AGENDA

1. Call to order and introductions 2 min
2. Approve/modify agenda 1 min
3. Public comment 5 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 to five minutes.
4. Consent agenda 2 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
     November 17, 2015: Regular board meeting
   • Library performance & activity measures
     November 2015
   • Financial reports
     Claims: November 2015
5. Reports 15 min
   • Library Board members
   • City Council liaison
   • Friends of Bellingham Public Library
   • Library Director
6. 2015/2016 Budget 5 min
   • City Council budget update

Time check: 4:00
7. Staff recognition
   - Library staff members who have reached milestone years of service:
     o Deborah Brewer: 25 years
     o Wendy Jenkins: 20 years
     o Claudette Vos: 20 years
     o Beth Bevens: 15 years
     o Bernice Chang: 10 years

8. Whatcom READS! 2016
   - Program highlights (A Tale for the Time Being by Ruth Ozeki)

9. Committee reports
   - Outreach Committee
   - Facilities Committee

10. Policy review
    - Use of Video Surveillance System Policy - DRAFT
      o Jarice Keller, Communications, Community Relations and Programming Manager, with Assistant City Attorney, James Erb

   Time check: 4:40

11. Library Board of Trustees transitions
    - Resolution honoring City Council Member and Library Board of Trustees Liaison, Jack Weiss
    - Rachel Myers re-appointed by Mayor and approved by City Council on December 7, 2015: to second term, January 2016 through December 2020
    - Election of Library Board Chairperson and Vice Chairperson for 2016

12. Library Board 2015 accomplishments & 2016 goals
    - Looking back and thinking ahead – Library Board brainstorm

13. New business

14. Action items for next meeting

   Time check: 5:15

15. Adjourn

   Next Regular Library Board Meeting: January 19, 2016 – 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.
RING IN THE HOLIDAYS WITH MUSIC, CRAFTS, CLASSIC FILMS & MORE AT THE LIBRARY

Looking for winter holiday fun? We're offering music in the library, holiday crafts, classic films and more throughout December! Check out the full list by following the link in the red button below. Here's a sample of what we have planned:

- **Music in the Library**, featuring local musicians throughout December;
- **Make It and Note of Thanks**, drop-in winter-themed crafts;
- **OnScreen** and **Winter Movie Matinees**, classic films, recent films and recorded performances shown at the library.

FRIENDS OF THE LIBRARY WINTER BOOK SALE DECEMBER 2-5 AT THE CENTRAL LIBRARY

The Friends of the Bellingham Public Library Winter Book Sale is December 2-5 in the Lecture Room at the Central Library. It's a great place for holiday gift shopping and stocking up on great reading, listening and viewing material for yourself!

How important are the Friends to the Bellingham Public Library? Many of the programs and activities our patrons appreciate the most are supported by the generous financial contributions of our Friends, an organization that contributes thousands of dollars each year for equipment, children's activities, library materials, author visits and much more.

Come to the Winter Book Sale and support the library!

A TALE FOR THE TIME BEING: A GREAT HOLIDAY READ AND A GREAT HOLIDAY GIFT!

Our Whatcom READS! 2016 selection - A Tale for the Time Being: A Novel, the brilliant, unforgettable book by best-selling author Ruth Ozeki - is a great holiday read and a wonderful holiday gift for the reader or audiobook fan in your life!

We're getting ready for Ruth Ozeki's visit March 3-5, 2016. She'll talk about A Tale for the Time Being and her experiences as an author, filmmaker and Zen Buddhist priest at events scheduled throughout Bellingham and Whatcom County. Stay tuned for details about these events in the weeks ahead!

Ruth Ozeki also wrote My Year of Meats (1998) and All Over Creation (2003). Look for her books in various formats through the Whatcom READS! sponsors: the Bellingham Public Library, public and academic libraries throughout Whatcom County and Village Books.
PARDON OUR CONSTRUCTION - CUSTOMER SERVICE IMPROVEMENTS UNDERWAY!

Please pardon our construction, we're making changes at the Central Library! We're moving some materials, rearranging shelves, and combining our main floor circulation and information services into one location.

Throughout December, you'll see these changes underway on the main floor of the Central Library, designed to improve patron satisfaction, use our staff more efficiently, provide more direct customer service and improve traffic flow in the library.

Please ask if you need help finding something that may have moved in the process. We apologize for any inconvenience, and look forward to providing top-notch services to our patrons in our newly configured spaces!

HOLIDAY HOURS AT BELLINGHAM PUBLIC LIBRARY

All our locations will be closed Thursday, December 24 & Friday, December 25 for the Christmas holiday. We'll be open again Saturday, December 26, and our online services are always available!
Whatcom View: Data and community feedback help tell Bellingham library story
When it comes to measures of success, the Bellingham Public Library stacks up exceptionally well when compared to libraries across the state. The data confirms that Bellinghamsters love their library, use it extensively and receive great value for their public dollars.

I serve as the chair of the Library Council of Washington, an organization dedicated to promoting access to library services throughout the state. In this role I am privileged to see libraries big and small, in cities and rural areas, providing important services to their diverse populations. People in Washington value the role of libraries in their communities, and this is particularly true in Bellingham.


**Top 10 in attendance:** Welcoming almost 831,000 patrons in 2014, we are in the top 10 in the state for total number of visitors per capita. In our population group and among all larger cities, only Seattle and Richland had slightly more visitors per capita.

**Circulation per capita (19.71):** We have the highest materials circulation per capita in our population group (25,001 - 100,000), as well as the highest per capita circulation in all larger population groups as well, including Seattle, King County, Spokane and Tacoma.
Turnover rate (7.13): We have the second highest “turnover rate” in the state. Turnover is total materials circulation divided by the total library collection — this measures the activity of the library’s collection. It indicates the average number of times each piece of the collection circulates during the year, and shows that our materials are getting a lot of use.

228,946 Number of items, including print books, eBooks, videos and audiobooks in the library’s collection in 2014.

49,773 Number of registered borrowers at the end of 2014.

Our 2014 statistics

Here are a few key statistics upon which the state’s comparisons were based:

Visits: We logged 830,909 in-person visits to our three locations, along with 612,192 visits to our website.

Circulation: We checked out more than 1.6 million items in 2014, including 536,000 children’s items, 905,000 adult items and 190,000 electronic items. Bellingham’s population has more than doubled while circulation of library materials has increased more than six-fold since the Central Library was built in 1951.

Collection: Total materials in our collection in 2014 was 228,946 items, including print books, eBooks, videos and audiobooks.

Programs: We hosted or co-sponsored 993 programs and special events for more than 32,000 attendees. Of those, 660 were children’s programs with more than 26,000 attending.

Cardholders: We had 49,773 registered borrowers at the end of 2014.

Community feedback
While statistics provide good measures of success, data is only the background narrative to the story of how important the Bellingham Public Library is to our community. Feedback is vital, too, and we appreciate hearing about people’s library experiences.

For example, a gentleman recently shared his story with a public services librarian: He thanked us for the “remarkable work that we do and for all our patience,” then described how he struggled in school because of a learning disability. He turned to his local library, and while it took him eight years, he eventually earned a junior college degree. He credited the library with his success at allowing him to learn in his own way.

We also get regular feedback through our online catalog, such as:

“I have been a patron at many libraries but the responsiveness, innovation and care that is at work here is truly remarkable at so many levels.”

“Staff are always really nice and helpful, and branches salted throughout the community are wonderful — the library system is truly one of our community’s gems.”

“I love the website and the ability to have books reserved from home. The library at Barkley is wonderful! Love the library.”

“Thank you for being the best library in the country!”

Technology, education and economic changes confronting today’s citizens are profound, and the very idea of the public library is changing in exciting ways. Measuring our services using data and patron feedback — whether it is compliments, suggestions or complaints — help us make sure our services are in tune with our community’s needs and keeping pace with a rapidly changing world.

Pamela Nyberg Kiesner is the director of the Bellingham Public Library and Chair of the Library Council of Washington. This article is one of a series of monthly columns provided at the invitation of The Bellingham Herald.
N.Y. / REGION

Long Line at the Library? It’s Story Time Again

By WINNIE HU  NOV. 1, 2015

Forty strollers were double- and triple-parked on the main floor of the Fort Washington Library in Upper Manhattan. As another one came through the door, Velda Asbury waved toward a spot beside a book stack.

Officially, Ms. Asbury is a library clerk, checking books in and out. But every Wednesday she doubles as a parking attendant during one of the New York Public Library’s most popular programs: story time.

“Good morning, little people,” she called out, as the library’s youngest patrons climbed, or were carried, up an old wooden staircase to the second floor for a 45-minute romp through books and music.

Among parents of the under-5 set, spots for story time have become as coveted as seats for a hot Broadway show like “Hamilton.” Lines stretch down the block at some branches, with tickets given out on a first-come-first-served basis because there is not enough room to accommodate all of the children who show up.

Workers at the 67th Street Library on the Upper East Side of Manhattan turn away at least 10 people from every reading. They have been so overwhelmed by the rush at story time — held in the branch’s largest room, on the third floor — that once
the space is full, they close the door and shut down the elevator. “It is so crowded and so popular, it’s insane,” Jacqueline Schector, a librarian, said.

Story time is drawing capacity crowds at public libraries across New York and across the country at a time when, more than ever, educators are emphasizing the importance of early literacy in preparing children for school and for developing critical thinking skills. The demand crosses economic lines, with parents at all income levels vying to get in.

Many libraries have refashioned the traditional readings to include enrichment activities such as counting numbers and naming colors, as well as music and dance. And many parents have made story time a fixture in their family routines alongside school pickups and playground outings — and, for those who employ nannies, a nonnegotiable requirement of the job.

In New York, demand for story time has surged across the city’s three library systems — the New York Public Library, the Brooklyn Public Library, and the Queens Library — and has posed logistical challenges for some branches, particularly those in small or cramped buildings. Citywide, story time attendance rose to 510,367 people in fiscal year 2015, up nearly 28 percent from 399,751 in fiscal 2013.

“The secret’s out,” said Lucy Yates, 44, an opera coach with two sons who goes to story time at the Fort Washington Library every week.

Stroller-pushing parents and nannies begin to line up for story time outside some branches an hour before doors open. To prevent overcrowding, tickets are given out at the New Amsterdam and Webster branches, both in Manhattan, the Parkchester branch in the Bronx, and a half-dozen branches in Brooklyn, including in Park Slope, Kensington and Bay Ridge.

The 67th Street branch keeps adding story times — there are now six a week — and holds sessions outdoors in the summer, when crowds can swell to 200 people.

In Queens, 41 library branches are scheduled to add weekend hours this month, and many will undoubtedly include weekend story times. As Joanne King, a spokeswoman for the library explained, parents have been begging for them and “every story time is full, every time we have one.”
Long Line at the Library? It’s Story Time Again - The New York Times

Long a library staple, story time has typically been an informal reading to a small group of boys and girls sitting in a circle. Today’s story times involve carefully planned lessons by specially trained librarians that emphasize education as much as entertainment, and often include suggestions for parents and caregivers about how to reinforce what children have learned, library officials said.

Libraries around the country have expanded story time and other children’s programs in recent years, attracting a new generation of patrons in an age when online offerings sometimes make trips to the book stacks unnecessary. Sari Feldman, president of the American Library Association, said such early-literacy efforts are part of a larger transformation libraries are undergoing to become active learning centers for their communities by offering services like classes in English as a second language, computer skills and career counseling.

Ms. Feldman said the increased demand for story time was a product, in part, of more than a decade of work by the library association and others to encourage libraries to play a larger role in preparing young children for school. In 2004, as part of that effort, the association developed a curriculum, “Every Child Ready to Read,” that she said is now used by thousands of libraries.

The New York Public Library is adding 45 children’s librarians to support story time and other programs, some of which are run in partnership with the city government. It has also designated 20 of its 88 neighborhood branches, including the Fort Washington Library, as "enhanced literacy sites." As such, they will double their story time sessions, to an average of four a week, and distribute 15,000 “family literacy kits” that include a book and a schedule of story times.

“It is clear that reading and being exposed to books early in life are critical factors in student success,” Anthony W. Marx, president of the New York Public Library, said. “The library is playing an increasingly important role in strengthening early literacy in this city, expanding efforts to bring reading to children and their families through quality, free story times, curated literacy programs, after-school programs and more.”

For its part, the Queens Library plans to expand a “Kick Off to Kindergarten” program that attracted more than 180 families for a series of workshops last year.
Library officials said that more than three-quarters of the children who enrolled, many of whom spoke a language other than English at home, developed measurable classroom skills.

At the Fort Washington Library recently, children in strollers were lined up outside when the branch’s door opened at 10 a.m., a half-hour before story time. Ms. Asbury, the library clerk, rushed around to handle the strollers while reminding their occupants to take their time getting out and up the stairs.

Upstairs, Nikki Griffin, a children’s librarian, used a book about Halloween to have the boys and girls count pumpkins, then got them to rise for a foot-stomping rendition of “We Are the Dinosaurs,” a song by the Laurie Berkner Band.

Meredith Ryness, 33, a mother of three, said that though her children loved the dinosaur song, the family did not play it in their apartment because they had downstairs neighbors. “Especially in the winter, this is a lifesaver,” she said. “They can make all the noise they want.”

Afterward, Ms. Ryness added, they check out as many as 20 books for their own story time at home.

Nelly Sanchez, a child-care worker from Washington Heights, in Upper Manhattan, said she had taken her charges to libraries in Battery Park City, Brooklyn and the Bronx just for the story times. Ms. Sanchez, 43, said that now when she was interviewed by parents, they emphasized the importance of reading.

“It used to be, ‘What do you do when the child cries?’” she said. “Nowadays, they’re like, ‘We would like to have library time.’”

*Correction: November 6, 2015*

An article on Monday about the increased demand for toddler story time at public libraries across New York City misstated the designation of 20 New York Public Library branches that will hold extra story time sessions and distribute literacy kits. They are enhanced literacy — not literary — sites.

A version of this article appears in print on November 2, 2015, on page A1 of the New York edition with the headline: Long Line at the Library? It’s Story Time Again.
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, Rick Osen and Tom Barrett.

Board Members Absent: Marilyn Mastor, Rachel Myers

Library Staff: Pamela Kiesner, Jennifer Vander Ploeg, Janice Keller

Others Present: City Council Member Jack Weiss, Council Liaison Faye Hill, Friends of the Bellingham Public Library

Call to order and introductions: Regular session was called to order at 3:32 p.m. by Chair, J. Gordon. Janice Keller will take minutes.

Approve/modify agenda: Rick Osen moved to approve the agenda. Tom Barrett seconded the motion. Motion approved.

Public comment: No public comment.

Consent agenda: Tom Barrett moved approval of the consent agenda. Rick Osen seconded the motion. Motion approved.

Reports

Board member reports:

- Board members welcomed back Rick Osen, who just returned from Poland, brought and distributed Polish art bookmarks for all.

- J recently visited the Spokane Public Library and met with Library Director Andrew Chanse. He reported that they discussed various topics including library facilities planning, library technology needs, and funding via library districts.

City Council liaison report:

- City Council member and liaison Jack Weiss reported that although Council is winding down for the year, some key issues remain in progress, including revisiting jail funding, considering a paid sick and safe leave ordinance and considering various incentives to encourage development in urban village areas.
- Jack noted the smoking ban in city parks and trails – consistent with library rules - was approved by Council.
- Jack noted the Public Works Department recently moved from City Hall into the Federal Building, with the Parks Department scheduled to move into City Hall in the future.

Friends of Bellingham Public Library
- Faye Hill reported on the Friends Board meeting held Nov. 12. She also reminded the Trustees that the Friends Winter Book sale is scheduled December 2-5. Friends expect it to be very big, as they have more donated books than ever for sale.

Library Director
- Pam will be attending Library Council of WA, which she chairs, Monday, Nov. 23.
- Pam and Beth Farley recently toured The Foundry, a makerspace on Forest Street. Many public libraries are providing makerspaces in their communities.
- Pam noted Suzanne Carlson-Prandini was hired as a new full-time Librarian 2. She has been a part-time Librarian 1 and is a long-time library employee.
- Several library staff attended the Whatcom Literacy Council fundraising breakfast last week, featuring Nancy Pearl. Whatcom Literacy Council is an important library partner.
- Pam sent a message to Mayor Linville encouraging her to re-appoint Library Trustee Rachel Myers, whose term is expiring at the end of the year.

2015 Interlocal Agreement:
- Included in the packet is a copy of the Bellingham Public Library – Whatcom County Rural Library District Mutual Extension of Borrowing Privileges and Services for consideration.
- Pam reported that this agreement spells out the mutual privileges and services between WCLS and BPL. It has been in place for many years, and the method for determining the reimbursement amount has not been reviewed in depth in a long time. She noted the WCLS Board approved the agreement at its meeting earlier the same day (Nov. 17, 2015).
- Tom Barrett stated concerns about the agreement. He read a statement and asked that his concerns be described verbatim in the notes:

  Concerns about the interlocal (verbatim from Tom’s notes)

  **Main Concern:** I have no firm basis for knowing that the amount noted in the interlocal is a valid amount for the reimbursement.

  **Another concern:** The base dollar amount was agreed upon years ago. Systems and services change over time, employee costs increase, city and county populations increase at different rates. The base amount should be reviewed at least every 5 years by Finance Department to be sure it is a valid number. This agreement has not been reviewed by the Finance Department for a long time.

  **Another concern:** There is no reference to an addendum with a list of the borrowing privileges and services, there is no listing of the borrowing privileges and services in the agreement.
Another concern: There is no statement as to the percentage or percentages related to Section I language "since County residents use the City Library to a greater degree the County Library is used by City residents". These percentages might change over time and should be stated and reviewed periodically.

Another concern: There is no specific language as to annual adjustments to the prior year reimbursement or an identified adjustment index, although an adjustment was calculated and included.

- Pam described the agreement as a reciprocity agreement: whatever we each provide, we provide for each other's patrons. Pam noted that at the time it was negotiated it was considered to be fair, and that the City Finance Director is aware of the agreement.
- Jack noted there are other departments with agreements that have been extended for many years, and that in cases when there are concerns the agreement is typically approved with direction to review it before it comes back for reconsideration in the future.
- Trustees and Council liaison Weiss further discussed the agreement, questions they have about it, and how to keep services in place while ensuring the agreement is reviewed before reconsideration in 2017.
- Tom moved to accept the agreement as written. Rick seconded the motion. Rick and J vote to approve the motion. Tom votes to oppose the motion. Motion approved 2-1.
- Tom moved that Pam work with the WCLS Director to discuss and address the concerns noted in his verbatim comments above, to result in a different, more accurate agreement going forward. This work should be completed in a timely fashion for adequate review. Rick seconded the motion. Motion approved 3-0.

Comprehensive Plan
Chapter 5 (Facilities Chapter), Part 6 (Public Library & Museum)
- The City Planning and Community Development Department (PCD) is updating the City's Comprehensive Plan. PCD staff asked library staff to update the library section of the Capital Facilities Chapter of this document, with the understanding that final review, editing and publication of the document is PCD's responsibility.
- Trustees provided staff with feedback about an initial draft that was circulated. Comments will be incorporated and a final recommended draft provided to PCD by end of November.

Committee reports

Outreach Committee:
Tom continues to meet with City Council members, most recently Michael Lilliquist and Ward 6 Councilmember-elect April Barker.

Facilities Committee:

Video security system update:
- Janice Keller provided an update on the expansion of city-wide video security systems being installed this fall, including at the library.
Board of Trustees Facilities Committee reviewed plans for this work at a committee meeting September 15, 2015.

The video security system recently was installed by the Public Works Department and is operating in test and training mode.

The system complements our many other measures to provide a safe, secure welcoming environment for all.

The system includes video cameras in select locations inside and outside the library. Cameras are carefully positioned to safeguard the privacy of patrons and employees, and are used in full compliance with library policies, city policies and state laws.

City and library policies are being drafted. Staff expect to bring a formal policy for Board consideration in the coming months.

Other:
J reports that the facilities study being conducted by the Public Works Department should be out late November, with a companion cost analysis due by end of year. This allows the library board to move forward with a library programming study.

2015/2016 Budget

City Council budget update
Jack Weiss described the process of including expanded branch hours in the 2016 city budget. It was one of four amendments to the budget proposed by Council members, and has been approved to be funded by cable franchise fee revenues. This decision is nearly final, subject to final Council approval of the entire budget. Funded was $46,000 ($34,000 for a part-time clerk, $6,000 for page hours and $6,000 for Facilities support) to add eight additional hours at branch libraries, which will allow them both to be open all day Saturdays. Dec. 7 & 14 are scheduled dates of final Council budget consideration, and Jack said he expects it to pass.

2016 Rates & Fees: review and approve
Trustees reviewed the draft chart of 2016 Library Rates and Fees, which includes the following proposed changes effective January 1, 2016:

- Propose eliminating: Processing fee for lost or damaged items ($5)
- Propose eliminating: In-depth research fee ($40/hour)

Rick asked where the revenue from these fees is applied. Pam answered that revenue from these fees goes into City General Fund. Tom moved to approve these two proposed changes. Rick seconded the motion. Motion approved 3-0.

2016 regular Library Board of Trustees meeting schedule

Trustees agreed to the meeting schedule included in the packet.

2016 City of Bellingham holidays & other library closures

Trustees agreed with the city-observed holidays and additional library closures.
Whatcom READS! 2016
Trustees were provided copies of the Whatcom READS 2016 selection: A Tale for the Time Being by Ruth Ozeki and urged to "read and release" them into the community. More details about Whatcom READS 2016 events will be presented at next meeting.

New business

Action items for next meeting: Facilities study if complete, Whatcom READS, video security policy if ready.

The Board of Trustees moved to Executive Session at 5:02 p.m.

Executive session: the Board of Trustees went into Executive session for the purpose of hearing a labor negotiations update from Angela Beatty, HR Analyst, and Pam Kiesner, Library Director. The Executive Session adjourned at 5:29 p.m. and went back into Regular Session. There was no action as the result of the Executive Session.

Meeting adjourned at 5:30 p.m.

Next regular Library Board meeting: December 15, 2015 – 3:30 p.m., Central Library, 210 Central Avenue, Bellingham, Washington

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees
## Bellingham Public Library
### Performance & Activity Measures, 2015

<table>
<thead>
<tr>
<th>Holdings - Number of materials in the library's collection</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Physical copies added to the collection</td>
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<tr>
<td>Electronic copies added to the collection - Hoopla added March</td>
</tr>
<tr>
<td>Physical copies withdrawn from the collection</td>
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<tr>
<td>Total physical holdings</td>
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<tr>
<td>Total Holdings (Physical and Electronic)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Circulation - Number of items checked out or renewed: Includes Interlibrary Loan and Outreach activity</th>
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<tbody>
<tr>
<td>Central Library</td>
</tr>
<tr>
<td>Adult</td>
</tr>
<tr>
<td>Youth</td>
</tr>
<tr>
<td>Sub-Total Central</td>
</tr>
<tr>
<td>Fairhaven Branch</td>
</tr>
<tr>
<td>Adult</td>
</tr>
<tr>
<td>Youth</td>
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<tr>
<td>Sub-Total Fairhaven</td>
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<tr>
<td>Barkley Branch</td>
</tr>
<tr>
<td>Adult</td>
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<tr>
<td>Youth</td>
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<tr>
<td>Sub-Total Barkley</td>
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<tr>
<td>Bellingham Technical College</td>
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<td>Adult</td>
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<tr>
<td>Youth</td>
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<tr>
<td>Sub-Total BTC</td>
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<tr>
<td>Whatcom Community College</td>
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<td>Adult</td>
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<tr>
<td>Youth</td>
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<tr>
<td>Sub-Total WCC</td>
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<tr>
<td>Western Washington University</td>
</tr>
<tr>
<td>Adult</td>
</tr>
<tr>
<td>Youth</td>
</tr>
<tr>
<td>Sub-Total WWU</td>
</tr>
</tbody>
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### Online Services

| Hoopla (added March, 2015) | 2,813 | 0 | 21,035 | 0 |
| NW Anytime Library Overdrive | 10,204 | 9,202 | 110,075 | 99,188 | 10.58% |
| Tumblebooks | 3,568 | 7,282 | 51,884 | 62,584 | -17.10% |
| Zinio | 1,004 | 1,069 | 14,681 | 11,357 | 29.40% |
| Sub-Total Online | 17,589 | 17,553 | 197,673 | 173,109 | 14.19% |
| Total Circulation | 124,841 | 131,802 | 1,459,709 | 1,501,134 | -2.76% |

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<thead>
<tr>
<th>Holds Activity</th>
</tr>
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<tbody>
<tr>
<td>Holds Resolved - BPL staff filling holds for pickup at BPL &amp; WCLS Systems</td>
</tr>
<tr>
<td>Holds Filled - holds checked out at BPL, FHL, Barkley and WCC</td>
</tr>
<tr>
<td>Total Website Visits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Usage - Number of sessions</th>
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</thead>
<tbody>
<tr>
<td>Central Library (in February, re-opened Sundays during 2014 school-year)</td>
</tr>
<tr>
<td>Adult</td>
</tr>
<tr>
<td>Children's</td>
</tr>
<tr>
<td>Fairhaven Branch (3 terminals)</td>
</tr>
<tr>
<td>Barkley Branch (3 terminals)</td>
</tr>
<tr>
<td>Total Computer Usage</td>
</tr>
<tr>
<td>New Borrowers Registered</td>
</tr>
<tr>
<td>Central Library (5 terminals)</td>
</tr>
<tr>
<td>Fairhaven Branch (7 terminals)</td>
</tr>
<tr>
<td>Barkley Branch (4 terminals)</td>
</tr>
<tr>
<td>Total New Borrowers Registered</td>
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<table>
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<tr>
<th>Programs - Library sponsored or co-sponsored educational, recreational or cultural programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs</td>
</tr>
<tr>
<td>Attendees</td>
</tr>
</tbody>
</table>

| Volunteer Hours | 470 | 571 | 7,176 | 6,328 | 13.40% |

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<thead>
<tr>
<th>ADMINISTRATION</th>
<th>VENDOR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications/ITSD charges</td>
<td>City of Bellingham (Interfund)</td>
<td>1,784.00</td>
</tr>
<tr>
<td>Key copies</td>
<td>Accurate Lock &amp; Security</td>
<td>7.35</td>
</tr>
<tr>
<td>Projector; headphones; hand vacs</td>
<td>Amazon.com</td>
<td>1,295.66</td>
</tr>
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<td>Kleenex</td>
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<td>Barkley operating costs</td>
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<td>Program supplies</td>
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<td>Acrylic displays</td>
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<td>Van maintenance &amp; repair</td>
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<td>CD &amp; DVD processing</td>
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<td>ILL &amp; tech services</td>
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<td>Books</td>
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### BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

### NOVEMBER 2015 CLAIMS

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<th>Books</th>
<th>Grey House Publishing</th>
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**LIBRARY ACQUISITIONS Sub Total** $25,055.55

**GIFT FUND**

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<td>Books</td>
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<td>Early learning space</td>
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**GIFT FUND ACQUISITIONS Sub Total** $1,953.17

**TOTAL GENERAL FUND** $34,915.14

**TOTAL CLAIMS** $36,868.31
Title: Use of Video Surveillance System
(DRAFT for Library Board review and feedback, December 15, 2015)

See also:
City of Bellingham Policy Using Information Technology Resources (ADM 07.00.11)
City of Bellingham Policy Public Disclosure Guidelines (ADM 07.04.01).
Bellingham Public Library Policy Confidentiality (5.101)
City of Bellingham Policy Using Video Surveillance Systems (TBD)

Codes and Laws:
RCW 42.56 Washington Public Records Act (http://app.leg.wa.gov/RCW/default.aspx?cite=42.56)
Chapter 44-14 WAC (http://apps.leg.wa.gov/wac/default.aspx?cite=44-14)
Internal documents: Library Staff Code of Ethics, Confidentiality and Patron Account guidelines

Scope:
This policy applies to all staff, patrons and visitors to the Bellingham Public Library.

Policy/Conditions

1. Library promotes safety and security through use of a video surveillance system
   • Selected areas of the library premises are equipped with video cameras that generate live video feeds and may record images.
   • The library’s video surveillance system is part of a larger, multi-building camera system initiated, installed and managed by the City of Bellingham.
   • The video surveillance system is intended to promote the safety and security of the public, library staff and library facilities, support enforcement of the library’s rules of conduct, discourage inappropriate and illegal behavior, and aid in the apprehension and prosecution of offenders.
   • The video surveillance system complements other measures to maintain a safe, secure and welcoming environment in compliance with library policies, city policies and state laws.

2. Library protects the privacy of its patrons
   • Privacy is essential to the free and unrestricted use of library resources. Patrons have the right to search for and borrow materials without fear of scrutiny.
   • The video surveillance system and any associated recordings shall not be used in a manner which would violate the Bellingham Public Library Confidentiality Policy (5.101), City of Bellingham policies, and other applicable laws and policies including, but not limited to, the Constitution of the United States, the laws of the State of Washington and the American Library Association’s policies.
3. Cameras shall be located in specifically designated public areas
   - Surveillance cameras will be positioned to safeguard the privacy of patrons and employees.
   - Examples of appropriate locations include the common areas of the library such as entryways, lobbies, hallways, public seating areas, and outside entrances, exits, park properties and parking areas.
   - Surveillance cameras will not be positioned to allow the monitoring of areas where individuals have a reasonable expectation of privacy, such as in restrooms. Additionally, the surveillance cameras will not be positioned to allow the monitoring of patrons checking materials out from the library.
   - Camera locations will be positioned, changed or added only with the permission of the Library Director or authorized designee.

4. Library posts notice about surveillance system use
   - The library will notify the public and staff that it uses a video surveillance system for monitoring and recording activity in and around the library.

5. Surveillance system records are managed in accordance with state law
   - Recordings and images from the surveillance system may be retained, maintained and disclosed in a manner consistent with all applicable library policies, city policies and state laws.
   - Recordings which are not related to a specific security incident will generally be maintained for a minimum of 30 days and then automatically deleted.
   - Recordings related to a documented security incident will be maintained for the duration of the investigation or resolution of the matter plus an additional six (6) years.

6. Surveillance system records may be released
   - Recordings and images created using the surveillance system are public records subject to disclosure under the Public Records Act (RCW 42.56).
   - Any requests for recordings or images will be processed according to City of Bellingham policies and procedures outlined in City of Bellingham Policy Public Disclosure Guidelines (ADM 07.04.01).
   - No requestor shall be denied access to public records for any reason without the express written approval of the city’s Public Records Officer, per ADM 07.04.01.
   - The Library Director or designee may view recordings or images as needed before they are released to monitor for adherence to patron privacy requirements.

7. Library Board approves and reviews this policy
   - This policy is approved and periodically reviewed, revised or reaffirmed by the Library Board of Trustees.
A resolution honoring Bellingham City Council Member Jack Weiss for his service to the Bellingham Public Library and our community
December 15, 2015

Whereas, Jack Weiss has served on the Bellingham City Council representing the 1st Ward since elected to office in 2007, and will conclude his second term of office at the end of 2015; and,

Whereas, Jack had a long history of community volunteerism and service prior to his election to the City Council; and

Whereas, he has served the Bellingham community with honor and distinction, striving to promote effective, transparent municipal government and represent the interests of his ward and the community as a whole; and

Whereas, Jack has used his leadership and influence to improve quality of life in neighborhoods, provide recreational opportunities, promote environmental sustainability, and strengthen programs that make a positive difference in our community;

Whereas, Jack has served as City Council liaison to the Bellingham Public Library Board of Trustees since January 2014, helping foster effective communication and collaboration between the Library Board and City Council; and

Whereas, he has been instrumental in securing funding for additional open hours at library branches, a top service request of Bellingham library users; and

Whereas, we wish to express our appreciation for Jack’s commitment to public library services and hope he will continue to be an active patron and supporter of the library in the future.

Now, therefore, be it resolved that the Bellingham Public Library Board of Trustees honors Jack Weiss for his dedication and service to the Bellingham Public Library and to our entire community.

Passed by Library Board action this 15th day of December, 2015.

J. Robert Gordon, Chair                    Rachel Myers, Vice-Chair

Tom Barrett                                 Marilyn Mastor                    Rick Osen
City Council Agenda Bill

Subject: Mayor's Reappointment of Rachel Myers to the Bellingham Public Library Board of Trustees (Approval)

Summary Statement: The Bellingham Public Library Board of Trustees is authorized by City of Bellingham Charter 7.02.

The Mayor reappoints Rachel Myers to her final term, which will expire on January 1, 2021.

Previous Council Action: None

Fiscal Impact: None

Funding Source: None
Attachments: None

<table>
<thead>
<tr>
<th>Meeting Activity</th>
<th>Meeting Date</th>
<th>Staff Recommendation</th>
<th>Presented By</th>
<th>Time</th>
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<tbody>
<tr>
<td>Mayor's Appointment for Approval</td>
<td>12/7/2015</td>
<td>Approve Appointment</td>
<td>Mayor Kelli Linville</td>
<td>0 minutes</td>
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Recommended Motion:

Council Committee: 

Agenda Bill Contact: Tracy Lewis, Mayor's Office

Reviewed By

- Brian M. Heinrich
- Peter M. Roffatto
- Kelli J. Linville

Department

- Executive
- Legal

Date

- 11/23/2015
- 11/24/2015
- 12/01/2015