AGENDA

1. Call to order and introductions
2 min

2. Approve/modify agenda
2 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 to five minutes.
5 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
     July 21, 2015: Regular board meeting
   • Library performance & activity measures
     July 2015
   • Financial reports
     Claims: July 2015
5 min

5. Reports
   • Library Board members
   • City Council liaison
   • Friends of Bellingham Public Library
   • Library Director
15 min

6. Policy review
   • Unattended Children Policy, 1997: RETIRE
   • Youth Safety Policy: NEW, first review
     o Bethany Hoglund, Head of Youth Services
15 min
7. Committee reports
   • Outreach Committee
   • Facilities Committee

8. 2015/2016 Budget
   • Instructions and timeline

9. New business
   • Library Board of Trustees retreat
     o Date, location, agenda items

10. Action items for next meeting

11. Adjourn

Time check: 4:15
10 min

Time check: 4:35
15 min

Time check: 4:55
5 min

The Bellingham Public Library Board of Trustees is attending the Whatcom County Library System Strategic Planning Retreat on August 19, 2015, 9:00 a.m. - 1:00 p.m., at the Lynden Library, 216 4th Street, Lynden, WA. Since a quorum or more of trustees will attend, this meeting has been noticed as a Bellingham Public Library Board of Trustees Special Meeting in accordance with the Open Public Meetings Act.

Next Regular Library Board Meeting: September 15, 2015 - 3:30 p.m.
Location: 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
Board of Trustees

Special Meeting
August 19, 2015
9:00 - 1:00 p.m.

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Next Regular Library Board Meeting: September 15, 2015 – 3:30 p.m.

Central Library
210 Central Avenue
Bellingham, WA 98225

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.
Proudly sharing our mission

We're proudly sharing our mission everywhere we go, thanks to new graphics on our delivery truck (top and above right photos). Thank you to the Barkley Company for purchasing and installing our new sign at the Barkley Branch Library to help people find us (above left photo).
BY DEAN KAHN

The Bellingham Herald

I came across another “list” story about Bellingham, yet one more example of a checklist created by someone far away that mostly relies on other website ratings for content.
The story, “8 Reasons to Move to Bellingham, WA” appeared at livability.com, the home to numerous such ratings.

The writer, it appears, is based Tennessee, which might explain several oddities in the story. She mentions Blaine and Lynden in the section about Bellingham’s “diverse neighborhoods,” and includes Blaine’s Wings over Water Birding Festival and Cloud Mountain Farm Center’s fruit festival near Everson among special events worth seeing in Bellingham.

But rather than merely throw dirt at others, I decided to give it a go with my own list.

First, a bit of disclosure: I’m not originally from Bellingham, so I’m not a born-and-raised native. But I have lived here for more than half of my 64 years. During that span, I have left Bellingham several times, but I have always returned happily.

So I don’t feel shy about listing my “8 Reasons to Stay in Bellingham:”

Size matters: With 82,000 people, Bellingham is small enough to feel familiar but large enough to provide variety and change. Certainly by Seattle standards, our traffic is still quite manageable. As much as we like to grumble, it really doesn’t take all that long to travel from one end of the city to another.

Nature nearby: I’m not talking about climbing Mount Baker or sailing the San Juans. Many people do that, but many more don’t. I’m talking about Bellingham’s many parks and trails. About Lake Padden and Lake Whatcom. About parks on the bay. About forest walks in and close to the city. A touch of green, a tranquil spot, a whiff of salt water, is never far away.

Easy to get around: Bellingham is increasingly friendly to pedestrians and bicyclists, both good options to autos, even if you aren’t a hard-core walk or biker. And don’t forget Whatcom Transportation Authority, a wonderful bus system for a city our size.

Literate folks: Bellingham’s libraries are well-run and well-used, and that’s just one part of a great literary scene. Other parts include a top-notch independent bookstore, Village Books, several outstanding used-book stores, a slew of reading and writing groups, and a local poetry contest with the community at heart.

Social services: Bellingham faces social challenges like other cities, but the array of public and nonprofit groups working here to help people get back on their feet is heartening. The Opportunity Council, Lighthouse Mission Ministries, and Bellingham’s housing levy are just a few that come to mind.
Local businesses: From Bellingham Farmers Market, to programs to put some teeth into growing and eating local food, to broader “buy local” campaigns, people appreciate and support locally owned companies. And that includes the recent proliferation of craft breweries.

Living green: Repairing and respecting the environment has been a signature feature of Bellingham for decades. The city was an early leader in curbside recycling and in banning grocery carryout bags. Many groups work on behalf of salmon, streams, and ways to reuse materials. Green is a way of thinking in our naturally green setting.

Northwest weather: Bellingham’s weather isn’t everyone’s cup of tea. I lived in the Midwest for several years, and I’ll take our cool, wet winters and our maritime summers anytime over the harsh extremes elsewhere.

Reach Dean Kahn at 360-715-2291 or dean.kahn@bellinghamherald.com. Read his columns at bellinghamherald.com/dean-kahn.

WHAT ARE YOUR FAVORITE THINGS ABOUT BELLINGHAM?

Post your list with this story, or on the Herald’s Facebook page, or send them to dean.kahn@bellinghamherald.com for a possible follow-up story.

MORE DEAN KAHN

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NextAdvisor

The Next Big Thing in Wearable Tech
VentureCapital News
Rick Osen, Bellingham Public Library’s Newest Trustee

Rick Osen is the newest member of the five-person board of trustees at Bellingham Public Library (BPL), WA, but he is no stranger to the library world. Osen served as interim dean of libraries and assistant dean for library administration and planning at Western Washington University for 35 years, retiring in 2014. In February he joined chairman J. Robert Gordon, Rachel Myers, Marilyn Mastor, and Tom Barrett to serve a five-year term on the BPL board, and LJ caught up with him to find out more about his transition from academic librarian to public library trustee.

LJ: What have you been working on during your first six months?

Rick Osen: Upgrading the central public library facility has been on the agenda for many years—it’s outdated and undersized. There was quite a bit of talk about building a new library right before the recession hit in 2008, and then of course that put everything on hold. But [the upgrade is] coming back up on the radar now and that’s very exciting. There’s nothing immediate in the works, but at least we’re talking about it again. That’s going to be a big topic for the foreseeable future.

BPL has strong partnerships with several local libraries and colleges, including your former workplace. What aspects of your academic library experience have you found useful to bring to the public sector?

My experience was in library administration, so I did a lot of work over a long time with budgets, personnel, and facilities, and I think some of those skills are things that directly translate into my position as a trustee.

All of the libraries in the county—the Whatcom County Library, the city library [BPL], Whatcom Community College, Bellingham Technical College, WWU, and the Northwest Indian College—have cooperated for five or six years now on what we call the One Card program: any library user in any of those six libraries with a card can borrow materials from any of the others. As part of that, the directors of each of those libraries get together once a month. I did service as interim dean for one year shortly before I retired, so that was a good opportunity to hear the issues at all the other libraries. I think that there’s a good background of sharing.

How does BPL director Pamela Kiesner feel about having a fellow librarian as a trustee?

I think she’s appreciative of that. The other people come from a variety of backgrounds—one person’s a retiree out of the business world, one is an interior designer, one works in a geotechnical firm as one of its partners, and one works for a nonprofit foundation. I’ve known [Kiesner] for several years, part of that through the One Card program. I feel like we’ve had a good relationship over that time and still do, and I think I’m pretty good at recognizing the fact that I’m not administering a library but am serving as a trustee.
What advice or information would you give other new trustees coming from a library background?

I think it's [important] to recognize that being a trustee is a different world from being actively involved in the daily running of a library—just recognizing the differences between active management and more of a counseling and advisory role, as well as being more of an advocate.

How can librarians to communicate better with trustees, and vice versa?

I think it works very well here. Pam [Kiesner] invites her library management group to attend all of the trustees meetings—over time they all attend a certain number of meetings a year—and that promotes a lot of back-and-forth and camaraderie between the library staff and trustees. A representative from the Friends group also attends the trustee meetings. Then we have a member of the city council who is a liaison to the library board, and he attends almost every one of the trustee meetings as well.

It sounds like you have a good system there.

We do. I think there's a lot of support, and I'm really enjoying it. I'm still learning, but that's good—I think it's wonderful to still have learning opportunities at my age. It's a great group of people, very committed to advocating for the library.
Regular Meeting of the Library Board of Trustees
Tuesday, July 21, 2015 – Central Library
Library Board 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: J. Gordon, Marilyn Mastor, Rachel Myers, Tom Barrett and Rick Osen.

Library Staff: Pamela Kiesner, Beth Farley, Bethany Höglund, Janice Keller, Jennifer Vander Ploeg, Madeline Sheplor and Wendy Jenkins.

Others Present: Jack Weiss, City Council liaison; Faye Hill, Friends of Bellingham Public Library representative; Brian Henshaw, City of Bellingham Finance Director.

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

Approve/modify agenda: Pam asked that item #11, Executive Session, be removed from the agenda – Angela Beaty, HR Analyst, was advised that, with both 114 and 114L in mediation, it is not time yet to update the Board. Pam also suggested moving item #6, Trustee Education, up to item #4. Rick Osen moved to approve the agenda as amended. Marilyn Mastor seconded. Motion carried.

Public comment: No comment.

Trustee education: Pam introduced Finance Director, Brian Henshaw, who provided a City of Bellingham Financial Review and Forecast. Highlights of the PowerPoint presentation included:

- Monthly financial reports are posted on the City’s website.
- The City of Bellingham has slightly over a $300 million budget including about 50 different funds – some required by state law, others by council policy. $71.6 million of the budget is General Fund.
- General Fund revenue is primarily generated by four taxes: property; sales; utility; and B & O.
- General Fund expenditures breakdown is: 71% salaries & benefits; 8% services; 11% interfund; 7% intergovernmental; and 3% supplies. The standard for salaries & benefits for city governments is currently 68-72%.
- If the current trend continues, based on the June, 2015 YTD budget, revenues will end the year -2% (approximately $800,000).
- Looking at the average annual growth from 2009 to 2014, revenues are up 2.6% and personnel costs are up 4.6%.
- In 2007, personnel costs were 58% of the General Fund; in 2014 they were 72%. Contract negotiations are in progress for 2015, it is anticipated the percentage will go up for 2015.
- Current budget includes a deficit of close to $1 million for 2015 and for 2016. In order to balance the budget, these deficits will be pulled from reserves (which were at $17 million at the start of the year). Council policy is to maintain a minimum of 12% in reserve which is $8.5 million (this would keep the City in business for 6 weeks without incoming revenue).
- Tax levy totals for the City are currently $2.69 per $1,000 assessed valuation, out of an established max of $3.00. Brian projected many of the possible levy requests in the next few years (including one for the library) – there isn’t the levy capacity for all of them. Levy approvals depend upon the project, the amount, as well as what is presented to the voters first.

There was a discussion concerning operating levies – ones that cover the cost of operation or maintenance rather than capital. Presentation of this type of levy is important – voters must understand what they are approving. The School District has an operating levy that merges capital, operations and technology expenses. Pam mentioned that the Port Townsend Public Library has an operating levy with no expiration that increases 1% each year.

Brian also touched on the biennial budget process adopted by Mayor Kelli. 2015/2016 is the first truly biennial budget for the City. The City will be doing a mid-budget internal update starting in September. The plan is to limit new programs and projects in order to live within the 2 year budget, while understanding that some adjustments are necessary. Even with a biennial budget, the City is required to do a yearly Comprehensive Annual Financial Report (CAFR).

Consent agenda: Rachel was excited to see that new card registrations were up 6%. Tom added that holdings, especially digital copies, were up; circulation is stabilizing; and programs and volunteer hours are both up dramatically. Tom Barrett moved to approve the June 16, 2015 minutes and the June 2015 performance & activity measures and financial report. Rachel Myers seconded. Motion carried.

The Bellingham Herald had a great feature on Rick on July 5, titled Former library dean at WWU now Bellingham library trustee.

Board member reports: None.

City Council liaison report: Jack reported on 2 items:
- He will be bringing forward a new Greenways levy at Monday’s Council meeting for the November ballot (a year early). His proposal has 20-25% of the levy set
aside as operating to pay staff to maintain purchased properties – it is a hybrid type of levy, which Jack suggested might be a good idea for the library.

- As Brian mentioned, Monday’s Council meeting also will include discussion on growth management. Julie Guy provided a public comment to Council requesting that a Northside Library be included in the new plan. This document is a guideline, a planning document. Tom added that there is already some language in it about a Northside branch – if something is in the plan, there is a chance it will happen; if it is not in there, it’s not going to happen. Jack suggested the Board consider if there are things they would like in the plan. The Library has a copy of the current plan and Tom is very familiar with the plan (a resource to tap). The Board could also invite Rick Sepler, Planning & Community Development Director, to a meeting to provide an overview and direction on the best ways to enter into the process.

Friends of Bellingham Public Library report: Faye reported that the Friends keep working through the summer on all of the donations. A new volunteer training session will be held 3 days next week. They received $1,320 in donations in memory of Vicki Marshall. They also received a $5,000 memorial gift for a long-time, frequent patron of BPL. The next book sale is August 20-22. Tom asked that Faye let the Friends know how much the Board appreciates everything they do.

Library Director’s report: Pam passed around a copy of the obituary for Vicky Marshall who was a trustee from October, 2005 to November, 2009. Pam recalled that Vicky knew what her strengths and passions were and followed them.

Pam attended a Municipal Library Director’s meeting that was arranged by Marcellus Turner, City Librarian for the Seattle Public Library, to discuss alternative funding strategies. Pam has a document of strategies, such as a Municipal District or annexing with the County, that she will share with the Board and suggested this topic as a future agenda item. Spokane Library is working on similar funding strategies. J. will be spending some time in Spokane for work and will contact the Library Director for information.

Pam also attended the State Library Directors meeting:
- Joe Janes, from the UW iSchool, talked about librarians of the future.
- Melissa Munn, Community Conduct Coordinator for KCLS, talked about security in public libraries (KCLS does not have security staff – all staff are trained to deal with incidents).
- The future of Teen Services was discussed.
- Orcas Island Library received $1.4 million from the state for a building project – there is money available for capital projects.

Our security cameras are not installed yet – a policy is being worked on to outline what will be filmed, retention times, etc.

Nate Dalgas has started his position as Library Specialist 1. Nate was a former Delivery Drive who received his MLIS degree (which is not required for this position) – his interest is Technical Services, and we are happy to have him back on staff.
Two staff members received $500 Library Staff Education Grants from the Friends: Christy Karwocki and Nicola Andrews – both are working towards MLIS degrees.

Janice has been working here for a year – a cause for celebration!

Pam reported that Marilyn is sponsoring a Rotary Club Service Grant proposal that would allow us to create a Barkley Branch Early Learning Center and refresh the Central collection.

Pam asked Bethany to explain the Humanities Washington Prime Time grant we recently received: this will be a 6-week series (sometime in the Spring of 2016) that will target 25 low-income families. Bethany is working with community partners and Sylvia Tag from WWU, to host 90 minute programs that will include dinner, a preschool storyline and parent discussion/presentations all in support of families reading together and becoming long-term library users.

Pam read from a 1904 Herald clip that Beth Farley came across, “The free reading room of the Bellingham Bay Public Library is open every day of the week from 10 a.m. to 1 p.m. and from 2 p.m. to 10 p.m. Men are cordially invited to use the reading room on Sundays, especially.” And “Fairhaven free library and Reading Rooms, Mason block, Fairhaven; over 1000 carefully selected bound volumes; all the current publications; reading rooms open from 10 a.m. to 10 p.m. daily. Books loaned from 1:30 to 5 and from 7 to 10 daily. Sundays excepted.”

Operations update:
- Single Point of Service: Janice distributed a Single Service Point Project Update. Two staff teams – physical changes and training – were tasked with brainstorming and making proposals to the Management Team. The physical changes team presented 4 floorplans and the M-team unanimously chose one that puts the Single Point location at the heart of the library (near magazines, facing the main entrance) with Security desk where the current Circulation desks are. The copiers will be moved closer to the bank of computers. This option involves new network and electrical work as well as furniture, so will take more time. More details will be provided in August.

Committee reports:
Outreach Committee:
- Nothing to report.

Facilities Committee:
- Ted Carlson, Public Works Director, is scheduled for next month’s board meeting to give an update on the Capital Facilities Plan.
- Janice is working on a new Security Camera Policy and is working with the vendor that Public Works hired for camera installation.

New business:
- Trustees have been invited to attend 2 of WCLS’ Strategic Planning sessions on August 19 and 20. WCLS has hired OrangeBoy marketing firm to help with their plan.
**Action items for next meeting:** Pam will send J. the name and contact information for the Spokane Library Director.

Pam will invite Rick Sepler to the September board meeting.

Pam’s list of Retreat ideas include:
- Metrics
- Fund-raising
- Develop our Elevator Speech
- Facilities plan & feasibility study

Once there is more information on the Capital Facilities Plan, we can determine the best process for the Feasibility Study.

**Meeting adjourned** at 5:30 p.m.

**Next Regular Library Board Meeting:** August 18, 2015 at the Central Library, 210 Central Avenue, Bellingham, Washington – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees
### Bellingham Public Library

**Performance & Activity Measures, 2015**

<table>
<thead>
<tr>
<th><strong>Holdings - Number of materials in the library's collection</strong></th>
<th>July-15</th>
<th>July-14</th>
<th>2015</th>
<th>2014</th>
<th>% of change YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical copies added to collection</td>
<td>1,947</td>
<td>2,191</td>
<td>12,776</td>
<td>12,426</td>
<td>2.82%</td>
</tr>
<tr>
<td>Electronic copies added to the collection - Hoopla added March</td>
<td>840</td>
<td>332</td>
<td>54,505</td>
<td>3,541</td>
<td>1439.25%</td>
</tr>
<tr>
<td>Physical copies withdrawn from collection</td>
<td>(2,754)</td>
<td>(2,617)</td>
<td>(11,596)</td>
<td>(18,355)</td>
<td>-36.82%</td>
</tr>
<tr>
<td>Total physical holdings</td>
<td>194,093</td>
<td>204,930</td>
<td>741,645</td>
<td>248,598</td>
<td>12.25%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Total Holdings (Physical and Electronic)</strong></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Central Library</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>59,617</td>
<td>66,283</td>
<td>430,894</td>
<td>459,762</td>
<td>-6.28%</td>
</tr>
<tr>
<td>Youth</td>
<td>44,612</td>
<td>46,706</td>
<td>272,222</td>
<td>281,883</td>
<td>-3.43%</td>
</tr>
<tr>
<td><strong>Sub-Total Central</strong></td>
<td>104,229</td>
<td>112,989</td>
<td>703,116</td>
<td>741,645</td>
<td>-5.20%</td>
</tr>
<tr>
<td><strong>Fairhaven Branch</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>6,028</td>
<td>6,418</td>
<td>40,312</td>
<td>42,279</td>
<td>-4.70%</td>
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<td>Youth</td>
<td>2,015</td>
<td>2,520</td>
<td>12,924</td>
<td>14,709</td>
<td>-12.14%</td>
</tr>
<tr>
<td><strong>Sub-Total Fairhaven</strong></td>
<td>8,043</td>
<td>8,938</td>
<td>53,236</td>
<td>57,008</td>
<td>-6.62%</td>
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<td><strong>Barkley Branch</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>4,076</td>
<td>4,201</td>
<td>26,373</td>
<td>27,510</td>
<td>-4.13%</td>
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<td>Youth</td>
<td>2,618</td>
<td>3,105</td>
<td>18,495</td>
<td>19,169</td>
<td>-3.52%</td>
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<td><strong>Sub-Total Barkley</strong></td>
<td>6,794</td>
<td>7,306</td>
<td>44,868</td>
<td>46,679</td>
<td>-3.88%</td>
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<td><strong>Bellingham Technical College</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>184</td>
<td>98</td>
<td>776</td>
<td>639</td>
<td>21.44%</td>
</tr>
<tr>
<td>Youth</td>
<td>115</td>
<td>11</td>
<td>49</td>
<td>69</td>
<td>-26.99%</td>
</tr>
<tr>
<td><strong>Sub-Total BTC</strong></td>
<td>195</td>
<td>115</td>
<td>825</td>
<td>708</td>
<td>16.53%</td>
</tr>
<tr>
<td><strong>Whidacomm Community College</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>286</td>
<td>12</td>
<td>1,782</td>
<td>1,704</td>
<td>4.56%</td>
</tr>
<tr>
<td>Youth</td>
<td>58</td>
<td>0</td>
<td>380</td>
<td>335</td>
<td>13.43%</td>
</tr>
<tr>
<td><strong>Sub-Total WCC</strong></td>
<td>344</td>
<td>12</td>
<td>2,162</td>
<td>2,039</td>
<td>6.03%</td>
</tr>
<tr>
<td><strong>Western Washington University</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>317</td>
<td>296</td>
<td>2,974</td>
<td>3,139</td>
<td>-5.26%</td>
</tr>
<tr>
<td>Youth</td>
<td>50</td>
<td>49</td>
<td>675</td>
<td>58</td>
<td>18.64%</td>
</tr>
<tr>
<td><strong>Sub-Total WWU</strong></td>
<td>367</td>
<td>345</td>
<td>3,649</td>
<td>3,707</td>
<td>-1.56%</td>
</tr>
</tbody>
</table>

| **Online Services**                                           |         |         |      |      |                  |
| Hoopla (added March, 2015)                                     | 1,667   | 0       | 10,883 | 0    |                  |
| NW Anytime Library Overdrive                                  | 10,475  | 9,628   | 68,276 | 61,551 | 11.74% |
| Tumblebooks                                                   | 999     | 5,421   | 41,365 | 36,546 | 13.19% |
| Zinio                                                         | 1,069   | 794     | 9,699 | 7,304 | 32.79% |
| **Sub-Total Online**                                         | 14,201  | 15,847  | 130,223 | 105,401 | 23.55% |

| **Total Circulation**                                         | 134,253 | 144,552  | 938,079 | 957,187 | -2.00% |

| **Holds Activity**                                            |         |         |      |      |                  |
| Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems | 48,950  | 50,215   | 329,598 | 338,626 | -2.67% |
| Holds Filled - holds checked out at BPL, FH, Barkley and WCC  | 31,516  | 32,416  | 212,800 | 218,182 | -2.47% |

| **Services**                                                  |         |         |      |      |                  |
| **Persons Visiting - Number of persons counted as they enter the libraries or visit remote website** |         |         |      |      |                  |
| Central Library (In February, re-opened Sundays during 2014 school-year) | 47,893  | 49,449  | 325,963 | 323,300 | 0.82% |
| Adult                                                         | 17,260  | 17,532  | 94,080 | 95,104 | -1.08% |
| Children's                                                    | 6,767   | 6,430   | 44,820 | 43,664 | 2.65% |
| Fairhaven Branch                                              | 4,428   | 4,526   | 26,769 | 27,646 | -3.38% |
| Barkley Branch                                               | 7,738   | 7,738   | 48,122 | 46,762 | 0.38% |
| **Total Persons Visiting**                                    | 26,518  | 27,937  | 93,527 | 92,246 | 1.11% |

| **Website Visits**                                            | 43,570  | 44,878  | 322,358 | 323,845 | -0.46% |

| **Biblocommons Visits (added July 2014)**                      | 14,135  | 10,814  | 82,439  | 10,814 |                  |

| **Total Website Visits**                                      | 57,705  | 55,692  | 404,797 | 334,659 | 20.96% |

| **Computer Usage - Number of sessions**                       |         |         |      |      |                  |
| Central Library (29 terminals)                                | 6,618   | 6,508   | 45,025 | 44,375 | 1.64% |
| Children's (3 terminals)                                     | 282     | 265     | 1,509 | 1,281 | 17.80% |
| Fairhaven Branch (7 terminals)                               | 614     | 588     | 3,794 | 3,772 | 0.58% |
| Barkley Branch (4 terminals)                                 | 309     | 294     | 1,879 | 1,700 | 10.53% |
| **Total Computer Usage**                                     | 7,333   | 7,657   | 52,207 | 51,128 | 2.11% |

| **New Borrowers Registered**                                  |         |         |      |      |                  |
| Central Library                                              | 655     | 584     | 4,036 | 3,773 | 6.97% |
| Fairhaven Branch                                            | 43      | 40      | 228  | 218  | 4.59% |
| Barkley Branch                                              | 35      | 38      | 197  | 174  | 13.22% |
| **Total New Borrowers Registered**                          | 733     | 662     | 4,461 | 4,165 | 7.11% |

<p>| <strong>Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs</strong> |         |         |      |      |                  |
| Programs                                                     | 119     | 101     | 837  | 558  | 50.00% |
| Attendees                                                   | 4,156   | 3,561   | 26,496 | 18,798 | 40.95% |
| <strong>Volunteer Hours</strong>                                         | 527     | 568     | 4854 | 4033 | 20.36% |</p>
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<thead>
<tr>
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**ADMINISTRATION Sub Total** $6,551.67

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**PUBLIC SERVICE Sub Total** $3,080.35

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**OUTREACH SERVICES Sub Total** $788.02

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<td>Midwest Tape</td>
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**TECHNICAL SERVICES Sub Total** $3,483.71
### Library Acquisitions

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<td></td>
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**Library Acquisitions Sub Total**: $23,076.28

### Gift Fund

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**Gift Fund Acquisitions Sub Total**: $4,764.13

**Total General Fund**: $36,980.03

**Total Claims**: $41,744.16
Bellingham Public Library
Policy

Title: 4.203 UNATTENDED CHILDREN

Code: 4 Public Services
Chapter: 4.200 Children's Services

Type of Policy: Departmental
Date Developed: 28 August 1997
Date Revised: 18 September 1997
Revised by: Claudia McCain
Developed by: Claudia McCain
Approved By: Library Board of Trustees

Cancels: (previously numbered as Section VI, Subsection Public Services Policies)
See Also:

Scope

Policy/Conditions

Unattended Children

LIBRARY POLICY ON UNATTENDED CHILDREN
AND/OR DISRUPTIVE BEHAVIOR

POLICY STATEMENT: Children are always welcome at the Bellingham Public Library, but in the interest of safety and consideration for other library users, parents are asked not to leave children under age nine unattended in the library. Parents are responsible for their children's behavior while in the library. Disruptive children nine or over will be asked to leave after receiving one warning.

CHILD LEFT UNATTENDED

1. Children left unattended are often frightened and crying and should be comforted by the staff.

2. If it is determined that a child is lost or left unattended, a staff member should bring the child to the person on duty at the Children's Room desk.

3. The Children's Room staff person should try to identify and locate the parents or responsible adults:
   a. Walk around the Children's Room with the child and look for the parent.
   b. Page the child's parent using parent's name, if known, or the child's name, if known. If no name is available, describe the child's physical appearance.
   c. When the parent is located, explain firmly the library policy on unattended children. The parent should be advised that the child was not misbehaving.
d. If the parent is not found in the building, a Children's Room staff member should stay with the child until the parent can be located, through searching the database and phone book.
e. If the parents have not been located within an hour, or if the library is closing, the Children's Room staff member shall call the police.
f. Under no circumstances shall a staff member take the child out of the building.

DISRUPTIVE BEHAVIOR

A. DISRUPTIVE ATTENDED CHILDREN UNDER AGE NINE

1. Children who are being disruptive will be asked by staff to behave.
2. If the disruptive behavior continues, a staff member should inform the parents that their child is disturbing others.
3. If the parents refuse or are unable to control the child, the family will be asked to leave.

B. DISRUPTIVE UNATTENDED CHILDREN UNDER AGE NINE

If a child is unattended and is behaving in a disruptive manner:

1. The staff member will ask the child to correct the behavior.
2. If the child persists he/she will be told to sit quietly at the table closest to the Children's Room desk.
3. Obtain the child’s and parents' names and attempt to locate the parents within the building. If located in the building, explain that the child is being disruptive and inform them of the library policy. If the parents refuse or are unable to control the child, the family will be asked to leave.
4. If the parent cannot be located within the building, the staff member will attempt to contact the parent through searching the database and phone book. When the parent is contacted he/she will be told that the child is being disruptive, will be reminded of the library policy, and will be told he/she must pick up the child immediately. If he/she is unable to come immediately, he/she will be told the child may stay this time, but that the police and/or Child Protective Services will be called next time.
5. If the parent cannot be contacted within an hour, or if the library is closing, the police will be called.
6. If the parent cannot be located and the child must leave (to catch a ride, e.g.), the staff member will give the parent's name, address, and an account of the disruptive behavior to the Children's Librarian, who will then write the parent, describing the incident and informing him/her of the library policy.

C. DISRUPTIVE CHILDREN OVER AGE NINE

1. Tell the young person he/she is causing a disturbance and this is a warning. The next time he/she will be asked to leave.
2. If the disruptive behavior continues, tell the youngster to leave. Follow through to ensure that he/she does leave the building.
3. If the youngster has been “dropped off” at the library and cannot go home alone, proceed from #4 above.

Adopted February 21, 1989, by the Bellingham Library Board
Bellingham Public Library
Policy

Title: 4.203 Youth Safety Policy
Code: 4 Public Services
Chapter: 4.200 Children’s Services

Type of Policy: Departmental
Date Developed: 25 June 2015
Developed by: Bethany Hoglund, Pam Kiesner
Approved by: Library Board of Trustees, X September 2015
Cancels: Section IV, Public Services Policies, Unattended Children
See Also: Library policies:
4.101 Rules of Conduct

Library procedures:
Youth Safety Procedures (in progress, not completed yet)

Scope

This policy informs parents, guardians, caregivers, staff and volunteers of their responsibilities regarding minors’ use of the Bellingham Public Library.

Definitions

- **Bellingham Public Library**: All library facilities and library grounds.
- **Caregiver or guardian**: Adult responsible for a minor child or youth.
- **Child/children**: A person(s) under the age of 13.
- **Minor or youth**: A person under the age of 18.
- **Teen**: A person age 13 - 17.
- **Young adult**: A person age 18 - 23.
- **Unaccompanied child**: A child who is using the Bellingham Public Library without the supervision of a parent, guardian, or caregiver.
- **Library staff**: Any staff member of the Bellingham Public Library.
- **Library volunteer**: A member of the public that is cleared to work in a limited volunteer capacity with the Bellingham Public Library.
- **Children’s program**: Program designed for children, age birth - 12, to enjoy with a parent/responsible adult.
- **Teen program**: Program designed specifically for teens and/or young adults.
- **Private communications**: Communications that do not happen in a public forum or space, but privately between two individuals. Examples include, but are not limited to phone calls, emails, text messages and instant messages.
Policy/Conditions

1. Policy application
   o This policy applies to all parents, guardians, caregivers, staff and volunteers of the Bellingham Public Library.

2. The Library welcomes use by children and teens.
   o The Library provides welcoming and appropriate spaces, activities and materials for children and teens.
   o Library staff members are available to assist children, teens and families with locating and using library materials and services.
   o The library is a public building.

3. The Library provides free and engaging programs for youth.
   o Advertising for individual Children's and Teen Programs specify ideal ages for participation and attendance. This age range is provided by staff and takes into consideration program length, content and activities.
   o For Children's Programs, a parent/responsible adult is expected to accompany a child to each program, unless otherwise specified.
     ▪ If parental participation is optional, it is still recommended the parent/responsible adult stay on site during the program.
   o For Teen Programs, a parent/responsible adult is not required to accompany a teen to programs.

4. The Library promotes the safety of youth in our spaces.
   o The Central Library's Children's Department and early learning spaces at all library locations are reserved for children and their parent/caregivers. Adults and others not appropriately using the spaces or not accompanying a minor may be asked by any member of library staff to re-locate to another area of the library.
   o The Central Library's Teen Space is reserved for teens and their parent/caregivers. Adults and others not appropriately using the spaces or not accompanying a minor may be asked by any member of library staff to re-locate to another area of the library.
   o The library allows one-on-one activities with minors only in open and observable spaces in the Library.
   o A bathroom is available in the Central Library's Children's Department for use by children and their parent/caregiver.

5. Parents and caregivers are responsible for the care and behavior of their children.
While in a library facility or on library grounds, parents and caregivers are responsible for the care and behavior of their children. This includes behavior during library programs and events.

All library patrons, including children and teens, are expected to adhere to the library Rules of Conduct while in a library facility and on library grounds.

6. Children should be accompanied at the Library.
   - For the safety and comfort of children, a responsible adult or caregiver should accompany children while they are using the library.
   - Library staff cannot provide long or short-term child care.
   - Library staff will not be held responsible for incidents, accidents or other liability arising from unaccompanied children.
   - Library staff will attempt to contact the parents/guardians of an unaccompanied child if necessary, including an unaccompanied child not met by a responsible adult at closing.
     - If a parent or guardian cannot be reached, the child may be placed in the care of the Bellingham Police Department.

7. Library staff and library volunteers are responsible for maintaining appropriate behaviors.
   - Staff and volunteers should avoid any conduct and/or communications with children or youth that would lead any reasonable person to question their motivation and intentions.

8. The Library follows standard procedures to promote the safety of children and youth.
   - For the protection of children, youth and themselves, staff and volunteers will follow the Youth Safety Procedures, which include and address:
     - Regularly receiving youth safety trainings from recognized and proven child abuse prevention sources.
     - Regularly receiving reviews of this policy and the accompanying Youth Safety Procedures.
     - Upon hire, having a background check through the Washington State Criminal Background Check as well as the National Sex Offender Registry.
     - Private communications with minors.
     - Reporting possible misconduct or harm involving a minor.

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