

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.**

<u>AGENDA</u>	<u>TIME (approx.)</u>
1. Call to order and introductions	2 min
2. Approve/modify agenda	1 min
3. Public comment This time is set aside for members of the public to make comments or ask questions. We ask that remarks be limited to three 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 June 18, 2019: Regular board meeting & Special board meeting• Library performance & activity measures June 2019• Financial reports Claims: June 2019 YTD report: June 2019	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	10 min
	Time check: 3:50
6. American Library Association (ALA) Conference report <ul style="list-style-type: none">• Suzanne Carlson-Prandini, Public Services Librarian	10 min
7. 2019 Goals – 2nd quarter update <ul style="list-style-type: none">• Rebecca Judd, Director	10 min
8. Facilities Committee report <ul style="list-style-type: none">• Rick Osen, Board Chair	5 min
	Time check: 4:15

- | | |
|---|-------------------------|
| 9. Strategic Planning update | 5 min |
| • Rebecca Judd, Director and Janice Keller, Communications, Community Relations & Programming Manager | |
| 10. Budget & Personnel updates | 10 min |
| • Rebecca Judd, Director | |
| 11. New business | 5 min |
| 12. Action items for next meeting | 2 min |
| | Time check: 4:37 |
| 13. Adjourn | |

**Next Regular Library Board Meeting: Tuesday, August 20, 2019 – 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.

Kansas City Public Library eliminating late fines, charges

Posted: 11:37 AM, Jun 28, 2019

Updated: 9:37 AM, Jun 28, 2019

By: Jade DeGood



KANSAS CITY, Mo. — You might say that an announcement made by the Kansas City Public Library on Friday was long overdue.

Library officials announced they are eliminating fees and fines for overdue materials.

The change also includes wiping out more than \$250,000 in fines from previous years.

The library hopes the change in policy will get people who might have previously avoided the library due to outstanding fines to come back.

The changes go into effect July 1.

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Tuesday, June 18, 2019 – 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, Rachel Myers, Rebecca Craven, and Jim McCabe

Board Members Absent: Vernon Johnson

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

Others Present: No others

Call to order and introductions: Regular session was called to order at 3:31 p.m. by Chair, Rick Osen.

Approve/modify agenda: Rebecca Craven moved to approve the agenda. Rachel Myers seconded. Motion carried.

Public comment: no comments.

Consent agenda: Rachel asked if anyone had any insight as to why Youth circulation statistics were up at all locations, but not Adult statistics. Rebecca noted that there were many families during the snow days. Bethany responded that the trend was the same last year. She added that staff work to keep the collections fresh at each location. Rachel Myers moved to approve the May 21, 2019 Regular meeting minutes and the May 2019 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report: Rick, Jim, Rebecca Craven and Rebecca Judd all attended the Mayor's Boards and Commissions Appreciation Reception on June 12.

Rick invited everyone to Beth Farley's retirement party on June 27th, at 4:00 p.m. in the Board Room. Rick thanked Beth, on behalf of the board, for her good, hard work over the last 12 years. Rick mentioned that one of the important things the board accomplished over the last few years is the Level of Service standards and Beth was especially helpful in developing the Materials LOS.

Rick pointed out the article in the packet, In Praise of Public Libraries, by Sue Halpern, and strongly encouraged everyone to read it, calling it a well-done article that illustrates the importance of public libraries.

Board member reports: Jim reported that the June Cordata Neighborhood Association meeting was a mayoral candidate forum – all four candidates attended. The question of a northside library was raised and Jim reported that the candidates handled it well, each from their own perspective. Jim added that the Association appreciates the time and effort involved in Rebecca Judd hosting Community Conversations in Cordata.

Jim participated in the Emergency Preparedness Community Conversation. He reported that Suzanne did an excellent job facilitating and it was a good discussion. Rebecca Judd added that Lynn Sterbenz, Office of Emergency Management Manager, was appreciative of the conversation.

Rachel reported that the remainder of the Muldrow endowment for the Library should be received by the Whatcom Community Foundation by the end of summer, and that it should be about one million dollars.

City Council liaison report: no report.

Friends of BPL report: no report.

Library Director report: Rebecca offered congratulations to Rob Werner and Jordan Sterland for completing their MLIS degrees. For their Capstone projects, Jordan did a community mapping project and Rob did a report on service to the homeless – their findings will be folded into the strategic plan. Rebecca, Bethany and Suzanne attended the iSchool Capstone presentations in Seattle.

Suzanne is leaving tomorrow for the ALA annual conference in Washington D.C. Programs offered at the conference align nicely with both strategic planning and the building remodel. She will report on the conference at next month's board meeting. Rebecca thanked the Friends for funding that made this conference possible.

In the Director's Report, Jon mentioned that IT is working on replacing the laptops in our laptop lab. Rebecca pointed out that the Library is the only department that has a laptop lab and this summer the Parks department is going to use our lab for a program – a nice synergy of service to the city.

Summer Reading school visits are wrapping up. Rebecca thanked Bethany and her staff for the 40-45 visits they accomplished. There are already many all-age finishers.

Rebecca thanked Beth Farley for her service to the Library.

Mid-biennium adjustments: Rick recapped that the management team was involved in the initial development of the 2019-2020 budget as it was during the Director transition. Now is the opportunity for a mid-term adjustment.

Rebecca Judd distributed a Midterm Proposal DRAFT, explaining that we would like to increase our staffing LOS with the addition of a full-time Children's Librarian. *(See Attachment #1 for Midterm Proposal DRAFT. All attachments are located at the end of the minutes.)* This is currently our highest service need. At this point, Bethany is serving as the sole Children's Librarian, as well as handling management and administration duties for the department. This position would allow us to provide outreach to new families.

Rebecca provided an update on the elimination of library fines, also part of the midterm adjustment request. The BPL committee, which includes Rick and Rebecca Craven, will meet next week to continue working on policy and procedure questions. Formal meetings with the City will happen in early August. Jon is leading a joint BPL/WCLS workgroup around this project. Rebecca Judd and Janice will be working with Christine Perkins and Mary Vermillion, from WCLS, to develop a communications plan.

Facilities Committee report: Rick reported the contract with RMC Architects is being circulated for signatures. There was a meeting in late May to kick off the materials sorter project; Purchasing, Facilities, ITSD, Board and staff were all represented. Jon reported that he and Alison Kuiken are collecting daily snap-shot check-in data to provide hard numbers to help determine the correct size of sorter. He has been in contact with a couple of vendors to find out where local sorter installations are so that we can go see them in action. Rick clarified that this information is being gathered for an RFP process.

Strategic Planning update: Rachel reported that the Strategic Planning committee – Rachel, Rick, Rebecca Judd and Janice – met last week. The Community Conversations part of the process will be wrapped up by the end of June. The gathered information will then be processed before the next phase.

Janice distributed a final copy of the Schedule of Community Conversations, stating we are in the home stretch of this portion of the process. *(See Attachment #2 for Schedule of Community Conversations. All attachments are located at the end of the minutes.)* Janice reported that by the end of June, staff will have spoken to more than 300 people. A team meeting is planned for mid-July to summarize gathered information and to celebrate this three-month intense effort. From there a report will be developed and incorporated into the strategic plan. Janice said that the feedback continues to be interesting, heartbreaking, and rewarding and will be a good complement to the other research being done for the strategic plan. Janice provided sample feedback:

Aspirations

- Community that provides basic safety net. More equitable distribution of resources.
- Connected, welcoming, accessible, with free opportunities to connect with others. Culturally rich, inclusive, with preventive measures that strengthen families.
- Safe, accessible community that embraces lifelong learning. A community that is curious, where everyone has a voice.

Concerns

- Concerns about the impacts of family stress, social isolation of families, and racial inequities, which increase anxiety in families.

- Barriers to accessing services and resources. Transportation, cultural bias, language and skills barriers, lack of connections and relationships, and many other barriers and stigmas, get in the way of access to information and services.
- People are participating less and less in things that would help them develop the tools and skills to build community.

Sample summary

- “People want a community that is prepared, sharing, collaborative, resilient, connected, fun, eclectic, weird, aware, inclusive, welcoming, diverse, and well informed but they’re concerned that people have unrealistic expectations, are in denial, aren’t prepared for disaster, and are expecting to be rescued.

As people talk more about those concerns they talk specifically about apathy, a lack of resources, time, money, knowledge and education, that there is no good way to spread information to all people, that people lack time management skills, there is information overload, a lack of trust, and a cultural, language and socio-economic divide.

They believe we need to focus on building social capital, creating distributed solutions that provide depth of planning and redundancy and if government, city, social organizations and education institutions with similar missions and resources played a part, that folks would more likely trust the effort and step forward.”

- “People want a welcoming community that prioritizes strengthening families and equity of accessibility, education, economics, race and abilities, but they’re concerned that barriers such as access to transportation, home language and services, and family trauma negatively impact the development of children and lead families to social isolation.

As people talk more about those concerns, they talk specifically about the effects of toxic family stress and anxiety due to drug use, our current government climate, the barriers of oppressive, paperwork-driven systems, economic inequities, and the need to build relationships to forge connections and community.

They believe we need to focus on acknowledging that systems are oppressive, writing policies that explicitly prioritize families, bring resources directly to families and holding more free family-centered events. If parents, faith communities, higher education, the library, tribal communities, medical practitioners, Dr. Baker, non-profits and schools played a part in those actions, that folks would more likely trust the effort and step forward.”

Timeline

- June & July: Finish Community Conversations and draft a report.
- August: Present the report to the Board along with a research packet and instructions for Board members about their role in reviewing and culling information from the packet.
- October 8 (tentative): Hold a Special work session to identify strategic directions.
- October Board meeting: Continue work on strategic directions.
- November Board meeting: Review draft strategic plan.

- December Board meeting: Review second draft of strategic plan.
- January 2020 Board meeting: Approve final strategic plan.

The Board members said that October 8, from 3:30-6 p.m. will work for a one-topic Special Meeting on strategic planning.

Rebecca Craven asked how the conversations are going in terms of the Library hosting the conversations, but not focused on the Library. Janice responded that they have been introducing the conversations as such, but have also built in time at the end for specific library concerns. Jim offered the analogy of when the internet was new in the 90's. If a community conversation had been held then, it might have revealed that many people did not have access to the internet, and the Library would have identified and responded to a need. Rebecca agreed; the information gathered can help us determine what the library can offer.

Rick thanked, on behalf of the Board, all staff that were involved in this huge effort.

New Business:

- Rick reported the Personnel committee (Rick and Rebecca Craven) met with Rebecca concerning a Director annual review – her 1st anniversary is in mid-July. They decided to initiate an annual process conducted by the Board, with feedback from the management team and city officials – an electronic form will be sent to Trustees. There will be an Executive session at the August meeting.
- Rachel suggested beginning the process of recruiting for her position, which will be open at the end of 2020.

Action items for next meeting:

- Statistical overview by Jennifer Vander Ploeg
- ALA report by Suzanne Carlson-Prandini
- 2nd quarter Goals update by Rebecca Judd

Meeting adjourned at 4:13 p.m.

Next Regular Library Board Meeting – July 16, 2019 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: Midterm Proposal DRAFT
- Attachment #2: Schedule of Community Conversations

Midterm Proposal DRAFT

Department: Library

June 18, 2019

NEW Position => Children's Librarian

1 FTE Librarian 2 (Public Services Librarian: Youth focus)

As the population of Bellingham grows, we see widening gaps in Library service for children and families. This professional position will allow Library service to the community to grow in reach, complexity and intentionality, focusing on children's literacy skill acquisition, kindergarten readiness, and increasing the equity, diversity and inclusion in our programs and collections. A key focus area of this position will be serving children and caregivers not yet connected to Library resources due to housing, transportation and other barriers.

Elimination of Library Fines

The Library eliminated fines on children's materials in 2013. This proposal would remove fines on all materials, allowing the Library to eliminate barriers to City services particularly for low-income residents, improve patron experience, and better utilize staff time.

Attachment #2

Schedule of Community Conversations*

*Schedule up-to-date as of June 18, 2019.

DATE	TIME	TYPE	LOCATION	BPL ONLINE CALENDAR?	STAFFED BY:
March-June	4:30-5:30 p.m. 1 st Wed. each month	CC: Cordata neighborhood	El Dorado Condo Clubhouse	Yes	Rebecca
April 2-15	Afternoons	Ask Exercise opportunity at AARP Tax Aide	First Congregational Church	No	Deborah, Suzanne, Janice
April 2	10:15 a.m. - Noon	CC: General	Lecture Room	Yes	Bethany & Bernice
April 17	2-4 p.m.	CC: Friends	Board Room	No	Rebecca & Deborah
April 25	8:30-9:45 a.m.	CC: Staff	Lecture Room	No	Rebecca introduces, 3 teams
April 25	1-2:15 p.m.	CC: Staff	Board Room	No	Rebecca
April 25	7-8:30 p.m.	CC: Neighborhoods east of freeway (Spanish-interpretation provided)	Bloedel Beach Pavilion	Yes	Suzanne & Janice
April 26	1:30 p.m.	CC: Downtown workers, tech workers.	Faithlife Corp.	No	Bernice & Rob (Janice set up)
April 27	1:30 p.m.-3:15 p.m.	CC: General	Lecture Room	Yes	Rebecca & Katie
April 30	6-7:45 p.m.	CC: General	Lecture Room	Yes	Suzanne & Janice
May 1	1:30-3:00 p.m.	CC: Adult basic skills (Spanish)	Goodwill training center	No	Suzanne & Bethany (Janice set up) Ask Interviews: Mande (Farsi) & Rob (Chinese)
May 2	3-4:45 p.m.	CC: General	FH Fireplace Room	Yes	Deborah & Suzanne
May 2	7-8:30 p.m.	CC: Southside Neighborhood (Spanish-interpretation provided)	FH Fireplace Room	Yes	Bethany & Deborah (Janice set up)
May 7	10:15 a.m. - Noon	CC: General	FH Fireplace Room	Yes	Bernice & Jordan
May 8	4:30 p.m. - 6 p.m.	CC: Teen/Tween	Lecture Room	Yes	Jen Lov & Bernice
May 8	7-8:30 p.m.	CC: Northside Neighborhoods (Spanish-interpretation provided)	Birchwood Elementary School Library	Yes	Julie, Mande, Janice
May 13	3:15-4:30 p.m.	CC: People with Disabilities/Out & About group	Lecture Room	Yes (with Out & About item)	Beth & Katie
May 15	10 a.m. - 1 p.m.	Tabling/Ask Exercises	Eleanor Apartments	No	Deborah & Suzanne
May 16	10:15 a.m. - Noon	CC: General	Lecture Room	Yes	Katie & Mande
May 16	4:00-5:30 p.m.	CC: Adult basic skills	Lecture Room	Yes	Rebecca & Janice
May 29	4:30-6 p.m.	CC: Early Childhood	Lecture Room	Yes	Bethany & (youth services staff)
May 30	4:30-6 p.m.	CC: Elementary Child	Lecture Room	Yes	Bethany & (youth services. staff)
June 6	4:00-5:30 p.m.	CC: Emergency preparedness/emergency management focus	Lecture Room	Yes	Suzanne & Mande
June 9	10:30 a.m. - 2 p.m.	Ask Exercise opportunity: Whatcom Youth Pride Festival	Bellingham High School	No	Lesley (tabling) & Rob (Ask)
June 13	6:30-8:30 p.m.	CC: Sterling Meadows residents (Spanish & Punjabi interpretation provided)	Sterling Meadows Apts.	No	Bethany, Julie, Janice, Bernice
June 14	9:30-11:30 a.m.	ASK Exercises: WWU	Library	No	Janice
June 18	10:30 a.m. - Noon	CC: Health access/equity	Lecture Room	Yes	Deborah & Julie
June 24	4:30-6 p.m.	CC: Business Focus	Lecture Room	Yes	Rebecca & Katie
June 25	Noon - 1:30 p.m.	CC: Technology/Digital Literacy	Encore Room/MBT	No	Deborah & Bethany (Janice set up. Hosted by TAG)
June 27	5-7 p.m.	CC: PLAAAY Board of Directors	TBD	No	Rebecca & Janice
June 28	6-9 p.m.	Ask opportunity: Birchwood International Market	Corner of Birchwood and Northwest	No	Bethany, Bernice, Mande, Julie, Janice
June		Ask: Access to services			
June		Ask: Deaf community			Working w/HSDC
June		Ask: Civic engagement			
June		Ask: Workforce development			

**Bellingham Public Library
Performance & Activity Measures, 2019**

			Year to Date		% of change YTD
	June-19	June-18	2019	2018	
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	2,254	1,535	15,352	12,411	23.70%
Electronic copies added to the collection	973	1,145	7,432	6,370	16.67%
Physical copies withdrawn from collection	(714)	(186)	(4,081)	(16,760)	-75.65%
Total physical holdings			188,881	188,406	0.25%
Total electronic holdings			93,064	65,690	41.67%
Total Holdings (Physical and Electronic)			281,945	254,096	10.96%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	54,365	56,987	338,812	351,876	-3.71%
Youth	47,707	45,418	271,543	253,983	6.91%
Sub-Total Central	102,072	102,405	610,355	605,859	0.74%
Fairhaven Branch					
Adult	7,206	7,509	43,323	45,838	-5.49%
Youth	2,871	2,866	15,622	14,736	6.01%
Sub-Total Fairhaven	10,077	10,375	58,945	60,574	-2.69%
Barkley Branch					
Adult	6,002	5,749	32,493	34,069	-4.63%
Youth	4,200	4,041	21,413	20,306	5.45%
Sub-Total Barkley	10,202	9,790	53,906	54,375	-0.86%
Bellingham Technical College					
Adult	64	59	421	413	1.94%
Youth	10	5	91	81	12.35%
Sub-Total BTC	74	64	512	494	3.64%
Whatcom Community College					
Adult	293	285	2,007	2,093	-4.11%
Youth	115	49	609	467	30.41%
Sub-Total WCC	408	334	2,616	2,560	2.19%
Western Washington University					
Adult	477	400	3,134	2,801	11.89%
Youth	278	231	1,706	1,449	17.74%
Sub-Total WWU	755	631	4,840	4,250	13.88%
Online Services					
Kanopy (Soft launched May 2019)	303	0	637	0	
NW Anytime Library Overdrive	21,902	18,097	127,054	101,569	25.09%
RBdigital	2,052	1,332	14,103	8,335	69.20%
Sub-Total Online	24,257	19,429	141,794	109,904	29.02%
Total Circulation	147,845	143,028	872,968	838,016	4.17%
Holds Activity					
Items placed on hold shelf	45,083	51,566	271,029	320,106	-15.33%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Adult	37,589	41,434	232,216	246,241	-5.70%
Youth	10,815	13,350	61,076	69,242	-11.79%
Fairhaven Branch	6,767	7,794	40,132	43,669	-8.10%
Barkley Branch	4,732	4,683	27,137	25,424	6.74%
Total Persons Visiting	59,903	67,261	360,561	384,576	-6.24%
Website Visits					
This count reflects number of visits to www.bellinghampubliclibrary.org	38,430	41,659	248,777	251,594	-1.12%
Bibliocommons Visits					
This count reflects number of visits to Bibliocommons	12,145	12,486	71,245	73,780	-3.44%
Total Website Visits	50,575	54,145	320,022	325,374	-1.64%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	4,910	5,056	30,985	31,703	-2.26%
Childrens (3 terminals)	144	196	881	990	-11.01%
Fairhaven Branch (6 terminals)	539	596	3,065	3,473	-11.75%
Barkley Branch (4 terminals)	328	281	1,754	1,628	7.74%
Total Computer Usage	5,921	6,129	36,685	37,794	-2.93%
New Borrowers Registered					
Central Library	540	470	2,529	2,581	-2.01%
Fairhaven Branch	52	53	264	217	21.64%
Barkley Branch	30	62	157	208	-24.52%
Total New Borrowers Registered	622	585	2,950	3,006	-1.86%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	100	93	677	668	1.35%
Attendees	2,845	2,976	15,813	18,515	-14.59%
Volunteer Hours	385	402	3,322	3,642	-8.79%

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 JULY 16, 2019, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

ADMINISTRATION	VENDOR	AMOUNT
Misc administration & network supplies	Amazon.com	330.80
Database overlay	Bibliocommons	9,248.08
Networking breakfast	Chamber of Commerce	20.00
Networking breakfast	City Club	13.00
Email newsletter	Constant Contact	364.15
Printing	Copy Source	344.99
Water @ Barkley Branch	Crystal Springs	25.63
Children's table & chairs	Demco	1,145.71
Acrylic displays	Displays2Go	115.53
Offsite training & iSchool Capstone event	Bethany Hoglund	202.65
Copier lease and copies (2 months)	Oasys Inc.	1,670.93
Office supplies; copier paper; toner	Office Depot	882.31
Lost Interlibrary Loan item	Pikes Peak Library District	11.67
Truck fuel	Reisner Distributor	233.24
Security software	Secure by Design	21.74
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Web browser license renewal	Teamsoftware Solutions	125.00
Debt collection service	Unique Management Services	250.60
Employee scheduling software	WhenToWork	440.00
Networking breakfast	Women's Professional Network	25.00
B & O taxes	WSDR	21.66
	ADMINISTRATION Sub Total	\$16,365.16
 PUBLIC SERVICE		
Library materials returned	Library Refunds	144.39
	PUBLIC SERVICE Sub Total	\$144.39
 TECHNICAL SERVICES		
Book processing	Baker & Taylor	7,217.77
CD & DVD processing	Midwest Tape	1,002.76
ILL & tech services	OCLC	2,269.24
	TECHNICAL SERVICES Sub Total	\$10,489.77
 LIBRARY ACQUISITIONS		
Books, recorded books, CDs, DVDs	Amazon.com	817.18
Books	Baker & Taylor	24,559.77
Periodicals	Business Pulse	65.00
Books	Cavendish Square Publishing	212.56
Books	Grey House Publishing	502.25
DVDs, CDs, recorded books	Midwest Tape	8,003.80
Periodicals	Outdoor Journal	98.48
eBooks, audiobooks	Overdrive Inc	7,577.95
Periodicals	Puget Sound Maritime Historical Society	60.00
	LIBRARY ACQUISITIONS Sub Total	\$41,896.99

GIFT FUND

Programming supplies	Amazon.com	218.00
Books	Baker & Taylor	1,433.94
Books	Center Point Large Print	145.90
Books	Gale	197.54
Teen programming	Haggen	4.29
Travel costs	IUG Conference	1,319.40
Community Conversation food reimbursements	Janice Keller	353.06
Community Conversation translation services	Language Exchange	268.00
Teen programming	McKay's Taphouse	30.12
Teen programming	Rudy's Pizzeria	20.00

GIFT FUND ACQUISITIONS Sub Total \$3,990.25

TOTAL GENERAL FUND \$68,896.31

TOTAL CLAIMS \$72,886.56

GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 6 ending June 30, 2019

Transaction status 1
Rounding to Whole Dollars

	YTD Actual	Adopted Budget	Revised Budget	Variance From Revised	%% 50% Complete
Dpt 0190 LIBRARY					
Grp 191 LIBRARY ADMINISTRATION					
ExO 010 SALARIES & WAGES	139,814	269,649	269,649	129,834	51.9
ExO 020 PERSONNEL BENEFITS	63,967	130,025	130,025	66,058	49.2
ExO 030 SUPPLIES	24,580	82,785	82,785	58,205	29.7
ExO 040 SERVICES	280,383	359,493	359,493	79,110	78.0
Grp 191 LIBRARY ADMINISTRATION	508,744	841,952	841,952	333,208	60.4
Grp 193 LIBRARY SERVICES					
ExO 010 SALARIES & WAGES	1,037,887	2,188,711	2,188,711	1,150,824	47.4
ExO 020 PERSONNEL BENEFITS	489,845	1,074,991	1,074,991	585,146	45.6
ExO 030 SUPPLIES	260,080	643,465	643,465	383,385	40.4
ExO 040 SERVICES	12,428	66,035	66,035	53,608	18.8
Grp 193 LIBRARY SERVICES	1,800,241	3,973,203	3,973,203	2,172,962	45.3
Grp 195 LIBRARY FACILITIES					
ExO 040 SERVICES	289,897	578,583	578,583	288,686	50.1
Report Final Totals	2,598,882	5,393,737	5,393,737	2,794,855	48.2

Bellingham Public Library

Rebecca Judd, Director



Our People



The board conference room was transformed into a banquet on June 27 in honor of retiring Collection Services manager Beth Farley. Thank you to Lesley Norman and Bethany Hoglund for organizing the festivities and delicious food. **Photo: Rick Osen presents a gift to Beth from the Library board**

Adult Services librarian Katie Bray led a training on Reading Conversations for Library staff in June. The group discussed why Readers' Advisory is an integral part of library service, how it is relevant for all staff, and how to actively listen and engage when discussing materials with library patrons. Also included in the training was a handout "How to Read a Book in 5 Minutes."

Our Services

From Jon McConnel, Head of Digital Services:

Digital Services has been focused on the addition of the collection support responsibilities due to Beth's retirement. There have been a lot of details to work through during the transition.

A new version of Polaris was released, and we'll evaluate it in our test environment before deploying to staff. The new version's Offline feature would have helped during the City's data outages the first week in July, but we survived regardless. ILS reporting is coming along, with several new reports now going out to staff automatically.

The committee working on the Automated Material Handler has been collecting data to inform a decision about sizing. We're also reaching out to libraries in the vicinity to set up site visits to view different sorters in production.

Lending a laptop lab to Parks for two weeks was successful! One week was for staff training, while the second week was for the Animation Camp summer recreation program. Timing was perfect because ITSD was able to deploy our new lab before decommissioning the old lab, so there were no conflicts with library needs.

From Jen Vander Ploeg, Head of Public Services and Operations:

We have 10 new Library Assistants starting work July 12, getting us back up to full strength. They are filling vacancies that have accumulated over the past several months.

Bellingham Public Library

Rebecca Judd, Director

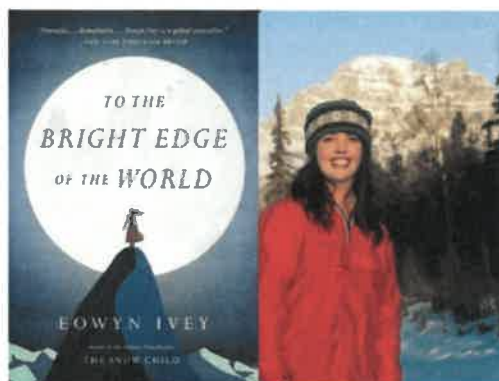


Public Services staff and IT did an amazing job of keeping the wheels on the bus at the Barkley branch July 1-5. An unexpected event on Monday that damaged a major City fiber conduit took out all phone and network service. Repair work took longer than expected, leaving us without services until Saturday morning. We had to close for a little more than one day to come up with creative options for working safely in the branch without communication systems.

From Janice Keller, Manager of Communications, Community Relations, and Programming:

Our Community Conversations project is wrapped up, with more information and photos later in this report. Thank you to our Board of Trustees for being willing to try a new way of engaging our community, and to the staff team who carried out a remarkable effort in a short timeframe. The skillful contributions of the 13 staff members involved really show in the valuable knowledge we gained about our community and in the relationships we have nurtured. We are looking forward to sharing what we learned in the months ahead.

Summer is a great time to read about icy cold conditions in the vast, untamed Alaska Territory during the late 1800s in Eowyn Ivey's "To the Bright Edge of the World," our 2020 Whatcom READS books selection. Behind-the-scenes planning work is underway, with publicity and programming beginning in earnest in the fall. **Photo: Book cover and author Eowyn Ivey.**



From Bethany Hoglund, Head of Youth Services:

Members of the Youth Services team tabled at the Birchwood International Market on Friday, July 28th. This was a great event where we gave out free books, offered children's craft activities, issued library cards and made great connections with the community. Summer Reading and the cloudy weather has the Children's Library bustling! Programs have been well attended, our shelves are looking empty and we've all been enjoying matching stories and information to readers this summer.

Our Spaces



As part of our preparation for the upcoming remodel design phase, Alison Kuiken led the Library Assistants through a brainstorming exercise focused on the new sorter. The group contributed an excellent set of ideas and questions that will help inform the sorter RFP and the workflow. The librarian team also spent time in June talking about collections, shelving, and display needs. **Photo: Alison Kuiken and Library Assistants discuss the new sorter**

Bellingham Public Library

Rebecca Judd, Director



Our Community

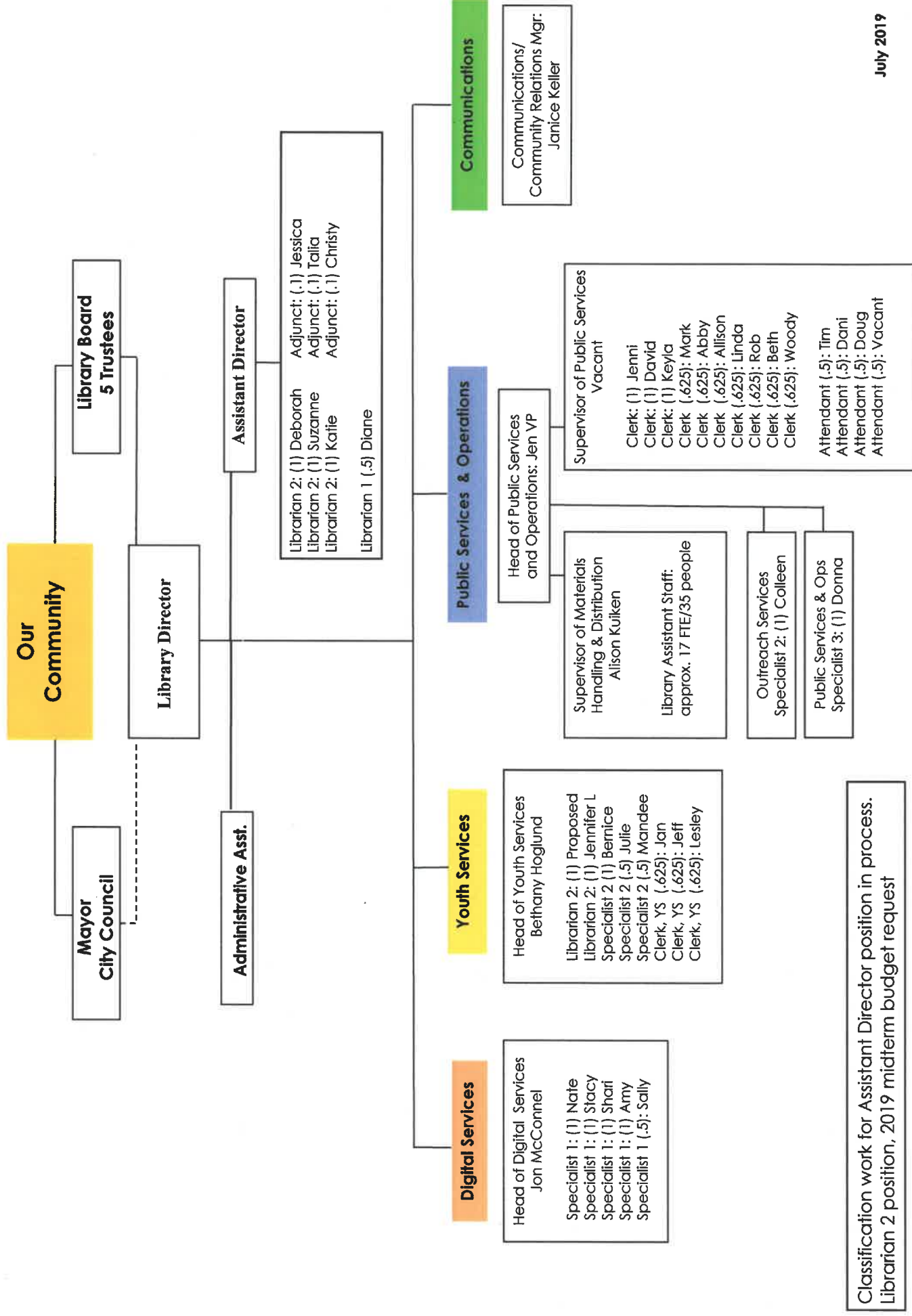


Community Conversations: are complete! A very special thank you to the more than 300 community members who told us about their hopes for our community, their concerns, and their ideas for how we can work together to strengthen it. These rewarding individual and group conversations provided rich

and detailed knowledge to inform our strategic plan. Next, the staff team will meet in mid-July to identify broad themes, and a report on this project will be finalized later this summer. **Photos: Top left: Sterling Meadows (6/13) Bottom left: Business-themed community conversation (6/24) and Top right: PLLAY board members (6/27)**

Respectfully submitted,
Rebecca Judd

**Organization Chart:
Supervisory
Proposed Draft**



Classification work for Assistant Director position in process.
Librarian 2 position, 2019 midterm budget request