested contacting Kim Brown, from Public Works, who was the lead on the bicycle and pedestrian master plan with a very similar process, using a steering committee and community engagement. Rebecca Craven suggested that Western be on the list.

April added that she appreciates the term "model process" and also that the committee wants to include diverse communities. She hopes the plan will include awareness of the changing cross-cultural demographics, especially how it will affect future hiring to ensure staff are a good representation of the community. Jon went to the PLA conference last spring and attended a couple of equality/diversity awareness programs and when he returned he ran the numbers for staff of what they would be if they were to meet our community breakdown relative to data from 2016. He provided that information to Rebecca Judd and discussion is in process with HR. Jon added that it is also important to do outreach to minority communities so that they feel connected to the library. Rachel said they feel it is important in this process to look at where the community is at, where the community is going, what they are struggling with, what do they aspire to, and how can the library be a support.

New Business: It was agreed that the November board meeting be moved from November 20 (right before Thanksgiving) to November 27.

Action items for next meeting:

- ILS tutorial, "What is an ILS?"
- Space planning
- 2019-2020 Budget
- Strategic Planning

Meeting adjourned at 4:50 p.m.

Next Regular Library Board Meeting – October 23, 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

Attachment #1

Bellingham Public Library Space Planning

September 18, 2018

RMG ARCHITECTS

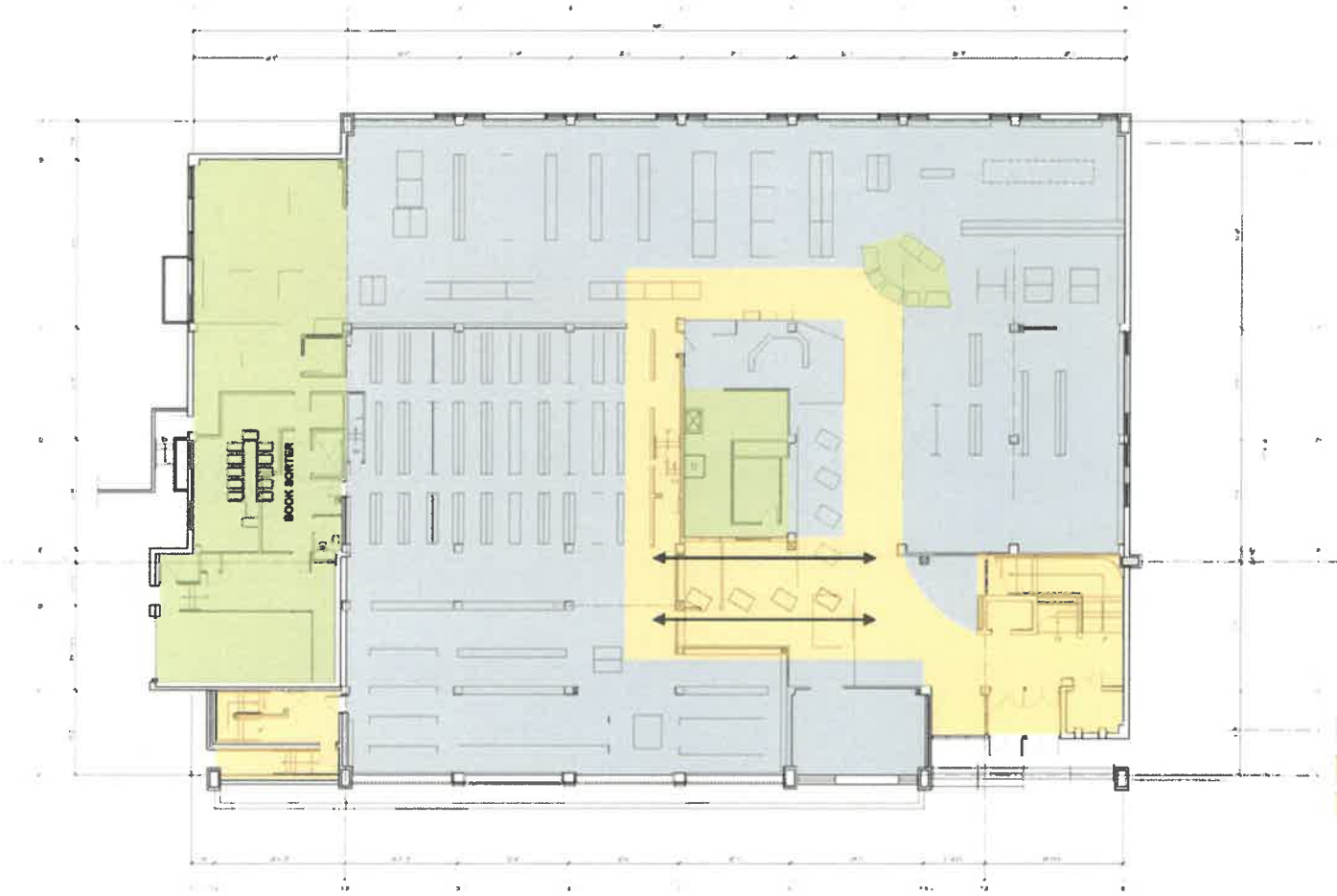
Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
SPACE PLANNING
210 Central Avenue
Bellingham, Washington 98225

Bellingham Public Library

MAIN FLOOR PLAN

A1

1 Main Floor Plan - Scenario 1



1 Main Floor Plan - Scenario 2

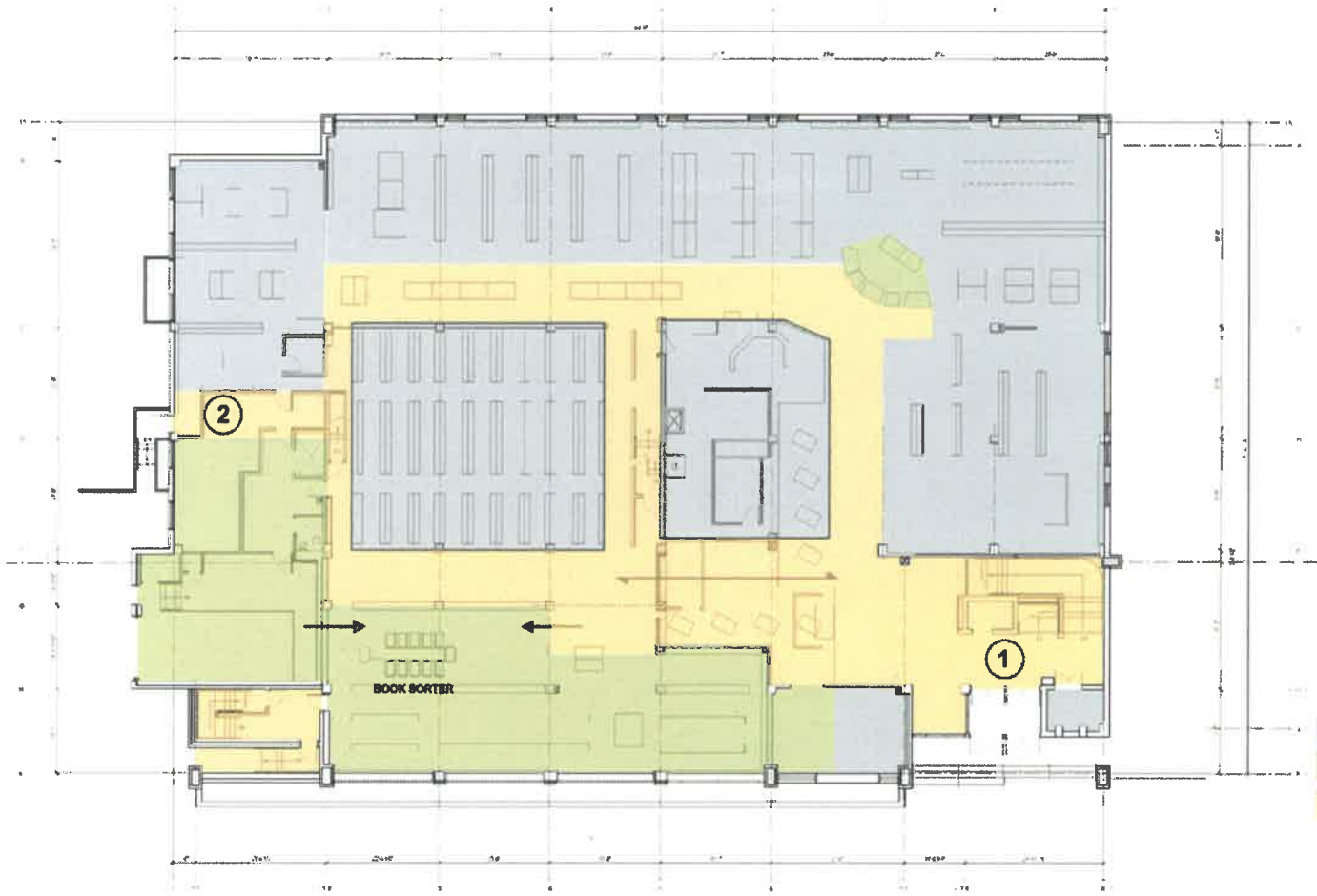
RMC ARCHITECTS

Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
SPACE PLANNING
210 Central Avenue
Bellingham, Washington 98225

Bellingham Public Library

MAIN FLOOR PLAN

A2



1 Main Floor Plan - Scenario 3

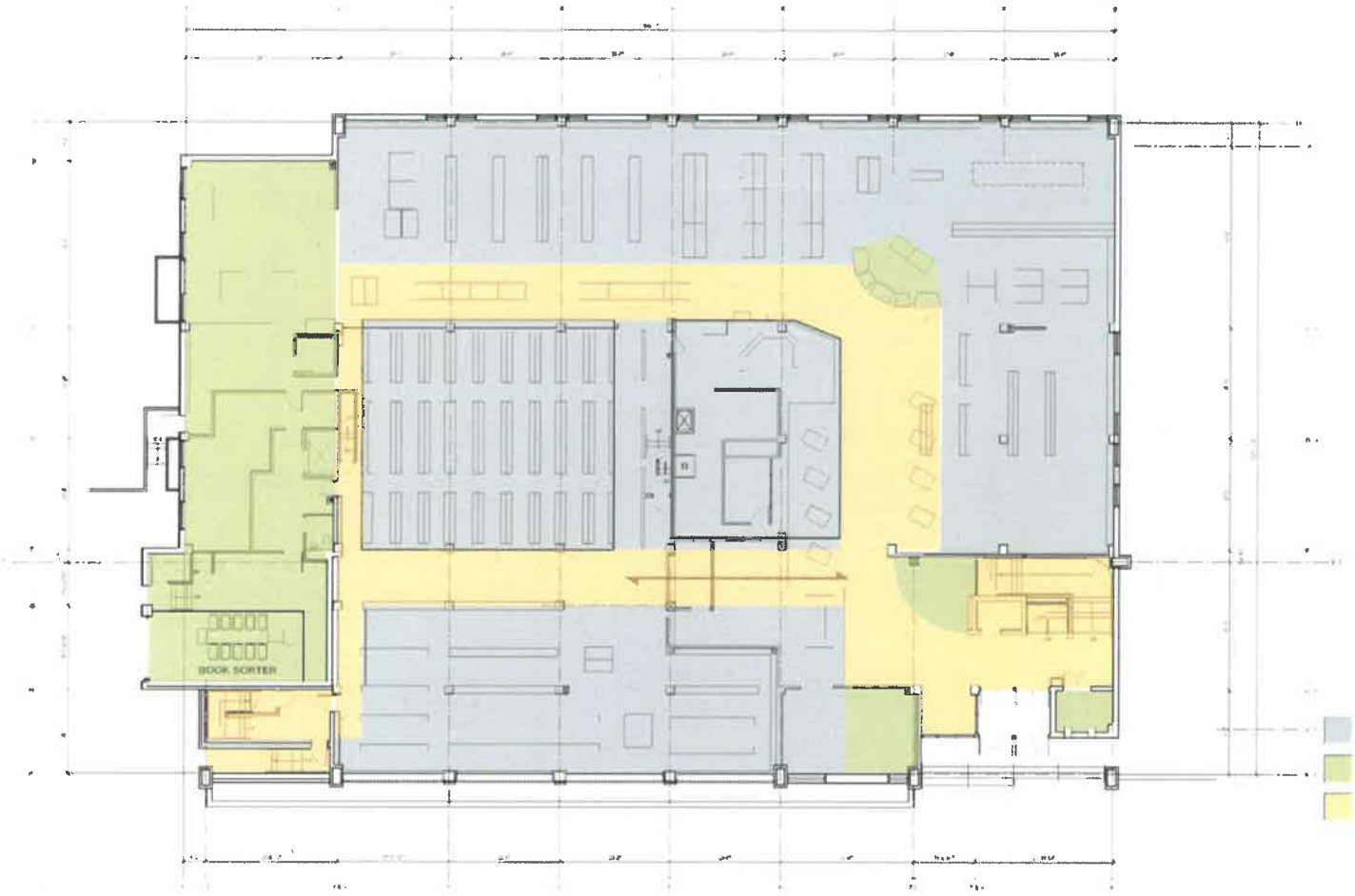
RMG ARCHITECTS

Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
SPACE PLANNING
210 Central Avenue
Bellingham, Washington 98225

Bellingham Public Library

MAIN FLOOR PLAN

A3



1 Main Floor Plan - Scenario 4

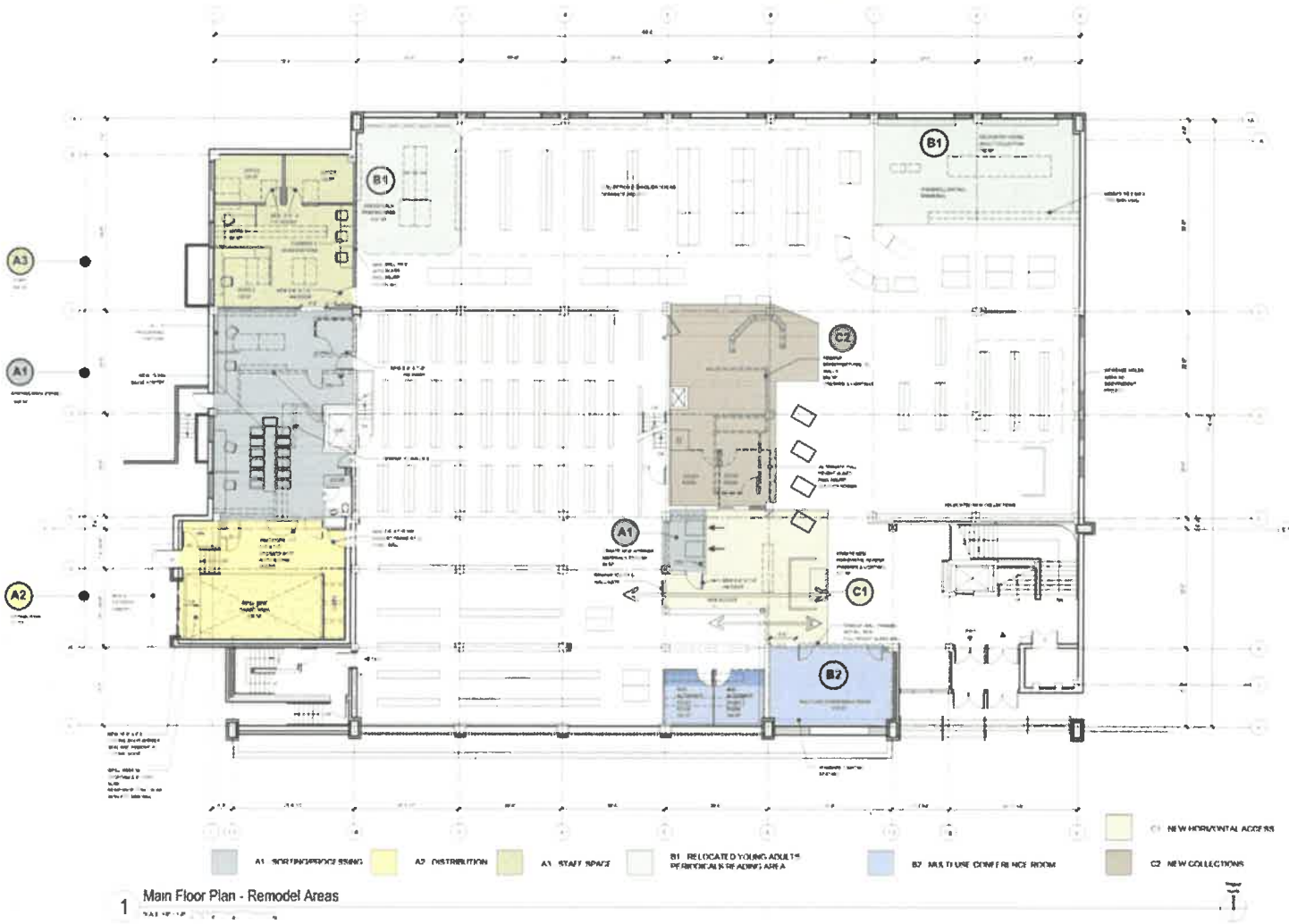
RMG ARCHITECTS

Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
SPACE PLANNING
210 Central Avenue
Bellingham, Washington 98225

Bellingham Public Library

MAIN FLOOR PLAN

A4



1 Main Floor Plan - Remodel Areas

RMG ARCHITECTS

Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
SPACE PLANNING
210 Central Avenue
Bellingham Washington 98225

Bellingham Public Library

MAIN FLOOR PLAN REMODEL AREAS

A2.0

Bellingham Public Library
Performance & Activity Measures, 2018

			Year to Date		% of change
	September-18	September-17	2018	2017	YTD
Holdings - Number of materials in the library's collection					
Physical copies add to the collection	1,676	1,533	17,305	15,768	**9.75%**
Electronic copies added to the collection	1,416	889	10,295	8,964	**14.85%**
Physical copies withdrawn from the collection	(201)	(148)	(21,541)	(32,175)	**-33.05%**
Total physical holdings			176,112	176,348	**-0.13%**
Total electronic holdings			81,460	68,284	**19.30%**
Total Holdings (Physical and Electronic)			**257,572**	**244,632**	**5.29%**
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	53,925	55,330	521,341	506,279	**2.98%**
Youth	41,014	41,763	390,213	360,252	**8.32%**
Sub-Total Central	**94,939**	**97,093**	**911,554**	**866,531**	**5.20%**
Fairhaven Branch					
Adult	6,587	6,729	67,180	60,680	**10.71%**
Youth	2,286	2,439	21,957	21,246	**3.35%**
Sub-Total Fairhaven	**8,873**	**9,168**	**89,137**	**81,926**	**8.80%**
Barkley Branch					
Adult	5,458	5,449	51,565	46,271	**11.44%**
Youth	3,446	3,928	31,507	29,088	**8.32%**
Sub-Total Barkley	**8,904**	**9,377**	**83,072**	**75,359**	**10.24%**
Bellingham Technical College					
Adult	43	37	568	766	**-25.85%**
Youth	4	5	95	125	**-24.00%**
Sub-Total BTC	**47**	**42**	**663**	**891**	**-25.59%**
Whatcom Community College					
Adult	101	177	2,734	2,666	**2.55%**
Youth	18	72	612	904	**-32.30%**
Sub-Total WCC	**119**	**249**	**3,346**	**3,570**	**-6.27%**
Western Washington University					
Adult	451	336	4,154	4,061	**2.29%**
Youth	136	161	2,015	1,453	**38.68%**
Sub-Total WWU	**587**	**497**	**6,169**	**5,514**	**11.88%**
Online Services					
NW Anytime Library Overdrive	18,510	13,681	158,682	122,743	**29.28%**
RBdigital	1,298	1,524	12,049	13,092	**-7.97%**
Sub-Total Online	**19,808**	**15,205**	**170,731**	**135,835**	**25.69%**
Total Circulation	**133,277**	**131,631**	**1,264,672**	**1,169,626**	**8.13%**
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	41,867	47,411	464,172	447,756	**3.67%**
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	29,303	30,336	300,689	287,281	**4.67%**
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	38,827	42,844	371,915	389,743	**-4.57%**
Children's	10,200	11,444	107,409	113,106	**-5.04%**
Fairhaven Branch	6,827	7,396	65,216	64,719	**0.77%**
Barkley Branch	4,653	3,444	39,975	37,163	**7.57%**
Total Persons Visiting	**60,507**	**65,128**	**584,515**	**604,731**	**-3.34%**
Website Visits	40,451	39,059	376,752	359,921	**4.68%**
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons visits	11,049	10,181	109,089	99,843	**9.26%**
This count reflects number of visits to Bibliocommons					
Total Website Visits	**51,500**	**49,240**	**485,841**	**459,764**	**5.67%**
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	5,406	5,603	47,603	50,527	**-5.79%**
Childrens (3 terminals)	143	142	1,679	1,693	**-0.83%**
Fairhaven Branch (6 terminals)	661	732	5,466	5,956	**-8.23%**
Barkley Branch (4 terminals)	317	328	2,560	2,857	**-10.40%**
Total Computer Usage	**6,527**	**6,805**	**57,308**	**61,033**	**-6.10%**
New Borrowers Registered					
Central Library	623	489	4,149	3,900	**6.38%**
Fairhaven Branch	60	63	364	424	**-14.15%**
Barkley Branch	44	29	338	326	**3.68%**
Total New Borrowers Registered	**727**	**581**	**4,851**	**4,650**	**4.32%**
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	82	102	905	1,022	**-11.45%**
Attendees	2,254	2,718	26,352	25,784	**2.20%**
Volunteer Hours	**888.5**	**828**	**5478.85**	**4841**	**13.18%**

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees **SEPTEMBER 2018 CLAIMS**

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 OCTOBER 23, 2018, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Library cards	Able Card LLC	1,968.10
Member dues	American Library Association	142.00
Supplies, tools	Amazon.com	320.07
Signs	Applied Digital Imaging	228.27
Lost Interlibrary Loan item	Calvin College	100.00
Book drop repair	Carlson Steelworks	135.88
Water @ Barkley Branch	Crystal Springs	24.69
Book truck	Demco	700.02
First aid supplies	Grainger	29.15
Mileage reimbursement	Donna Grasdock	156.96
Copier leases	Great America Financial Services	648.95
Training webinar	Librarian's Guide to Homelessness	599.00
Library Elf	Jandi Enterprises	480.00
Internet reservation software (Cassie)	Librarica	495.00
Cable management	Lowe's	91.09
Lost Interlibrary loan item	Milne Library	70.00
Stampers	Minuteman Press	25.65
Movie license	Movie Licensing USA	642.00
Security software maintenance	Ninite.com	21.74
Copies	Oasys Inc.	484.57
Office supplies; copier paper; toner	Office Depot	894.62
Truck fuel	Reisner Distributor	252.33
Power cables	SF Cable	358.74
Subscription renewal	SurveyMonkey	360.00
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Patron headphones	Today's Classroom	609.16
Debt collection service	Unique Management Services	375.90
Bike racks	Urban Bicycle Parking	3,372.44
Member dues	Washington Library Association	100.00
B & O taxes	WSDR	15.29
Desktop Licenses	Zones	6,700.09
	ADMINISTRATION Sub Total	**$21,274.18**
PUBLIC SERVICE		
Library materials returned	Library Refunds	152.36
	PUBLIC SERVICE Sub Total	**$152.36**
TECHNICAL SERVICES		
Book processing	Baker & Taylor	3,354.11
CD & DVD processing	Midwest Tape	647.96
ILL & tech services	OCLC	2,269.24
	TECHNICAL SERVICES Sub Total	**$6,271.31**

LIBRARY ACQUISITIONS		
Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	626.47
Books	Baker & Taylor	12,802.58
Periodicals	Bellingham Herald	663.96
Books	Cavendish Square Publishing	212.56
DVDs, CDs, recorded books	Midwest Tape	6,048.84
eBooks, audiobooks	Overdrive Inc	4,335.98
Books	Paypal	26.09
Books	Scholastic Library Publishing	569.40
Periodicals	Seattle Times	556.40
	LIBRARY ACQUISITIONS Sub Total	**$25,842.28**
GIFT FUND		
Bookmarks	American Library Association	56.85
Summer Reading prize books & program supplies	Amazon.com	408.74
Summer Reading posters	Applied Digital Imaging	385.89
Books	Baker & Taylor	606.26
Summer Reading prizes	Barkley Cinema	40.00
Books	Center Point Large Print	145.90
Summer Reading prizes	Etsy	24.90
Teen programming	Fred Meyer	52.63
Books	Gale	198.64
Teen programming	McKay's Taphouse	19.39
Summer Reading prizes	MOD Pizza	40.00
Early Learning Space supplies	Office Depot	230.45
Summer Reading prizes	PC Nametag	65.21
Summer Reading prizes	Red Bubble`	77.64
Space planning project	RMC Architects	8,436.68
Teen programming	Rudy's Pizzeria	20.00
Summer Reading prizes	Uncommon Goods	92.29
	GIFT FUND ACQUISITIONS Sub Total	**$10,901.47**
	TOTAL GENERAL FUND	**$53,540.13**
	TOTAL CLAIMS	**$64,441.60**

GL787 WKD - MONTHLY REPORT - GF Report Format 712

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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	179,773	261,808	253,365	73,592	71.0
ExO 020	PERSONNEL BENEFITS	78,371	118,000	120,962	42,590	64.8
ExO 030	SUPPLIES	62,360	79,784	93,914	31,554	66.4
ExO 040	SERVICES	265,954	345,667	354,285	88,331	75.1
ExO 050	INTERGOVT SERVICES PAYMENTS	4,656	6,500	6,006	1,350	77.5
Grp 191	LIBRARY ADMINISTRATION	591,114	811,758	828,532	237,418	71.3
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	1,503,748	1,969,453	2,003,603	499,854	75.1
ExO 020	PERSONNEL BENEFITS	664,073	900,588	922,961	258,889	72.0
ExO 030	SUPPLIES	349,555	406,465	451,590	102,035	77.4
ExO 040	SERVICES	17,668	30,205	32,885	15,217	53.7
Grp 193	LIBRARY SERVICES	2,535,044	3,306,711	3,411,039	875,995	74.3
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	352,379	469,212	468,041	115,661	75.3
	Report Final Totals	3,478,538	4,587,681	4,707,612	1,229,074	73.9

Bellingham Public Library

Rebecca Judd, Director

Our People

On October 11, I had the privilege of attending "The Librarian's Guide to Homelessness" training presented by Ryan Dowd at the WCLS Ferndale branch. Like many on the library's staff who participated in the online version of the training last year, I found my beliefs and perceptions challenged in a meaningful way. I appreciated the overall framework, the clear statement of a long-term goal ("a calm and safe library"), and the many tools he outlined to help libraries reduce problems and enforce needed rules, while remaining inclusive. A second round of online training will be offered in February for new staff or those who missed it last year.

Elizabeth Yarborough, a Senior at Western who is part of the Honors Program and has an interest in library science, will be working on a Capstone project with us through March 2019 supporting the Strategic Planning process. Thank you to Scott Linneman, director of the Honor's Program, for facilitating this connection.

Our Services

From Jon McConnel, Head of Digital Services:

The migration to Polaris is the primary activity right now, with recent focus on setting up the administrative side. Our test instance went live October 1 with an extract of our Horizon data in it, and since then we have been working on validating the data and the migration settings. Our internal training program is making strides as well.

Our ITSD representatives and I attended the Northwest Innovative User Group meeting in Kingston, WA on October 9. It was great to meet other locals who might be a resource for us as we make the transition to Polaris.

The first of October saw recent changes in digital resources. An expanded Newsbank database, which includes the Seattle Times, will be available for the next fifteen months, funded by the State Library. Also, the old interface to Microsoft Imagine Academy was retired to be replaced November 1 by an 8-month contract for Lynda.com.

From Beth Farley, Head of Collection Services:

Collection Services staff recently spent two days with a Polaris Training Consultant to examine existing workflows in acquisitions, cataloging and serials. The goal was to increase efficiencies in these areas as we configure Polaris. Staff welcomed an introduction to and better understanding of the functionality of Polaris.

From Jen Vander Ploeg, Head of Public Services and Operations:

Ten Pages began employment at the Library in October. Please join me in welcoming Yancey Bagby, Justin Benz, Kate Frazee, Natalia Froberg, Jessica Geer, Tad McGuire, Oscar Murillo, Loren Peterson, Emily Sperber, and Jordan Sterland. We plan to hire another Public Services Clerk in November to fill a vacancy.

From Janice Keller, Manager of Communications, Community Relations, and Programming:

Bellingham Public Library

Rebecca Judd, Director

Closing the library for two additional weekdays for Polaris training Dec. 3 and Jan. 2 requires communications to patrons, stakeholders, program presenters, library partners and others. Tasks and deadlines have been outlined and an initial announcement posted to the BPL website.

The annual publicity push begins this month for Whatcom READS events planned the first quarter of 2019, programs and activities that culminate with best-selling author Timothy Egan's March 7-8, 2019 visit to our area.

"Your Library at a Glance" was recently updated and posted on the Library's website.

From Bethany Hoglund, Head of Youth Services:

Youth Services transitioned from a busy summer right into a lively fall! Teen Services Librarian Jennifer Lovchik conducts monthly lunchtime book clubs at each of our four public middle schools. This month, she had 76 students attend her book clubs at Whatcom Middle School and 72 at Shuksan Middle School.

Youth Services hosted author Gillian Philip, who writes under the name Erin Hunter. "Erin Hunter" is actually six distinctively different authors who write the popular Warriors, Survivors and Bravelands series. Over 150 attended her book signing and presentation, and many entered the library jumping up and down in excited anticipation of the event.

Our Spaces

The Fairhaven branch was highlighted in a WhatcomTalk article published on October 1. The full text of the article is included in the Board packet.

Our Community

Rick Osen and I spoke at the most recent Mayor's Neighborhood Advisory Council (MNAC) meeting about Library services and initiatives. In addition to the Neighborhood representatives, thirty WWU journalism students were in attendance to learn more about public meetings. It was a pleasure to speak to such a full house, and I appreciated the thoughtful questions from both MNAC members and students.

The Library, as part of a City-wide team, participated in the full-scale 2018 Mount Baker Volcano Eruption Exercise this past week. The exercise involved 170 participants from public and private agencies in Whatcom County, Skagit County, Washington state, Canada, and Ecuador. Adult Services librarian Deborah Brewer and Youth Services manager Bethany Hoglund were assigned to the Planning/Strategic Unit during the exercise and were able to have a first-hand view of how large-scale emergencies are managed.

Respectfully submitted,
Rebecca Judd

CITY OF BELLINGHAM
OFFICE OF THE MAYOR
KELLI LINVILLE

MAYORAL PROCLAMATION

WHEREAS, the Friends of the Bellingham Public Library is an all-volunteer non-profit organization, dedicated to their mission of supporting and advocating for our library; and

WHEREAS, the Friends raise money for library needs, sponsor programs for all ages, encourage community support for the library, and support literacy by making free reading materials available and offering inexpensive materials at regular book sales; and

WHEREAS, our Friends' long-time support of the Bellingham Public Library is an example of the vital role volunteers play in our community, and

WHEREAS, our Friends' dedication is a demonstration of their commitment to the library and the library's mission to connect our community with each other and the world, providing opportunities to read, learn, meet and discover; and

WHEREAS, our Friends in recent years have funded adult and children's books, summer reading programs, Whatcom READS! and other special events, online language-learning subscriptions and other online services, furnishings and audio visual improvements in library facilities, and much more; and

WHEREAS, many improvements and enhancements in our library have only been possible because of the support provided by our Friends; and

WHEREAS, we are joining libraries across the nation in celebrating their strongest and most dedicated supporters -- their Friends organizations -- during National Friends of Libraries Week, October 21-27, 2018 and throughout October 2018.

NOW, THEREFORE, DO I, Mayor Kelli Linville, proclaim the week of October 21-27, 2018 as:

NATIONAL FRIENDS OF LIBRARIES WEEK

in the City of Bellingham, Washington, and urges everyone to join in thanking them for all they do for our community.

Signed this 15th day of October, 2018

Kelli Linville, Mayor
City of Bellingham

Bellingham Public Library

A Resolution Commending the Friends of the Bellingham Public Library
October 2018

Whereas, the Friends of the Bellingham Public Library is an all-volunteer non-profit organization, dedicated to their mission of supporting and advocating for our library; and

Whereas, the Friends raise money for library needs, sponsor programs for all ages, encourage community support for the library, and support literacy by making free reading materials available and offering inexpensive materials at regular book sales; and,

Whereas, our Friends' long-time support of the Bellingham Public Library is an example of the vital role volunteers play in our community; and

Whereas, our Friends' dedication is a demonstration of their commitment to the library and the library's mission to connect our community with each other and the world, providing opportunities to read, learn, meet and discover; and,

Whereas, our Friends in recent years have funded adult and children's books, summer reading programs, Whatcom READS and other special events, online language-learning subscriptions and other online services, furnishings and audio visual improvements in library facilities, and much more; and

Whereas, many improvements and enhancements in our library have only been possible because of the support provided by our Friends; and

Whereas, we join libraries across the nation in celebrating their strongest and most dedicated supporters -- their Friends organizations -- during National Friends of Libraries Week October 21-27, 2018 and throughout October 2018.

Now, therefore, be it resolved that the Bellingham Public Library Board of Trustees joins the library staff and the Bellingham community to commend our Friends of the Bellingham Public Library, and urges everyone to join us thanking the Friends for all they do.

Passed by Library Board action this 23rd day of October, 2018.

Rick Osen, Chair *Rachel Myers, Vice-Chair*

Rebecca Craven *Jim McCabe* *Damani Johnson*

City of Bellingham
Library Department

2017-2018 Accomplishments

- In 2017, the Library circulated 1,382,153 physical items and 191,101 digital items. During the same period, 787,677 people visited a Library location.
- Completed establishment of Level of Service standards in key areas of Staffing, Materials, Facilities, and Hours. Presented results to Council.
- In collaboration with City administration, completed comprehensive study of Library service and funding models. Presented results to Council.
- In partnership with Whatcom County Library System and working closely with Legal, Purchasing, and ITSD, selected new Integrated Library System (ILS).
- Trained all Library staff in service delivery to those experiencing homelessness.

2019-2020 Work Plan

- In partnership with Public Works and ITSD, remodel the main floor of the Central Library to improve patron access to collections, increase collaborative meeting space, and streamline workflow.
- In partnership with the Whatcom County Library System, fully implement the new Integrated Library System (ILS) to improve efficiency and access to materials.
- Working closely with community groups and COB stakeholders, update Library's strategic plan to reflect a shared vision of service for the next five years.
- Implement 2019-2020 Level of Service increases in the areas of Staffing, Materials, and Facilities.

Total Budget

2017-2018		2019-2020	
General Fund	$9,155,000	General Fund	$11,135,000
Other	$164,000	Other	$100,000
Total	$9,319,000	Total	$11,235,000

Bellingham Public Library

Rebecca Judd, Director

TO: Library Board of Trustees

FROM: Rebecca Judd, Library Director

DATE: October 23, 2018

SUBJECT: 2019 Regular Library Board Meeting Schedule

Each year the Board reviews the day of week, time of day, and location for its meetings in the upcoming year. If you agree to continue as you have in previous years, those meeting dates are tentatively listed below. We will discuss this schedule at your Board meeting.

Regular Board Meetings are held on the third Tuesday of each month. Meetings will be held in the Lecture Room at the Bellingham Public Central Library, 210 Central Avenue. Meetings usually commence at 3:30 p.m. The public is welcome to attend and is encouraged to check the library's website for changes.

2019

Tuesday, January 15

Tuesday, February 19

Tuesday, March 19

Tuesday, April 16

Tuesday, May 21

Tuesday, June 18

Tuesday, July 16

Tuesday, August 20

Tuesday, September 17

Tuesday, October 15

Tuesday, November 19

Tuesday, December 17

Bellingham Public Library

Rebecca Judd, Director

TO: Library Board of Trustees

FROM: Rebecca Judd, Library Director

DATE: October 23, 2018

SUBJECT: 2019 City-observed holidays and other library closures

City-observed holidays for 2019, for your information:

Holiday	Day	Date
New Year's Day holiday	Tuesday	January 1
Martin Luther King, Jr. Day	Monday	January 21
President's Day	Monday	February 18
Memorial Day	Monday	May 27
Independence Day	Thursday	July 4
Labor Day	Monday	September 2
Veterans Day	Monday	November 11
Thanksgiving Day	Thursday	November 28
Day after Thanksgiving	Friday	November 29
Christmas Day	Tuesday	December 24
Day after Christmas	Wednesday	December 25

Other Library closures planned for 2019:

- **Closed** on Wednesday, January 2, 2019 for all staff training on the new Integrated Library System (ILS) Polaris.
- **Closed** on Sunday, April 21, 2019. While not a city-observed holiday, the Library has typically closed on Easter Sunday because of low use.