

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

The Library Board of Trustees will participate in the April Board Meeting remotely through an online web-based meeting platform. Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time.

The Board meeting will be streamed live via Zoom at 3:30 p.m. on Tuesday, April 21. You may view the meeting from a PC, Mac, iPad, iPhone or Android device from the following link <https://cob.zoom.us/j/98773528250?pwd=NEIXR1pKUURxK045MFA4OEIbBmxyQT09>

Or join by phone:

Dial (for higher quality, dial a number based on your current location):  
US: +1 346 248 7799 OR +1 669 900 6833 OR +1 312 626 6799 OR +1 929 205 6099  
OR +1 253 215 8782 OR +1 301 715 8592

Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to [librarytrustees@cob.org](mailto:librarytrustees@cob.org).

**AGENDA**

**TIME (approx.)**

- |   |       |
|---|-------|
| <b>1. Call to order and introductions</b>   | 2 min |
| <b>2. Approve/modify agenda</b>   | 1 min |
| <b>3. Public comment (from email)</b><br>Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time. Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to <a href="mailto:librarytrustees@cob.org">librarytrustees@cob.org</a> .  | 3 min |
| <b>4. Consent agenda</b><br>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><br/>February 18, 2020: Regular board meeting</li><li>• <b>Library performance &amp; activity measures</b><br/>February &amp; March 2020</li><li>• <b>Financial reports</b><br/>Claims: February &amp; March 2020<br/>YTD report: March 2020</li></ul> | 4 min |

|  |                         |
|--|-------------------------|
| <b>5. Reports</b>  | 10 min                  |
| <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>• Library Director</li> </ul> |                         |
|  | <b>Time check: 3:50</b> |
| <b>6. COVID-19 report out</b>  | 20 min                  |
| <ul style="list-style-type: none"> <li>• Rebecca Judd, Director and staff</li> </ul>   |                         |
| <b>7. Central Library main floor remodel</b>   | 5 min                   |
| <ul style="list-style-type: none"> <li>• Rick Osen, Board Chair</li> </ul>   |                         |
| <b>8. 2021-2022 Biennial Budget</b>  | 5 min                   |
| <ul style="list-style-type: none"> <li>• Rebecca Judd, Director</li> </ul>   |                         |
| <b>9. National Library Week – April 19-25, 2020</b>  | 10 min                  |
| <ul style="list-style-type: none"> <li>• Snapshot Day – April 21, Rebecca Judd, Director</li> <li>• Library Giving Day – April 23, Rebecca Judd, Director</li> </ul>   |                         |
|  | <b>Time check: 4:30</b> |
| <b>10. Summer Reading</b>  | 2 min                   |
| <b>11. New business</b>  | 2 min                   |
| <b>12. Action items for next meeting</b>   | 1 min                   |
|  | <b>Time check: 4:35</b> |
| <b>13. Adjourn</b>   |                         |

**Next Regular Library Board Meeting: Tuesday, May 19, 2020 – 3:30 p.m.**  
**Location: To be determined**  
**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.

*Library Board Agenda  
April 21, 2020  
Communications and FYI*

Photo from page 1 of the April 16, 2020 issue of the Bellingham Herald



JACK HANRAHAN AP

Justin Bissell of Union City, Pa., tows his son Matix, 4, toward the Union City Public Library on Tuesday. The library was closed, but Bissell was hoping to connect to the library's WiFi from outside the building to check on the status of the coronavirus stimulus checks.

# Raider Record

April 3, 2020

## English Department Update

Dear Red Raiders,

Despite the massive changes happening in our lives, the BHS English department is still committed to helping students get connected to some good books, audiobooks, and films!

Although the Bellingham Public Library system is closed to prevent the spread of COVID-19, many of the library's services are still up and running. All sorts of materials are still accessible: e-books, audiobooks, online magazines, newspapers, and films.

In addition, the library is still taking calls and emails in order to assist people in getting what they need. If any of you are looking for some wonderful distractions, we encourage you to reach out and use their resources. If you have any more questions about the library system, check out the library's frequently asked questions: <https://www.bellinghampubliclibrary.org/library-closure-faqs>

As a department, one of our central missions is to instill a love of reading in our students, and I must say that the number one request from parents and students in our time away from school has been "can you send us a list of good books to read?" Yes! Yes, we can. Asking English teachers if we could make you a list of good books is like asking a teen in the 80s if they could make you a mixed tape! Done and done!

And these requests are heartening! Numerous studies have determined that reading reduces stress, promotes well-being, increases empathy, and contributes to healthy sleeping patterns—which, I'm sure, we could all use right now. In addition, books are great "blinders" to prevent you from spending too much time with Netflix, Hulu, Disney+, Amazon Prime...(I would go on, but I think there is a word count I'm supposed to adhere to!).

Recently, I found myself using one of our library's systems best apps, Libby, which is well worth investigating. If you don't already know, it allows you to borrow and place holds on e-books and audio books from your local library. Typically, I prefer a physical copy of a book, but I must admit that Libby's ease of use, digital "shelf," and calendar (which allows you to predict when your e-book will arrive) has swayed me to finally getting on board with—gulp!—a Kindle (*Et tu, Brute?*).

And what did I discover? The serenity offered to me by a book, in whatever form it takes, is wonderfully unique, but I can't say it better than Wordsworth did: "the love of learning, the sequestered nooks, and / All the sweet serenity of books."

From all of us in our English department, we hope you can find that next great book!

-Damon Burnett - English Department Co-Chair



**Regular Meeting of the Library Board of Trustees  
Tuesday, February 18, 2020 – Central Library Lecture Room  
3:30 p.m.**

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

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- Board Members Present:** Rick Osen, Rachel Myers, Rebecca Craven, and Jim McCabe
- Board Members Absent:** Vernon (Damani) Johnson
- Library Staff:** Rebecca Judd, Bethany Hoglund, Janice Keller, Jon McConnel, Jennifer Vander Ploeg and Wendy Jenkins
- Others Present:** Hollie Huthman, City Council Liaison; Faye Hill, Friends of BPL; Christina Paliyeva and Valerie Brannen, WWU students
- 

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

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

**Public comment:** No comments.

**Consent agenda:** Jim noted one correction to the minutes: the January meeting was held at Fairhaven Branch rather than Central Library. Wendy noted that the Performance & Activity Measures in the packet did not include the volunteer hours from the Friends Book Sale; the updated number of hours is 1,014 and the percentage of change YTD is 4.21%. Jon referred to the New Borrowers Registered line on the Performance report: the increase change of 42.60% suggests that the fines free policy is encouraging people to get a library card. Jim McCabe moved to approve the January 21, 2020 Regular meeting minutes as amended and the January 2020 performance and activity measures and financial reports. Rachel Myers seconded. Motion carried.

**Board Chair report:** Rick reported that he, Rebecca Judd, and Michael Cox, WCLS Deputy Director, held interviews last Friday for the new Deputy Library Director position; they hope to announce the chosen candidate in the next day or two.

Last week Rick, Rebecca Judd, Janice and Wendy met with Rachel Myers at Whatcom Community Foundation (WCF) to clarify information about our Funds held at WCF and about donor acknowledgement. Also discussed were ideas about how to be more intentional in fundraising.

Rick referred to the two articles in the packet concerning the possible closure of the National Archives branch in Seattle. As the articles point out, there is much backlash to this idea. As an example of the use of the Archives, Rick noted that the current Whatcom READS' author, Eowyn Ivey, used materials – original, primary sources – from various Archives. Rick also shared that on the WWU campus, we have the Northwest branch of the Washington State Archives. He suggested it is valuable to advocate for keeping the Archives open.

Rich shared a USA Today Gallup Poll Snapshot that showed Libraries topping the list of common cultural activities. *(See Attachment #1 for USA TODAY Snapshots Library tops list of common cultural activities. All attachments are located at the end of the minutes).*

**Board member reports:** Jim commented that Rebecca Judd did an excellent job presenting at the Cordata Neighborhood Association meeting.

**City Council liaison report:** Hollie shared that the next Downtown Bellingham Partnership meeting will be held on Tuesday, March 10, 5:00 p.m. at the Spark Museum. The Mayor and Council members have been invited to share their visions for downtown. The Partnership board formed an Advocacy Committee to find out what people want to see the City focus on. Community input is welcomed.

**Friends of BPL report:** Faye shared that the January book sale brought in close to \$14,000.

Noting that the Friends have been working to increase membership, Faye distributed Friends membership applications to each of the Trustees. Faye added that the new Membership Chair, Myra, has many ideas for making the Friends more visible.

**Library Director report:** Rebecca referred to the Ryan Dowd Homelessness Workshop flyer in the packet. Both venues hosting the training have a 300-seat capacity. Rebecca said that Ryan is a dynamic speaker and invited Trustees to spread the word about this training opportunity.

Rebecca reiterated what Rick mentioned about the possible closure of the National Archives branch in Seattle – this is a big topic in library conversations right now.

Rebecca announced that Whatcom READS is in full swing. Eowyn Ivey will be at the Mount Baker Theatre on March 5; Rachel will be introducing at this event. Rebecca added that several interesting and well attended programs have been held here; all details are available on the website [whatcomreads.org](http://whatcomreads.org).

The Public Library Association (PLA) Conference is next week. This Biennial conference is being held in Nashville, Tennessee. Bethany, Janice and Katie Bray will be attending.

### **Donated funds review:**

- Available funds for remodel: Rebecca distributed an overview of possible available funds for the cost of items (such as furniture and shelving) that are not included in the Remodel project capital fund. (See Attachment #2 for FFE Central Library Main Floor Remodel project funding: overview February 18, 2020). The combined total for all accounts – Whatcom Community Foundation non-endowed funds (Unrestricted and Capital funds), White Estate gift fund, previous years' WCF distributions, and Friends of Bellingham Public Library donations – is \$186,532.73. Other potential sources of funding include this year's WCF distribution, Library Giving Day (April 23, 2020), and year-end General Fund unspent monies. Rebecca has been working with the Purchasing department to estimate the cost of needed furniture and shelving; current estimate is \$250,000.
- Decide WCF disbursement: Rick suggested the Board put the 2019 WCF distribution into the gift fund, earmarked for this project, but keeping in mind there could be emergent needs at branches. Rebecca Craven moved to put the total \$14,418.50 into the gift fund. Jim McCabe seconded. Motion carried.
- Library Giving Day, April 23: Janice explained that Library Giving Day was initiated in 2019 by the Seattle Public Library Foundation and Carl Bloom Associates, and provides shared, free, marketing tools for libraries. All funds raised on that day would go directly to our library. Janice is working with WCF to create a clear and easy path for patrons to donate. Janice requested help from Trustees by sharing information with their associates and acquaintances; Janice will have tools available, such as handouts, emails and social media posts.

**Interlocal Agreement between BPL and WCLS:** Rick referred to the draft included in the packet. He pointed out that the primary changes from the old BPL-WCLS agreement are auto-renewal (item II) and removing reimbursement language (item IV). Rebecca Craven requested detail concerning the insertion of the word 'public' in item III. Rebecca Judd clarified that some buildings of WCLS are not public facilities, such as Central Services. It was determined that using 'public spaces' would clearly describe areas used by the public rather than buildings owned by the public. Rebecca Judd offered to take this suggested change to WCLS as their Board is also working on approving this agreement. Jim McCabe moved to approve the Interlocal Agreement as amended. Rebecca Craven seconded. Motion carried.

### **Facilities Committee update:**

- Central Library main floor remodel: Rick reported the project plans are in the permitting process; we hope to have the permits by next week. Rebecca Judd, along with Jon and James Simpson, Facilities Project Manager, held a phone conference today with RMC Architects, fine-tuning details for the bid documents. The hope is to go out for bid in early March. Rebecca added that Public Works worked on Monday, while the Library was closed, clearing out old metal dismantled shelving from closed stacks to create room for material collections. The RFP for the automated materials handler closes on February 19.
- Barkley Branch proposal discussion: Rick referred to the Barkley documents in the packet and thanked Jen for pulling together the information. Currently the Barkley Branch is housed in 700 square feet adjacent to another 700 square feet that is an

open reading space managed by Barkley Company. Barkley Company is interested in allowing the Library use of the full space. Rick met with Jim, Rebecca Judd and Jen and they determined this would be a good direction to go as public perception is that the space belongs to the library, plus it would solve issues such as not having enough space for patron holds, moving collections upon opening and closing and locking up part of the space. This change wouldn't allow for expanded service, but it would allow for more effective, efficient current service. Barkley Company has asked that we consider how much we can pay in operating costs (we currently pay \$6,400 a year in operating costs), plus take over custodial care. Rebecca Craven moved to authorize the Facilities Committee to work with staff to bring forward recommendations to improve management of existing services and reading room space at the Barkley Branch for consideration at the March 2020 Board of Trustees meeting. Rachel Myers seconded. Motion carried.

**2020 Action Plan draft:** Rebecca explained that the year-long Strategic Plan process identified 5 high-level Strategic Directions for 2020-2024: Welcome & Include; Access & Opportunity; Read & Learn; Inform & Involve; and Thrive & Grow. Rebecca created a draft Action Plan PowerPoint to share how we intend to move these Directions forward in 2020. The Plan format is to show highlights of what we are currently doing, "We Are" statements, followed by planned projects that align with the Strategic Directions, "We Will" statements. (See Attachment #3 for Library 2020 Draft Action Plan).

Jim commented that 'evaluate services to the north side' was included in the Strategic Plan, but he doesn't see that included here. Rebecca clarified that this is included in the Thrive & Grow statement, "Evaluate plans for library services city wide and bring recommendations to the Board."

Jim pointed out that a valuable service to the local SCORE Association is that Suzanne Carlson-Prandini has developed videos that fill the gap of having a Public Services Librarian host workshops. He asked if this is the sort of thing to include in this Plan. Rebecca thanked Jim for his suggestion and said she will consider where it belongs.

**New Business:**

- Janice distributed a copy of the March Leisure Guide center ad, highlighting the "Join the Friends" feature. (See Attachment #4 for Support Your Library Leisure Guide advertisement).

**Action items for next meeting:**

- Barkley Branch update
- Facilities update

**Meeting adjourned** at 4:45 p.m.

**Next Regular Library Board Meeting – March 17, 2020** at the Central Library, 210 Central Avenue, Library Lecture Room – at 3:30 p.m.

ATTEST

Chair, Library Board of Trustees



Secretary, Library Board of Trustees

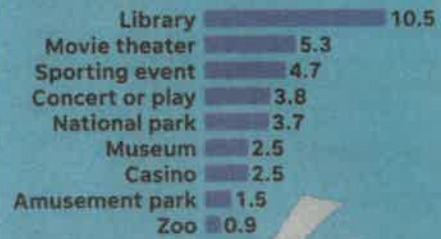
**Attachments:**

- Attachment #1: USA TODAY Snapshots Library tops list of common cultural activities
- Attachment #2: FFE Central Library Main Floor Remodel project funding: overview February 18, 2020
- Attachment #3: Library 2020 Draft Action Plan
- Attachment #4: Support Your Library Leisure Guide advertisement

DRAFT

USA TODAY Snapshots  
**Library tops list of common cultural activities**

The average number of times Americans reported taking part in these leisure activities in 2019:  
(PER YEAR)



SOURCE Gallup  
AMY BARNETTE, DAVID ANESTA/USA TODAY

**FFE Central Library Main Floor Remodel project funding: overview  
February 18, 2020**

|               |  |
|---------------|--|
| \$13,803.46   | Whatcom Community Foundation, Unrestricted. 12/31/2019       |
| \$73,676.17   | Whatcom Community Foundation, Capital. 12/31/2019            |
| <br>          |  |
| \$77,663.35   | Library Gift Funds (COB) Main Floor Remodel                  |
|               | \$35,150.00 White Estate                                     |
|               | \$15,270.96 Strategic Planning (2016)                        |
|               | \$13,421.45 Whatcom Community Foundation distribution (2017) |
|               | \$13,820.94 Whatcom Community Foundation distribution (2018) |
| <br>          |  |
| \$21,389.75   | Friends of the Library (FOBPL) Main Floor Remodel            |
|               | \$9,439.75 FOBPL donation (2019)                             |
|               | \$10,550.00 FOBPL donation (2020)                            |
|               | \$600.00 Charging station (funded prior to 2019)             |
|               | \$800.00 Display space (funded prior to 2019)                |
| <br>          |  |
| <b>Total:</b> | <b>\$186,532.73</b>  |

**Other potential sources of funding**

|             |  |
|-------------|--|
| \$14,418.50 | Whatcom Community Foundation distribution (2019) |
|             | Library Giving Day: April 23, 2020               |
|             | Year-end General Fund unspent monies             |

**Total with Whatcom Community Foundation distribution (2019):      \$200,951.23**

# LIBRARY 2020 DRAFT ACTION PLAN



PRESENTATION TO THE BOARD OF TRUSTEES, FEBRUARY 18, 2020



# PRESENTATION FORMAT

- 2020 Draft Action Plan, organized by Strategic Direction.
- Some Action Plan items meet multiple Strategic Directions.
- Some Strategic Directions have more emphasis than others this year.  
This will balance out over the life of our Strategic Plan

## “WE ARE” statements:

- Highlights of current services that align with our Strategic Directions.
- Just a sampling, not everything we do.

## “WE WILL” statements:

- Projects that align with Strategic Directions, planned for 2020.
- Priority projects for 2020, not everything we do.

# ACTION PLAN 2020

WELCOME &  
INCLUDE

## WE ARE:

- Issuing an estimated 25 new library cards each day and orienting these new patrons to library services.
- Opening our doors at three locations to welcome an estimated 2,218 visits each day.
- Giving babies a new board book at birth. (*with partner agencies*)
- Bringing people together to share and learn with free, drop-in SkillShare activities.
- Offering collections for adults who are learning to read in English.
- Hosting conversation classes for adults who are learning to speak in English (*with partner agency*)
- Making meeting rooms available for not-for-profit public uses during library open hours.
- Providing staff training in CPR, youth safety, and service to those experiencing homelessness.



Bellingham  
Public Library

# ACTION PLAN 2020

## WE WILL:

- Develop a new library card that is easier to use for patrons and staff.
- Reorganize the Central Library main floor to be more accessible and comfortable for people of all abilities.
- Develop phasing plan for main floor remodel that prioritizes open hours for and minimizes disruptions to Library service.
- Continue to build our welcoming, diverse, customer-focused team with each hiring process.
- Develop a plan for translating printed and digital publications.
- Add a Spanish language option for the interface of our online catalog.

WELCOME &  
INCLUDE



# ACTION PLAN 2020

## **WE WILL (continued):**

- Foster gathering and interaction at the library with improvements to our study rooms and SkillShare spaces.
- Plan and implement new wayfinding on Central Library main floor to orient Library patrons to collections, services, and spaces.
- Pilot new communications tools to promote library services and initiatives to new audiences.
- Update our Barkley Branch agreements and improve management of existing library services and reading room space.
- Refine winter weather procedures to better coordinate and focus operations.
- Provide staff training opportunities in safety procedures and racial equity.

**WELCOME &  
INCLUDE**



# ACTION PLAN 2020

## WE ARE:

- Eliminating overdue fines and waiving fine balances to remove barriers to service.
- Hosting an estimated 224 public computer sessions each day in our three locations.
- Providing technology coaching for people seeking to improve basic technology skills.
- Providing materials selection and delivery to 14 care facilities.
- Offering online services via our website, which gets an estimated 1,812 visits a day.
- Hosting lunch-time book clubs once a month at four Bellingham middle schools.



## ACCESS & OPPORTUNITY

- Providing library services at Lighthouse Mission Drop-In Center to offer resources to people experiencing homelessness.
- Allowing Bellingham Public Schools students to use student ID cards as library cards.
- Reaching out to teens and young adults at the juvenile detention center, treatment facilities and other youth services facilities.
- Visiting seven childcare, preschool, and early learning classrooms each month.



# ACTION PLAN 2020

## WE WILL:

- Complete project to eliminate overdue fines, including updating patron records and staff procedures, and continuing publicity.
- Update Eligibility for Library Service and Confidentiality policies to ensure equitable access and privacy for all patrons.
- Redesign garage as part of remodel to increase efficient delivery of off-site materials and services.

## ACCESS & OPPORTUNITY

- Participate in community events that reach priority audiences.
- Explore joint loan limits with Whatcom County Library System to provide simplified, consistent access to materials.
- Update our damaged item procedures to ensure equitable access to materials.
- Evaluate options for updating Library account information online and implement improvements.



Bellingham  
Public Library

# ACTION PLAN 2020

## WE ARE:

- Filling an estimated 1,699 hold requests on a typical day.
- Checking out, checking in, and re-shelving an estimated 5,475 books, DVDs, and other items on a typical day.
- Hosting Bellingham Reads, an evening book discussion group for adults.
- Inviting thousands of people of all ages to participate in Summer Reading and celebrating more than 1,500 youth finishers each year.

## READ & LEARN

- Hosting 19 Storytime sessions each week for children ages birth to 8 years old.
- Planning, co-hosting, and publicizing events for Whatcom READS 2020, our area's premier literary series (*with partners*)
- Training all staff in "Reading Conversations."
- Providing regularly updated reading lists through the BiblioCommons catalog.



Bellingham  
Public Library

# ACTION PLAN 2020

READ &  
LEARN

## WE WILL:

- Select an automated materials handler and manage delivery, installation, and staff training.
- Reorganize and interfile collections as part of main floor remodel to improve access and usability.
- Identify new areas to display Library collections as part of the main floor remodel.
- Evaluate collection use and develop a proposed 2021 materials budget.
- Evaluate branch collections and implement improvements for refreshing materials.
- Evaluate interlibrary loan service and implement changes to improve access.

# ACTION PLAN 2020

## WE WILL *(continued)*:

- Host Summer Reading 2020 for all ages and begin planning for 2021 (*with partners*).
- Complete Whatcom READS 2020 events and plan, co-host, and publicize Whatcom READS 2021 (*with partners*).

## READ & LEARN

- Add a “Happy Go Lucky” collection at the Central Library.
- Evaluate and enhance our book club kit system and outreach to book club members.

# ACTION PLAN 2020

## WE ARE:

- Answering an estimated 399 patron questions on a typical day.
- Providing timely, accurate information about library services, events, and issues via our website and social media sites.
- Providing e-newsletters highlighting library services to preschool and elementary school teachers.

## INFORM & INVOLVE

- Providing comprehensive Board meeting packets in preparation for monthly meetings.
- Actively engaged as members of city committees and community groups.
- Distributing monthly events listings to media and stakeholders, and providing paper and electronic calendars of events, highlighting free programs and activities.

# ACTION PLAN 2020

## WE WILL:

- Provide comprehensive information about the 2020 U.S. Census and host Questionnaire Assistance Centers.
- Publish and distribute our 2020-2024 Strategic Plan to stakeholders and offer presentations to groups.
- Keep library patrons informed about plans, progress, and any service impacts during Central Library main floor remodel.

## INFORM & INVOLVE

- Participate in the City's broadband strategies.
- Migrate board packets to new document management platform to simplify preparation and improve user experience.
- Present State of the Library report to City Council during National Library Week.
- Orient Mayor, new City Council member, and Council Liaison to Library services.



Bellingham  
Public Library

# ACTION PLAN 2020

## WE ARE:

- Reviewing our organizational structure and identifying opportunities and gaps.
- Maintaining connections with city colleagues and community groups.
- Orienting our staff schedules to meet priority needs and provide strong public services at our three locations.
- Collecting, interpreting and evaluating statistics for decision making and required reporting to other agencies.

## THRIVE & GROW

- Promoting wise use of resources among library staff, including encouraging alternative methods of transportation and reducing waste and energy consumption.
- Accepting donations of funds and materials through our established channels.
- Supporting the Friends of the Bellingham Public Library efforts to expand membership and raise funds, which benefits the library.





# ACTION PLAN 2020

## WE WILL:

- Develop 2020 and 2021 Action Plans aligned with Strategic Directions.
- Evaluate staffing, hours, collections, and budget line items, and update LOS standards, as part of budget planning.
- Finalize and present 2021-2022 City of Bellingham budget request to Board, Mayor, and City Council.
- Complete design for remodel and hire contractor.
- Plan and implement remodel operational needs and deliver quality service during construction.
- Evaluate donor solicitation, payment, and acknowledgement processes and implement improvements.

THRIVE &  
GROW



# ACTION PLAN 2020

THRIVE &  
GROW

## WE WILL (continued):

- Evaluate long-term funding strategies and bring recommendations to Board.
- Evaluate plans for library services city wide and bring recommendations to Board.
- Set up systems for managing and organizing policies and statistics collection and reporting.
- Evaluate Youth Services, Adult Services, Administration, and Operations divisions and implement changes in alignment with 2020-2024 Strategic Directions.
- Working with WWU engineering class, evaluate one operational process.



Bellingham  
Public Library

# ACTION PLAN 2020

THRIVE &  
GROW

## WE WILL (continued):

- Evaluate and update Board Packet performance measures.
- Collect and submit statistics to state and professional agencies.
- Develop policies and procedures around corporate sponsorships and grants.
- Plan and implement inaugural Library Giving Day.
- Hire and onboard newly budgeted positions: Public Services Supervisor, Security Attendant, Children's Librarian.
- Complete E-Team salary study, with Human Resources.
- Build and fund 2021 conference and training schedule to align with Strategic Directions.
- Complete staff performance reviews.

# LIBRARY 2020 DRAFT ACTION PLAN

## WELCOME & INCLUDE

We offer welcoming, safe places and experiences, where connections and understanding flourish.

## ACCESS & OPPORTUNITY

We connect people with opportunities and resources to solve problems and help them achieve their aspirations.

## READ & LEARN

We inspire a lifetime of reading, learning, curiosity, and discovery.

## INFORM & INVOLVE

We provide information and activities to stay abreast of community issues and events, fostering informed, active participation in civic life.

## THRIVE & GROW

We are a valued community partner and trusted city service, playing a central role in Bellingham life.

PRESENTATION TO THE BOARD OF TRUSTEES, FEBRUARY 18, 2020



Bellingham  
Public Library

# Support Your Library

## SHOW YOUR #LIBRARYLOVE



### Join the Friends of the Bellingham Public Library

The Friends of the Bellingham Public Library (FOBPL) is an all-volunteer non-profit charitable organization whose mission is supporting and advocating for our library. Becoming a Friend is a great way to show your support, help fund library programs, and encourage reading in our community. Everyone is welcome! Details: [www.bellinghampubliclibrary.org/friends](http://www.bellinghampubliclibrary.org/friends)



### Donate on Library Giving Day, April 23, 2020

Please consider donating to the Bellingham Public Library during our one-day online fundraising event. On April 23, 2020, we are joining libraries across the country to raise funds to support the vital services we provide in our communities. One hundred percent of funds raised on this day directly support the Bellingham Public Library. Details: [www.bellinghampubliclibrary.org/givingday](http://www.bellinghampubliclibrary.org/givingday)

### Library Giving Day

### Leave a Legacy

Honor a loved one with a memorial donation or consider designating a planned gift in your estate. Designate your gift to one of several funds managed for us by the Whatcom Community Foundation, where all donations are tax deductible. Details: [www.bellinghampubliclibrary.org/support](http://www.bellinghampubliclibrary.org/support)



### Census Day: April 1, 2020 Library Supports U.S. Census

Libraries locally and across the country are positioned to serve an important role in the nation's 2020 Census. April 1, 2020 is Census Day. You will receive information prior to that time, but you are asked to count everyone who is living in your residence as of April 1, 2020.

The Bellingham Public Library website offers extensive information about the 2020 Census, including links to local and federal resources, video overviews, frequently asked questions, and more. We've also partnered with the League of Women Voters of Bellingham/Whatcom County to offer regularly scheduled Questionnaire Assistance Centers at the Central Library in March and April 2020. See our online calendar for schedule details.



**Your response matters!** Census results help determine how billions of dollars in federal funding flow into states and communities each year, shaping many aspects of our community: schools, health clinics, roads, and more. Every 10 years, the federal government conducts a population count of everyone in the United States. This once-in-a-decade snapshot of who we are is mandated by the U.S. Constitution. You are an important part of that picture.

Details: [www.bellinghampubliclibrary.org](http://www.bellinghampubliclibrary.org)

**"Helping ensure a fair, accurate, and inclusive census aligns with public library values and the needs of the communities we serve."**



### Libraries serve vital role

"When people hear about this year's Census and begin to receive information in the mail about it, we know they will have questions," Bellingham Public Library Director Rebecca Judd said. "We are here



Bellingham Public Library

YOU BELONG AT YOUR LIBRARY!



**Bellingham Public Library  
Performance & Activity Measures, 2020**

*Library Board Agenda  
April 21, 2020  
Consent Agenda*

|   | Year to Date   |                |                |                | % of change<br>YTD |
|---|----------------|----------------|----------------|----------------|--------------------|
|   | February-20    | February-19    | 2020           | 2019           |                    |
| <b>January 2019 was a limited service month due to Polaris migration</b>                                      |                |                |                |                |                    |
| <b>Holdings</b> - Number of materials in the library's collection   |                |                |                |                |                    |
| Physical copies added to the collection   | 3,003          | 3,021          | 6,137          | 4,701          | 30.55%             |
| Electronic copies added to the Consortium collection by BPL   | 76             | 49             | 130            | 126            | 3.17%              |
| Physical copies withdrawn from collection   | (5,723)        | (361)          | (7,195)        | (1,180)        | 509.75%            |
| Total physical holdings   |                |                | 181,795        | 185,513        | -2.00%             |
| Total electronic holdings in Consortium available to BPL  |                |                | 88,049         | 88,679         | -0.71%             |
| <b>Total Holdings (Physical and Electronic)</b>   |                |                | <b>269,844</b> | <b>274,192</b> | <b>-1.59%</b>      |
| <b>Circulation</b> - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity |                |                |                |                |                    |
| <b>Central Library</b>  |                |                |                |                |                    |
| Adult   | 58,609         | 56,660         | 118,660        | 106,947        | 10.95%             |
| Youth   | 47,933         | 45,967         | 95,983         | 85,400         | 12.39%             |
| <b>Sub-Total Central</b>  | <b>106,542</b> | <b>102,627</b> | <b>214,643</b> | <b>192,347</b> | <b>11.59%</b>      |
| <b>Fairhaven Branch</b>   |                |                |                |                |                    |
| Adult   | 7,783          | 7,015          | 15,902         | 13,443         | 18.29%             |
| Youth   | 2,725          | 2,560          | 5,515          | 4,506          | 22.39%             |
| <b>Sub-Total Fairhaven</b>  | <b>10,508</b>  | <b>9,575</b>   | <b>21,417</b>  | <b>17,949</b>  | <b>19.32%</b>      |
| <b>Barkley Branch</b>   |                |                |                |                |                    |
| Adult   | 6,360          | 5,081          | 13,200         | 9,550          | 38.22%             |
| Youth   | 4,012          | 3,436          | 8,272          | 5,847          | 41.47%             |
| <b>Sub-Total Barkley</b>  | <b>10,372</b>  | <b>8,517</b>   | <b>21,472</b>  | <b>15,397</b>  | <b>39.46%</b>      |
| <b>Bellingham Technical College</b>   |                |                |                |                |                    |
| Adult   | 64             | 71             | 105            | 119            | -11.76%            |
| Youth   | 22             | 13             | 37             | 22             | 68.18%             |
| <b>Sub-Total BTC</b>  | <b>86</b>      | <b>84</b>      | <b>142</b>     | <b>141</b>     | <b>0.71%</b>       |
| <b>Whatcom Community College</b>  |                |                |                |                |                    |
| Adult   | 382            | 352            | 688            | 660            | 4.24%              |
| Youth   | 79             | 95             | 154            | 178            | -13.48%            |
| <b>Sub-Total WCC</b>  | <b>461</b>     | <b>447</b>     | <b>842</b>     | <b>838</b>     | <b>0.48%</b>       |
| <b>Western Washington University</b>  |                |                |                |                |                    |
| Adult   | 552            | 507            | 1,047          | 859            | 21.89%             |
| Youth   | 392            | 274            | 727            | 457            | 59.08%             |
| <b>Sub-Total WWU</b>  | <b>944</b>     | <b>781</b>     | <b>1,774</b>   | <b>1,316</b>   | <b>34.80%</b>      |
| <b>Online Services</b>  |                |                |                |                |                    |
| Kanopy (Soft launched May 2019)   | 872            | 0              | 1,847          | 0              |                    |
| NW Anytime Library Overdrive  | 23,665         | 19,681         | 49,363         | 41,033         | 20.30%             |
| Zinio   | 3,144          | 2,254          | 5,903          | 4,612          | 27.99%             |
| <b>Sub-Total Online</b>   | <b>27,681</b>  | <b>21,935</b>  | <b>57,113</b>  | <b>45,645</b>  | <b>25.12%</b>      |
| <b>Total Circulation</b>  | <b>156,594</b> | <b>143,966</b> | <b>317,403</b> | <b>273,633</b> | <b>16.00%</b>      |
| <b>Holds Activity</b>   |                |                |                |                |                    |
| Items pulled to fill holds  | 50,797         | 40,272         | 101,756        | 81,699         | 24.55%             |
| <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   | 39,093         | 36,241         | 80,440         | 74,832         | 7.49%              |
| Childrens   | 9,764          | 9,883          | 20,170         | 20,434         | -1.29%             |
| Fairhaven Branch  | 6,825          | 5,966          | 14,079         | 12,758         | 10.35%             |
| Barkley Branch  | 4,522          | 4,091          | 9,221          | 8,740          | 5.50%              |
| <b>Total Persons Visiting</b>   | <b>60,204</b>  | <b>56,181</b>  | <b>123,910</b> | <b>116,764</b> | <b>6.12%</b>       |
| <b>Website Visits</b>   | 42,800         | 40,919         | 91,423         | 87,663         | 4.29%              |
| This count reflects number of visits to www.bellinghampubliclibrary.org                                       |                |                |                |                |                    |
| <b>Bibliocommons Visits</b>   | 13,473         | 11,109         | 27,991         | 23,227         | 20.51%             |
| This count reflects number of visits to Bibliocommons   |                |                |                |                |                    |
| <b>Total Website Visits</b>   | <b>56,273</b>  | <b>52,028</b>  | <b>119,414</b> | <b>110,890</b> | <b>7.69%</b>       |
| <b>Computer Usage</b> - Number of sessions  |                |                |                |                |                    |
| <b>Central Library</b>  |                |                |                |                |                    |
| Adult & Teen (30 terminals)   | 5,047          | 4,733          | 10,333         | 9,981          | 3.53%              |
| Childrens (3 terminals)   | 148            | 144            | 298            | 296            | 0.68%              |
| Fairhaven Branch (7 terminals)  | 514            | 402            | 971            | 902            | 7.65%              |
| Barkley Branch (4 terminals)  | 323            | 232            | 631            | 498            | 26.71%             |
| <b>Total Computer Usage</b>   | <b>6,032</b>   | <b>5,511</b>   | <b>12,233</b>  | <b>11,677</b>  | <b>4.76%</b>       |
| <b>New Borrowers Registered</b>   |                |                |                |                |                    |
| Central Library   | 446            | 373            | 1,143          | 854            | 33.84%             |
| Fairhaven Branch  | 29             | 48             | 82             | 106            | -22.64%            |
| Barkley Branch  | 37             | 31             | 87             | 53             | 64.15%             |
| <b>Total New Borrowers Registered</b>   | <b>512</b>     | <b>452</b>     | <b>1,312</b>   | <b>1,013</b>   | <b>29.52%</b>      |
| <b>Programs</b> - Library sponsored or co-sponsored educational, recreational, or cultural programs           |                |                |                |                |                    |
| Programs  | 121            | 107            | 225            | 214            | 5.14%              |
| Attendees   | 2,815          | 2,370          | 5,006          | 4,858          | 3.05%              |
| <b>Volunteer Hours</b>  | 417            | 301            | 1,431          | 1,275          | 12.31%             |

Bellingham Public Library  
Performance & Activity Measures, 2020

Library Board Agenda  
April 21, 2020  
Consent Agenda

|   |                |                | Year to Date   |                | % of change<br>YTD |
|---|----------------|----------------|----------------|----------------|--------------------|
|   | March-20       | March-19       | 2020           | 2019           |                    |
| <b>Volunteer numbers not available; only partial Programming statistics</b>                                   |                |                |                |                |                    |
| <b>Holdings</b> - Number of materials in the library's collection   |                |                |                |                |                    |
| Physical copies added to the collection   | 1,304          | 2,848          | 7,441          | 7,549          | -1.43%             |
| Electronic copies added to the Consortium collection by BPL   | 297            | 81             | 427            | 207            | 106.28%            |
| Physical copies withdrawn from collection   | (840)          | (620)          | (8,035)        | (1,800)        | 346.39%            |
| Total physical holdings   |                |                | 182,259        | 187,741        | -2.92%             |
| Total electronic holdings in Consortium available to BPL  |                |                | 91,312         | 89,652         | 1.85%              |
| <b>Total Holdings (Physical and Electronic)</b>   |                |                | <b>273,571</b> | <b>277,393</b> | <b>-1.38%</b>      |
| <b>Circulation</b> - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity |                |                |                |                |                    |
| <b>Central Library</b>  |                |                |                |                |                    |
| Adult   | 34,114         | 62,056         | 152,774        | 169,003        | -9.60%             |
| Youth   | 30,265         | 48,505         | 126,248        | 133,905        | -5.72%             |
| <b>Sub-Total Central</b>  | <b>64,379</b>  | <b>110,561</b> | <b>279,022</b> | <b>302,908</b> | <b>-7.89%</b>      |
| <b>Fairhaven Branch</b>   |                |                |                |                |                    |
| Adult   | 4,440          | 7,768          | 20,342         | 21,211         | -4.10%             |
| Youth   | 1,752          | 2,768          | 7,267          | 7,274          | -0.10%             |
| <b>Sub-Total Fairhaven</b>  | <b>6,192</b>   | <b>10,536</b>  | <b>27,609</b>  | <b>28,485</b>  | <b>-3.08%</b>      |
| <b>Barkley Branch</b>   |                |                |                |                |                    |
| Adult   | 3,348          | 5,567          | 16,548         | 15,117         | 9.47%              |
| Youth   | 2,564          | 3,777          | 10,836         | 9,624          | 12.59%             |
| <b>Sub-Total Barkley</b>  | <b>5,912</b>   | <b>9,344</b>   | <b>27,384</b>  | <b>24,741</b>  | <b>10.68%</b>      |
| <b>Bellingham Technical College</b>   |                |                |                |                |                    |
| Adult   | 18             | 66             | 123            | 185            | -33.51%            |
| Youth   | 5              | 13             | 42             | 35             | 20.00%             |
| <b>Sub-Total BTC</b>  | <b>23</b>      | <b>79</b>      | <b>165</b>     | <b>220</b>     | <b>-25.00%</b>     |
| <b>Whatcom Community College</b>  |                |                |                |                |                    |
| Adult   | 176            | 316            | 864            | 976            | -11.48%            |
| Youth   | 68             | 82             | 222            | 260            | -14.62%            |
| <b>Sub-Total WCC</b>  | <b>244</b>     | <b>398</b>     | <b>1,086</b>   | <b>1,236</b>   | <b>-12.14%</b>     |
| <b>Western Washington University</b>  |                |                |                |                |                    |
| Adult   | 262            | 645            | 1,309          | 1,504          | -12.97%            |
| Youth   | 183            | 335            | 910            | 792            | 14.90%             |
| <b>Sub-Total WWU</b>  | <b>445</b>     | <b>980</b>     | <b>2,219</b>   | <b>2,296</b>   | <b>-3.35%</b>      |
| <b>Online Services</b>  |                |                |                |                |                    |
| Kanopy (Soft launched May 2019)   | 1,403          | 0              | 3,250          | 0              |                    |
| NW Anytime Library Overdrive  | 26,486         | 21,546         | 75,849         | 62,579         | 21.21%             |
| RBdigital   | 3,225          | 2,714          | 9,128          | 7,326          | 24.60%             |
| <b>Sub-Total Online</b>   | <b>31,114</b>  | <b>24,260</b>  | <b>88,227</b>  | <b>69,905</b>  | <b>26.21%</b>      |
| <b>Total Circulation</b>  | <b>108,309</b> | <b>156,158</b> | <b>425,712</b> | <b>429,791</b> | <b>-0.95%</b>      |
| <b>Holds Activity</b>   |                |                |                |                |                    |
| Items pulled to fill holds  | 23,619         | 47,857         | 125,375        | 129,556        | -3.23%             |
| <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   | 21,007         | 40,809         | 101,447        | 115,641        | -12.27%            |
| Childrens   | 4,964          | 10,484         | 25,134         | 30,918         | -18.71%            |
| Fairhaven Branch  | 2,616          | 7,131          | 16,695         | 19,889         | -16.06%            |
| Barkley Branch  | 1,715          | 4,494          | 10,936         | 13,234         | -17.36%            |
| <b>Total Persons Visiting</b>   | <b>30,302</b>  | <b>62,918</b>  | <b>154,212</b> | <b>179,682</b> | <b>-14.18%</b>     |
| <b>Website Visits</b>   |                |                |                |                |                    |
| This count reflects number of visits to www.bellinghampubliclibrary.org                                       | 38,618         | 42,304         | 130,041        | 129,967        | 0.06%              |
| <b>Bibliocommons Visits</b>   |                |                |                |                |                    |
| This count reflects number of visits to Bibliocommons   | 9,758          | 12,068         | 37,749         | 35,295         | 6.95%              |
| <b>Total Website Visits</b>   | <b>48,376</b>  | <b>54,372</b>  | <b>167,790</b> | <b>165,262</b> | <b>1.53%</b>       |
| <b>Computer Usage</b> - Number of sessions  |                |                |                |                |                    |
| <b>Central Library</b>  |                |                |                |                |                    |
| Adult & Teen (30 terminals)   | 2,484          | 5,501          | 12,817         | 15,482         | -17.21%            |
| Childrens (3 terminals)   | 65             | 144            | 363            | 440            | -17.50%            |
| Fairhaven Branch (7 terminals)  | 222            | 529            | 1,193          | 1,431          | -16.63%            |
| Barkley Branch (4 terminals)  | 151            | 317            | 782            | 815            | -4.05%             |
| <b>Total Computer Usage</b>   | <b>2,922</b>   | <b>6,491</b>   | <b>15,155</b>  | <b>18,168</b>  | <b>-16.58%</b>     |
| <b>New Borrowers Registered</b>   |                |                |                |                |                    |
| Central Library   | 308            | 407            | 1,451          | 1,261          | 15.07%             |
| Fairhaven Branch  | 48             | 28             | 130            | 134            | -2.99%             |
| Barkley Branch  | 6              | 14             | 93             | 67             | 38.81%             |
| <b>Total New Borrowers Registered</b>   | <b>362</b>     | <b>449</b>     | <b>1,674</b>   | <b>1,462</b>   | <b>14.50%</b>      |
| <b>Programs</b> - Library sponsored or co-sponsored educational, recreational, or cultural programs           |                |                |                |                |                    |
| Programs  | 35             | 138            | 260            | 352            | -26.14%            |
| Attendees   | 482            | 2,914          | 5,488          | 7,772          | -29.39%            |
| <b>Volunteer Hours</b>  |                | <b>372</b>     | <b>1,431</b>   | <b>1,647</b>   | <b>-13.06%</b>     |

*Library Board Agenda*  
*April 21, 2020*  
*Consent Agenda*

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

**FEBRUARY 2020 CLAIMS**

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 APRIL 21, 2020, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

|   | <b>VENDOR</b>                       | <b>AMOUNT</b>      |
|---|-------------------------------------|--------------------|
| <b>ADMINISTRATION</b>                     |                                     |                    |
| Supplies; headphones                      | Amazon.com                          | 313.85             |
| Hold shelf dividers                       | Applied Digital Imaging             | 84.13              |
| Materials Handler RFP advertisement       | Bellingham Herald                   | 175.00             |
| Leisure Guide ads: Spring, Summer, Fall   | City of Bellingham                  | 2,460.00           |
| Labels; software design                   | Computype                           | 1,168.32           |
| Email newsletter                          | Constant Contact                    | 364.15             |
| Printing                                  | Copy Source                         | 463.06             |
| Logo; Leisure Guide; business cards       | Credo Graphics                      | 1,659.00           |
| Water @ Barkley Branch                    | Crystal Springs                     | 58.21              |
| Signup/Spaces software                    | Demco                               | 4,862.02           |
| Yearly ILS service & bulk waive service   | Innovative Interfaces Inc           | 58,456.06          |
| Security attendant shirts                 | Land's End                          | 96.40              |
| Translation services                      | Language Exchange                   | 45.00              |
| Strategic Plan Summary printing           | Lithtex Northwest                   | 219.57             |
| Copier lease and copies                   | Oasys Inc.                          | 1,366.68           |
| Office supplies; copier paper; toner      | Office Depot                        | 495.20             |
| Desk chair                                | OpenSquare                          | 420.02             |
| Truck fuel                                | Reisner Distributor                 | 188.61             |
| Security software                         | Secure by Design                    | 21.74              |
| Barkley operating costs                   | Talbot Services LLC                 | 533.33             |
| Microfische machine lease                 | Technology Unlimited                | 339.14             |
| Debt collection service                   | Unique Management Services          | 196.90             |
| Institution dues                          | Washington Library Association      | 1,383.00           |
| Driving abstracts                         | WA State Dept. of Licencing         | 26.78              |
| Receipt paper                             | WCP Solutions                       | 1,197.87           |
| Children's Literature Conference          | Western Washington University       | 125.00             |
| Ryan Dowd Homelessness training workshops | Whatcom County Library Foundation   | 1,000.00           |
| Graphic design                            | Whatcom READS                       | 1,335.00           |
| B & O taxes                               | WSDR                                | 37.74              |
|   | <b>ADMINISTRATION Sub Total</b>     | <b>\$79,091.78</b> |
| <b>PUBLIC SERVICE</b>                     |                                     |                    |
| Library materials returned                | Library Refunds                     | 259.36             |
|   | <b>PUBLIC SERVICE Sub Total</b>     | <b>\$259.36</b>    |
| <b>TECHNICAL SERVICES</b>                 |                                     |                    |
| Book processing                           | Baker & Taylor                      | 5,928.89           |
| CD & DVD processing                       | Midwest Tape                        | 1,853.06           |
|   | <b>TECHNICAL SERVICES Sub Total</b> | <b>\$7,781.95</b>  |
| <b>LIBRARY ACQUISITIONS</b>               |                                     |                    |
| Books, recorded books, CDs, DVDs          | Amazon.com                          | (88.60)            |
| Books                                     | Baker & Taylor                      | 23,007.87          |
| Books                                     | Cavendish Square Publishing         | 212.56             |



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

**FEBRUARY 2020 CLAIMS**

|                              |                                    |           |
|------------------------------|------------------------------------|-----------|
| Books                        | Center Point Large Print           | 291.80    |
| Books                        | Gale                               | 197.54    |
| Lost Interlibrary Loan items | Lost items from other Institutions | 100.00    |
| DVDs, CDs, recorded books    | Midwest Tape                       | 12,921.67 |
| Books                        | National Underwriters              | 480.46    |
| eBooks, audiobooks           | Overdrive Inc                      | 2,764.21  |
| Periodicals                  | Sound Publications Group           | 96.00     |
| Books                        | Whatcom Genealogical Society       | 21.00     |

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**LIBRARY ACQUISITIONS Sub Total    \$40,004.51**

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**GIFT FUND**

|                  |                |        |
|------------------|----------------|--------|
| Books            | Baker & Taylor | 427.59 |
| Teen programming | Fred Meyer     | 17.97  |
| Teen programming | Walmart        | 45.18  |

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**GIFT FUND ACQUISITIONS Sub Total    \$490.74**

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**TOTAL GENERAL FUND    \$127,137.60**

**TOTAL CLAIMS    \$127,628.34**

Library Board Agenda

April 21, 2020

Consent Agenda

BELLINGHAM PUBLIC LIBRARY  
Board of Library Trustees

MARCH 2020 CLAIMS

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 APRIL 21, 2020, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

|  | VENDOR                             | AMOUNT             |
|--|------------------------------------|--------------------|
| <b>ADMINISTRATION</b>                  |                                    |                    |
| Bookmarks                              | American Library Association store | 40.35              |
| Labels; headphones; lamp               | Amazon.com                         | 1,081.78           |
| Nameplate                              | Bay Engraving                      | 21.74              |
| Security clothing logos                | Bergen & Company                   | 58.70              |
| Bibliocore Languages                   | Bibliocommons                      | 1,087.00           |
| Office chair                           | Blackburn Office Equipment         | 497.09             |
| PLA Conference reimbursement           | Katie Bray                         | 1,742.40           |
| Networking breakfast                   | City Club                          | 13.00              |
| Email newsletter                       | Constant Contact                   | 364.15             |
| Printing                               | Copy Source                        | 1,406.75           |
| Water @ Barkley Branch                 | Crystal Springs                    | 31.54              |
| Mendery supplies                       | Demco                              | 708.41             |
| Projector lamp for Lecture Room        | Dimensional Communications         | 238.00             |
| First aid supplies                     | Grainger                           | 5.39               |
| PLA Conference reimbursement           | Bethany Hognlund                   | 355.00             |
| HDMI cable                             | Home Depot                         | 28.23              |
| Library Elf                            | Jandi Enterprises                  | 480.00             |
| Security attendant shirt               | Land's End                         | 6.95               |
| Translation services                   | Language Exchange                  | 260.30             |
| Light clamp                            | Littlite                           | 13.60              |
| Screws                                 | Lowe's                             | 1.39               |
| Mobile hot spot                        | Mobilebeacon                       | 120.00             |
| Copier lease and copies                | Oasys Inc.                         | 1,339.97           |
| Office supplies; copier paper; toner   | Office Depot                       | 715.74             |
| Labels                                 | Office Smart Labels                | 22.24              |
| Library cards & keytags                | Printing Concepts (Traxium LLC)    | 1,452.66           |
| Truck fuel                             | Reisner Distributor                | 165.61             |
| Security software                      | Secure by Design                   | 43.48              |
| Barkley operating costs                | Talbot Services LLC                | 533.33             |
| Microfische machine lease              | Technology Unlimited               | 339.14             |
| Security software maintenance          | Trebron Company                    | 3,980.59           |
| ILL mailers & labels; mendery supplies | Uline                              | 803.54             |
| Debt collection service                | Unique Management Services         | 125.30             |
| Whatcom READS read and release copies  | Village Books                      | 92.34              |
| B & O taxes                            | WSDR                               | 7.61               |
|  | <b>ADMINISTRATION Sub Total</b>    | <b>\$18,183.32</b> |
| <b>PUBLIC SERVICE</b>                  |                                    |                    |
| Library materials returned             | Library Refunds                    | 89.95              |
|  | <b>PUBLIC SERVICE Sub Total</b>    | <b>\$89.95</b>     |
| <b>TECHNICAL SERVICES</b>              |                                    |                    |
| Book processing                        | Baker & Taylor                     | 4,029.07           |
| CD & DVD processing                    | Midwest Tape                       | 748.84             |

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

**MARCH 2020 CLAIMS**

|                                  |   |                    |
|----------------------------------|---|--------------------|
| ILL & tech services (2 months)   | OCLC                                    | 4,348.06           |
|                                  | <b>TECHNICAL SERVICES Sub Total</b>     | <b>\$9,125.97</b>  |
| <b>LIBRARY ACQUISITIONS</b>      |   |                    |
| Books, recorded books, CDs, DVDs | Amazon.com                              | 1,439.74           |
| Books                            | Baker & Taylor                          | 16,104.48          |
| Books                            | Gale                                    | 197.54             |
| Lost Interlibrary Loan items     | Lost Items from other Institutions      | 100.00             |
| DVDs, CDs, recorded books        | Midwest Tape                            | 6,427.39           |
| eBooks, audiobooks               | Overdrive Inc                           | 7,917.47           |
| Databases                        | Proquest                                | 4,089.53           |
| Books                            | Sealaska Heritage Store                 | 370.79             |
| Books                            | Village Books                           | 65.12              |
|                                  | <b>LIBRARY ACQUISITIONS Sub Total</b>   | <b>\$36,712.06</b> |
| <b>GIFT FUND</b>                 |   |                    |
| Early Learning Space supplies    | Amazon.com                              | 40.12              |
| Books                            | Baker & Taylor                          | 72.12              |
| Early Learning Space supplies    | Lakeshore Learning                      | 144.04             |
|                                  | <b>GIFT FUND ACQUISITIONS Sub Total</b> | <b>\$256.28</b>    |
|                                  | <b>TOTAL GENERAL FUND</b>               | <b>\$64,111.30</b> |
|                                  | <b>TOTAL CLAIMS</b>                     | <b>\$64,367.58</b> |

*Library Board Agenda April 21, 2020 Consent Agenda*

20/04/17-13:13

City of Bellingham - 2020 Dataset

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GL787

WKD - MONTHLY REPORT - GF

Report Format 712

Acc.Period 3 ending March 31, 2020

Transaction status 1  
Rounding to Whole Dollars

|                     |                        | YTD<br>Actual | Adopted<br>Budget | Revised<br>Budget | Variance<br>From Revised | %%<br>Complete |
|---------------------|------------------------|---------------|-------------------|-------------------|--------------------------|----------------|
| Dpt 0190            | LIBRARY                |               |                   |                   |                          |                |
| Grp 191             | LIBRARY ADMINISTRATION |               |                   |                   |                          |                |
| ExO 010             | SALARIES & WAGES       | 75,896        | 277,738           | 277,738           | 201,842                  | 27.3           |
| ExO 020             | PERSONNEL BENEFITS     | 33,202        | 134,661           | 134,661           | 101,460                  | 24.7           |
| ExO 030             | SUPPLIES               | 14,378        | 82,785            | 82,785            | 68,407                   | 17.4           |
| ExO 040             | SERVICES               | 148,091       | 360,993           | 399,824           | 251,732                  | 37.0           |
|                     |                        | -----         |                   |                   |                          |                |
| Grp 191             | LIBRARY ADMINISTRATION | 271,567       | 856,178           | 895,008           | 623,441                  | 30.3           |
| Grp 193             | LIBRARY SERVICES       |               |                   |                   |                          |                |
| ExO 010             | SALARIES & WAGES       | 525,298       | 2,256,479         | 2,318,479         | 1,793,181                | 22.7           |
| ExO 020             | PERSONNEL BENEFITS     | 248,880       | 1,116,290         | 1,141,290         | 892,410                  | 21.8           |
| ExO 030             | SUPPLIES               | 216,444       | 643,465           | 643,465           | 427,021                  | 33.6           |
| ExO 040             | SERVICES               | 9,778         | 66,035            | 27,205            | 17,427                   | 35.9           |
|                     |                        | -----         |                   |                   |                          |                |
| Grp 193             | LIBRARY SERVICES       | 1,000,399     | 4,082,269         | 4,130,439         | 3,130,040                | 24.2           |
| Grp 195             | LIBRARY FACILITIES     |               |                   |                   |                          |                |
| ExO 040             | SERVICES               | 151,792       | 602,452           | 602,452           | 450,660                  | 25.2           |
| ExO 060             | CAPITAL OUTLAY         |               | 200,000           | 200,000           | 200,000                  |                |
|                     |                        | -----         |                   |                   |                          |                |
| Grp 195             | LIBRARY FACILITIES     | 151,792       | 802,452           | 802,452           | 650,660                  | 18.9           |
|                     |                        | -----         |                   |                   |                          |                |
| Report Final Totals |                        | 1,423,758     | 5,740,898         | 5,827,898         | 4,404,141                | 24.4           |
|                     |                        | =====         |                   |                   |                          |                |