

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.**

AGENDA	TIME (approx.)
1. Call to order and introductions	2 min
2. Approve/modify agenda	1 min
3. Public comment This time is set aside for members of the public to make comments or ask questions. We ask that remarks be limited to three minutes.	3 min
4. Consent agenda All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. <ul style="list-style-type: none">• Communications and FYI• Minutes August 21, 2018: Regular board meeting• Library performance & activity measures August 2018• Financial reports Claims: August 2018 YTD report: August 2018	4 min
5. Reports <ul style="list-style-type: none">• Board Chair• Library Board members• City Council liaison• Friends of Bellingham Public Library• Library Director	15 min
Time check: 3:55	
6. 2019-2020 budget update <ul style="list-style-type: none">• Rick Osen, Board Chair	5 min
7. Facilities Committee report <ul style="list-style-type: none">• Space Planning	20 min
8. ILS migration update & training proposal <ul style="list-style-type: none">• Jon McConnel, Head of Digital Services	15 min

	Time check: 4:35
9. Summer Reading update	10 min
• Bethany Hoglund, Head of Youth Services	
10. Strategic planning	5 min
• Rachel Myers, Board Vice-Chair	
11. New business	5 min
12. Action items for next meeting	2 min
	Time check: 4:57
13. Adjourn	

**Next Regular Library Board Meeting: Tuesday, October 23, 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.

Sent: Sunday, September 02, 2018 5:06 PM

To: Carlson-Prandini, Suzanne

Subject: BiblioCommons User Feedback

The following feedback was submitted on Sun Sep 02 20:06:17 EDT 2018.

I cannot express in words what the Bellingham Library means to me. I am 90, live alone, and have been a 'reader' since I was six years old. Books are my transit to a diversity of options for all genres. Overdrive and a basic Kindle has opened up e reader, audio books as well as Library content. I can view magazines of interest. I have had a computer since the late 80's yet keeping up with the technology of today is challenging. Therefore our Library has the resources to reach out for (and receive) help when needed. The ability to read reviews and other patrons comments is appreciated! The reserve and notify system is a plus! I feel certain that the children are very well served from the news I read. When life's choices diminish, the Library still serves us admirably! My Sincere Gratitude.

Rita

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Tuesday, August 21, 2018 – 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.

Board Members Present: Rick Osen, Rebecca Craven, Jim McCabe and Vernon Johnson

Board Members Absent: Rachel Myers

Library Staff: Rebecca Judd, 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; Brad Cornwell, RMC Architects; Lynne Lohr, Everett Barton and Rory O'Connor, library patrons

Call to order and introductions: Regular session was called to order at 3:32 p.m. by Chair, Rick Osen.

Approve/modify agenda: Jim McCabe moved to approve the agenda. Rebecca Craven seconded. Motion carried.

Public comment: Lynne Lohr stated that she is here because something happened to her outside of the library and she feels it is not being dealt with fairly. When Lynne left the library on August 6, a man approached her and said, "It's you again, you old bag." Lynne was offended and she went back into the library. The Security Attendant was on break, so she spoke with a clerk on Help Desk, who was unsuccessful in talking to the man. The clerk then dialed the police for Lynne. These actions did not result in a trespass of the man. Lynne proposed that a representative from the library contact the man and offer the chance to mediate with Lynne by December 4 or be trespassed.

Rory O'Connor stated he was here in support of Lynne. He would like to see this issue addressed so that Lynne feels safe when she comes to the library.

Everett Barton spoke, saying he witnessed this incident with Lynne, and it took the police over 3 hours to arrive. He also noted that, since then, he has noticed increased Security Attendant and custodial surveillance. As a separate issue, Everett requested that the library

contact WTA to request that bus drivers drop customers off in the yellow designated spot on North Commercial Street rather than dropping off in the handicap zone.

Rick thanked them for their comments.

Consent agenda: Rebecca Craven moved to approve the July 17, 2018 Regular meeting minutes and the July 2018 performance and activity measures and financial reports. Jim McCabe seconded. Motion carried. (Following the meeting, Rick Osen pointed out an error he noticed in the minutes: on page 3, under 'Circulation statistics,' the first paragraph ends with the phrase "1st time renewals." This should read "1st time check-outs." The July 17 minutes have been corrected and posted to our website.)

Board Chair report:

- Rick clarified that the October Board meeting has been changed from the 16th to the 23rd and that it will be held at Central, in the Lecture Room, rather than at Fairhaven Branch.
- The Board Personnel Committee, Rick and Rebecca Craven, have met with library staff and Human Resources. They will report on the meetings at a later date.
- Rick would like Committee reports to be added to future agendas.
- The Board Facilities Committee, Rick and Jim, have had several meetings with the M-team, RMC Architects and Public Works to discuss the space planning project.
- The day after last month's Board meeting, Rick, Rebecca Judd and Bethany had a budget presentation meeting with the Mayor, Brian Heinrich, Brian Henshaw and Forrest Longman. Rick thanked Bethany for the good job she did of presenting our budget requests. The Mayor has not communicated any decisions yet.
- Brian Henshaw, Finance Director, has accepted a job with Skagit County PUD, which will begin sometime in September.
- The two ILS contracts have been signed.
- Rick, Jim, Rebecca Judd, Janice, and April Barker, all met with board members of the Cordata Neighborhood Association.
- Rick welcomed Damani back from South Africa.

Board member reports: no reports.

City Council liaison report: April reported that on September 8, from 11:00 a.m. to 4 p.m., the first Bellingham Airfest will be held at Bellingham International Airport. They have partnered with WCLS who will have a kiosk.

Friends of BPL report: The Friends are working every day of the week, supporting the library by preparing books for the upcoming sale: September 26 – 29.

Library Director report:

- Rebecca has greatly enjoy her first month here and thanked the M-team for their guidance, advice and good humor.
- Rebecca is in the process of having one-on-one meetings with all staff; she has met with 18 staff members so far. The meetings have been a wonderful way to get to know everyone and learn about operations.

- Rebecca has met with the directors of the different library systems in Whatcom County, with the Whatcom Literacy Council, and the Cordata Neighborhood Association board. Rebecca, as well as Jim and Janice, went on a tour of the northside with Julie Guy, who knows every piece of real estate as well as the history of the area.
- Included in the packet is an article that is in response to a Forbes article that received a lot of attention – it highlights the different ways that people use libraries and the value people place on the library as a civic institution.
- Our public computers are being upgraded; Rebecca thanked IT, and Doug and Paul in particular, for tackling this big job.
- We are changing the procedure for issuing new library cards. Starting September 4, cards will be issued based on patron address, regardless of which library they are at. This will help us to more accurately align our statistics.

April asked if a patron who doesn't have a residence can get a library card. Rebecca responded that we are looking to update our policy on registrations which currently have restrictions for patrons without a residence. We are working to more closely align our policies with WCLS – increasing access is first on the list.

Integrated Library System (ILS) migration update: Jon reported that a contract was reached between the vendor, Ill Polaris, the City, WCLS and BPL and was signed on August 1. On August 14, we signed an agreement with WCLS which continues our sharing of the ILS. Both contracts can be viewed on the City contracts database and will be linked to our website.

For the migration, Ill Polaris has assigned an implementation manager and a schedule has been developed. We plan to go live on January 8, 2019. We intend to be done with our current system on December 31 or January 1. During the gap we will use Ill's offline tool for circulation. Staff training will begin mid-October and continue through December with a train-the-trainer format.

Space planning update: Rick introduced Brad Cornwell, from RMC Architects. The project committee that have been working with RMC consists of Rebecca Judd, the M-team, trustees Rick and Jim, and Eric Johnston, Assistant Public Works Director. Brad was invited to share concepts that have been discussed so far, primarily aimed at our budget requests for the next biennium budget, but also for a longer timeline, of what improvements could be done in the building.

Brad began explaining that RMC has familiarized themselves with the existing conditions; gained pertinent insights concerning staffing needs from last year's BERK report; and reviewed information about book sorter equipment. RMC determined that overall there is equal square footage for staff areas and public collections. Today, Brad brought blueprints that show a few big tangible moves on the main floor to accommodate a book sorter.

Brad showed five blueprints, most color coded:

- Blue – public space
- Green – staff space
- Yellow – circulation

Ae: Main Floor Plan – Existing Conditions *(See Attachment #1. All attachments located at end of minutes.)*

A1: Main Floor Plan – Scenario 1: Placing a book sorter in the current check-in room. This option will only accommodate a small sorter and retains current issues such as being a long way from the loading dock where the majority of items arrive and awkward patron flow. *(See Attachment #2)*

A2: Main Floor Plan – Scenario 2: Placing a sorter north of the garage and taking over the west side of the building for staff sorting. This option allows the truck to be parked in the garage, moves check-in closer to where the majority of items arrive and opens up patron flow. *(See Attachment #3)*

A3: Main Floor Plan – Scenario 3: Placing a sorter in the southwest corner, closer to the garage and expanding staff area along the south edge. This option displaces some of the collection, but opens up patron flow. *(See Attachment #4)*

A4: Main Floor Plan – Scenario 4: Placing a sorter in the garage (raising the floor); also utilizing the west side of the building. The truck would need to be stored outside, but it, as well as WCLS trucks, would pull up to a loading dock with an awning. This option displaces a bit of the collection, but moves check-in closer to where items arrive and opens up patron flow. *(See Attachment #5)*

Brad commented that the project could be done step by step. RMC focused first on accommodating a sorter, but looking for efficiencies on the upper floor, the committee is also talking with Facilities about modular furniture to move some staff upstairs to make more room for collections. Brad invited comments or questions.

Will the book drop remain in the current space? With A3, it might be worthwhile to consider moving the book drop closer to the sorter – this would free up the current book drop space for other uses. With the options that place the sorter near or in the garage, it would be worthwhile to discuss book drop placement options.

Does modifying the garage add significantly to the cost? No, it would not be filled with concrete. There are some simple, affordable ways to modify the garage, such as using large geo-foam blocks that slabs can be poured on.

Jim commented that the more we can improve work flow, within a reasonable cost, the better off we will be operationally.

Jen commented that the patron flow improves with each option.

Rick commented that a win-win situation is getting a better materials flow while improving public space. He added that we will have to consider options that we can do in steps, depending on funding. Brad said RMC could build a couple of cost models to accommodate steps.

April commented that A3 opens up the circulation flow better, as a parent it allows more vision. Plus, with the current entrance, it isn't obvious where to go, it doesn't feel welcoming until you get further into the building. She asked if there was talk of changing the entrance space? Rick replied that in some earlier sketches the entrance was shifted more centrally, but that is a bigger job.

Brad added that if the library was to expand down the road, one strategy that would add clarity to the entrance would be a 50 foot, 2-story, addition on the east side. It could offer many options such as foster an open circulation path, enable teens to have a distinct space downstairs as well as provide restrooms on each level.

Rebecca Craven commented that she is curious to hear from staff about the garage option. Jen replied that she thinks it is reasonable to park the vehicle outside and gain some space. It would be great for WCLS to be able to deliver to the back. Jon added that in the long term, it would allow more flexibility for trucks (we currently have to special order one to fit in the garage).

Brad closed by saying, as a WCLS Trustee, they value the work we do here – it is a good partnership.

Rick reported that he and Rebecca Judd had a meeting with Eric Johnston, Clark Williams and Myron Carlson, all from Public Works, as well as Connie Allen, Purchasing Manager, to talk about a furniture vendor. A representative from the vendor will be here later this week. Tomorrow staff will be touring a few departments that have used the vendor.

Eric Johnston also informed Rick and Rebecca that Public Works has several budget requests for maintenance within the library, such as carpeting, painting and the elevator. We will work to coordinate any of our efforts with Public Works. Rebecca added that it is a good opportunity to work with Public Works and to make sure any work we do is with a longer vision.

Rick anticipates estimates from RMC for the building projects and estimates from the vendor for staff area furniture.

April asked if RMC has done any work for the lower level. Rick replied that we do not have a budget request in for that floor, but down the road, especially with an expansion, there are exciting possibilities. Jim added that we stayed focused on what we could do in the coming biennium budget cycle.

Budget update: Rick reported that he and Rebecca Judd met with Forrest Longman, Budget Manager, who was interested in more solid numbers for the capital budget requests we made. He understands we are still waiting on estimates. Rebecca added that we are waiting to hear back from the Mayor about our requests.

The Mayor needs to submit her budget to City Council by the end of September. The Council then has until the end of October to make decisions. To clarify about our requests, we requested some staff each of the years, with the sorter request for the second year. Jon added that we will need staff to manage the other projects.

New Business:

- Strategic Planning: Rick, Rebecca Judd, Rachel and Janice will be meeting after Labor Day to develop a process for Strategic Planning. April asked if, with the new ILS and cards being issued according to address, will we be able to pull data to help with determining who is using what facilities to shed light on equity? Jon replied that, with the current system, we choose not to track patron circulation – identifying patrons with items – to protect patron privacy. April added that the school district recently began tracking some metrics (with blurred privacy information), so that they could strategically see where the resources are needed.

Meeting adjourned at 4:41 p.m.

Next Regular Library Board Meeting – September 18, 2018 at the Central Library, 210 Central Avenue, Library Lecture Room – at 3:30 p.m.

Chair, Library Board of Trustees

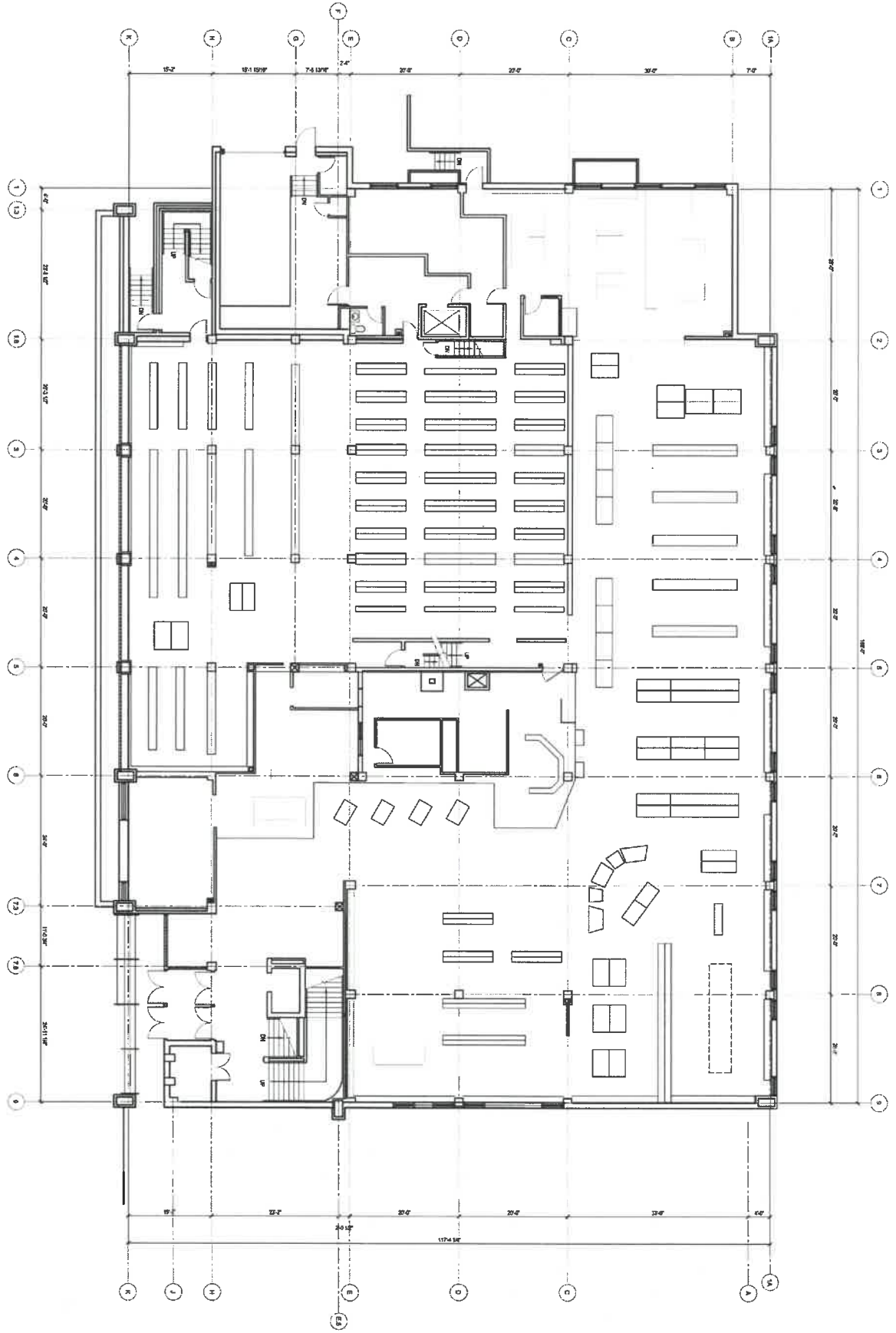
ATTEST

Secretary, Library Board of Trustees

Attachments:

- Attachment #1: Ae – Main Floor Plan – Existing Conditions
- Attachment #2: A1 – Main Floor Plan – Scenario 1
- Attachment #3: A2 – Main Floor Plan – Scenario 2
- Attachment #4: A3 – Main Floor Plan – Scenario 3
- Attachment #5: A4 – Main Floor Plan – Scenario 4

1 Main Floor Plan - Existing
SCALE: 1/8" = 1'-0"



Bellingham Public Library

BELLINGHAM CENTRAL LIBRARY

210 Central Avenue
Bellingham, Washington 98225

Arch No.: 1961 Date: 03/18/21
 Project No.: 1962 Rev: 1
 Drawn By: [Name] Checked By: [Name]
 Issued For: [Name] Revised For: [Name]

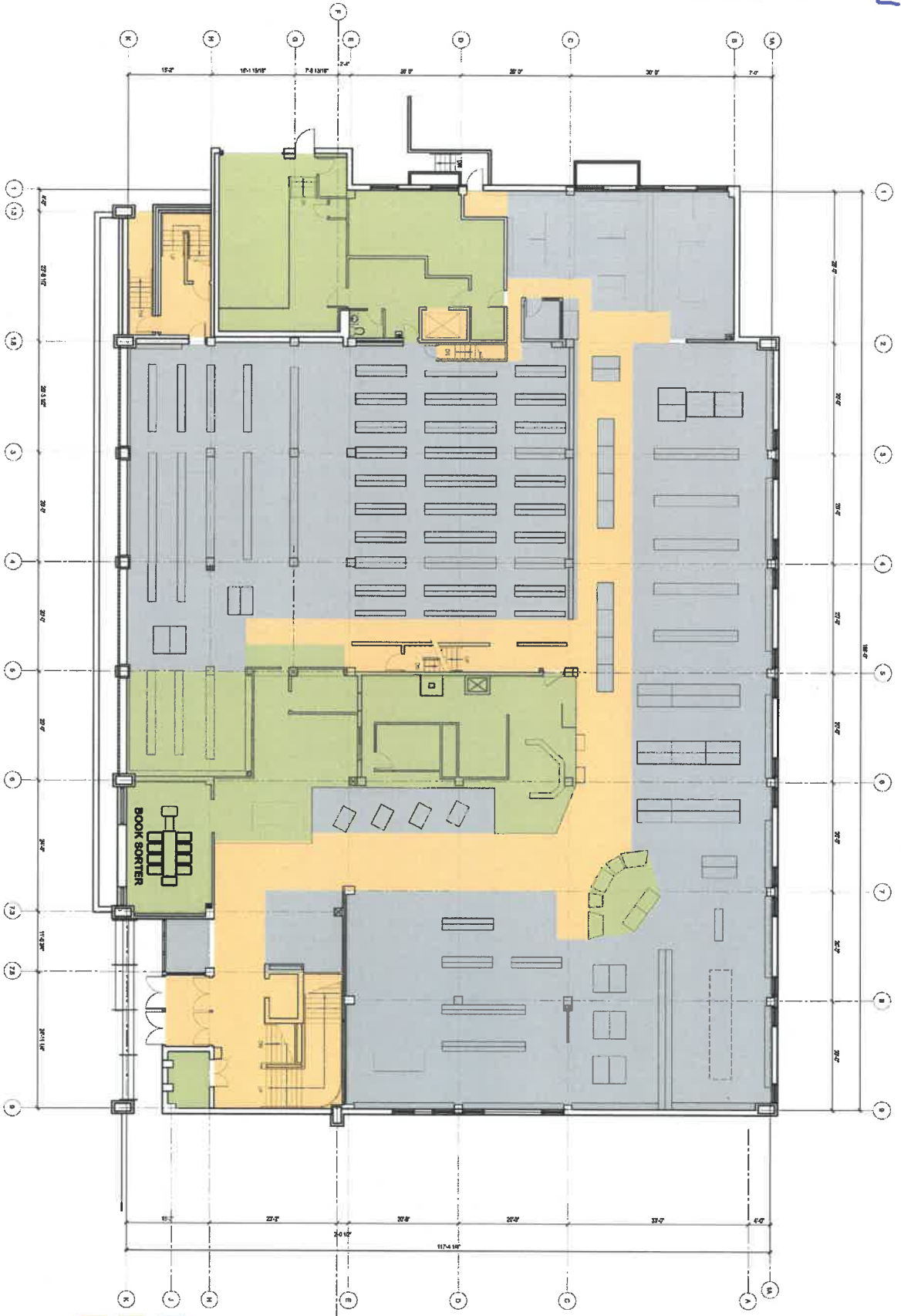
Ae

MAIN FLOOR PLAN

RMC ARCHITECTS

RMC Architects, PLLC • 1225 Railroad Avenue • Bellingham, WA 98225
 P: 360.876.7723 • F: 360.758.0448 • www.rmcarchitects.com

1 Main Floor Plan - Scenario 1
SCALE: 1/8" = 1'-0"



PUBLIC SPACE
 STAFF SPACE
 CIRCULATION



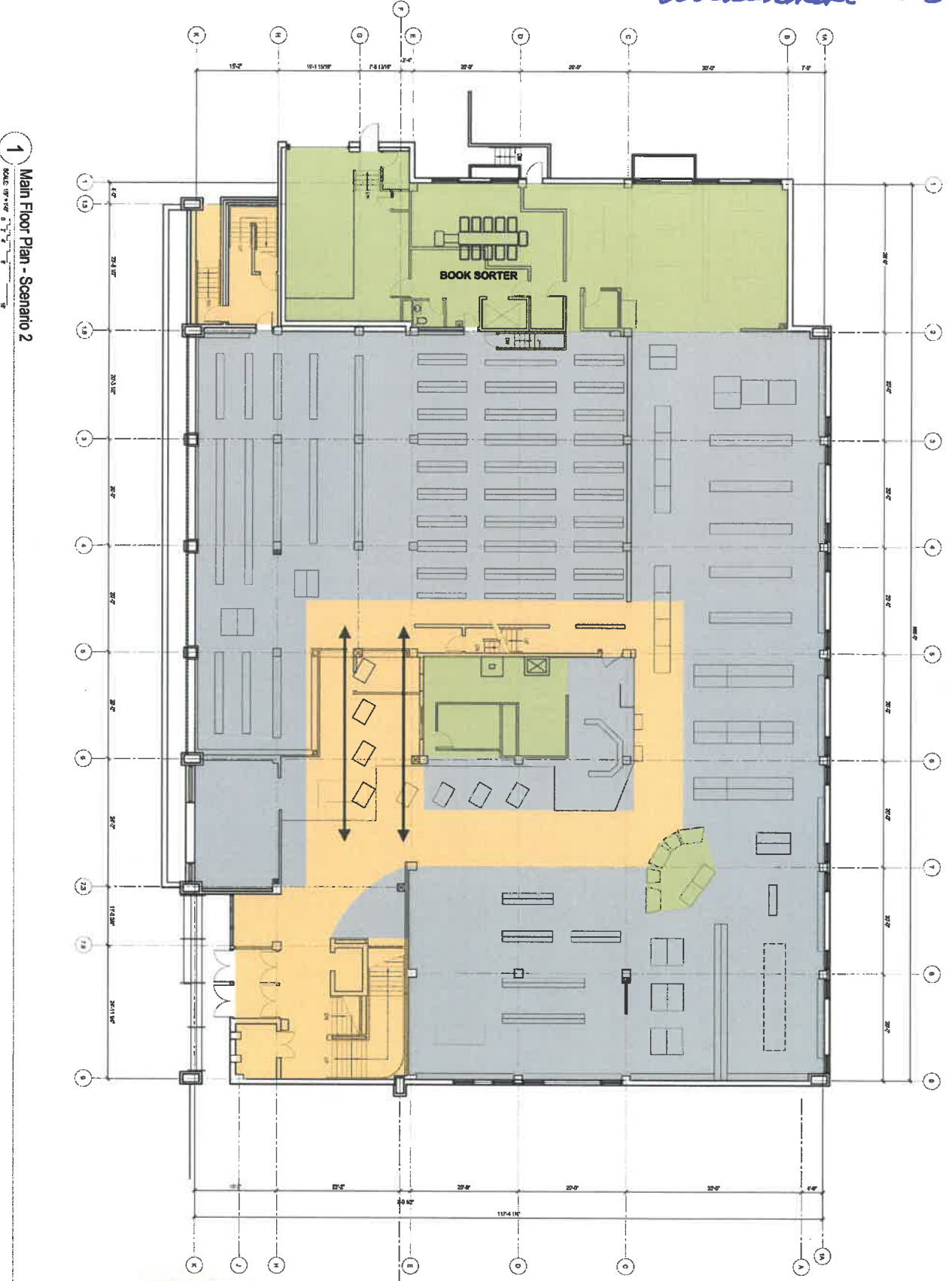
Bellingham Public Library
 Job No.: 1901 Date: 2018.02.21
 Project No.: 190274818 No.
 Drawn By: [Name] Discussed
 Checked By: [Name] Discussed
 Issued For: [Name] REVIEWED

MAIN FLOOR PLAN
A1

Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
SPACE PLANNING
 210 Central Avenue
 Bellingham, Washington 98225

RMC ARCHITECTS
 RMC Architects, PLLC • 1223 Railroad Avenue • Bellingham, WA 98225
 P: 360.676.7730 • F: 360.738.0446 • www.rmcarchitects.com

1 Main Floor Plan - Scenario 2



CIRCULATION
 STAFF SPACE
 PUBLIC SPACE



Bellingham Public Library
 Job No: 140 Date: 2/10/2021
 Project: Bellingham Central Library
 Owner: City of Bellingham
 Checked By: [Signature] Approved By: [Signature]
 Issue Date: [Date]

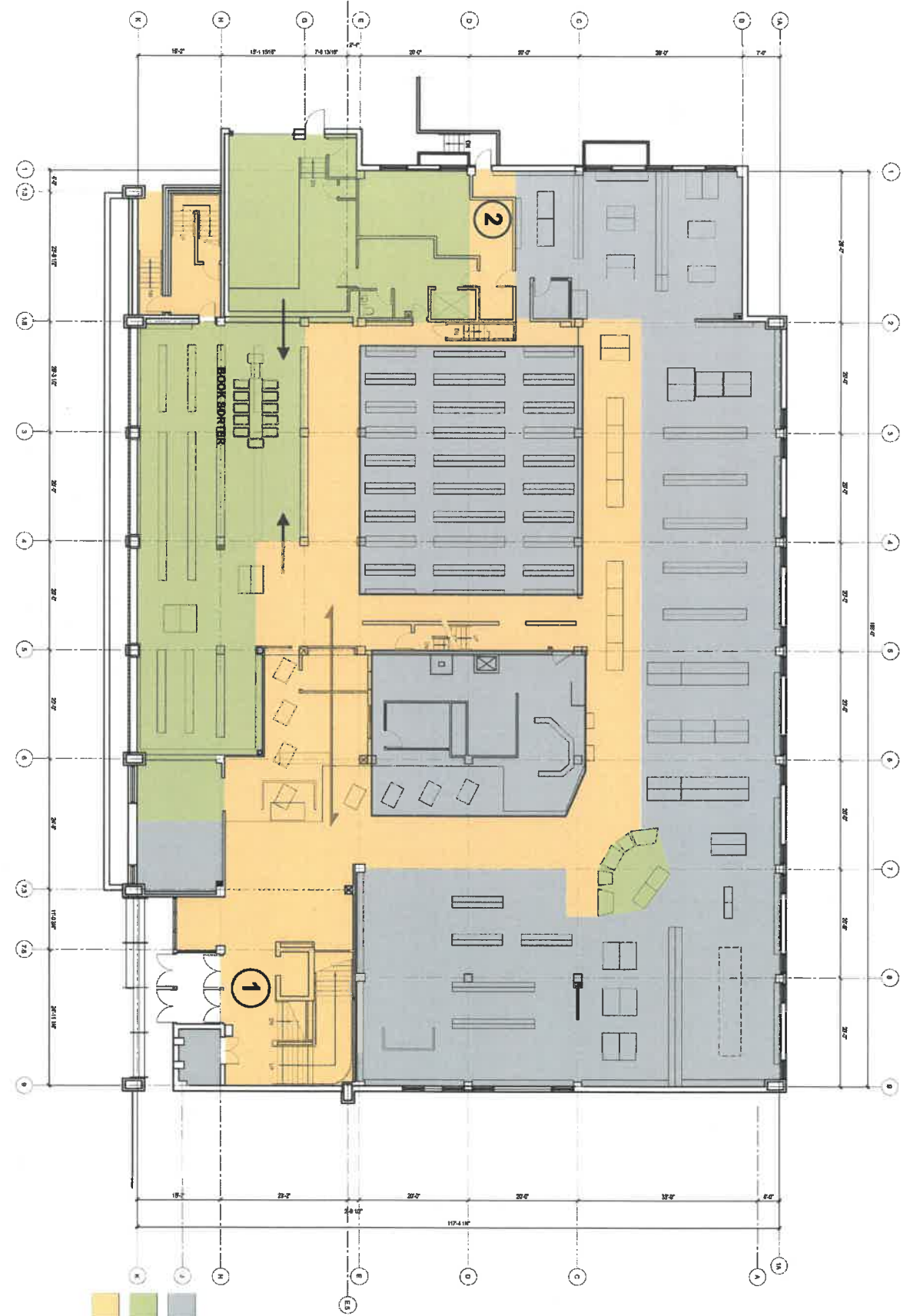
Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
SPACE PLANNING
 210 Central Avenue
 Bellingham, Washington 98225

RMC ARCHITECTS
 RMC Architects, PLLC • 1223 Railroad Avenue • Bellingham, WA 98225
 P:360.679.7735 • F:360.738.0448 • www.rmcarchitects.com

A2

MAIN FLOOR PLAN

1 Main Floor Plan - Scenario 3
SCALE: 1/8" = 1'-0"



- PUBLIC SPACE
- STAFF SPACE
- CIRCULATION



Bellingham Public Library

Job No: 100-000-2010-020
 Date: 10/20/10
 Project No: 100-000-2010-020
 Prepared By: RMC
 Checked By: RMC
 Revised For: RMC

A3

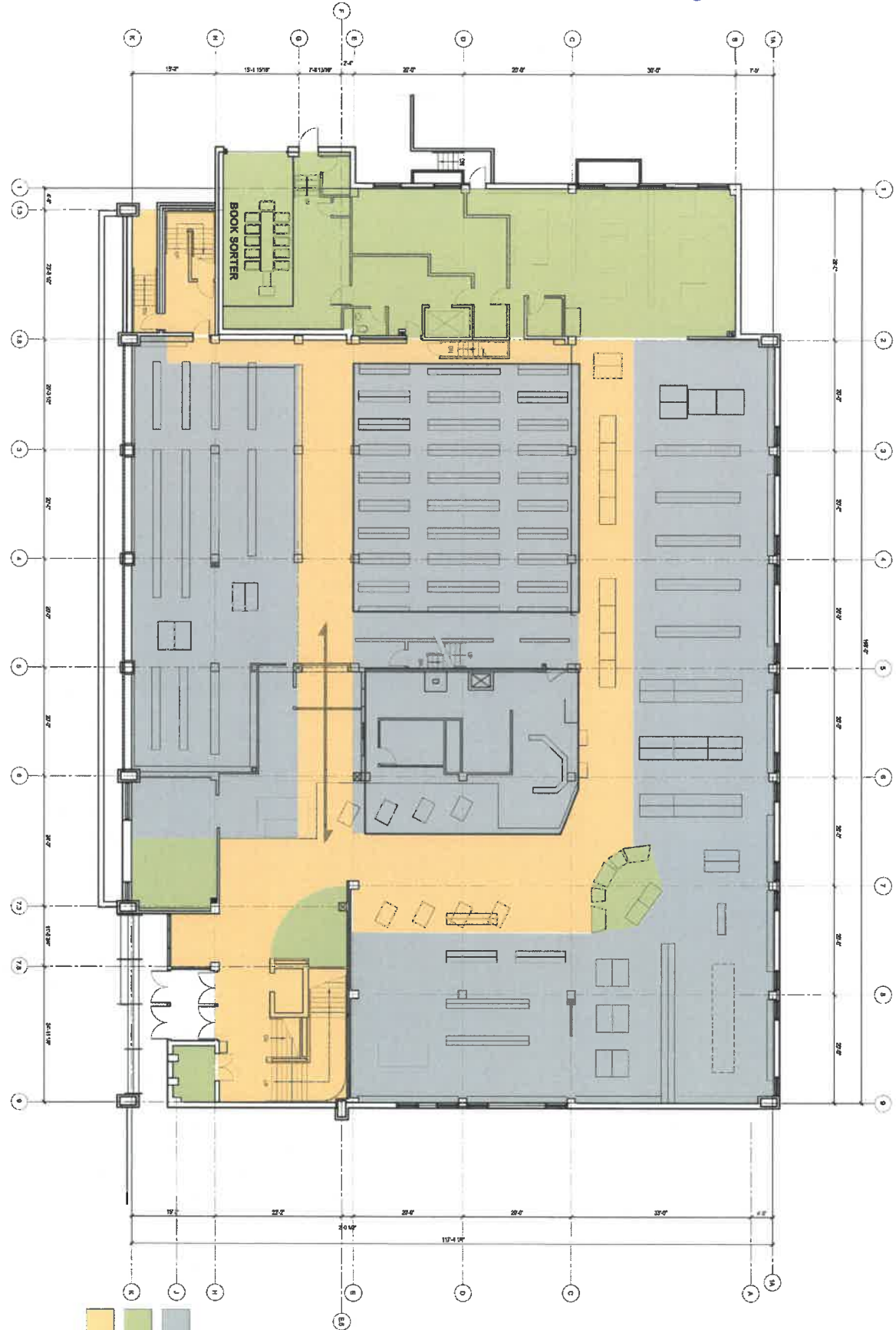
MAIN FLOOR PLAN

Bellingham Public Libraries
BELLINGHAM CENTRAL LIBRARY
 SPACE PLANNING
 210 Central Avenue
 Bellingham, Washington 98225

RMC ARCHITECTS

RMC Architects, PLLC • 1223 Railroad Avenue • Bellingham, WA 98225
 P: 360.876.7730 • F: 360.733.0444 • www.rmcarchitects.com

1 Main Floor Plan - Scenario 4
 SCALE: 1/8" = 1'-0"



- PUBLIC SPACE
- STAFF SPACE
- CIRCULATION

Bellingham Public Library

BELLINGHAM CENTRAL LIBRARY
 210 Central Avenue
 Bellingham, Washington 98225

Architect: RMC ARCHITECTS
 Project No.: 1801 Date: 2018.03.21
 Designer: [Name] Designer: [Name]
 Checked By: [Name] Checked By: [Name]
 Revised Per: [Name] Revised Per: [Name]

A4
 MAIN FLOOR PLAN

RMC ARCHITECTS

RMC Architects, PLLC • 1223 Railroad Avenue • Bellingham, WA 98225
 P-360.878.7733 • F-360.738.0448 • www.rmcarchitects.com

Bellingham Public Library Performance & Activity Measures, 2018

			Year to Date		% of change YTD
	August-18	August-17	2018	2017	
Holdings - Number of materials in the library's collection					
Physical copies added to collection	1,633	1,991	15,629	14,235	9.79%
Electronic copies added to the collection	1,082	1,022	8,879	8,075	9.96%
Physical copies withdrawn from the collection	(163)	(13,577)	(21,340)	(32,027)	-33.37%
Total physical holdings			174,637	174,963	-0.19%
Total electronic holdings			80,044	67,395	18.77%
Total Holdings (Physical and Electronic)			254,681	242,358	5.08%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	58,781	59,835	467,416	450,949	3.65%
Youth	48,759	46,436	349,199	318,489	9.64%
Sub-Total Central	107,540	106,271	816,615	769,438	6.13%
Fairhaven Branch					
Adult	7,377	7,050	60,593	53,951	12.31%
Youth	2,466	2,382	19,671	18,807	4.59%
Sub-Total Fairhaven	9,843	9,432	80,264	72,758	10.32%
Barkley Branch					
Adult	6,200	5,551	46,107	40,822	12.95%
Youth	4,026	3,491	28,061	25,160	11.53%
Sub-Total Barkley	10,226	9,042	74,168	65,982	12.41%
Bellingham Technical College					
Adult	51	55	525	729	-27.98%
Youth	4	7	91	120	-24.17%
Sub-Total BTC	55	62	616	849	-27.44%
Whatcom Community College					
Adult	250	271	2,633	2,489	5.79%
Youth	59	94	594	832	-28.61%
Sub-Total WCC	309	365	3,227	3,321	-2.83%
Western Washington University					
Adult	481	432	3,703	3,725	-0.59%
Youth	203	152	1,879	1,292	45.43%
Sub-Total WWU	684	584	5,582	5,017	11.26%
Online Services					
NW Anytime Library Overdrive	19,561	14,602	140,172	109,062	28.53%
RBdigital	1,350	1,446	10,751	11,568	-7.06%
Sub-Total Online	20,911	16,048	150,923	120,630	25.11%
Total Circulation	149,568	141,804	1,131,395	1,037,995	9.00%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	51,802	53,066	422,305	400,345	5.49%
Holds Filled - holds checked out at BPL, FH, Barkley and Connections	33,338	34,270	271,386	256,945	5.62%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	45,214	47,554	333,088	346,899	-3.98%
Children's	13,759	13,182	97,209	101,662	-4.38%
Fairhaven Branch	7,503	7,213	58,389	57,323	1.86%
Barkley Branch	5,337	4,411	35,322	33,719	4.75%
Total Persons Visiting	71,813	72,360	524,008	539,603	-2.89%
Website Visits					
This count reflects number of visits to www.bellinghampubliclibrary.org	43,302	42,714	336,301	320,862	4.81%
Bibliocommons Visits					
This count reflects number of visits to Bibliocommons	12,370	11,095	98,040	89,662	9.34%
Total Website Visits	55,672	53,809	434,341	410,524	5.80%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	5,525	5,793	42,197	44,924	-6.07%
Children's (3 terminals)	288	232	1,536	1,551	-0.97%
Fairhaven Branch (6 terminals)	745	725	4,805	5,224	-8.02%
Barkley Branch (4 terminals)	332	369	2,243	2,529	-11.31%
Total Computer Usage	6,890	7,119	50,781	54,228	-6.36%
New Borrowers Registered					
Central Library	535	469	3,526	3,411	3.37%
Fairhaven Branch	38	49	304	361	-15.79%
Barkley Branch	42	32	294	297	-1.01%
Total New Borrowers Registered	615	550	4,124	4,069	1.35%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	51	73	823	920	-10.54%
Attendees	2,414	1,700	24,023	23,066	4.15%
Volunteer Hours	488	466	4508.35	4013	12.34%

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 SEPTEMBER 18, 2018, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Supplies; tools; drivers	Amazon.com	1,007.43
Emergency water	Cash N Carry	21.69
Printing; copier paper	Copy Source	1,780.51
Water @ Barkley Branch	Crystal Springs	24.72
Sign hardware	Displays2Go	189.11
Copier leases	Great America Financial Services	648.95
Program supplies	Hardware Sales	10.98
People counter reflector	Home Controls	14.40
Tool bag return	Home Depot	(64.95)
Tools; supplies	Lowe's	50.88
Mileage reimbursement	Jon McConnel	36.30
Whatcom READS! domain registration	Midphase	25.79
Security software maintenance	Ninite.com	21.74
Copies	Oasys Inc.	483.44
Office supplies; copier paper; toner; fans	Office Depot	1,208.20
Photography	Radley Muller Photography	173.92
ILL storage	Really Useful Boxes	80.22
Truck fuel	Reisner Distributor	204.52
Lost Interlibrary loan item	Seattle Public Library	18.95
Barcodes	Sirsidynix	1,847.36
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease; repair	Technology Unlimited	380.95
ILL mailers	Uline	685.98
Debt collection service	Unique Management Services	277.45
Borrower notices - 2nd quarter	WCLS	1,465.37
B & O taxes	WSDR	6.72
	ADMINISTRATION Sub Total	\$11,133.96
PUBLIC SERVICE		
Library materials returned	Library Refunds	263.58
	PUBLIC SERVICE Sub Total	\$263.58
TECHNICAL SERVICES		
Book processing	Baker & Taylor	6,593.15
CD & DVD processing	Midwest Tape	875.80
ILL & tech services	OCLC	2,269.24
	TECHNICAL SERVICES Sub Total	\$9,738.19
LIBRARY ACQUISITIONS		
Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	992.90
Books	Baker & Taylor	22,183.41
Books	Classical Conversations	47.78
Books	Grey House Publishing	1,039.28
Periodicals	Lewis Publishing	63.00

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

AUGUST 2018 CLAIMS

DVDs, CDs, recorded books	Midwest Tape	7,510.90
Books	New Readers Press	(17.46)
eBooks, audiobooks	Overdrive Inc	1,314.88
Books	Paypal	33.34
Periodicals	Sound Circulation	444.00
Books	Whatcom Genealogical Society	45.00

LIBRARY ACQUISITIONS Sub Total \$33,657.03

GIFT FUND

Books	Baker & Taylor	2,273.73
Books	Center Point Large Print	145.90
Program supplies	Crestline	581.72
Teen programming	Fred Meyer	50.79
Books	Gale	198.64
Teen programming	McKay's Taphouse	17.49
Space planning project	RMC Architects	6,924.24
Teen programming	Rudy's Pizzeria	20.00

GIFT FUND ACQUISITIONS Sub Total \$10,212.51

TOTAL GENERAL FUND \$54,792.76

TOTAL CLAIMS \$65,005.27

GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 8 ending August 31, 2018

Transaction status 1
Rounding to Whole Dollars

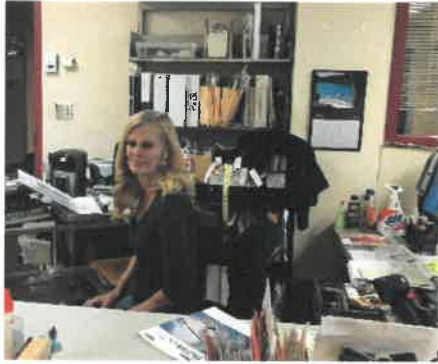
		YTD Actual	Adopted Budget	Revised Budget	Variance From Revised	%% Complete
Dpt 0190	LIBRARY					
Grp 191	LIBRARY ADMINISTRATION					
ExO 010	SALARIES & WAGES	157,486	261,808	253,365	95,879	62.2
ExO 020	PERSONNEL BENEFITS	68,695	118,000	120,962	52,267	56.8
ExO 030	SUPPLIES	53,625	79,784	93,914	40,289	57.1
ExO 040	SERVICES	239,829	345,667	354,285	114,456	67.7
ExO 050	INTERGOVT SERVICES PAYMENTS	4,656	6,500	6,006	1,350	77.5
		-----	-----	-----	-----	-----
Grp 191	LIBRARY ADMINISTRATION	524,291	811,758	828,532	304,241	63.3
Grp 193	LIBRARY SERVICES					
ExO 010	SALARIES & WAGES	1,311,324	1,969,453	2,003,603	692,279	65.5
ExO 020	PERSONNEL BENEFITS	583,777	900,588	922,961	339,185	63.3
ExO 030	SUPPLIES	319,711	406,465	451,590	131,879	70.8
ExO 040	SERVICES	15,399	30,205	32,885	17,486	46.8
		-----	-----	-----	-----	-----
Grp 193	LIBRARY SERVICES	2,230,211	3,306,711	3,411,039	1,180,829	65.4
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	312,014	469,212	468,041	156,027	66.7
		-----	-----	-----	-----	-----
Report Final Totals		3,066,515	4,587,681	4,707,612	1,641,097	65.1
		=====	=====	=====	=====	=====

Bellingham Public Library

Rebecca Judd, Director



Our People



Library Specialist Shari Emley celebrates 40 years at the Bellingham Public Library on September 16. She began her Library career as a Page but soon found her home in Collection Services where she is responsible for processing new materials and serials. Shari's institutional knowledge of Library best practice, her dedication to excellent service, and her absolute mastery of the work make her a BPL treasure. We are very pleased to celebrate this special anniversary with Shari.

Christy Karwoski has accepted the position of Adjunct (substitute) Librarian at the Library. She recently received her Master's in Library Science degree and is excited to begin her first professional position. Christy first came to BPL in 2011 as a Page and has worked as a Library Clerk since 2014. Jen Vander Ploeg, Head of Public Services and Operations, will be starting the hiring process for a new Clerk in October. In addition, Jen is running a hiring process for new Page positions.

Our Services

From Jon McConnel, Head of Digital Services: ITSD has finished deploying **replacement public computers** from the spring bulk purchase. For internet and catalog use, patrons are now using all-in-one computers with 24-inch monitors, running a current version of Windows. We switched from a 5-year to a 4-year replacement cycle after seeing how poorly the last round of machines fared in the fifth year of their life. We also used this deployment as an opportunity for minor reconfiguration of the computing area at the Central library. Coming next will be roll-out of a small number of replacement staff computers.

The digital microfilm reader's 24-month rental contract is up in September. We have signed a new 26-month agreement (same price!), and the company we rent from will replace the existing reader with an upgraded model just as soon as the replacement computer we've ordered is ready. Performance issues with the current hardware and software should be remedied by upgraded hardware and software.

From Beth Farley, Head of Collection Services: Collection Services will be working on a project to **interfile Oversize titles** into the regular nonfiction collection. This will allow easier browsing for patrons, who currently search in two separate areas for information on a topic. As shelves are cleared and interfiled, we will be asking Public Works to remove and store the frames.

From Bethany Hogle, Head of Youth Services: August 31st marked the completion of the Children's, Teen and Adult **Summer Reading** program. The number of trackers returned increased across all three age groups when compared to 2017:

Children's trackers 2018 = 1699	Children's trackers 2017 = 1391	Difference +308 or 22%
Teen trackers 2018 = 158	Teen trackers 2017 = 54	Difference +104 or 192%
Adult trackers 2018 = 227	Adult trackers 2017 = 90	Difference +137 or 152%

The Summer Reading program is a joint initiative with the Whatcom County Library System, and each year the planning team works to simplify and improve the framework to encourage self-directed participation, success, and fun. Thank you to all the Library staff who encouraged readers to participate and to the Friends of the Library for their generous financial support.

Our Spaces

Library staff have been studying drawings from RMC Architects, our space planning consultant, and providing impact statements about the location of the proposed materials sorter. Thank you to Page Coordinator Alison Kuiken for adjusting schedules and educating Page staff about the various options. Her work group is responsible for materials handling at the Library, and their thoughtful comments about work flow were an essential component of the decision-making process.

Our Community

Janice Keller, Manager of Communications, Community Relations, and Programming, and I met with the Friends of the Library on August 28. This was a special meeting to introduce me to the Board and talk about both the work of the Friends and shared goals. Thank you to Faye Hill, President of the Friends, for calling the meeting and to Janice for organizing and facilitating the discussion. I enjoyed meeting everyone and look forward to our work together.



On August 31, Specialists Mande Palmer and Julie Mauermann hosted a Library table at the Birchwood International Market. As Julie writes, "It was a wonderful event that brought the Birchwood neighborhood together and invited others to experience the flavor of this north Bellingham community and learn a bit more about the strengths and needs in this community. There was dancing, food, local vendor and community organization booths.

They are uniquely affected by lack of basic services (large grocery store, more frequent bus service) in the community. Many families have limited personal transportation, and this affects their ability to access downtown (including the library) regularly/frequently, as well as a well-priced grocery store with lots of variety – particularly if they have young children to include in their traveling and shopping plans.

We provided library information, free books and a craft for the event. Families were thrilled to have the free books and they enjoyed the craft."

Respectfully submitted,
Rebecca Judd



Attn: Rebecca Judd and Rick Osen
Company: City of Bellingham **Date:** 9/11/2018
Project: Bellingham Central Library Space Planning **Transmittal**
Job#: #1842 **Memo**
From: Brad Cornwell **Phone Record**
RE: Scope of Remodel Components **Other:** _____

Message

Library Component Revisions:

A1: Sorting and Processing - 1,149 SF

Demo: demo interior walls, door/frames, built-in casework and glazing at grid E - C; abate/demo (E) ceiling system, remove furniture by owner; demo (E) shelving (west) casework (north), remove relite & wall/gate at grid G/5

New:

- 3'-6"x7'-0" HM door at grid line 2
- Finishes (ACT, wall paint, base, carpet)
- Power distribution for equip./work stations
- Lighting/switching
- HVAC (size for A1 & A3 scope)
- 13 bin materials sorter (\$150,000 – 200,000 budget) FOIC
- Wall/HM door at materials returns (grid G/5)
- Material drop slots, signage
- Finishes (paint, base, carpet)
- (E) lighting/adjust (E) HVAC

A2: Distribution - 737 SF

Demo: remove (E) coiling door, remove (E) door and frame at grid line E

New:

- 4'x20' wide exterior steel framed canopy with TPO roofing
- Infill (E) recessed area with geofoam and top with 6" reinforced concrete slab and 8" west side retaining wall; provide 8 LF. PTD guard railing
- Install new coiling (10'-0"x8'-0") door
- Provide dock seal and trailer bumpers
- Provide new (3'-0"x7'-0") HM doors with auto opening button each side
- * Add Alternate: provide alum auto slider 6'-0" opening in lieu of HM
- Provide new HVAC ventilation
- Provide new lighting/switching



Message (continued)

A3: Staff – 826 SF

Demo: remove existing book shelves/furniture by Owner; abate/demo (E) ceiling system

New:

- New interior walls and doors to new offices (120 SF/EA)
- New wall at grid 2: 8' high with tempered glass to top of (E) ceiling
- New HM door (3'-6"x7'-0") at grid 2
- (2) new workstations and partitions (64 SF and 100 SF)
- (3) shared 4' work stations
- New power distribution
- New lighting and switching
- Extend new HVAC from A1 within space
- New finishes (ACT, paint, base, carpet)

B1: Relocated Young Adult/Periodicals – 1,306 SF

Demo: relocate Periodicals to NW corner of library with seating; relocate Young Adults collection to new B1 location (NE corner of main floor); (E) furniture to be removed by Owner

New:

- New finishes (lighting, branding and seating)
- Install existing shelves to 2 or 3 tier shelving at (south) for visibility

B2: Multi-use Conference Room – 370 SF

Demo: remove (north) wall framing

New:

- Install new full height glass wall with two doors
- Add alternate study rooms; provide two full height glass enclosures
- New finishes (lighting, dedicated HVAC)
- New seating by Owner

C1: New Horizontal Access – 577 SF

Demo: remove wall/relite and wall/gate

New:

- create new horizontal access
- New finishes (lighting, flooring, base, ACT, paint)



Message (continued)

C2: New Collections – 654 SF

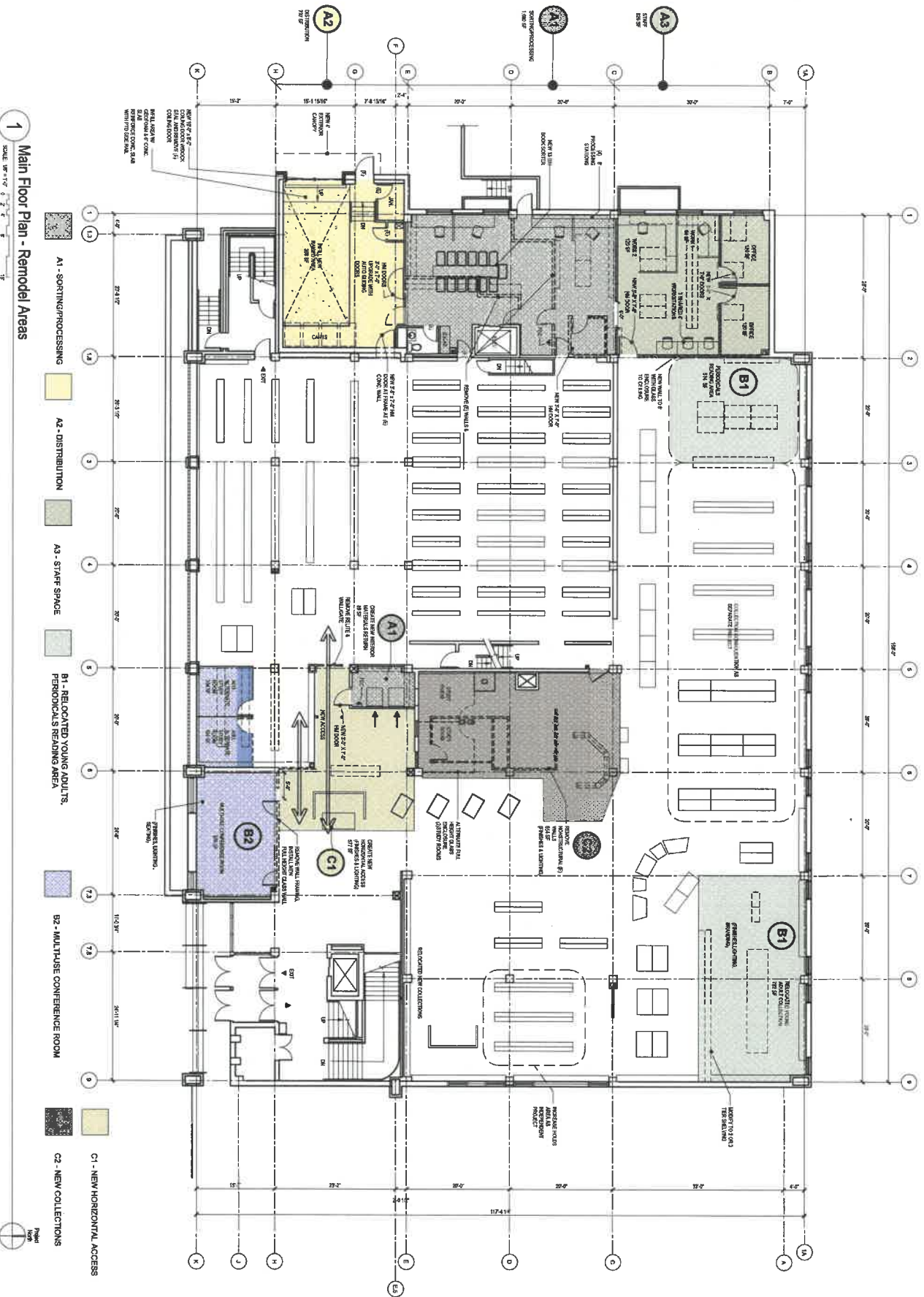
Demo: remove existing non-structural walls; doors and relites, abate/demo (E) lay-in ceiling systems

New:

- New finishes and lighting; adjust (E) HVAC
- Add alternate study room (new walls, doors and future glass enclosure)
-

Independent Scope (by BPL)

- Increase holds area at grid 8/9 – C/D
- Relocate new collection to grid line E
- Relocate Large Print to north of grid line C
- Relocate Historical/Genealogical Collections



1 Main Floor Plan - Remodel Areas

SCALE: 1/4" = 1'-0"

DATE: 10/15/14

PROJECT: BELLINGHAM CENTRAL LIBRARY

CLIENT: BELLINGHAM PUBLIC LIBRARY

DESIGNER: RMC ARCHITECTS

REVISION:

1. MAIN FLOOR PLAN REMODEL AREAS

A2.0

Bellingham Public Library

Bellingham Public Libraries

BELLINGHAM CENTRAL LIBRARY

SPACE PLANNING

210 Central Avenue
Bellingham, Washington 98225

RMC ARCHITECTS

RMC Architects, PLLC • 1223 Railroad Avenue • Bellingham, WA 98225
P: 360.678.7733 • F: 360.733.9448 • www.rmcarchitects.com

Polaris Staff Training

Sept 18, 2018

Proposal: Close all facilities for 2 days for intensive all staff training:

Monday, December 3, 2018

Wednesday, January 2, 2019

Background: Polaris go-live date is Tuesday, January 8, 2019

We have 83 staff to train

We need 3 different versions of training:

Public Services staff (roughly 40)

Pages (roughly 40)

Staff with peripheral system needs (3-4)

Public Services staff will need two 2 hour session each (Part 1 & Part 2)

Pages will need one 2 hour session each

Others will need one 1 hour session

Training groups should be less than 10 for the training lab:

Public Services will need 8 sessions

Pages will need 4-5 sessions

Other staff will need 1 session

2018

NOVEMBER

CALENDAR YEAR

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01	02	03
		On Site training for cataloging and public service from Polaris				
04	05	06	07	08	09	10
	Develop staff training material					
11	12	13	14	15	16	17
	Develop staff training material					
18	19	20	21	22	23	24
	Develop staff training material			Library Closed	Library Closed	
25	26	27	28	29	30	01
		On Site Acquisitions and Serials training from Polaris				

2 Closed days to allow for focused training

2018

CALENDAR YEAR

DECEMBER

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01
02	03	04	05	06	07	08
Public Service Part 1 (4 two hour sessions - all day)		Public Serviv Part 2 (8-10 am daily)				
09	10	11	12	13	14	15
Webinars for Power PAC , Admin, Reports, Features and Outreach						
Page staff (1 session daily)						
16	17	18	19	20	21	22
Higher volume of staff on leave						
Public Service Part 2 & Review (8-10am daily)						
23	24	25	26	27	28	29
Library Closed		Library Closed		No training - many staff on leave		
30	31	01	02	03	04	05
Last Day of Horizon						

2019

CALENDAR YEAR

JANUARY

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01	02	03	04	05
		Library Closed		One-on-one sessions as needed for staff that were unable to attend previous sessions		
		Offline Polaris (all day) PS Parts 1 & 2 Catch up				
06	07	08	09	10	11	12
		Go Live with Polaris!				
13	14	15	16	17	18	19

Timeline:

9/12/18 – M-team review and recommendation made to bring forward to Library Board

9/18/18 – Library Board discussion and decision