

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  
Lecture Room – 3:30 p.m.**

<b><u>AGENDA</u></b>	<b><u>TIME (approx.)</u></b>
<b>1. Call to order and introductions</b>	2 min
<b>2. Approve/modify agenda</b>	1 min
<b>3. Public comment</b> This time is set aside for members of the public to make comments or ask questions. We ask that remarks be limited to three minutes.	3 min
<b>4. Consent agenda</b> 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"><li>• <b>Communications and FYI</b></li><li>• <b>Minutes</b> May 15, 2018: Regular board meeting May 22, 2018: Special board meeting June 1, 2018: Special board meeting</li><li>• <b>Library performance &amp; activity measures</b> May 2018</li><li>• <b>Financial reports</b> Claims: May 2018 YTD report: May 2018</li></ul>	4 min
<b>5. Reports</b> <ul style="list-style-type: none"><li>• Board Chair</li><li>• Library Board members</li><li>• City Council liaison</li><li>• Friends of Bellingham Public Library</li><li>• Acting Library Director</li></ul>	15 min
	<b>Time check: 3:55</b>
<b>6. 2019-2020 Budget Modification proposals</b> <ul style="list-style-type: none"><li>• Bethany Hoglund, Acting Director</li></ul>	10 min
<b>7. Rules of Conduct revision</b> <ul style="list-style-type: none"><li>• Action requested</li></ul>	10 min

- |  |                         |
|--|-------------------------|
| <b>8. 2018 Summer Reading</b>                    | 5 min                   |
| • Bethany Hoglund, Acting Director               |                         |
|  | <b>Time check: 4:20</b> |
| <b>9. Integrated Library System (ILS) update</b> | 10 min                  |
| • Jon McConnel, Head of Digital Services         |                         |
| <b>10. Onboarding Rebecca Judd</b>               | 10 min                  |
| <b>11. Action items for next meeting</b>         | 2 min                   |
|  | <b>Time check: 4:42</b> |
| <b>12. Adjourn</b>                               |                         |

**Next Regular Library Board Meeting: Tuesday, July 17, 2018 – 3:30 p.m.  
Location: Lecture Room, 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.

# Baltimore's Pratt Library goes fine free for overdue books



The Enoch Pratt Free Library is going fine free. (Amy Davis, Baltimore Sun video)



By Yvonne Wenger  
The Baltimore Sun

JUNE 4, 2018, 5:00 AM

**B**altimore's Enoch Pratt Free Library says it will become the first major urban library system on the East Coast to eliminate fines on overdue books and other materials on Monday when it wipes out \$186,000 in penalties for 26,000 people and welcomes back 13,000 borrowers whose cards have been blocked.

The library will forgo about \$100,000 in fines collected each year, but will continue to charge customers full price to replace books never returned. President Heidi Daniel, who took over last year after longtime leader Carla Hayden left to head the Library of Congress, described the action as a goodwill gesture that speaks to the Pratt's mission in Baltimore while reflecting a trend sweeping libraries across the country.

"People always think: 'That's such a radical idea. How can the library exist if you don't charge fines?'" Daniel said. "Once we start talking it through ... people get it pretty quickly. It makes a lot of sense.

“It’s going to have a profound impact on the city of Baltimore. I really hope this re-engages people and makes them remember how much we have to offer every neighborhood in the city.”

The Pratt — which will become the first library system in Maryland to make the change — will celebrate going fine-free with a community block party from 2 to 5 p.m. Monday at the Walbrook branch, 3203 W. North Avenue in West Baltimore.

The new policy is welcome news for Vanessa Gordon. The Pigtown woman devours books — African-American authors, Danielle Steel and other bestsellers. She visits the Washington Village branch as often as once a week,

But she says her multiple sclerosis disrupts her life, throwing off schedules and getting in the way of returning her library books before the due dates. Fines stack up, and paying them is both an inconvenience and a burden.

“Sometimes I am not well, especially in the winter, and I can’t get out,” said Gordon, who just finished “Perfect is Boring” by Tyra Banks and Banks’ mother, Carolyn London. “I love the library. I love to read. This is absolutely fabulous.”

Daniel said other libraries that have done away with fines — in Salt Lake City, Columbus, Ohio, and Nashville, Tenn. — report higher circulation but little difference in unreturned materials. The Pratt’s circulation has fallen in recent years, from 1.16 million in 2015 to 991,000.

Daniel said analysis by the Pratt and other libraries shows that fining customers affects lower-income users disproportionately, and punishes children who might have limited control over returning books on time. About 2,500 of the Pratt’s blocked cards belong to children and teens.

The branches with the most blocked users are the main library downtown, the Pennsylvania Avenue branch in West Baltimore and the Southeast Anchor Library near Highlandtown. All serve high concentrations of customers living in poverty, who Daniel said are most in need of the library’s services, such as access to computers and the internet, help with homework and free classes.

For the poorest customers, Daniel said, paying fines can be such a barrier that they stop using the library. Adults are charged 99 cents a day for late materials up to \$6 per item. Children and teens are charged 10 cents a day. en parents and children check out stacks of colorful

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Once the debt reaches \$10, cards have been blocked.

Whatever a patron’s ability to pay, Daniel said, asking librarians to collect fines creates an adversarial exchange that takes away from their time and desire to help.

“We see families who come in and have to leave empty-handed without books,” Daniel said. “We asked ourselves, ‘Why are we in the City of Baltimore?’

“It’s not because we want to collect your 10-cent fine. We’re in the City of Baltimore because we want to provide access and we want to empower every resident of this city. We can’t do that if we’re telling people at \$10 you can’t use us anymore.”

The money the library expects to lose in fines amounts to a quarter of a percent of its \$40 million annual budget. Daniel said the library will not cut any services as a result. She is considering adding revenue-generating services, such as accepting passport applications, to help offset the loss.

Five percent of the Pratt’s 290,000 active users are blocked due to fines. About 26,000 items, or 1.5 percent of the Pratt’s materials, are considered lost, meaning that the customer has been billed for the replacement cost.

Under the new policy, the replacement cost of the book will be waived when users return the item in good condition, no matter when. Cards will be blocked at \$25; payment plans will be available.

Pam Sandlian Smith, president of the Public Library Association, said a growing number of libraries are going fine-free. Others, including in Washington, New York, Los Angeles and Philadelphia, provide special exceptions only for children. Some systems let customers reduce their fines by reading or by donating canned food instead of payment.

“The key reason libraries are making this decision is an understanding that fines are a barrier to people successfully using the library,” said Smith, a Colorado librarian whose system went fine-free in 2009. “It negates the entire public library experience. We want kids and families — we want everybody — using the library, because we want kids loving to read books so they grow up to be readers and curious thinkers and problem-solvers.”

More libraries are considering how to become fine-free, Smith said, but depend on the fine revenue for operations. Some oppose the idea of going fine-free because they see imposing fines as teaching personal responsibility.

Daniel said the Pratt has a role in teaching responsibility — but through programs and classes, such as those in financial literacy or life skills. Under the new policy, people will continue to have a financial incentive to return their books. Items declared lost, after the due date and a series of automatic renewals, when applicable, will be billed along with fees of about \$15. If a book is still not returned 45 days after the final due date, the library will contact a collection agency. The debt would not count against a credit report.

Whether fines are a good way of teaching responsibility is debatable, Daniel said.

“I am not sure I am teaching an 8-year-old personal responsibility when they come in and we say to them, ‘I am sorry you can’t have any items today,’ ” she said. “Research shows people who return their books on time, responsibly, will continue to do so, because it’s the right thing to do.

“The other incentive is, we will send you a bill.”

Peter Bromberg runs the Salt Lake City library, which went fine-free a year ago. He said the system's circulation has gone up 10 percent after trending downward for three years, and more lost materials have been returned. Bromberg said people had held on to overdue books because they were afraid of the fines.

The lost fines represent about a third of 1 percent of the library's budget, he said.

"In the library, arguing about fines is the single most negative experience for customers and staff," he said. Eliminating the fines is "a customer service boon."

In Nashville, going fine-free a year ago has also been positive, spokeswoman Andrea Fanta said. Late fee fines brought in \$159,000 annually, she said.

"For us, when we looked at the so-called cost of revenue of late fines versus people not being able to use their accounts and check out books, the analysis showed it was worth it," Fanta said.

Helen Witte of Medfield takes her children, ages 4 to 9, to the Hampden branch on Falls Road each week. They carry out 15 or more books every time. She tries to limit each child to five, but her youngest always grabs extras.

Witte says her schedule is often hectic, and getting every book back to the library before the due date can sometimes get lost in the bustle of life.

She said the freedom that will come with having no more fines will make life a little simpler.

"There is one book in our house that is missing," Witte said. "We're still on the lookout for that."

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# Bellingham Public Library



**Regular Meeting of the Library Board of Trustees  
Tuesday, May 15, 2018 – 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:** Rick Osen, Rachel Myers, Rebecca Craven and Jim McCabe

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

**Others Present:** April Barker, City Council Liaison; Faye Hill, Friends of BPL; Brian Henshaw, Finance Director; Brian Heinrich, Deputy Administrator; Kara Turner, Turner HR Services

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

**Approve/modify agenda:** Rick acknowledged and thanked Nancy for all of the great work she has done for the Library and wished her all of the best in Colorado. Rachel Myers moved to approve the agenda. Jim McCabe seconded. Motion carried.

**Consent agenda:** Rebecca Craven moved to approve the April 17, 2018 Regular meeting minutes and the April 2018 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

**2019-2020 Budget planning:**

- City of Bellingham budget overview: Brian Heinrich commented that he would be providing some comments, after Brian Henshaw's presentation, about the Budget Modification form that is the first step in building the city budget. He added that he and the Mayor are mindful of the direction by Council, following the Sustainable Funding study, to raise the level of service. He wants to share the Mayor's perspective on an approach to fulfill that direction.

Brian Henshaw provided a City of Bellingham Financial Overview. Highlights of his PowerPoint presentation included:

- The City posts all Financial Reports on the City's website.
- The City has 50+ funds, each for a specific purpose; revenues and expenditures are tracked for each fund. The General Fund is the most important fund (it

funds Police, Fire, Parks, Library and much more), but also has the most constraints due to the number of requests.

- 2017 citywide revenues were \$263 million.
- 2017 citywide expenses were \$236 million.
- 2017 General Fund revenues totaled \$79.7 million; approximately 80% of the revenues come from taxes – property, B&O, sales and utility.
- 2017 General Fund expenses totaled \$76.4 million; 72% were salaries and benefits. Through cost saving measures the City has been able to shrink the deficit and build up reserves so we are in good shape going into the next budget cycle.
- Debt per capita: in 2010 the state moved from grant funding to grant/loan funding which has increased debt.
- Unfunded City liabilities include:
  - Environmental Remediation, \$19 M
  - Annual Deferred Maintenance, \$1 M
  - PFD Debt Service, \$4.2 M
  - Fire & Police Pension, \$20 M
- Budget cycle: the cycle for the budget begins in April and concludes in December with Council adopting the budget. This biennium cycle the Mayor wants to separate requests from the funding – they want to prioritize the requests as a City and then the Mayor and Brian Henshaw will work on the funding mechanisms. The Mayor will work on her budget proposal in September and then will present it to Council in October.
- The City has a 6-year Capital Facilities Plan. The budget cycle is the time when departments can make new project requests and the Mayor has the opportunity to reprioritize the plan. The City has underfunded facilities maintenance throughout the city; we need to catch up on maintenance – fix it first.
- 2019-2020 budget request process: Brian Heinrich continued with the budget request process, stressing that it is a dynamic, ongoing process. This is the opportunity to tell the Mayor what you want to do in your work plan, then if all agree, the funding will be figured out. The departmental presentations are work plan driven rather than focused on dollars. Documents like the Comprehensive Plan will help guide the work.

What has helped other projects be successful? Certainly ADA compliance issues, such as the elevator issue – what's the impact on the community? The library is already talking with the folks that need to be aware of the needs, such as the Mayor, April (Council), and Ted from Public Works. The departmental work plan also plays a part. April added that the library is included in the Comprehensive Plan, the Capital Facilities Plan, the Consolidated Plan update and has already been given direction from Council to work towards Level 2 – these all support the need. Surveys help as well.

How does the library get to where it needs to be without it looking like an increase? This is the question the City faces – how do we get to where we should be. The Capital Facilities Assessment study said that, given the facilities and assets of the City, we should be spending 5 million on yearly maintenance, yet we budgeted \$600,000 for 2018. The City is constrained by the reality of what the budget will allow. The



library's elevator will rise to the top of the list, but another department's need will have to be deferred.

- A Library budget detail spreadsheet was distributed that shows 2014-2017 actual spending, plus the revised 2018 budget.
- 2019-2020 budget request form: Brian Heinrich provided detail about how to fill out the 2019-2020 Biennial Budget Modification Proposal. Finance is available to provide a place holder number for the Expenditures/Revenues columns. This becomes the foundational document for discussion with the Mayor. Jim asked if it would be helpful to provide a several year plan (LIP - Library Improvement Plan) to reach Level 2, similar to other City 6-year plans. Heinrich said that would be helpful, improvement needs to be incremental. Henshaw suggested one Proposal form for materials, one for staffing, etc.

**Acting Library Director appointment:** Nancy and the management team determined it would be good to appoint an Acting Director to serve until a new Director is in place. Rachel Myers moved that we designate Bethany Hoglund as the Acting Library Director beginning tomorrow until we hire a new Director. Jim McCabe seconded. Motion carried. Rick added that he would be meeting regularly with the management team and for the board to be aware that an extra board meeting will need to be scheduled before the June meeting.

Rick added that the LOS standards draft presented at the last meeting will be a document that we add to each Budget Proposal.

**Waivers of outstanding Hold Expired fines and J Materials fines w/WCLS:** Rick referenced the document Jon provided that was included in the packet. These are two fees that we no longer charge patrons and we would like to waive the largely uncollectible fees that remain on patrons accounts. WCLS approved this waive at their board meeting this morning. Rebecca Craven moved that the Board authorize the waiving of all outstanding hold expired fines and overdue fines on Children's and Teen Materials. Rachel Myers seconded. Motion carried.

**Action items for next meeting:**

- Rules of Conduct revision update

**Executive Session:** The Board went into Executive Session at 5:18 to discuss the Director search. No action was taken

**Meeting adjourned** at 5:45 p.m.

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

ATTEST  
Secretary, Library Board of Trustees

Chair, Library Board of Trustees

# Bellingham Public Library



**Special Meeting of the Library Board of Trustees  
Thursday, May 22, 2018 – Central Library  
11:30 a.m. - 5:30 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:** Rick Osen, Rachel Myers, Rebecca Craven and Jim McCabe

**Others present:** Kara Turner, Turner HR Services; Glenn Ferdman, Rebecca Judd, Kari May, Library Director candidates

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**Call to order:** Special session was called to order at 11:30 a.m. by Chair, Rick Osen.

**Executive Session:** The Board went into Executive Session, according to RCW 42.30.110(g), to interview candidates for the vacant Library Director position.

Three candidates were interviewed. Feedback from the Management Team interviews, the Stakeholder Presentations, the staff Meet & Greet, the Mayor's meetings, and Department Head interviews were read and considered. Following discussion, the Board chose a candidate to offer the position to.

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

**Next Regular Library Board Meeting – June 19, 2018** at the Central Library, 210 Central Avenue, Lecture 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 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.

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**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

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**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. 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. 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 BPL 6-year Plan spreadsheet, explaining that City Council has provided guidance to reach for Level 2 of the LOS standards, but to do so incrementally. 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.
  - 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 2<sup>nd</sup> 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

## Bellingham Public Library Performance & Activity Measures, 2018

			Year to Date		% of change YTD
	May-18	May-17	2018	2017	
<b>Holdings</b> - Number of materials in the library's collection					
Physical copies added to the collection	1,944	2,025	10,876	9,214	18.04%
Electronic copies added to the collection	1,054	1,349	5,225	4,872	7.25%
Physical copies withdrawn from collection	(3,690)	(309)	(16,574)	(1,750)	847.09%
Total physical holdings			174,650	200,219	-12.77%
Total electronic holdings			76,390	64,192	19.00%
<b>Total Holdings (Physical and Electronic)</b>			<b>251,040</b>	<b>264,411</b>	<b>-5.06%</b>
<b>Circulation</b> - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
<b>Central Library</b>					
Adult	56,763	58,133	294,889	278,194	6.00%
Youth	39,460	39,223	208,565	182,454	14.31%
<b>Sub-Total Central</b>	<b>96,223</b>	<b>97,356</b>	<b>503,454</b>	<b>460,648</b>	<b>9.29%</b>
<b>Fairhaven Branch</b>					
Adult	7,688	6,912	38,329	33,583	14.13%
Youth	2,293	2,466	11,870	11,070	7.23%
<b>Sub-Total Fairhaven</b>	<b>9,981</b>	<b>9,378</b>	<b>50,199</b>	<b>44,653</b>	<b>12.42%</b>
<b>Barkley Branch</b>					
Adult	5,665	5,459	28,320	24,529	15.46%
Youth	3,294	3,333	16,265	14,492	12.23%
<b>Sub-Total Barkley</b>	<b>8,959</b>	<b>8,792</b>	<b>44,585</b>	<b>39,021</b>	<b>14.26%</b>
<b>Bellingham Technical College</b>					
Adult	41	180	354	538	-34.20%
Youth	7	39	76	76	0.00%
<b>Sub-Total BTC</b>	<b>48</b>	<b>219</b>	<b>430</b>	<b>614</b>	<b>-29.97%</b>
<b>Whatcom Community College</b>					
Adult	405	361	1,808	1,628	11.06%
Youth	87	121	418	537	-22.16%
<b>Sub-Total WCC</b>	<b>492</b>	<b>482</b>	<b>2,226</b>	<b>2,165</b>	<b>2.82%</b>
<b>Western Washington University</b>					
Adult	516	682	2,401	2,591	-7.33%
Youth	293	186	1,218	879	38.57%
<b>Sub-Total WWU</b>	<b>809</b>	<b>868</b>	<b>3,619</b>	<b>3,470</b>	<b>4.29%</b>
<b>Online Services</b>					
NW Anytime Library Overdrive	17,096	13,617	83,472	65,874	26.71%
RBdigital	1,174	1,343	7,003	7,630	-8.22%
<b>Sub-Total Online</b>	<b>18,270</b>	<b>14,960</b>	<b>90,475</b>	<b>73,504</b>	<b>23.09%</b>
<b>Total Circulation</b>	<b>134,782</b>	<b>132,055</b>	<b>694,988</b>	<b>624,075</b>	<b>11.36%</b>
<b>Holds Activity</b>					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	54,135	50,889	268,540	248,029	8.27%
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	34,411	31,779	172,089	158,635	8.48%
<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	40,687	41,472	204,807	212,325	-3.54%
Childrens	10,313	10,346	55,892	60,492	-7.60%
Fairhaven Branch	6,728	6,912	35,875	35,674	0.56%
Barkley Branch	4,084	4,130	20,741	20,064	3.37%
<b>Total Persons Visiting</b>	<b>61,812</b>	<b>62,860</b>	<b>317,315</b>	<b>328,555</b>	<b>-3.42%</b>
<b>Website Visits</b>					
This count reflects number of visits to www.bellinghampubliclibrary.org	40,476	36,984	209,935	203,300	3.26%
<b>Bibliocommons Visits</b>					
This count reflects number of visits to Bibliocommons	11,418	11,801	61,294	53,318	14.96%
<b>Total Website Visits</b>	<b>51,894</b>	<b>48,785</b>	<b>271,229</b>	<b>256,618</b>	<b>5.69%</b>
<b>Computer Usage</b> - Number of sessions					
<b>Central Library</b>					
Adult & Teen (30 terminals)	5,327	5,431	26,647	28,364	-6.05%
Childrens (3 terminals)	128	103	794	898	-11.58%
Fairhaven Branch (6 terminals)	524	695	2,877	3,272	-12.07%
Barkley Branch (4 terminals)	264	309	1,347	1,509	-10.74%
<b>Total Computer Sessions</b>	<b>6,243</b>	<b>6,538</b>	<b>31,665</b>	<b>34,043</b>	<b>-6.99%</b>
<b>New Borrowers Registered</b>					
Central Library	486	342	2,241	2,177	2.94%
Fairhaven Branch	43	40	179	228	-21.49%
Barkley Branch	41	55	157	171	-8.19%
<b>Total New Borrowers Registered</b>	<b>570</b>	<b>437</b>	<b>2,577</b>	<b>2,576</b>	<b>0.04%</b>
<b>Programs</b> - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	95	114	575	628	-8.44%
Attendees	2,539	2,826	15,539	15,644	-0.67%
<b>Volunteer Hours</b>	<b>874</b>	<b>554</b>	<b>3,185</b>	<b>2,643</b>	<b>20.50%</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 JUNE 19, 2018, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	<b>VENDOR</b>	<b>AMOUNT</b>
<b>ADMINISTRATION</b>		
Software	Adobe Creative Cloud	391.19
Program supplies; Nintendo Switch; headphones	Amazon.com	802.23
Database overlay	Bibliocommons	9,078.10
File cabinet	Blackburn Office Equipment	370.11
Board room water	Cash N Carry	9.07
Printing; copier paper	Copy Source	262.69
Program supplies	Costco	65.21
Water @ Barkley Branch	Crystal Springs	27.35
Shipping	FedEx Office	91.81
Copier leases	Great America Financial Services	513.07
Name tags	Laserpoint Awards	20.65
Cabinet extension	New Whatcom Interiors	2,826.20
Security software maintenance	Ninite.com	21.74
Office supplies; copier paper; toner	Office Depot	1,167.43
Truck fuel	Reisner Distributor	136.92
Program supplies	Reset Games	39.13
Cyber Defense training - McConnel	SP Hailey Enterprises	400.00
Labels	Stickybusiness.com	629.25
Barkley operating costs (March & April)	Talbot Services LLC	1,066.66
Program supplies	Target	9.76
Microfiche machine lease	Technology Unlimited	339.14
Dry erase board	Uline	324.53
Debt collection service	Unique Management Services	250.60
Call Service box; Interlibrary loan postage	USPS	694.53
Receipt paper	WCP Solutions	998.80
B & O taxes	WSDR	22.08
	<b>ADMINISTRATION Sub Total</b>	<b>\$20,558.25</b>
<b>PUBLIC SERVICE</b>		
Library materials returned	Library Refunds	191.35
	<b>PUBLIC SERVICE Sub Total</b>	<b>\$191.35</b>
<b>TECHNICAL SERVICES</b>		
Book processing	Baker & Taylor	7,057.28
CD & DVD processing	Midwest Tape	1,036.78
ILL & tech services	OCLC	2,187.22
	<b>TECHNICAL SERVICES Sub Total</b>	<b>\$10,281.28</b>
<b>LIBRARY ACQUISITIONS</b>		
Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	294.56
Books	Baker & Taylor	23,664.14
Books	Cavendish Square Publishing	212.56
Electronic database	Ebsco Subscription Services	1,216.00
Periodicals	Lewis Publishing	57.00

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

**MAY 2018 CLAIMS**

DVDs, CDs, recorded books	Midwest Tape	7,299.68
eBooks, audiobooks	Overdrive Inc	1,439.32
Periodicals	Puget Sound Maritime Historical Society	60.00
Books	Village Books	11.70

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**LIBRARY ACQUISITIONS Sub Total    \$34,254.96**

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**GIFT FUND**

Program supplies	Amazon.com	22.79
Books	Baker & Taylor	2,630.60
Books	Center Point Large Print	145.90
Teen programming	Fred Meyer	61.04
Books	Gale	198.64
Summer Reading materials	Lynden Tribune printing	1,298.49
Teen programming	McKay's Taphouse	22.83
Teen programming	Rudy's Pizzeria	20.00
Books	Village Books	52.02

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**GIFT FUND ACQUISITIONS Sub Total    \$4,452.31**

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**TOTAL GENERAL FUND    \$65,285.84**

**TOTAL CLAIMS    \$69,738.15**



GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 5 ending May 31, 2018

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	104,025	261,808	253,365	149,340	41.1
ExO 020	PERSONNEL BENEFITS	45,624	118,000	120,962	75,338	37.7
ExO 030	SUPPLIES	30,391	79,784	93,914	63,523	32.4
ExO 040	SERVICES	167,601	345,667	354,285	186,684	47.3
ExO 050	INTERGOVT SERVICES PAYMENTS	1,526	6,500	6,006	4,480	25.4
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Grp 191	LIBRARY ADMINISTRATION	349,168	811,758	828,532	479,364	42.1
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	833,379	1,969,453	2,003,603	1,170,223	41.6
ExO 020	PERSONNEL BENEFITS	361,904	900,588	922,961	561,058	39.2
ExO 030	SUPPLIES	203,813	406,465	451,590	247,777	45.1
ExO 040	SERVICES	8,755	30,205	32,885	24,130	26.6
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Grp 193	LIBRARY SERVICES	1,407,852	3,306,711	3,411,039	2,003,188	41.3
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	195,595	469,212	468,041	272,446	41.8
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Report Final Totals		1,952,614	4,587,681	4,707,612	2,754,998	41.5
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