

Bellingham Public Library



Special Meeting of the Library Board of Trustees Friday, June 1, 2018 – Central Library 3:00 p.m.

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

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

Library Staff: Bethany Hoglund, Beth Farley, Janice Keller, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins

Others Present: April Barker, City Council Liaison

Call to order and introductions: Regular session was called to order at 3:02 p.m. by Chair, Rick Osen.

Approve/modify agenda: Rachel Myers moved to approve the agenda. Jim McCabe seconded. Motion carried.

Space planning contract with RMC Architects:

- Rick explained that the library has \$50,000 in the gift fund from previous years' endowment disbursements that were set aside for planning purposes. The Board has now determined to use some of the money to upgrade the current facility. The Facilities Committee evaluated three firms on the MRSC Roster and chose RMC Architects. They provided RMC with the scope of the work and received a bid for \$30,000. Rick is hoping the contract will be ready to sign next week and requested the Board authorize the Committee to finalize the contract. Rachel agreed this was a good idea. RMC plans to begin work mid-June and to finish early in August. The budget process will still be in play at this time, with the new Director on board. We will do a placeholder project budget request until we know a more firm dollar amount.
- Rick distributed the *Requirement List Report* for the library that Myron Carlson, Facilities Manager, provided. (See Attachment #1 for Requirement List Report. All attachments located at end of minutes.) The report lists all known needed repairs and is somewhat prioritized. We will not need to use RMC's time for projects that Facilities will be taking care of. Rick and Bethany met with Ted Carlson, Public Works Director, and Eric Johnston, Assistant PW Director – we will coordinate space planning projects with Public Works.
- Ted stressed that he will be working with Leslie Bryson, Parks & Recreation Director, to get the ADA sidewalk at the back of the library. He also said a full modification of

the public elevator is planned, hopefully, for spring 2019. The modification will take 2-3 months.

Level of Service Standards document: When Rick met with Brian Heinrich, Brian suggested adding a current level column to our document, which Rick did. *(See Attachment #2 for Level of Service Standards document. All attachments located at end of minutes).* Rick also added a footnote about Fairhaven, "Facilities square footage includes the large auditorium and two basement meeting rooms... none of which is actively used for library programs or services. Subtracting this space would place library facilities below the low/minimal standard."

Budget requests prioritization - action item:

- Jim distributed copies of a draft *BPL - 6 Year Plan to Medium LOS* spreadsheet, explaining that City Council has provided guidance to reach for Level 2 of the LOS standards, but to do so incrementally. *(See Attachment #3 for BPL - 6 Year Plan to Medium LOS DRAFT. All attachments located at end of minutes).* Jim chose a 6-year model to mirror other city document models, such as the Capital Facilities Plan. Using a ratio model, the spreadsheet begins with the current budget and shows how we might reach Level 2 on all standards by the year 2024.
- Bethany distributed a Draft Discussion Topics document for 2019-2020 budget planning. *(See Attachment #4 for DRAFT Discussion Topics: Library 2019-2020 Budget Planning. All attachments located at end of minutes).*
 - ILS replacement: Jon updated the Board on the RFP process. The ILS Committee received five responses, scored them, and has invited two vendors for demonstrations late in June. Following the demonstrations they will bring a recommendation to the BPL and WCLS boards. Our contract with SirsyDynix expires January 29. They will be negotiating for an extension if necessary. There will be two elements for budget request proposals: the one-time migration and ongoing maintenance. This will need to be prioritized as number one for our proposals – it is essential for the operation of the library and it is done in conjunction with WCLS.
 - Materials sorter: this would be a two-part, one-time request for the sorter plus building modifications to accommodate it. This request would be for the 2nd year of the biennium, following space planning.
 - Materials: last year we put in a request for an \$180,000 increase, spread over three years. We will request this continues. We also need to request an increase in pre-processing funds – an additional \$30,000 to cover actual costs, plus \$10,000 in the second year to cover the cost of processing the additional materials.
 - Staffing: we are currently funded for 46 FTE – four below the low/minimal of the LOS. On the 6-year plan, we would need to add 12 FTE over the next 6 years to reach the 58 FTE for the medium/operational LOS. Rick suggested we keep the request general, identifying classifications, until the new Director is here. On the Discussion Topics handout there are three options identified. All three include more security, technical support/security, increased staffing for desk coverage and staff support. Options A & B are for 4 FTE; option C is for 5 FTE. The peripherals needed for new staff (computer, desk, phone, etc.) are included.

- Space planning: we will put in a placeholder request for sorter and staff area modifications. If a patron area improvement is identified with space planning, perhaps we can supplement funding with the Whatcom Community Foundation capital funds. Rachel added perhaps we can also raise some funds.
- Rachel Myers made a motion the budget proposal prioritization should be:
 - 1) ILS migration & yearly maintenance
 - 2) FTE Staffing Option C
 - 3) Materials
 - 4) Materials sorter with facility modifications
 - 5) Staff work area modifications
 - 6) Public space improvement (partner with WCF funds)

Rebecca Craven seconded. Motion carried.

Jim suggested that, as part of our proposal, we explain this is where we want to go (Council mandated Level 2) and this is how we propose to get there. Rick added that we will be including the LOS document with our requests.

Meeting adjourned at 4:28 p.m.

Next Regular Library Board Meeting – Tuesday, June 19, 2018 at the Central Library, 210 Central Avenue, Library Lecture Room – at 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Requirement List Report
- Attachment #2: Level of Service Standards document
- Attachment #3: BPL - 6 Year Plan to Medium LOS - DRAFT
- Attachment #4: DRAFT Discussion Topics: Library 2019-2020 Budget Planning

Attachment #1



Requirement List Report

By Priority

Report to Library Board and Staff May 31, 2018



Requirement List Report

By Priority

Notes

Costs are for existing system renewals and do not include modifications, system improvements, or programmatic changes to the structure.



Requirement List Report By Priority

Region Name: Public Works General Fund

Campus Name: Libraries

Asset Name: Central Library-0

Reporting Currency: USD

Prime System : All

Requirement Priority : All

Requirement Category : All

Requirements Included: All

Priority	Requirement Name	Requirement Category	Prime System	System Group	Action Year	Action Date	Finish Date	Status	Linked System	Requirement Cost
1- Currently Critical	Carpeting - Tile Renewal	Beyond Useful Life	C3020 - Floor Finishes	Interior Construction and Conveyance	2012	Oct 1, 2012		In Plan	Carpeting - Tile	393,181
1- Currently Critical	Domestic Water Piping - Site Renewal	Beyond Useful Life	G3010 - Water Supply	Site	2012	Oct 1, 2012		Open	Domestic Water Piping - Site	162,162
1- Currently Critical	Drinking Fountains Renewal	Beyond Useful Life	D2010 - Plumbing Fixtures	Plumbing System	2012	Oct 1, 2012		Open	Drinking Fountains	21,067



Requirement List Report By Priority

Priority	Requirement Name	Requirement Category	Prime System	System Group	Action Year	Action Date	Finish Date	Status	Linked System	Requirement Cost
1- Currently Critical	Dumbwaiter Renewal	Beyond Useful Life	D1090 - Other Conveying Systems	Interior Construction and Conveyance	2012	Oct 1, 2012		Open	Dumbwaiter	62,641
1- Currently Critical	Emergency Generator Renewal	Beyond Useful Life	D5092 - Emergency Light and Power Systems	Electrical System	2012	Oct 1, 2012		In Plan	Emergency Generator	7,011
1- Currently Critical	Exhaust System - General Building Renewal	Beyond Useful Life	D3040 - Distribution Systems	HVAC System	2012	Oct 1, 2012		Open	Exhaust System - General Building	95,413
1- Currently Critical	Exterior Lighting - Site Renewal	Beyond Useful Life	G4020 - Site Lighting	Site	2012	Oct 1, 2012		Open	Exterior Lighting - Site	13,706
1- Currently Critical	Fire Alarm System Renewal	Beyond Useful Life	D5037 - Fire Alarm Systems	Electrical System	2012	Oct 1, 2012		In Plan	Fire Alarm System	286,050
1- Currently Critical	Parking Lot and Driveways (Bituminous Asphalt) Renewal	Beyond Useful Life	G2020 - Parking Lots	Site	2013	Oct 1, 2013		Open	Parking Lot and Driveways (Bituminous Asphalt)	15,619
1- Currently Critical	Rain Water Drainage Piping - Site Renewal	Beyond Useful Life	G3030 - Storm Sewer	Site	2012	Oct 1, 2012		Open	Rain Water Drainage Piping - Site	249,128



Requirement List Report By Priority

Priority	Requirement Name	Requirement Category	Prime System	System Group	Action Year	Action Date	Finish Date	Status	Linked System	Requirement Cost
1- Currently Critical	Sanitary Waste - Gravity Discharge Renewal	Beyond Useful Life	D2030 - Sanitary Waste	Plumbing System	2012	Oct 1, 2012		Open	Sanitary Waste - Gravity Discharge	237,007
1- Currently Critical	Sanitary Waste Piping - Site Renewal	Beyond Useful Life	G3020 - Sanitary Sewer	Site	2012	Oct 1, 2012		Open	Sanitary Waste Piping - Site	153,310
1- Currently Critical	Signage (Room Numbering and Identification) Renewal	Beyond Useful Life	C1035 - Identifying Devices	Interior Construction and Conveyance	2013	Oct 1, 2013		Open	Signage (Room Numbering and Identification)	40,514
1- Currently Critical	Traction Geared Passenger Elevator Renewal	Beyond Useful Life	D1010 - Elevators and Lifts	Interior Construction and Conveyance	2012	Oct 1, 2012		In Plan	Traction Geared Passenger Elevator	374,169
1- Currently Critical	Water Heater - Electric Renewal	Beyond Useful Life	D2020 - Domestic Water Distribution	Plumbing System	2012	Oct 1, 2012		Open	Water Heater - Electric	6,955
1- Currently Critical										2,117,933
2- Potentially Critical	Carpeting - Sheet Renewal	Beyond Useful Life	C3020 - Floor Finishes	Interior Construction and Conveyance	2014	Oct 1, 2014		In Plan	Carpeting - Sheet	65,679
2- Potentially Critical										65,679



Requirement List Report By Priority

Priority	Requirement Name	Requirement Category	Prime System	System Group	Action Year	Action Date	Finish Date	Status	Linked System	Requirement Cost
3- Necessary - Not Yet Critical	Acoustic Ceiling Tile (Suspended) Renewal	Beyond Useful Life	C3030 - Ceiling Finishes	Interior Construction and Conveyance	2020	Oct 1, 2020		Open	Acoustic Ceiling Tile (Suspended)	410,480
3- Necessary - Not Yet Critical	Architectural Millwork Renewal	Beyond Useful Life	E2010 - Fixed Furnishings	Furnishings	2022	Oct 1, 2022		Open	Architectural Millwork	17,730
3- Necessary - Not Yet Critical	Branch Wiring - Equipment & Devices Renewal	Beyond Useful Life	D5021 - Branch Wiring Devices	Electrical System	2015	Oct 1, 2015		Open	Branch Wiring - Equipment & Devices	275,060
3- Necessary - Not Yet Critical	Casework - Office, Kitchen and Work Area Cabinets Renewal	Beyond Useful Life	E2010 - Fixed Furnishings	Furnishings	2022	Oct 1, 2022		Open	Casework - Office, Kitchen and Work Area Cabinets	542,646
3- Necessary - Not Yet Critical	Ceramic Tile (Floor) Renewal	Beyond Useful Life	C3020 - Floor Finishes	Interior Construction and Conveyance	2018	Oct 1, 2018		Open	Ceramic Tile (Floor)	60,840



Requirement List Report By Priority

Priority	Requirement Name	Requirement Category	Prime System	System Group	Action Year	Action Date	Finish Date	Status	Linked System	Requirement Cost
3- Necessary - Not Yet Critical	Ceramic Tile (Walls) Renewal	Beyond Useful Life	C3010 - Wall Finishes	Interior Construction and Conveyance	2020	Oct 1, 2020		Open	Ceramic Tile (Walls)	56,690
3- Necessary - Not Yet Critical	Concrete Floor - Painted or Sealed Renewal	Beyond Useful Life	C3020 - Floor Finishes	Interior Construction and Conveyance	2019	Oct 1, 2019		Open	Concrete Floor - Painted or Sealed	2,970
3- Necessary - Not Yet Critical	Custodial/Utility Sinks Renewal	Beyond Useful Life	D2010 - Plumbing Fixtures	Plumbing System	2015	Oct 1, 2015		Open	Custodial/Utility Sinks	13,747
3- Necessary - Not Yet Critical	Distribution Equipment, Panelboards, and Feeders - 600A 208Y/120V Renewal	Beyond Useful Life	D5012 - Low Tension Service and Dist.	Electrical System	2015	Oct 1, 2015		Open	Distribution Equipment, Panelboards, and Feeders - 600A 208Y/120V	491,175
3- Necessary - Not Yet Critical	Domestic Water Distribution Renewal	Beyond Useful Life	D2020 - Domestic Water Distribution	Plumbing System	2015	Oct 1, 2015		Open	Domestic Water Distribution	275,339



Requirement List Report By Priority

Priority	Requirement Name	Requirement Category	Prime System	System Group	Action Year	Action Date	Finish Date	Status	Linked System	Requirement Cost
3- Necessary - Not Yet Critical	Exit Signs Renewal	Beyond Useful Life	D5092 - Emergency Light and Power Systems	Electrical System	2020	Oct 1, 2020		Open	Exit Signs	65,663
3- Necessary - Not Yet Critical	GWB Ceilings Taped and Finished Renewal	Beyond Useful Life	C3030 - Ceiling Finishes	Interior Construction and Conveyance	2022	Oct 1, 2022		Open	GWB Ceilings Taped and Finished	42,408
3- Necessary - Not Yet Critical	Glass Block Renewal	Beyond Useful Life	B2020 - Exterior Windows	Exterior Enclosure	2022	Oct 1, 2022		Open	Glass Block	95,424
3- Necessary - Not Yet Critical	HVAC Controls Renewal	Beyond Useful Life	D3060 - Controls and Instrumentation	HVAC System	2020	Oct 1, 2020		Open	HVAC Controls	56,916
3- Necessary - Not Yet Critical	Hydraulic Passenger Elevator Renewal	Beyond Useful Life	D1010 - Elevators and Lifts	Interior Construction and Conveyance	2018	Oct 1, 2018		In Plan	Hydraulic Passenger Elevator	231,507



Requirement List Report By Priority

Priority	Requirement Name	Requirement Category	Prime System	System Group	Action Year	Action Date	Finish Date	Status	Linked System	Requirement Cost
3- Necessary - Not Yet Critical	Library Furniture (Shelving) Renewal	Beyond Useful Life	E2010 - Fixed Furnishings	Furnishings	2022	Oct 1, 2022		Open	Library Furniture (Shelving)	1,058,726
3- Necessary - Not Yet Critical	Lighting - Exterior Renewal	Beyond Useful Life	D5020 - Lighting and Branch Wiring	Electrical System	2022	Oct 1, 2022		Open	Lighting - Exterior	49,881
3- Necessary - Not Yet Critical	Main Electrical Service - 600A 208Y/120V Renewal	Beyond Useful Life	D5012 - Low Tension Service and Dist.	Electrical System	2015	Oct 1, 2015		Open	Main Electrical Service - 600A 208Y/120V	84,886
3- Necessary - Not Yet Critical	Metal Windows (Aluminum) - Double-Glazed Renewal	Beyond Useful Life	B2020 - Exterior Windows	Exterior Enclosure	2015	Oct 1, 2015		Open	Metal Windows (Aluminum) - Double-Glazed	463,782
3- Necessary - Not Yet Critical	Overhead Sectional Units Renewal	Beyond Useful Life	B2030 - Exterior Doors	Exterior Enclosure	2020	Oct 1, 2020		Open	Overhead Sectional Units	12,789



Requirement List Report By Priority

Priority	Requirement Name	Requirement Category	Prime System	System Group	Action Year	Action Date	Finish Date	Status	Linked System	Requirement Cost
3-Necessary - Not Yet Critical	Paint (Ceiling) Renewal	Beyond Useful Life	C3030 - Ceiling Finishes	Interior Construction and Conveyance	2018	Oct 1, 2018		Open	Paint (Ceiling)	16,445
3-Necessary - Not Yet Critical	Paint Walls (Interior) Renewal	Beyond Useful Life	C3010 - Wall Finishes	Interior Construction and Conveyance	2018	Oct 1, 2018		Open	Paint Walls (Interior)	99,600
3-Necessary - Not Yet Critical	Pedestrian Pavement (Brick Pavers) Renewal	Beyond Useful Life	G2030 - Pedestrian Paving	Site	2018	Oct 1, 2018		Open	Pedestrian Pavement (Brick Pavers)	32,010
3-Necessary - Not Yet Critical	Pedestrian Pavement (Concrete) Renewal	Beyond Useful Life	G2030 - Pedestrian Paving	Site	2018	Oct 1, 2018		Open	Pedestrian Pavement (Concrete)	59,440
3-Necessary - Not Yet Critical	Plaster (Ceiling) Renewal	Beyond Useful Life	C3030 - Ceiling Finishes	Interior Construction and Conveyance	2020	Oct 1, 2020		Open	Plaster (Ceiling)	63,960



Requirement List Report By Priority

Priority	Requirement Name	Requirement Category	Prime System	System Group	Action Year	Action Date	Finish Date	Status	Linked System	Requirement Cost
3- Necessary - Not Yet Critical	Radiant Floor Heating - Hydronic Renewal	Beyond Useful Life	D3040 - Distribution Systems	HVAC System	2022	Oct 1, 2022		Open	Radiant Floor Heating - Hydronic	340,196
3- Necessary - Not Yet Critical	Radiused Linear Metal (Ceiling) Renewal	Beyond Useful Life	C3030 - Ceiling Finishes	Interior Construction and Conveyance	2018	Oct 1, 2018		Open	Radiused Linear Metal (Ceiling)	96,408
3- Necessary - Not Yet Critical	Restroom Accessories Renewal	Beyond Useful Life	C1030 - Fittings	Interior Construction and Conveyance	2023	Oct 1, 2023		Open	Restroom Accessories	13,401
3- Necessary - Not Yet Critical	Restroom Fixtures Renewal	Beyond Useful Life	D2010 - Plumbing Fixtures	Plumbing System	2015	Oct 1, 2015		Open	Restroom Fixtures	155,331
3- Necessary - Not Yet Critical	Security System Renewal	Beyond Useful Life	D5038 - Security and Detection Systems	Electrical System	2020	Oct 1, 2020		Open	Security System	168,316



Requirement List Report By Priority

Priority	Requirement Name	Requirement Category	Prime System	System Group	Action Year	Action Date	Finish Date	Status	Linked System	Requirement Cost
3- Necessary - Not Yet Critical	Sliding Doors (Exterior) - Glazed Aluminum Renewal	Beyond Useful Life	B2030 - Exterior Doors	Exterior Enclosure	2015	Oct 1, 2015		Open	Sliding Doors (Exterior) - Glazed Aluminum	25,286
3- Necessary - Not Yet Critical	Sliding Doors (Interior) - Glazed Aluminum Renewal	Beyond Useful Life	C1020 - Interior Doors	Interior Construction and Conveyance	2015	Oct 1, 2015		Open	Sliding Doors - Glazed Aluminum	4,862
3- Necessary - Not Yet Critical	Sliding Doors - Coiling Grille Renewal	Beyond Useful Life	C1020 - Interior Doors	Interior Construction and Conveyance	2015	Oct 1, 2015		Open	Sliding Doors - Coiling Grille	20,132
3- Necessary - Not Yet Critical	Sprinkler System Renewal	Beyond Useful Life	D40 - Fire Protection	Fire Protection	2020	Oct 1, 2020		Open	Sprinkler System	121,843
3- Necessary - Not Yet Critical	Swinging Doors (Exterior) - Hollow Metal Renewal	Beyond Useful Life	B2030 - Exterior Doors	Exterior Enclosure	2020	Oct 1, 2020		Open	Swinging Doors (Exterior) - Hollow Metal	75,198



Requirement List Report By Priority

Priority	Requirement Name	Requirement Category	Prime System	System Group	Action Year	Action Date	Finish Date	Status	Linked System	Requirement Cost
3- Necessary - Not Yet Critical	Telephone System Renewal	Beyond Useful Life	D5033 - Telephone Systems	Electrical System	2024	Oct 1, 2024		Open	Telephone System	91,536
3- Necessary - Not Yet Critical	Vinyl Sheet Goods Renewal	Beyond Useful Life	C3020 - Floor Finishes	Interior Construction and Conveyance	2018	Oct 1, 2018		Open	Vinyl Sheet Goods	12,508
3- Necessary - Not Yet Critical	Vinyl Tile Renewal	Beyond Useful Life	C3020 - Floor Finishes	Interior Construction and Conveyance	2018	Oct 1, 2018		Open	Vinyl Tile	28,298
3- Necessary - Not Yet Critical	Walk Off Mats (Rubber and Carpet) Renewal	Beyond Useful Life	C3020 - Floor Finishes	Interior Construction and Conveyance	2018	Oct 1, 2018		Open	Walk Off Mats (Rubber and Carpet)	5,330
3- Necessary - Not Yet Critical										
Central Library-0										
Libraries										
Public Works General Fund										
Summary										
									5,738,759	
									7,922,371	
									7,922,371	
									7,922,371	
									7,922,371	

Level of Service Standards -- Bellingham Public Library

June 1, 2018

From 2015 to 2018 the Bellingham Public Library (BPL) Board of Trustees has worked with library management to develop a series of Level of Service (LOS) standards in order to evaluate and determine how resources dedicated to the library measure up in regards to community needs and expectations. LOS standards were established in four major areas of library services:

- Library facilities—square footage per capita;
- Open hours per week for the Central Library and for the library branches;
- Library materials—expenditures per capita;
- Library staffing in FTE.

To develop these standards, peer libraries across the nation and libraries within the state of Washington were used as benchmarks. Comparisons with these libraries confirmed that BPL has a higher level of usage than the vast majority of these other libraries. This demonstrated use and demand from the local community also factored into the development of these LOS standards.

Each standard identifies three levels of service:

1. Low or minimal – needed to provide the most basic of library services;
2. Medium or operational – allows the library to provide all needed services;
3. High or optimal – allows the library to enhance services.

In 2017, BPL and the City of Bellingham initiated a sustainability funding study for the library's future. The consulting firm BERK was hired to conduct the study and produce a report—“Bellingham Public Library Services and Funding Models Study”, published December, 2017. On November 13, 2017, BERK presented findings from the report to the Bellingham City Council. At that meeting the City Council voted unanimously on the motion “...moved to direct the Administration to give recommendations to the Library Board of Trustees to move forward to Goal 2 {i.e., medium/operational} or 3 {i.e., high/optimal} as a priority.”

At the beginning of 2018, BPL is operating below the low/minimal standards for staffing, at the low/minimal standards of open hours for the central library and the branches, and slightly above the low/minimal standard for materials facilities¹. Upcoming budget requests will directly tie to a plan to attain the medium/operational standards over time. The standards listed on the following table are meant to represent an integrated approach to library services that need to be assessed and implemented in conjunction with each other.

¹ Facilities square footage includes the large auditorium and two basement meeting rooms at the Fairhaven branch, none of which is actively used for library programs or services. Subtracting this space would place library facilities below the low/minimal standard.

BPL Level of Service Standards

<u>Standard</u>	<u>Date of Adoption</u>	<u>Low/ Minimal</u>	<u>Medium/ Operational</u>	<u>High/ Optimal</u>	<u>Current 6/1/2018</u>
Library Facilities-- square ft./capita	1/19/2016	0.6 sf/cap	0.8 sf/cap	1.0 sf/cap	0.65 sf/cap
Open hours per week-- Central Library	6/21/2016	56 hr/wk	64 hr/wk	68 hr/wk	56 hr/wk
Open hours per week-- Branch Libraries	6/21/2016	28 hr/wk	36 hr/wk	40 hr/wk	28 hr/wk
Library Materials-- Expenditures per capita	3/21/2017	\$5.00/cap	\$7.50/cap	\$10.00/cap	\$5.50/cap
Library Staff FTE	3/13/2018	50 FTE	58 FTE	64 FTE	46 FTE

There are several factors to take into account when applying these standards to BPL's services.

- The standards are not meant to be addressed independently from each other. E.g., it is unrealistic to reach the medium/operational level of open library hours while operating at the low/minimal level of staffing FTE.
- The three levels within each standard are reference points within a continuum, or sliding scale. It is not expected that an increase from the low/minimum level to a higher level would happen in one fell swoop. Rather, that gain would be attained in incremental steps.
- The standards should be reviewed periodically by the BPL Board of Trustees to determine that they are still an accurate representation. A partial list of issues that should be examined when standards reviews are conducted include:
 - Levels of community use, such as volume of circulation, number of library visits, and program needs and participation;
 - Amount of open hours and number of library branches;
 - Library materials data---size and age of collections, holds ratios, turnover rate, etc.;
 - Implementation of new technologies and their effects on library services, staffing and space.
- The one standard that is very difficult to address incrementally is the library facilities standard. A significant addition of library facility square footage can happen only through a major project. However, there are small steps that can be taken to address facility needs, such as renovating existing space to make it functionally better and to utilize other community spaces for outreach services.

BPL - 6 Year Plan to Medium LOS - DRAFT

Jim McCabe - June 1, 2018

	2018	2018	2019	2020	2021	2022	2023	2024
BPL Budget \$1000								
Salaries & wages	2257	2255	2461	2598	2637	2780	2926	3076
Personnel benefits	1043	1042	1137	1200	1218	1284	1351	1421
Supplies - Library materials (w/o pre-p)	458	457	486	538	582	628	675	713
Supplies - other	88	88	89	91	92	93	95	96
Other Services, charges	855	855	868	881	894	907	921	935
Intergov services	6	6	6	6	6	6	6	7
Total expenditure	4707	4703	5047	5314	5430	5699	5974	6248

LOS measures

Open Hours (hrs/wk) - Main	56	56	56	60	60	64	64	64
Branches (2@28)	56	56	56	60	60	64	64	72
Total open hours	112	112	112	120	120	128	128	136
Materials - \$/capita	5.25	5.25	5.5	6.0	6.4	6.8	7.2	7.5
Staffing - FTEs	46.5	46.5	50	52	52	54	56	58
Bellingham population, 1000	87	87	88.3	89.6	91.0	92.3	93.7	95.1
Inflation assumption, %/yr			1.5	1.5	1.5	1.5	1.5	1.5
Avg salary \$/yr		48.5	49	50	51	51	52	53
Avg benefits \$/yr		22.4	23	23	23	24	24	24

LOS

	<u>Low</u>	<u>Med</u>	<u>High</u>
Open Hours (hrs/wk) - Main	56	64	68
Branch	28	36	40
Total open hours	84	100	108
Materials - \$/capita	5	7.5	10
Staffing - FTEs	50	58	64
Space, sq ft /capita	0.6	0.8	1.0

DRAFT DISCUSSION TOPICS: LIBRARY 2019 - 2020 BUDGET PLANNING

Requests for the 2019-2020 budget cycle fall into four broad categories:

MATERIALS

- Approved in 2018, a three-year plan to increase the materials budget by \$180,000 total, at a rate of \$60,000 additional per year:
 - 2019: 60K (total increase 120K)
 - 2020: 60K (total increase 180K)
- Additional money for pre-processing of materials.

FACILITIES (CAPITAL)

- Space planning projects per RMC Architect study
 - Staff work space redesign
 - Building improvements to accommodate materials sorter
 - Public space improvements
- ADA improvements at Central
- Other Central Library needs being requested/funded by other departments:
 - Public Elevator modification (Public Works - estimated 2019)
 - Freight Elevator replacement (Public Works - out many years)
 - ADA accessible path from Lottie through Lee Memorial Park (Parks and Public Works collaborating)

SYSTEMS

- ILS replacement
 - One-time funding for migration
 - Ongoing system maintenance
- Materials sorter
 - Linked to facilities request

STAFFING

Currently funded at 46 FTE. Objective is to reach 58 FTE, the Medium/Operational level identified in the BPL Level of Service Standards adopted by the Board. Proposing to add 12 FTE over three biennial budget cycles (6 years) at a rate of approximately 4 FTE per biennium.

For 2019-2020, the Management Team identified staffing needs totaling 5 FTE to maintain current services. These FTEs would be allocated to address immediate public service, safety and technology needs.

FTE COUNT	OPTION	SALARY & BENEFITS	PERIPHERALS	TOTAL
4.0	A	\$307,809	TBD	
4.0	B	\$336,806	TBD	
5.0	C	\$394,413	TBD	