

**BELLINGHAM PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES**

**NOTICE OF MEETING
REGULAR MEETING
of TUESDAY, JUNE 27, 2017**

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
Library Board Room – 3:30 p.m.**

<u>AGENDA</u>	<u>TIME (approx.)</u>
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 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. <ul style="list-style-type: none">• Communications and FYI• Minutes May 16, 2017: Regular board meeting• Library performance & activity measures May 2017• Financial reports Claims: May 2017 YTD report: May 2017	2 min
5. Reports <ul style="list-style-type: none">• Library Board members• City Council liaison• Friends of Bellingham Public Library• Library Director	15 min
Time check: 3:55	
6. Sustainable Funding Consultant study update <ul style="list-style-type: none">• Rick Osen, Trustee and Nancy Kerr, Director	20 min
7. New business	2 min
8. Action items for next meeting	2 min

- Preliminary mid-biennium budget discussion

9. Open Public Meetings Act

20 min

- Training video (17 min)

10. Adjourn

Time check: 4:39

Next Regular Library Board Meeting: Tuesday, July 18, 2017 – 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



Regular Meeting of the Library Board of Trustees May 16, 2017 – Central Library 3:30 p.m.

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

Board Members Present: J. Gordon, Rachel Myers, Rick Osen, Rebecca Craven and Jim McCabe

Library Staff: Nancy Kerr, Jennifer VanderPloeg and Janice Keller

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

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

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Rick Osen seconded. Motion carried.

Public comment: No public comment.

Consent agenda: A question was posed about the amount of \$156,393 in the State report, listed under Library Revenue 3.2. It was surmised that this amount could represent the amount previously given to BPL on an annual basis by WCLS (correctly surmised). Jim McCabe asked whether library maintenance comes out of the Library or City budget, and the answer is that it comes out of the Library budget, although the Library does not own its buildings, nor does it pay to rent the Central or Fairhaven branches. A question was asked regarding the existence of a summary of what is controlled by the Board as opposed to the City. The Board has full control over expenses. The Board sometimes has to make decisions that are not politically easy, such as during times of financial downturns and layoffs. In WCLS, the cities own their buildings. Rachel Myers moved to approve the consent agenda items, which include minutes for April 18, 2017, and the April 2017 financial report and library performance and activity measures. Rick Osen seconded. Motion carried.

Board member reports:

- Board members would like to see a copy of the YTD budget in the next Board packet.
- Rick reported that he and Brian Heinrich attended the last All Staff meeting at the Library to present an overview of the upcoming consultant sustainability study as well as answer questions from staff. They were very well received, and Nancy noted that several staff members had requested that they return during the process to give updates.

- Rick has been invited to speak at the June meeting of the Local Chapter of Retired Public Employees Council of Washington.
- Jim McCabe and Nancy attended the Whatcom Community Foundation's recent presentation on encouraging community groups to seek out donors willing to put their organizations into their estate planning through donations and bequests. The Foundation has been involved with BPL since 1997. Jim will contact Rachel for some information he needs on matching funds gifts.
- Rachel distributed a 20th Anniversary Foundation brochure.
- J. noted that he and Nancy met with the Mayor for a short meeting, where they mostly discussed the sustainability study and briefed her on the two firms which responded to the RFQ. The Mayor has a recently installed white board in the room where they met, with a timeline of potential projects listed. The Library "made the list" and is listed for potential measures in 2018 or 2019. Other projects on the timeline included the jail, school district, and Regional Fire Authority.

City Council liaison report:

- April reported that a committee has been approved to look into the establishment of a Regional Fire Authority (RFA). Michael and Terry are on that committee. A steering committee will be appointed next.
- The Transportation Improvement Program is coming back up for discussion and approval. April cited some traffic concerns, such as in the Telegraph Hill area.
- The Jail packet is being brought forward for Council to decide on their direction moving forward. For example, what are the numbers if they go out to try to get 1/10 of one percent? Can some services be contracted out? There has been quite a bit of opposition, as the first tax did not pass.
- April mentioned the proposed homeless shelter property is not an option any longer.
- April and Nancy attended Racial Equity Training, sponsored by the Youth Services department and including area library staff. April thought the training extremely valuable, and will bring it to the attention of the League of Women Voters.

Friends of the Bellingham Public Library report:

- Faye expressed her thanks to April for attending the Racial Equity training, and expressed interested in more training in this area. She mentioned a book that had been used by her study group entitled "Waking up White" that treated this discussion topic.
- Faye thanked Nancy for being the keynote speaker at the Friends' recent Annual Meeting. The attendance was not large, perhaps due to the Fairhaven location, but it was a good meeting nonetheless.
- The Board meeting is being held tomorrow; they are now meeting every two months rather than monthly.
- The Ski-to-Sea Book Sale begins next week on Wednesday.

Library Director report:

- Nancy thanked the Trustees who have already had their photos taken, and noted that the quality of the photos is really excellent.
- She then discussed some of the short-term and long-term implications of Lola's departure, leaving the position of Head of Information and Digital Services. The M-team will meet to review Lola's job description to see if it needs any changes before

opening up a recruitment. In the short term, Doug, and possibly Madeline, will assist if situations arise that need immediate attention.

- As there are multiple other job descriptions that need attention, HR has suggested that the Library hire a consultant (perhaps Kara Turner) to handle all of the changes at the same time, rather than feed them into the lengthy queue in HR. HR will get back to the Library shortly regarding Kara's availability.
- Beth, Nancy and Tim will be interviewing multiple candidates next week for the two open part-time security attendant positions. Beth noted that she has received over 30 applications, so we are hoping to have two new people in place shortly.
- Nancy and J. met with Mayor Kelli, and she informed us to go ahead and make mid-cycle budget requests for what we need. Those requests might include additional funds for collection materials and processing, or technology such as an electronic sorter and RFID.
- Nancy attended a Library Tech Trends webinar, and will compile and send around some pertinent and interesting information on that topic.
- Janice provided information on the 2017 Art Walk that happened on Friday, May 5th; the Library stayed open a few extra hours that evening, offering crafts and snacks, as well as the chance to view artwork made by elementary school children from throughout Whatcom County. We were among 65 downtown businesses that participated this year. The artwork will remain on display in our building until just before Memorial Day Weekend – you may have enjoyed some of it in the stairwell on the way to this meeting.
- Janice recently updated the statistics and Trustees' names on our *Your Library at a Glance* handout. Most of you will recognize this handout, as not much else was changed on it. We use this handout when we speak to groups, as well as on tours. It is also posted on our website. We hope to fully update it later in 2017.

2016 Washington Public Libraries Annual Report: The Annual Report was discussed briefly at the beginning of the meeting under Consent Agenda. A brief explanation of the process for submitting State Reports ensued. Nancy will send out a link to the WA State Library statistics.

Sustainable Funding consultant study update: Rick reported that we received two responses to the RFQ, one from Ruth Metz Associates, the other from Berk Consulting. The former is a sole practitioner, the latter a larger firm. Both have different ways to approach the issues at hand, and both will be interviewed via Skype tomorrow. The interview panel is made up of Rick, J., Nancy, and Brian Heinrich, who have collaborated on a list of topics/questions. Rick noted that both are viable candidates.

New business: No new business.

Action items for next meeting:

- J. will not be available on the scheduled meeting date next month, so the meeting will be moved to Tuesday, June 27th, at 3:30 PM.

Meeting adjourned at 4:50 p.m.

Next Regular Library Board Meeting – June 27, 2017 at the Central Library, 210 Central Avenue, Library Board Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

Draft

Bellingham Public Library Performance & Activity Measures, 2017

			Year to Date		% of change YTD
	May-17	May-16	2017	2016	
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	2,025	1,838	9,214	8,511	8.26%
Electronic copies added to the collection - <i>Hoopla removed March, 2016</i>	1,349	906	4,872	-12,112	-140.22%
Physical copies withdrawn from collection	(309)	(289)	(1,750)	(7,973)	-78.05%
Total physical holdings			200,219	188,755	6.07%
Total electronic holdings			62,716	51,267	22.33%
Total Holdings (Physical and Electronic)			262,935	240,022	9.55%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	58,133	62,277	278,194	302,952	-8.17%
Youth	39,223	35,636	182,454	182,982	-0.29%
Sub-Total Central	97,356	97,913	460,648	485,934	-5.20%
Fairhaven Branch					
Adult	6,912	4,512	33,583	25,915	29.59%
Youth	2,466	1,772	11,070	9,139	21.13%
Sub-Total Fairhaven	9,378	6,284	44,653	35,054	27.38%
Barkley Branch					
Adult	5,459	2,754	24,529	17,349	41.39%
Youth	3,333	1,856	14,492	11,470	26.35%
Sub-Total Barkley	8,792	4,610	39,021	28,819	35.40%
Bellingham Technical College					
Adult	180	21	538	451	19.29%
Youth	39	0	76	42	80.95%
Sub-Total BTC	219	21	614	493	24.54%
Whatcom Community College					
Adult	361	316	1,628	1,369	18.92%
Youth	121	79	537	380	41.32%
Sub-Total WCC	482	395	2,165	1,749	23.79%
Western Washington University					
Adult	682	657	2,591	2,580	0.43%
Youth	186	217	879	1,026	-14.33%
Sub-Total WWU	868	874	3,470	3,606	-3.77%
Online Services					
NW Anytime Library Overdrive	13,617	11,806	65,874	56,487	16.62%
Tumblebooks	688	3,261	6,101	14,444	-57.76%
Zinio	1,343	1,124	7,630	7,632	-0.03%
Sub-Total Online	15,648	16,191	79,605	78,563	1.33%
Total Circulation	132,743	126,288	630,176	634,218	-0.64%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	50,889	47,097	248,029	241,848	2.56%
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	31,779	30,006	158,635	155,220	2.20%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	41,472	43,014	212,325	225,850	-5.99%
Childrens	10,346	11,362	60,492	61,452	-1.56%
Fairhaven Branch	6,912	6,431	35,674	33,396	6.82%
Barkley Branch	4,130	3,672	20,064	18,557	8.12%
Total Persons Visiting	62,860	64,479	328,555	339,255	-3.15%
Website Visits	36,984	45,679	203,300	235,636	-13.72%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	11,801	12,152	53,318	60,204	-11.44%
This count reflects number of visits to Bibliocommons					
Total Website Visits	48,785	57,831	256,618	295,840	-13.26%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	5,431	4,014	28,364	27,717	2.33%
Childrens (3 terminals)	103	109	898	1,031	-12.90%
Fairhaven Branch (6 terminals)	695	358	3,272	2,773	17.99%
Barkley Branch (4 terminals)	309	158	1,509	1,273	18.54%
Total Computer Sessions	6,538	4,639	34,043	32,794	3.81%
New Borrowers Registered					
Central Library	342	441	2,177	2,449	-11.11%
Fairhaven Branch	40	25	228	177	28.81%
Barkley Branch	55	16	171	106	61.32%
Total New Borrowers Registered	437	482	2,576	2,732	-5.71%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	111	116	625	601	3.99%
Attendees	2,790	3,242	15,608	16,845	-7.34%
Volunteer Hours	554	946	2,643	3,232	-18.22%

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 JUNE 27, 2017, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Software	Adobe Creative Cloud	391.19
Advertisement listing	Allied Arts of Washington	100.00
Toner, office & programming supplies	Amazon.com	515.51
Email newsletter	Constant Contact	1,539.18
Printing	Copy Source	664.98
Water @ Barkley Branch	Crystal Springs	19.80
Lost Interlibrary loan items	Davenport Public Library	7.00
Staff training	Fred Meyer	38.53
Name tags	Laserpoint Awards	11.41
Lost Interlibrary loan items	McAllen Public Library	11.99
Security software maintenance	Ninite.com	21.74
Office supplies; copier paper	Office Depot	707.65
Software	PayPal	31.52
Diesel fuel	Reisner Distributor	109.66
Copier expenses	Ricoh	469.97
Staff training	Starbucks	34.68
Barkley operating costs	Talbot Services LLC	533.33
Microfiche machine lease	Technology Unlimited	339.14
Debt collection service	Unique Management Services	268.50
Post Office box	USPS	1,300.00
Table dollies	Wayfair	1,206.54
	ADMINISTRATION Sub Total	\$8,322.32
PUBLIC SERVICE		
Library materials returned	Library Refunds	51.39
B & O taxes	WSDR	41.24
	PUBLIC SERVICE Sub Total	\$92.63
TECHNICAL SERVICES		
Book processing	Baker & Taylor	5,402
CD & DVD processing	Midwest Tape	1,341.14
ILL & tech services	OCLC	2,086.69
	TECHNICAL SERVICES Sub Total	\$8,829.69
LIBRARY ACQUISITIONS		
Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	356.61
Books	Baker & Taylor	18,484.98
Books	Council of State Governments	63.59
Periodicals, electronic databases	Ebsco Subscription Services	1,805.62
DVDs, CDs, recorded books	Midwest Tape	8,927.43
eBooks, audiobooks	Overdrive Inc	2,386.60
ePeriodicals	Recorded Books Inc	115.92

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

MAY 2017 CLAIMS

DVDs	Target	10.87
Books	Village Books	50.58

LIBRARY ACQUISITIONS Sub Total \$32,202.20

GIFT FUND

Books	Baker & Taylor	2,821.69
Books	Center Point Large Print	93.79
Teen programming	Fred Meyer	10.49
Books	Gale	198.98
Teen programming	Little Caesars'	53.19
Summer Reading supplies	Lynden Tribune printing	966.67
DVDs, BCDs	Midwest Tape	115.19
Teen programming	Rudy's Pizzeria	20.00

GIFT FUND ACQUISITIONS Sub Total \$4,280.00

TOTAL GENERAL FUND \$50,582.84

TOTAL CLAIMS \$54,862.84

GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 5 ending May 31, 2017

Transaction status 1
Rounding to Whole Dollars

		YTD Actual	Adopted Budget	Revised Budget	Variance From Revised	% Complete
Dpt 0190	LIBRARY					
Grp 191	LIBRARY ADMINISTRATION					
ExO 010	SALARIES & WAGES	111,928	256,036	256,036	144,108	43.7
ExO 020	PERSONNEL BENEFITS	44,417	110,529	110,529	66,112	40.2
ExO 030	SUPPLIES	20,146	79,784	80,840	60,695	24.9
ExO 040	SERVICES	166,263	366,226	366,226	199,963	45.4
ExO 050	INTERGOVT SERVICES PAYMENTS	1,388	6,500	6,500	5,112	21.4
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Grp 191	LIBRARY ADMINISTRATION	344,141	819,075	820,132	475,990	42.0
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	787,708	1,899,743	1,899,743	1,112,035	41.5
ExO 020	PERSONNEL BENEFITS	339,405	838,151	838,151	498,746	40.5
ExO 030	SUPPLIES	186,325	406,465	413,494	227,169	45.1
ExO 040	SERVICES	8,550	30,205	30,205	21,655	28.3
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Grp 193	LIBRARY SERVICES	1,321,988	3,174,564	3,181,594	1,859,606	41.6
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	190,036	457,103	457,103	267,067	41.6
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Report Final Totals		1,856,165	4,450,742	4,458,828	2,602,663	41.6
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