

Publication of the agenda and the approximate times are a guide to, and not a limitation on, the activities of Trustees.

**Fairhaven Branch Library, 1117 12<sup>th</sup> Street, Bellingham, Washington  
Fireplace Room – 4:30 p.m.**

<b>AGENDA</b>	<b>TIME (approx.)</b>
<b>1. Call to order and introductions</b>	2 min
• Welcome to Jon McConnel, Head of Digital Service	
<b>2. Approve/modify agenda</b>	1 min
<b>3. Public comment</b>	5 min
This time is set aside for members of the public to make comments or ask questions. Please limit remarks to three to five minutes.	
<b>4. Consent agenda</b>	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.	
• <b>Communications and FYI</b>	
• <b>Minutes</b>	
September 19, 2017: Regular board meeting	
October 17, 2017: Special board meeting	
• <b>Library performance &amp; activity measures</b>	
September 2017	
• <b>Financial reports</b>	
Claims: September 2017	
YTD report: September 2017	
<b>5. National Friends of Libraries Week, October 15-21, 2017</b>	10 min
• Mayoral Proclamation	
• Library Board Resolution – approve	
<b>6. Reports</b>	10 min
• Library Board members	
• City Council liaison	
• Friends of Bellingham Public Library	
• Library Director	
	<b>Time check: 5:00</b>
<b>7. BERK Consulting update</b>	40 min
<b>8. Board Personnel Committee discussion</b>	5 min

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|--|-------------------------|
| <b>9. 2018 Interlocal Agreements for Connections</b> | 5 min                   |
| • Creation of perpetual agreements                   |                         |
|  | <b>Time check: 5:50</b> |
| <b>10. Trustee recruitment process</b>               | 10 min                  |
| <b>11. New business</b>                              | 5 min                   |
| <b>12. Action items for next meeting</b>             | 5 min                   |
| • Level of Services: Staffing                        |                         |
| <b>13. Adjourn</b>                                   | <b>Time check: 6:10</b> |

**Next Regular Library Board Meeting: November 21, 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 of notice.  
Order of agenda items may be adjusted.

# Bellingham Public Library



**Regular Meeting of the Library Board of Trustees  
Tuesday, September 19, 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.

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

**Board Member absent:** Rebecca Craven

**Library Staff:** Nancy Kerr, Bethany Hogle, Janice Keller, Jennifer Vander Ploeg, Deborah Brewer, Suzanne Carlson-Prandini and Wendy Jenkins

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

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

**Approve/modify agenda:** Rick Osen moved to approve the agenda. Rachel Myers seconded. Motion carried.

**Public comment:** No comment.

**Consent agenda:** Jim emailed Wendy to clarify his trip report from the last meeting. He suggested rewording the last sentence to, "Jim recalled that on another Sister City visit in 2006 to Port Stephens, Australia, two Bellingham library staff, Bethany Hogle and Sandy Zell, were visiting at the same time." Wendy has adjusted the minutes. J. commented on the large number of withdrawals in August. Nancy offered to check the accuracy of the number (after the meeting Beth Farley confirmed the number is correct). J. also noticed that Central circulation numbers are slightly down, but both branches are up significantly, almost 40%. Jennifer added that, rather than a result of increased Saturday hours, this is due to very busy Wednesdays and Thursdays. Rick Osen moved to approve the August 15, 2017 Regular meeting minutes as amended and the August 2017 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried.

**Board member reports:** Jim reported that September is National Preparedness Month and Bellingham Book Groups' September selection is on emergency preparedness – Ted Koppel's *Lights out*.

Rick requested that Nancy send J. copies of the documents reflecting the 2018 budget adjustments that were decided on at the meeting held by Rick, Nancy and Beth Farley, Head of Collections.

J. and Nancy met with the Mayor earlier today and brought her up to date on the Funding Study. J. also mentioned that he, Brian Heinrich and Nancy met yesterday to discuss the study progress.

Rachel praised the recommended reading lists featured in Bibliocommons.

**City Council liaison report:** April reported that the Arch of Healing and Reconciliation event was lovely. April informed the Council that Parks is discussing including making the Central Library Lottie Street entrance ADA accessible at the same time as installation of the Arch. Also being discussed is what to do with the broken fountain. Options include filling the fountain to create a stage, removing the fountain and having a flat space, or creating a play space. Nancy expressed that Library preference is to remove the fountain. April will request a meeting between Parks and the Library. Rachel added that an interactive area would be great. J. suggested putting it on next month's agenda for a formal discussion.

Council is also still working on affordable housing issues.

**Friends of BPL report:** Faye reported that tomorrow the Friends will be holding their first board meeting after the summer hiatus. Next week is the Fall Book Sale and they have lots of books. This will be the last sale for 2017.

**Library Director's report:** Nancy reviewed her report that is included in the board packet.

Concerning Narcan and libraries, April added that the Health Department offers Narcan kits free with insurance. The Board was supportive of Nancy talking with staff and exploring getting a couple of kits.

Jim pointed out that he visited the WLA Conference website and did not see Suzanne listed as a presenter, but he did see Janice's name listed. Nancy verified that Suzanne is presenting in place of Janice.

**Sustainable Funding Consultant Study update:** On September 13, a conference call was held between BERK Consulting, Nancy, J., Rick and Brian Heinrich. Nancy presented to the board the draft Situation Assessment PowerPoint that BERK forwarded to the committee following the conference call. Highlights of the draft PowerPoint include:

- Project Updates – Situation Assessment: BERK is finalizing a discussion draft Situation Assessment which will be provided to the Project Team by the end of the week; it will include:
  - Review of substantial programmatic and financial data to provide an overview of current administration, operations and programming, and financial position.
  - Key themes generated from informant interviews.
  - Peer Comparison and Models.
- Library Services – map of locations in Bellingham and surrounding area with population density as of 2017:

- BPL branch facilities are limited, but are located within high density areas of the city.
- Future annexations could create larger gaps in services related to physical facilities.
- Library Services – map of locations in Bellingham and surrounding area with poverty rates as of 2017:
  - There are some areas with a high density of people living in poverty that do not include a library facility of any kind.

The following points were summarized from informant interviews with:

- April Barker, BPL Council Liaison
- Christine Perkins, WCLS Executive Director
- Faye Hill, BPL Friends President
- Janice Keller and Bethany Hogle, Management Team members
- Kelli Linville, City of Bellingham Mayor
- Marty Mulholland, IT Department Director
- Pam Kiesner, Former BPL Director
- Rick Sepler, Planning and Community Development Director
- Ted Carlson, Public Works Director
- Bellingham Public Library's Role:
  - BPL is unique because it is one of the only places in the community where anyone is welcome.
  - The Library is a recognized resource for information and a community gathering place.
  - The Library's role in the community is changing:
    - Social and community center
    - Destination
    - Contributor to livability and image
- Challenges
  - The Library is seen in isolation from other City services and lacks a clear champion.
  - Funding is the Library's greatest challenge. Being a part of the City's general fund means its funding is unpredictable and in direct competition with other essential services.
  - The Central Branch facility is outdated and inadequate.
  - There is inequitable access and provision of library services across the community.
  - There is some confusion in the community about Bellingham Public Library's independence from Whatcom County Library System.
  - User needs are quickly evolving, especially needs related to technology and flexible community meeting space.
- Benefits and Drawbacks of Remaining Independent
  - Local control is the primary benefit of remaining an independent system. Many informants thought that the Bellingham community has different values and service demands than in Whatcom County.
  - BPL is already engaged in cost-sharing practices with WCLS and many efficiencies have already been achieved. Informants also mentioned that this

- can cause confusion for community members; they don't understand that BPL is funded through city revenues.
  - To remain independent, BPL needs adequate and sustainable funding. Informants thought the public needs to be aware of the Library's needs and be a part of the conversation for funding opportunities.
- Hopes for the Study
  - Many informants hoped that this study would result in a clear direction or vision that the City could take to staff and community for input.
- Peer Review with Washington State peer libraries:
  - Circulation Turnover Rate: In a graph of peer libraries, the range of numbers for turnover rate (circulation divided by collection) was 1.95 to 6.65 – BPL is the highest at 6.65. Our collection is well-used and wearing out.
  - Facilities - Square Feet per Capita: with numbers ranging from 0.37 to 1.09, BPL is 0.67 – about mid-range, but this does not take into account the number of patrons using the facilities. Our square footage includes all meeting rooms.
  - Collection Expenditures divided by total circulation: with numbers ranging from \$0.26 to \$0.61, BPL is \$0.30 – very low on the scale.
- Original Organizational Models/options:
  - BERK's initial list of organizational models/options to consider included:
    1. Local levy dedicated to Bellingham Public Library
    2. Annexation to WCLS.
    3. Development of an expanded consortium agreement with WCLS.
    4. Maintenance of the status quo.
      - ✓ BERK identified that #3 is not practical/possible.
  - To maximize flexibility and comparability, options need to separate organizational model, level of service, and funding options.
- Refined Organizational Models/Options: this chart illustrates the focus of BERK's upcoming cost models. They plan to look at three levels of service: Status Quo; Enhanced Programming; and Enhanced Programming and Facilities. For each of the three levels, they will consider the cost of remaining independent and of annexing with WCLS.
- Next Steps:
  - Advance cost model and analyze future organizational models/options.
  - Review Options and Modeling Outputs with the Library Board (slated for October 17).
  - Develop draft and final Report.
  - Present to City Council (TBD).

It is J.'s hope that the final BERK report will be clear about what the cost to the tax payer is with each of the options. April expressed that there is community confusion about BPL and WCLS being separate entities and that the BERK report needs to show clearly what the costs and benefits are for each option so that we can communicate that. J. questioned what the improved levels of service are that are referred to under "Enhanced Programming" – this is something that needs our input. Jim added that in the same way our input is needed for the BPL part, WCLS also needs to be involved in their part. Rick suggested waiting to see what documents BERK submits to the committee and then determine if we need to have further conversation with BERK.

**Library initiatives serving people experiencing homelessness:** Suzanne explained that she and Deborah developed and implemented an outreach pilot project involving eight visits to the Lighthouse Drop-In Center over a period of six months. This project evolved from the knowledge that staff see our regular patrons, they recognize points of tension and points of disservice – if a patron does not have a physical address, they cannot get a library card, basically saying, "yes we see you here, but we do not see you as a participant." Their goal was to improve services to marginalized populations and to address key City initiatives and the Library's Strategic Plan goals. They wanted to create an opportunity that delivers the message that we do want to connect.

Deborah continued, explaining that this is part of a larger program – Project Homeless Connect – that has been going on for three years. Prior to their visits, they had preliminary conversations with Drop-In Center staff (challenging because of staff turnover) and determined they would measure the number of interactions. They took in bags of books and magazines (thanks to the Friends), branded pens, adult coloring pages, crayons, various flyers and SkillShare calendars. Offering food helped get patrons to come over to their table. Basically they set up and waited – at first it was a victory to get someone to talk with them.

Suzanne said the project was uncomfortable at times and exhilarating at others. They soon realized that out of all of the information they took with them, the most important resource was themselves. They got to know folks on a first name basis. The level of comfort and trust rose because they had showed up in their living room. Suzanne noticed that when she was able to greet patrons in the library by name, to interact and joke with them, other staff relaxed; it impacted everyone else in the building.

Deborah and Suzanne also previewed the training that staff will be receiving on Homelessness. They reported it is fabulous training and they are looking forward to facilitating the training sessions.

Janice distributed a handout developed for the City-Wide Homeless Coordination Committee that outlines Library Initiatives Serving People Experiencing Homelessness. Suzanne and Deborah will be presenting their pilot project at the next Committee meeting.

Nancy added that after staff have received the Homelessness training we will begin reviewing our Code of Conduct to see how it helps or hinders our patrons.

**Safety & security requirements:** Janice distributed a Safety and Security Requirements chart that has been developed by staff to implement safety and security initiatives and the Youth Safety Policy. It lists the various roles people fill at the library and whether or not that role will now require a background check and youth safety training. We now will require background checks for anyone who works in, or has access to, the building. Youth safety training will be required or preferred for most roles as well. Because the Board is in a leadership position, it was decided that it is important for trustees to have background checks as well. We will provide these forms and there is no cost involved.

Nancy added that we are also no longer allowing single staff members or volunteers to be alone in the building. Staff have been instructed to wait for someone else to arrive before opening a building. We will require the same of volunteers.

**Whatcom READS! 2018:** Janice passed out copies of the Whatcom READS! 2018 book – *Your Heart is a Muscle the Size of a Fist* by Sunil Yapa – with instructions to, "read it and pass it on." Janice also invited trustees to take a selfie while passing it on and post it on Twitter at #heartmusclefist.

**New Business:**

- For a future meeting: LOS for staffing

**Action items for next two meetings:**

- October 17 meeting with BERK Consulting
- Regular October meeting date to be determined
- Northside services
- Personnel Committee
- Fountain removal on back lawn

**Meeting adjourned** at 5:38 p.m.

**Next Regular Library Board Meeting – Tuesday, October 17, 2017** at the Central Library, Fireplace Room, 210 Central Avenue, Library Board Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST  
Secretary, Library Board of Trustees



# Bellingham Public Library



**Special Meeting of the Library Board of Trustees  
Tuesday, October 17, 2017 – Central Library - Lecture Room  
3:30 p.m.**

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

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

**Library Staff:** Nancy Kerr, Beth Farley, Bethany Hoglund, Janice Keller, Jennifer Vander Ploeg and Wendy Jenkins

**Others Present:** Annie Sieger, BERK Consulting; Emily Percival, BERK Consulting; April Barker, City Council Liaison; Brian Heinrich, Deputy City Administrator; Christine Perkins, Executive Director of WCLS; Michael Cox, Deputy Director of WCLS; Marvin Waschke, WCLS Trustee; Lori Jump, WCLS Trustee; Brad Cornwell, WCLS Trustee; Faye Hill, Friends of BPL President; Kathie Wilson, Friends of BPL

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**Call to order and introductions:** Regular session was called to order at 3:35 p.m. by Chair, J. Gordon.

**BERK Consulting Sustainable Funding Study:** After introductions, Annie presented a PowerPoint, *Bellingham Public Library Services and Funding Models*, that is divided into 5 segments:

- I. Project Updates
- II. Future Service and Funding Models, and Assumptions
- III. Cost Modeling and Key Findings
- IV. Report Outline
- V. Next Steps

Annie prefaced her presentation by letting the audience know not to expect exact numbers today. Numbers will be provided ahead of the November City Council meeting, but they are still working on defining some of the assumptions. She stated that the issues are more complex than just a number. BERK is working on balancing numbers with Levels of Service (LOS). At the end of the presentation she will talk about the full Report Outline and request feedback aimed at determining the right content for policy makers and the library audience – the goal is to have a cohesive document that is useful for future decision making.

## I - Project Updates:

- Situation Assessment: Annie referenced the first 12 pages of the previously provided Situation Assessment – these pages provide an introduction to the full 65 page analysis. The Assessment will be an addendum to the final report. J. added that committee members (J., Rick, Nancy and Brian) have worked through, and provided feedback on, this 65 page document. Nancy asked how the peer libraries used in the Assessment were chosen. Annie responded that they looked through the 2015 Washington State library statistics wanting to identify city-governed systems with a sense of scale in mind – what cities were closest in size and shape. Many are substantially different; only Everett and Spokane are close for comparability. Jim questioned why they compared only to Washington libraries rather than choosing more similar libraries across the nation. Annie answered that other states have other tools for funding libraries that make them substantially different. So they looked for systems with the same operating constraints from a governance and fiscal perspective.
- WCLS Data: Annie thanked Christine Perkins for providing data about WCLS which is helping to refine the cost estimates related to staffing and LOS, should BPL annex to WCLS. If BPL were to be annexed, the City of Bellingham would still need to provide and maintain the building – the cost would be the same whoever governed. BERK has concluded so far that annexation won't create meaningful cost savings. Christine shared that an annexation would be doubling the size of WCLS and there would not be much savings in administration. Typically in an annexation there are substantial cost efficiencies, but not in this case.

## II - Future Service and Funding Models, and Assumptions

- Defining Service and Funding Options: There are four key opportunities to shift the fiscal sustainability balance – three that impact expenditures and the fourth being increased revenues:
  1. Right-size role (governance/scope of services)
    - Comparing BPL and WCLS Governance: this is challenging to evaluate. It is hard to put a value on local control. Remaining independent is a huge benefit. There are no guarantees that any of the 5 governing WCLS trustees would be Bellingham residents, which is not to say county residents wouldn't have city concerns at heart.
    - Maintaining local control gives the Bellingham community more influence over its LOS and service policies than it would have as part of WCLS. For example, BPL and WCLS have significantly different collections policies.
  2. Optimize efficiency and effectiveness in delivery of services
    - BPL already participates in cost-sharing practices with WCLS and many efficiencies have already been achieved. There is also the One Card system with other Whatcom County libraries. Annie noted that this collaboration is one of the best she's seen.
    - An Optimizing Services graph comparing BPL expenditures per capita with 9 peer libraries shows BPL's budget is comparable with peer libraries. Based on usage, which is on the high end of the scale, it is not expected that there are additional significant cost efficiencies. Rachel pointed out

that the percentages on the graph do not add up. Annie said she would review the data and get back to the board.

### 3. Define LOS standards

- LOS: Open Hours – as of 2016, the main library and both branches are meeting the low or minimal LOS standard for open hours.
- LOS: Collections – over the last ten years, BPL has consistently been above the low or minimal LOS standard for collection expenditures per capita, but only in two years – 2007 and 2008 – did it reach the medium or operational standard. Annie noted there has been a huge transition to electronic materials, with an increased cost. Hopefully there are cost savings in not having to store materials.
- LOS: Facilities – this is something BERK hasn't incorporated into the cost model. Maintaining a per capita based LOS standard, especially in a growing community, is extremely challenging. You can't make annual, incremental adjustments. The *Bellingham Comprehensive Plan, Capital Facilities and Utilities Chapter, 2016* was a helpful document. It identifies future library facility needs:
  - Early in the 20-year planning horizon, Central Library will need to be remodeled, expanded, or replaced.
  - Fairhaven Branch needs continued maintenance and seismic upgrades.
  - In the last few years approximately 50% of the new housing growth has occurred in the north and northeast portions of the city.

Existing Facilities: the next slide was a map of Bellingham illustrating driving distance to library service locations in Bellingham and its UGAs, as of 2017. Most Bellingham residents live within a three-mile driving distance of one or more library branches. Some of the UGAs Bellingham might annex in the future may not be well-served by current physical facilities. Annie referenced two maps in the Assessment – population and poverty areas. Our current buildings are fairly well-situated for areas other than the growing north end. Rachel suggested that population density – where people are moving to – could be useful to look at. Annie said she could work with Brian to get the data to add another map. Rick commented that it is important to understand, when considering adding another facility, that an increased operating budget for a new facility is the biggest problem. Annie agreed, stating that this is why, for the purposes of this study, Facilities will be limited to maintaining current buildings. But enhancements, such as a renovation, could be included in the assumptions.

- LOS: Enhancing Facilities: assumptions (including costs) can be generated in two ways: Enhancement Specific – what enhancements are desired by the community; and Cost Sensitive – what is feasible within existing and identified funding options and tools and what is the community willing to pay for. BERK has some assumptions about what this could look like – they did tour the building and could see renovations are needed – but welcome any suggestions on how they've framed them. Rebecca asked how we can identify assumptions on what the

community is willing to pay. Annie answered that they are working from the things they do know from a basic financial standpoint, but they do not know from a political willingness standpoint. We do not know what the number is that is the strike-price that the community would be willing to pass. That would be identified as you determine a path, perhaps with some pre-polling. We can look at what has been successful in peer libraries. At the end of the Situation Assessment we have identified some peer libraries that have used Unlimited Tax General Obligation (UTGO) bonds (Richland and Puyallup) and Spokane has used a Levy Lid Lift. We can triangulate a number, say 5 million is "not going to cut it," but also know residents are probably not going to vote for \$2 per \$1000 assessed value.

April commented that there is tax fatigue. We have had great success with school and park levies, but there are many other issues that impact this question, both financial and social. Annie added that we need to determine how the Library fits into City context. Nobody is against the Library, but how does it actually fit in the priority list. This study aims to frame the options for the policy makers. J. agreed that this study is our tool to look at our financial options and to resolve if annexation is an option. We have not wanted to make this a Facilities conversation, but it still has to be because this building will not serve this community for the next 10-20 years. There is a number that the community would support and can afford, because the City is responsible for the facilities to serve this community regardless if it is BPL or WCLS. Jim commented that we have a really good story to tell, but it hasn't been told to the community. Annie acknowledged the goal is to determine what the policy makers and the community will support.

Christine suggested, to clarify for public consumption, that the word remodel in slide 19 be changed to repair, because what was needed was repairing structural water damage to the building. The word remodel gives the wrong impression. Annie responded that for the purposes of this study, the seismic upgrade is considered a need, as it is in the *Comprehensive Plan*, even though it is not in the current 6-year plan. The 2008 \$52 plus million plan for a new Central building is considered a pie-in-the-sky option. But it is useful in illuminating what might be included in enhancements. We like the idea of a cost sensitive plan that can be based on the size of existing funding mechanisms. Annie pointed out the J. mentioned he has a number in mind and BERK has a number they are using in their assumptions – \$15 million. It is a non-specific number that is based on what other communities have passed and on the size of our facilities. She added that she doesn't expect the Board to come up with a number today, but feedback, such as no bond measure over \$1 per \$1000 assessed value, would be helpful.

### III - Cost Modeling and Key Findings

- Defining Options: Annie presented an Organizational Model that identifies the funding options in a systematic way. The model does not include Facilities Enhancements, but that can be layered on. The graph shows four LOS lines: Baseline (current); Low/Minimal; Medium/Operations; and High/Optimal. For each line there are two columns: BPL remains independent or Annex to WCLS. This illustrates how the final report will be framed.
- Cost Modeling Results: BERK will assess the LOS and funding needs for each option for near-term (6 years) and long-term (20 years). The Board can help determine what to publish in the final report and how to present the information. BERK will provide quantitative and qualitative findings on library services, near- and long-term financial positions and user tax burden based on each potential organizational model. Even though the Board is representative of the community, the best practice is to have a conversation with the community.
- Funding and Financing Options – BPL:
  - Existing Funding mechanisms are:
    - General Funds
    - Fees and Charges (can't raise enough to run the library)
    - Grants and Contributions from private sources (also do not expect this to fund library operations)
  - Other Funding tools:
    - Levy Lid Lift - this could be specific to the library; successful levies are usually specific rather than just asking for more General Funds
    - Limited Tax General Obligation (LTGO) Bonds - do not require voter approval and are payable from the General Fund and other legally available revenue sources
    - Unlimited Tax General Obligation (UTGO) Bonds - do require voter approval and include the levying of an additional tax to repay

Jim commented that some of the peer libraries had a fixed percentage of the General Fund. Annie said that this is dependent on the health of the General Funds and several city sources are going down – it is best to have dedicated funds.

- Funding and Financing Strategies – WCLS:
  - WCLS currently levies \$.50 per \$1,000 of assessed value; the current levy generates approximately \$8 million dollars and is the primary funding source for WCLS
  - If that levy were extended to City of Bellingham residents, it would generate an additional \$4.8 million, slightly more than BPL's current expenditures (this is a correction from what was presented in the meeting)

A slide was shown with anticipated revenue changes for WCLS – Christine questioned the accuracy of the numbers (expenditures exceeding revenues?). Annie said she would take another look at the numbers and amend. The slide showing the capacity for levies (\$3.60 per \$1,000 assessed value) was also questioned by Christine, who clarified that current RCW allows only for \$.50 per \$1,000 assessed value for a library district. Annie will also review this slide.

- Funding and Financing Strategies – Facilities: the study should not only consider immediate needs, but also future needs. Capital spending is determined by policy makers. If BPL were to annex to WCLS, how would you contribute to a capital reserve for library facilities? Rick mentioned that it is important to note that the City would still be responsible for capital improvements and ongoing maintenance. The method for collecting that is undetermined.

Annie invited feedback before the final report and will work with Nancy about how to get that feedback.

IV - Report Outline: Annie distributed a Full Report Outline for the report. It is up to the board to determine who the audience of this report will be, be it public or policy makers, and how we balance the information. BERK has tried to identify the things that are mission critical to understand. Section 2 of the outline looks like the biggest section, but it will actually be the shortest. Section 3 is the meat of this report, including the cost model graph.

Jim questioned if sections 2 and 3 should have different titles (current copy has both as Governance Models). Annie agreed, section 3 should be Service and Funding Options. Annie continued that the last section, Findings and Recommendations, is where we would place any potential recommendations. BERK will not recommend an option, but will make suggestions as to what inquiries remain outstanding. It will be up to the Board to determine what is included and Annie welcomed any suggestions.

Rachel commented that it is hard to know without any cost models, but she likes the element of outstanding inquiries. She asked when the report will be done. Annie responded that the draft report is scheduled to be delivered at the November 13 City Council session. The committee can determine if it is a draft or a final report that goes to Council. Brian commented that the intention is to set the stage for more conversation adding that, like J. mentioned, there is fatigue over funding a library, but he doesn't know if the current elected officials have grappled with this issue. He continued that the challenge to the City is a structure problem; the General Fund cannot keep pace with current demands. The City identified some funding strategies, about 18 months ago, that could potentially provide some relief to the General Fund. Annexation came up as an option. We'd like to start the conversation as to where does the library fit in the City's priorities and what are the funding strategies possible – is there any General Fund relief to be had. The meeting on the 13<sup>th</sup> probably won't come up with any answers but be the start of a longer conversation.

J. stated that, for the Board to comment, we need to see the cost models as soon as possible. That is what will drive how we want to have this conversation with Council. Annie thinks they have the information and have made the decisions but they were waiting on input from this meeting. They will move forward with both the assumptions and the report. J. pointed out that, knowing WCLS's \$.50 per \$1,000 limit, he thinks that the high/optimal cost model is off the table. It would require city residents to augment those levels. Rachel added that it is important to share with City Council that the tax burden on residents would increase with annexation. J. stressed that we need to communicate that current funding is not sustainable for the library – we can't stress staff and the facilities any more. He recommends that we drive that conversation to the Council and to the community. He added that maintenance on the facilities has been deferred because of the ongoing "replace or

repurpose" Central debate. Rebecca said that she would like the committee or the whole board to see the finished product so that we can make the requested recommendations as to how to present the report to Council. Rick mentioned that there is a board meeting on October 26 and asked if BERK can provide a draft before that. Annie responded that they can.

April asked, from Annie's past experience, what are the benefits to bringing a draft report, versus a final, to Council. Annie responded that they both present challenges. The board needs to consider if they want the report to be an objective consultant study that just presents the six scenarios or if they want to offer more input. The benefit to bringing forward a draft is it allows for feedback and the final report can then apply some of the political feasibility. J. commented that this has been a joint venture with city administration. Once we have a draft the board can get together with Brian and determine the best approach. Brian added that the typical process is that we include the report in the Council's packet and choose, for instance, "for information only" or "provide direction." Christine commented that, as a Bellingham resident, if we want maximum support for a vote down the road, it is best to give people an opportunity to comment – a draft report offers that opportunity. April added that the draft needs to be very specific. This is a lot of information that Council will be seeing for the first time. Rachel suggested that this is the start of the conversation – this is what we just learned and we want to share it with Council. J. stated that he would like the board to make a recommendation, a path forward. Nancy added that after reading the 2008 report, she thinks we need to include the public. Rebecca mentioned that we also need to inquire about funding for public outreach.

Annie stated she would get the cost information to the board and will work with Nancy on arranging the next meeting.

**Meeting adjourned** at 5:54 p.m.

**Next Regular Library Board Meeting** – October 26, 2017 at the Fairhaven Branch Library, 1117 12<sup>th</sup> Street, Northwest Room – at 4:30 p.m.

Chair, Library Board of Trustees

ATTEST  
Secretary, Library Board of Trustees



## Bellingham Public Library Performance & Activity Measures, 2017

			Year to Date		% of change YTD
	September-17	September-16	2017	2016	
<b>Holdings</b> - Number of materials in the library's collection					
Physical copies add to the collection	1,533	1,849	15,768	15,762	0.04%
Electronic copies added to the collection - <i>Hoopla removed March, 2016</i>	889	1,632	8,964	-7,585	
Physical copies withdrawn from the collection	(148)	(305)	(32,175)	(15,006)	114.41%
Total physical holdings			176,348	188,973	-6.68%
Total electronic holdings			66,803	55,794	19.73%
<b>Total Holdings (Physical and Electronic)</b>			<b>243,151</b>	<b>244,767</b>	<b>-0.66%</b>
<b>Circulation</b> - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
<b>Central Library</b>					
Adult	55,330	58,777	506,279	556,082	-8.96%
Youth	41,763	35,928	360,252	349,121	3.19%
<b>Sub-Total Central</b>	<b>97,093</b>	<b>94,705</b>	<b>866,531</b>	<b>905,203</b>	<b>-4.27%</b>
<b>Fairhaven Branch</b>					
Adult	6,729	4,041	60,680	42,858	41.58%
Youth	2,439	1,325	21,246	15,179	39.97%
<b>Sub-Total Fairhaven</b>	<b>9,168</b>	<b>5,366</b>	<b>81,926</b>	<b>58,037</b>	<b>41.16%</b>
<b>Barkley Branch</b>					
Adult	5,449	3,063	46,271	30,523	51.59%
Youth	3,928	2,052	29,088	21,193	37.25%
<b>Sub-Total Barkley</b>	<b>9,377</b>	<b>5,115</b>	<b>75,359</b>	<b>51,716</b>	<b>45.72%</b>
<b>Bellingham Technical College</b>					
Adult	37	10	766	917	-16.47%
Youth	5	4	125	78	60.26%
<b>Sub-Total BTC</b>	<b>42</b>	<b>14</b>	<b>891</b>	<b>995</b>	<b>-10.45%</b>
<b>Whatcom Community College</b>					
Adult	177	172	2,666	2,282	16.83%
Youth	72	49	904	599	50.92%
<b>Sub-Total WCC</b>	<b>249</b>	<b>221</b>	<b>3,570</b>	<b>2,881</b>	<b>23.92%</b>
<b>Western Washington University</b>					
Adult	336	258	4,061	3,763	7.92%
Youth	161	71	1,453	1,335	8.84%
<b>Sub-Total WWU</b>	<b>497</b>	<b>329</b>	<b>5,514</b>	<b>5,098</b>	<b>8.16%</b>
<b>Online Services</b>					
NW Anytime Library Overdrive	13,681	12,111	122,743	105,633	16.20%
Tumblebooks	471	3,819	7,447	22,664	-67.14%
Zinio	1,524	1,271	13,092	13,366	-2.05%
<b>Sub-Total Online</b>	<b>15,676</b>	<b>17,201</b>	<b>143,282</b>	<b>141,663</b>	<b>1.14%</b>
<b>Total Circulation</b>	<b>132,102</b>	<b>122,951</b>	<b>1,177,073</b>	<b>1,165,593</b>	<b>0.98%</b>
<b>Holds Activity</b>					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	47,411	46,137	447,756	435,378	2.84%
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	30,336	29,455	287,281	280,944	2.26%
<b>Services</b>					
<b>Persons Visiting</b> - Number of persons counted as they enter the libraries or visit remote website					
<b>Central Library</b>					
Adult	42,844	43,205	389,743	402,180	-3.09%
Children's	11,444	11,350	113,106	116,826	-3.18%
Fairhaven Branch	7,396	7,502	64,719	61,635	5.00%
Barkley Branch	3,444	3,685	37,163	34,470	7.81%
<b>Total Persons Visiting</b>	<b>65,128</b>	<b>65,742</b>	<b>604,731</b>	<b>615,111</b>	<b>-1.69%</b>
<b>Website Visits</b>					
This count reflects number of visits to www.bellinghampubliclibrary.org	39,059	43,316	359,921	413,051	-12.86%
<b>Bibliocommons visits</b>					
This count reflects number of visits to Bibliocommons	10,181	13,116	99,843	112,442	-11.20%
<b>Total Website Visits</b>	<b>49,240</b>	<b>56,432</b>	<b>459,764</b>	<b>525,493</b>	<b>-12.51%</b>
<b>Computer Usage</b> - Number of sessions					
<b>Central Library</b>					
Adult & Teen (30 terminals)	5,603	5,845	50,527	50,308	0.44%
Childrens (3 terminals)	142	205	1,693	2,004	-15.52%
Fairhaven Branch (6 terminals)	732	663	5,956	5,531	7.68%
Barkley Branch (4 terminals)	328	309	2,857	2,507	13.96%
<b>Total Computer Usage</b>	<b>6,805</b>	<b>7,022</b>	<b>61,033</b>	<b>60,350</b>	<b>1.13%</b>
<b>New Borrowers Registered</b>					
Central Library	509	717	4,181	4,752	-12.02%
Fairhaven Branch	66	64	446	425	4.94%
Barkley Branch	30	40	333	307	8.47%
<b>Total New Borrowers Registered</b>	<b>605</b>	<b>821</b>	<b>4,960</b>	<b>5,484</b>	<b>-9.56%</b>
<b>Programs</b> - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	102	120	1,022	1,055	-3.13%
Attendees	2,718	2,580	25,784	29,268	-11.90%
<b>Volunteer Hours</b>	<b>828</b>	<b>413</b>	<b>4841</b>	<b>5412</b>	<b>-10.55%</b>



LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF OCTOBER 26, 2017, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	<b>VENDOR</b>	<b>AMOUNT</b>
<b>ADMINISTRATION</b>		
Security Incident workshop	American Library Association	54.00
Supplies; desk tops; speakers; tool bench; tools	Amazon.com	2,404.93
Lost Interlibrary loan item	Benedictine University	27.32
Printing; copier paper	Copy Source	389.03
Fans	Costco	86.94
Lost Interlibrary loan item	East Bonner County Free Library District	14.99
Lost Interlibrary loan item	Emmaus Bible College Library	5.00
Hand truck straps	Grainger	75.76
Copier leases	Great America Financial Services	513.07
Lost Interlibrary loan item	High Plains Library District	9.99
Tools	Home Depot	99.70
Name tags	Laserpoint Awards	11.96
Internet reservation software (Cassie)	Librarica	892.50
Whatcom READS! domain registration	Midphase	24.79
Movie license	Movie Licensing USA	626.00
Security software maintenance	Ninite.com	21.74
Copies	Oasys Inc.	517.52
Office supplies; copier paper	Office Depot	811.89
Diesel fuel	Reisner Distributor	139.07
Lost Interlibrary loan item	Six Mile Regional Library District	15.50
Subscription renewal	Surveymonkey.com	300.00
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Lost Interlibrary loan item	Topeka & Shawnee County Public Library	27.95
ILL mailers	Uline	498.86
Debt collection service	Unique Management Services	384.85
Lost Interlibrary loan item	University of Idaho Library	47.02
Postage	USPS	31.00
Driving abstracts	WA State Dept. of Licencing	78.00
B & O taxes	WSDR	17.90
Desktop Licenses	Zones	5,967.00
Shelving chairs	Zoro	217.38
	<b>ADMINISTRATION Sub Total</b>	<b>\$15,184.13</b>
<b>PUBLIC SERVICE</b>		
Library materials returned	Library Refunds	99.06
	<b>PUBLIC SERVICE Sub Total</b>	<b>\$99.06</b>
<b>TECHNICAL SERVICES</b>		
Book processing	Baker & Taylor	5,345
CD & DVD processing	Midwest Tape	948.47
ILL & tech services	OCLC	2,190.19
	<b>TECHNICAL SERVICES Sub Total</b>	<b>\$8,483.43</b>

**BELLINGHAM PUBLIC LIBRARY**  
**Board of Library Trustees**

**SEPTEMBER 2017 CLAIMS**

**LIBRARY ACQUISITIONS**

Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	174.89
Books	Baker & Taylor	15,025.46
Books	Council of State Governments	63.59
Books	Gebbie Press	179.36
Books	Information Today Inc	327.24
DVDs, CDs, recorded books	Midwest Tape	6,193.53
Periodicals	Outdoor Journal	75.99
eBooks, audiobooks	Overdrive Inc	2,592.59
Books	Scholastic Library Publishing	284.70
Periodicals	Skagit Valley Herald	912.50
Books	Village Books	86.91

**LIBRARY ACQUISITIONS Sub Total \$25,916.76**

**GIFT FUND**

Books - refund	Amazon.com	-21.44
Books	Baker & Taylor	6,884.88
Books	Center Point Large Print	145.90
Summer Reading prizes	Etsy	33.04
Teen programming	Fred Meyer	53.93
Summer Reading prizes	Frostbeard Studio	28.81
Books	Gale	198.98
Summer Reading prizes	Out of Print	110.82
Teen programming	Rudy's Pizzeria	20.00

**GIFT FUND ACQUISITIONS Sub Total \$7,454.92**

**TOTAL GENERAL FUND \$49,683.38**

**TOTAL CLAIMS \$57,138.30**

GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 9 ending September 30, 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	197,232	256,036	256,036	58,804	77.0
ExO 020	PERSONNEL BENEFITS	80,267	110,529	110,529	30,262	72.6
ExO 030	SUPPLIES	44,324	79,784	80,840	36,517	54.8
ExO 040	SERVICES	275,306	366,226	366,226	90,920	75.2
ExO 050	INTERGOVT SERVICES PAYMENTS	4,349	6,500	6,500	2,151	66.9
		-----	-----	-----	-----	-----
Grp 191	LIBRARY ADMINISTRATION	601,478	819,075	820,132	218,654	73.3
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	1,405,192	1,899,743	1,899,743	494,551	74.0
ExO 020	PERSONNEL BENEFITS	609,122	838,151	838,151	229,029	72.7
ExO 030	SUPPLIES	322,079	406,465	413,494	91,415	77.9
ExO 040	SERVICES	17,051	30,205	30,205	13,154	56.5
		-----	-----	-----	-----	-----
Grp 193	LIBRARY SERVICES	2,353,445	3,174,564	3,181,594	828,149	74.0
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	342,754	457,103	457,103	114,348	75.0
		-----	-----	-----	-----	-----
	Report Final Totals	3,297,677	4,450,742	4,458,828	1,161,151	74.0
		=====	=====	=====	=====	=====



CITY OF BELLINGHAM  
OFFICE OF THE MAYOR  
KELLI LINVILLE

## **MAYORAL PROCLAMATION**

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

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

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

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

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

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

**WHEREAS**, we are joining libraries across the nation in celebrating their strongest and most dedicated supporters -- their Friends organizations -- during National Friends of Libraries Week, October 15-21, 2017 and throughout October 2017.

**NOW, THEREFORE, DO I**, Mayor Kelli Linville, proclaim the week of October 15-21, 2017 as:

### **NATIONAL FRIENDS OF LIBRARIES WEEK**

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



Signed this 17<sup>th</sup> day of October, 2017

Kelli Linville, Mayor  
City of Bellingham

# Bellingham Public Library

## A Resolution Commending the Friends of the Bellingham Public Library October 2017

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

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

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

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

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

**Whereas**, we join libraries across the nation in celebrating their strongest and most dedicated supporters -- their Friends organizations -- during National Friends of Libraries Week October 15-21, 2017 and throughout October 2017.

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

**Passed by Library Board action this 26<sup>th</sup> day of October, 2017.**

  
Robert Gordon, Chair

  
Rachel Myers, Vice-Chair

Rebecca Craven

Jim McCabe

Rick Osen







# Bellingham Public Library



**Director's Report**  
**Nancy Kerr, Director**  
**10/26/2017**

## **Staffing**

Jon McConnel, formerly of WCLS, has begun as our new Head of Digital Services. We welcome him and his considerable expertise to our staff! In response to a page recruitment, we received 85 application and hope to hire six pages in the near future.

## **Budget Request**

Nancy is attending the City Council's meeting on the 23rd on Budget Requests. As a reminder, we have requested an additional \$60,000 for the purchase of new materials, along with \$49,000 in pre-processing costs, for a total request of \$109,000.

## **Water testing**

Water testing for lead and copper will be performed soon at our Fairhaven branch. As was the case for our Central branch, we will receive the results several weeks after the testing.

## **Practical Tips for Difficult Homeless Patrons Training**

Deborah and Suzanne have done a wonderful job of coordinating small group trainings on this topic, and these training sessions are well underway. Two trustees have signed up to be included in these trainings. Discussions on our Code of Conduct and how to apply our rules will follow after all have had the chance to attend these trainings.

## **Integrated Library System Demonstrations**

Staff from WCLS and BPLS attended demonstrations of four different Integrated Library System products, and have agreed that there are products with significant advantages over our current product. The question of how to fund a migration to a new product is the next step in determining a course of action.

## **Disposition of the Fountain in back of the Library**

I have had preliminary discussions about the (broken) fountain with the Mayor and Leslie from Parks. We will meet soon to discuss options for the space currently occupied by the fountain. Options do not include repairing the fountain.

## **Children's Circulation Statistics**

The number of items checked out from the Children's department has gone up dramatically in the past few months, last month by almost 5,000 items. This increase is directly related to the Board's decision to allow that department to spend donation money on new materials.

**Libraries and Cardigans - A Great Fit**

We have been approached by KTCS 9, the PBS station in Seattle, about participating in their Mister Rogers' Sweater Drive, which collects coats and sweaters for low-income participants. Janice and Bethany and I are enthusiastic about this program, and we expect to hold an event in February.

**Meeting Rooms**

The work on revising how and when we use our meeting rooms continues. While we have not changed our method of scheduling yet, we are making some changes that go in the direction that we feel is necessary for safe and equitable use of our spaces. You will see much less use of our rooms after hours, and more time allotted to library and library-partnered programs. Thank you to Janice and Donna for making progress in that area.

**Levels of Service**

The Board has compiled Level of Service documents for the areas of facilities (square footage), as well as hours of operation and collection size. The next area to be tackled is Staff FTE. This is important when we talk about our service to areas seen to be underserved currently, as well as future growth areas. There are many programs and services that can be provided to the North side and other areas with more staff, which do not necessarily require a permanent branch location or structure.

**New Trustee Recruitment**

As J. will only be on the Board until the end of the year, a recruitment process for a new trustee is underway. If you have suggestions of candidates you feel have the time and energy to devote to the Board, please let me or Janice know, and we will make sure that they receive information.