

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  
Board Room (upper level) - 3:30 p.m.**

<b>AGENDA</b>	<b>TIME (approx.)</b>
<b>1. Call to order and introductions</b>	2 min
<b>2. Approve/modify agenda</b>	1 min
<b>3. Public comment</b> This time is set aside for members of the public to make comments or ask questions. We ask that remarks be limited to three to five minutes.	5 min
<b>4. Consent agenda</b> All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. <ul style="list-style-type: none"><li>• <b>Communications and FYI</b><ul style="list-style-type: none"><li>◦ <i>Referenda Roundup: An overview of how states performed on library measures in 2015, American Libraries Magazine, January/February 2016.</i></li></ul></li><li>• <b>Minutes</b> January 19, 2016: Regular board meeting</li><li>• <b>Library performance &amp; activity measures</b> January 2016</li><li>• <b>Financial reports</b> Claims: January 2016</li></ul>	2 min
<b>5. Reports</b> <ul style="list-style-type: none"><li>• Library Board members</li><li>• City Council liaison</li><li>• Friends of Bellingham Public Library</li><li>• Library Director</li></ul>	15 min
<b>6. Whatcom Community Foundation</b> <ul style="list-style-type: none"><li>• Discuss and decide disbursements for:<ul style="list-style-type: none"><li>◦ Bellingham Public Library Agency Endowment Fund: \$9,074.26</li><li>◦ Bayview Fund: \$1,838.30</li></ul></li></ul>	10 min

- Bellingham Public Library Designated Endowment Fund: \$3,347.55
- 7. 2015 gifts and donations report** 10 min
- Library Director Pam Kiesner and Wendy Jenkins, Administrative Assistant
- Time check: 4:15**
- 8. Financial report** 5 min
- 4<sup>th</sup> quarter 2015
- 9. Committee reports** 25 min
- Outreach Committee
  - Facilities Committee
    - 2016 Comprehensive Plan Capital Facilities and Utility Chapter - update
    - 2017-2022 Capital Plan update: review draft spreadsheet submitted to COB Finance - approve
- Time check: 4:45**
- 10. Discussion** 15 min
- Bellingham Public Library Standards - how does the Board of Trustees want to proceed?
- 11. Single Point of Service** 10 min
- Project update and progress
    - Pam Kiesner and Janice Keller
- 12. Bellingham Public Library Organization Charts** 10 min
- Review updates
    - Pam Kiesner
- 13. New business** 5 min
- Reciprocal borrowing agreements with other libraries
- 14. Action items for next meeting** 5 min
- 15. Adjourn** **Time check: 5:30**

**Next Regular Library Board Meeting: March 15, 2016 – 3:30 p.m.**  
**Location: 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.

Library board  
2/16/16  
FJI

# Referenda ROUNDUP

An overview of how states performed  
on library measures in 2015

By Kathy Rosa

**D**uring the 2015 election year, the ALA Office for Research and Statistics tracked 88 library referenda across 21 states. More than three-quarters of the measures passed, with 69 wins and only 18 losses (an additional one was advisory). Ohio and New York showed strong support of libraries by passing 20 and 23 referenda respectively.

The amount of requested funding ranged from a \$22 million bond for two new libraries and renovations in **Spokane Valley, Washington**, to a no-cost advisory referendum in **Colfax, Wisconsin**, to assess voter preferences for its library facility.

The Spokane Valley bond failed narrowly, with 57% of the 60% required voters saying yes.

Colfax voters preferred to keep their library in the existing municipal building (63 votes); however, village officials will make the final decision.

Other options under consideration include renovating and expanding the existing village hall basement (41 votes), building a standalone library (40 votes), or building a new combination library, village administration, and police facility (32 votes).

## Libraries transform with community backing

Referenda funds are used to build new libraries, renovate existing facilities, and maintain library operations. In addition, the funds can provide opportunities to update technologies and expand collections and services to meet the changing needs of library patrons. San Francisco Public Library's 14-year Branch Library Improvement Program (BLIP, see sidebar below) and the newly passed referenda for Moffat

Library of Washingtonville, New York, are examples of reinvesting, renewing, and reimagining public libraries.

The residents of **Washingtonville, New York**, passed a \$6.9 million bond that allows the community to renovate its Moffat Library, an 1887 historic landmark that was badly damaged by Hurricane Irene in 2011. On March 3, 733 voters (71.7%) said yes and 289 voters (28.3%) said no to the bond. The renovations will include updated technologies,

sustainable design features, and an open floor plan designed to maximize staff availability to library visitors. There will also be a children's craft and program room, a local history room, a conference room for home office meetings or tutoring, a teen gathering area, a glassed-in area for adult readers, a kitchenette for event use, and a park-like landscape setting. Site construction has begun, and the renovated library is expected to open in September 2017.



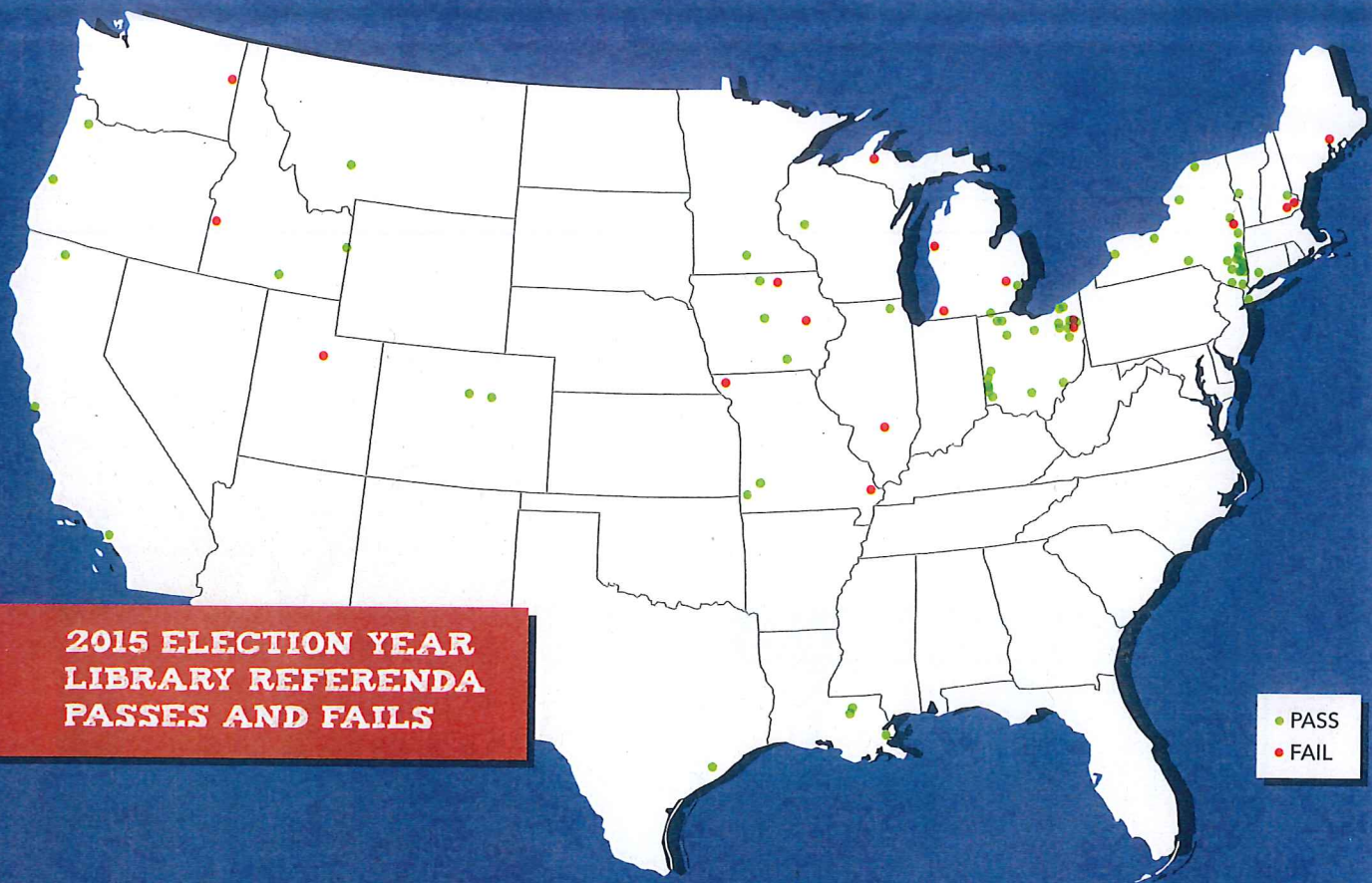
## SEEING A RETURN IN SAN FRANCISCO

The San Francisco BLIP bond measure, passed in 2000, provided \$106 million to build and refurbish 24 neighborhood branch libraries. A September 2015 impact study, *Reinvesting and Renewing for the 21st Century: A Community and Economic Benefits Study of San Francisco's Branch Library Improvement Program* ([sfpl.org/pdf/about/commission/ReinvestingRenewing.pdf](http://sfpl.org/pdf/about/commission/ReinvestingRenewing.pdf)), showed that for every dollar invested in BLIP, San Francisco realized a return of between \$5.19 and \$9.11. Much of BLIP's success is attributed to the library and the city using a long-term programmatic approach, rather than an incremental approach. Including community members in the planning stages ensured that branch libraries reflected local needs and interests. San Francisco Public Library's new North Beach branch, which



The new North Beach branch library.

opened in May 2014, illustrates BLIP's success. Without the improvement program, the branch could have closed due to insufficient space, seismic safety, and a lack of accessibility. The new LEED (Leadership in Energy and Environmental Design) Gold building is 40% larger, accessible, includes a teen room, and is adjacent to the Joe DiMaggio Playground—giving the branch some green space and providing community recreational facilities to complement the library's commitment to learning.



## 2015 ELECTION YEAR LIBRARY REFERENDA PASSES AND FAILS

● PASS  
● FAIL

### STATE LISTINGS

#### CALIFORNIA



■ Voters approved Measure O, a sales tax increase, in Weed. While the tax will fund various municipal projects, priorities include senior services and the operations of the Weed branch of Siskiyou County Library. Of the 275 votes, 196 (71.3%) were for and 79 (28.7%) were against Measure O. The current sales tax of 7.5% will increase by 0.25%, a one-cent tax increase on a sale of \$4. In 2014, the State Equalization Board had overturned the passage of the same tax, then termed Measure J, because of language.

■ A parcel tax partially funds the South Pasadena Public Library system. The tax, which generated about \$230,000 per year, was set to expire in 2016. Voters said yes to Measure L, which will extend the

tax by eight years and increase it based on property size. The votes cast by 1,455 voters resulted in 1,113 (76.5%) yes votes and 342 (23.5%) no votes. In California, parcel tax ballot measures require a two-thirds supermajority to pass.

■ South San Francisco Public Library—along with city parks, street maintenance, and fire safety services—will benefit by the passage of Measure W. The current sales tax of 9% will increase by 0.5%. Consumers will pay an additional 10 cents when they spend \$20 on items subject to the tax. The measure passed with 3,270 (61.5%) yes votes and 2,049 (38.5%) no votes in a turnout of 5,319 voters.

#### COLORADO



■ Arapahoe Library District Ballot Issue 4A, which increases taxes

by \$6 million annually, drew 47,124 voters. The yes votes totaled 26,021 (55.2%) and the no votes came to 21,103 (44.8%). The mill\* levy will increase from 4.2 to 5.4 mills, which is about \$2.39 per month for the owner of a \$300,000 home. The money will fund additional staff, literacy programs, an updated book collection, and technology.

■ Residents voted to increase funding for Jefferson County Public Library by around \$8.86 million annually on Ballot Issue 1A. The mill levy increase (from 3.5 to 4.5) is the first since 1986. The tax increase is about 67 cents per \$100,000 of home value. The 179,724 voters split the outcome with 95,391 (53.1%) yes votes and 84,333 (46.9%) no votes. The library will restore hours; update

\*One mill is equivalent to one-tenth of a cent or \$0.001. Property tax in dollar terms is calculated by multiplying the assessed property value and the mill rate and dividing by 1,000.

books, materials, and technology; renovate facilities; and improve service to the underserved.

## CONNECTICUT

■ **Oxford** residents approved a \$3.5 million bond issue to build a new public library. Of the 3,155 voters, 2,344 (74.3%) said yes and 811 (25.7%) said no. The building is expected to be completed in 2017. Features of the new 10,000-square-foot facility will include areas for children and adults, a room for programs, energy-efficient LED lighting, and space for expansion. The bond will be paid over a 20-year period.

## IDAHO

■ **Burley** Public Library won support for a two-year override levy of \$250,000 per year (\$500,000 total). The funds will be used for operations and maintenance. The 443 votes were split with 244 (55.1%) in favor and 199 (44.9%) against.

■ Voters supported Valley of the Tetons Library in **Victor** with a win of 725 (69.9%) for and 312 (30.1%) against. Of the 1,037 voters, two-thirds were required to renew the library operating budget. The budget will be increased by \$200,000 per year for a total of \$450,000. The increase is targeted for the Driggs branch operating fund.

## ILLINOIS

■ A \$59,000 levy increase was passed in the River East Library District in **McHenry**. The vote was divided by 130 (55.8%) for and 103 (44.2%) against the levy, for a total of 233 votes. Funds will be used to update technology, add video games and online resources, upgrade building and

grounds, and maintain the same number of hours per week.

## IOWA

■ The 1,458 active cardholders of **Garner** Public Library have been walking on carpet installed in 1977, when the building opened its doors. Voters recently passed a \$400,000 bond to help fund renovations and an addition to the library. When added to existing funds, the library will have close to \$1.1 million of the needed \$1.56 million estimated cost. The 446 voters approved passage with 386 (86.5%) for and 60 (13.5%) against. The city required 60% approval for the bond to pass. In addition to new carpeting, library visitors will benefit from more space, a new roof, heating and air-conditioning improvements, and electrical upgrades. A drive-up book drop and a 1,834-square-foot addition will complete the project.

■ The passage of **Knoxville** Public Measure B will provide \$2.5 million for an ongoing renovation and expansion project. A 60% supermajority of the 1,011 votes was required to pass the measure. There were 626 (61.9%) yes votes and 385 (38.1%) no votes. The additional space is needed to provide programs and house the collections and computers. In Phase 1, the library purchased the historic Dixie Cornell Gebhardt house next door. Phase 2 includes adding a one-story expansion on the west side of the library building. The estimated cost of the project is \$4.5 million.

■ **Marshalltown** Public Library will benefit from a property tax increase of 27 cents per \$1,000 of taxable home value. Of the 1,779 voters, 950 (53.4%) voted yes and 829 (46.6%) voted no. The funding will be used to build the collection, provide programs, and update technology. Hours of operation will increase to seven days per week.

## LOUISIANA

■ **East Baton Rouge** Parish voters approved the renewal of a 11.1-mill, 10-year property tax. Voting results were 58.0% for and 42.0% against the tax. Plans for the funds include renovations of the Baker, Bluebonnet Regional, Central, Delmont Gardens, Greenwell Springs Regional, Jones Creek Regional, Scotlandville, and Zachary branches.

■ Hurricane Katrina and the levee breaches destroyed six branches of **New Orleans** Public Library in 2005. Staff positions were reduced by 90%. In 2015, voters decided to take a stand for the renewal and rebuilding of the library system. A 2.5-mill property tax was approved by 16,961 (74.7%) of the 22,700 voters; no votes amounted to 5,739 (25.3%). Funds are expected to total about \$8.25 million annually.

## MICHIGAN

■ **Troy** Public Library and **Adrian** Public Library found success at the polls. Troy voters totaled 11,925, with 8,433 (70.7%) for and 3,492 (29.3%) against. The Adrian voter total was 1,187, with 723 (60.9%) for and 464 (39.1%) against.

## MISSOURI

■ **Polk County** voters said yes to their first library levy increase since 1948. The increase of a 10-mill rate to 25 mills was voted on by 3,267 residents. There were 1,889 (57.8%) votes of approval and 1,378 (42.2%) votes against the measure.

## MONTANA

■ In **Belgrade**, a mill levy for \$424,820 passed. The funds will be

shared among the library, the fire department, and the police department. The voter total was 1,322, with 870 (65.8%) yes votes and 452 (34.2%) no votes.

### NEW HAMPSHIRE



■ The levy for Gilmanton Year-Round Library passed with 548 (54.7%) of the 1,002 voters saying yes. Votes against the measure totaled 454

(45.3%). The \$45,000 will go toward the library operating budget.

### OREGON



■ Voters approved a \$2.7 million a year, five-year property tax levy for Eugene Public Library. Currently, the Bethel and Sheldon branches are open 26 hours a week. The levy will provide funds to keep the branches open an additional 22 hours a week and restore

three hours of service on Sunday mornings at the main library. The 34,658 votes were split between 18,294 (52.8%) yes and 16,364 (47.2%) no.

■ A replacement levy for the Washington County Cooperative Library Services passed, which will maintain and increase countywide library services at a new tax rate of 22 cents per \$1,000 of assessed value. The first-year amount levied will be approximately \$12.7 million. Voter turnout was 72,554, result-



### NEW YORK

In New York, voters turned out in numbers ranging from 174 in Gloversville (population 15,315) to 8,637 in Poughkeepsie (population 30,639) to vote on measures to fund public libraries. Increases in funding ranged from about \$4,142 to \$84,000. Tax levy percentages ranged from about 1.4% to 3.54%.

Library	% For	% Against	Total Votes	Purpose
Albany Public Library	71.2%	28.8%	3,056	Tax levy increase = 1.6%
Beaver Falls Library*				Increased funding from \$10,000 to \$20,000
Beekman Library, Hopewell Junction	60.6%	39.4%	1,877	Increased funding of \$17,871 to the sum of \$380,000
Bryant Library, Roslyn	78.0%	22.0%	944	Tax levy = 1.4% increase
Claverack Free Library	68.7%	31.3%	1,119	Increased funding = \$10,000 for operating expenses
Croghan Free Library*				Increased funding from \$30,000 to \$40,000
Dover Plains Library, Wingdale	66.6%	33.4%	1,118	Increased funding from \$225,000 to \$275,000
Elting Memorial Library, New Paltz	66.5%	33.5%	4,535	Funding increased by \$70,000, to \$466,000
Germantown Library	58.9%	41.1%	552	Funding increased by \$30,000, to \$88,000
Gloversville Public Library	75.9%	24.1%	174	Tax levy increase = 2.1%
Julia L. Butterfield Memorial Library, Cold Spring	56.2%	43.8%	921	Increased funding = \$73,150
Lockport Public Library	84.5%	15.5%	291	Tax levy increase = 1.83%
Mary L. Wilcox Memorial Library, Whitney Point, and Lisle Free Library	50.9%	49.1%	513	Annual levy of \$140,000
Millbrook Library	71.0%	29.0%	717	Increased funding from \$100,000 to \$184,000
Moffat Library, Washingtonville	71.7%	28.3%	1,022	Borrow up to \$6.9 million
North Merrick Public Library	68.2%	31.8%	148	Tax levy increase = 3.54%
Olive Free Library, West Shokan	71.5%	28.5%	1,200	Funding increased by \$4,142, to \$133,142
Potsdam Public Library	76.4%	23.6%	275	Increase levy of 98 cents per \$1,000
Poughkeepsie Public Library	66.7%	33.3%	8,637	District budget approved = \$7,449,138
Sarah Hull Hallock Free Library, Milton	62.9%	37.1%	1,387	Funding increased by \$12,500, to \$132,500
Stanford Free Library, Stanfordville	66.3%	33.7%	803	Increase of \$19,000, to total \$142,000
Valatie Free Library	63.7%	36.3%	2,178	Funding increased by \$5,850, to \$70,850
Wood Library, Canandaigua	61.1%	38.9%	1,464	Tax levy increase = 1.97%

\*Beaver Falls and Croghan libraries are part of the \$17.3 million Beaver Falls budget, passed with 74.7% for, 25.3% against.

ing in 45,761 (63.1%) for and 26,793 (36.9%) against the measure.

## TEXAS



■ **Fort Bend County** bonds in the amount of \$19.8 million were approved by 33,787 (69.9%) voters in November. Naysayers included 14,536 (30.1%) of the 48,323 voters. Fort Bend County Library will purchase land, build new facilities, and renovate existing facilities.

ties. In addition to the main George Memorial Library, branches include Albert George, Bob Lutts Fulshear/Simonton, Cinco Ranch, First Colony, Fort Bend County Law Library, Mamie George, Missouri City, Sienna, Sugar Land, and University.

## VERMONT



■ With the success of a \$498,000 bond, **Poultney Public Library** plans

to expand the library and make repairs to the building and grounds. The vote was 387 (70.6%) for and 161 (29.4%) against, a total of 548 votes. ■



*KATHY ROSA is director of ALA's Office for Research and Statistics, which provides leadership and expert advice to ALA staff, members, and the public on all matters related to research and statistics about libraries, librarians, and other staff; represents the Association to federal agencies on these issues; and initiates projects needed to expand the knowledge base of the field through research and the collection of useful statistics.*



## OHIO

Ohioans rallied for libraries at the polls with numbers ranging from 23,247 voters in Akron–Summit County Library District (population 377,588) to 516 voters in Liberty Center (population 1,170). About 152,750 voters turned out to vote for or against levies that were primarily renewals of existing taxes.

Library	% For	% Against	Total Votes	Purpose
Akron–Summit County Public Library	69.6%	30.4%	23,247	1.9-mill levy; for a \$100,000 home, about \$60 a year
Barberton Public Library	62.3%	37.7%	1,531	5-year tax levy, 0.58-mill increase
Brown Memorial Library, Lewisburg	79.6%	20.4%	544	Renewal of a 5-year, 1-mill levy
Chillicothe and Ross County Public Library	54.9%	45.1%	18,388	Tax increase of \$3.40 a month on a \$100,000 property
Findlay–Hancock County Public Library	83.5%	16.5%	5,806	Approved levy; for a \$100,000 home, about \$18 a year
Holgate Community Library	67.0%	33.0%	776	5-year, 2-mill levy
Kirtland Public Library, Willoughby	65.5%	34.5%	3,047	1-mill levy that generates \$318,000 per year
Lane Public Library	78.3%	21.7%	5,971	Renewal of a 0.75-mill levy
Liberty Center Library	77.3%	22.7%	516	5-year, 1.3-mill renewal
Louisville Public Library	74.2%	25.8%	2,096	1-mill tax renewal
Marion Lawrence Library, Gratis	55.1%	44.9%	292	Levy of \$2.33 per month per \$80,000 of property
Marvin Memorial Library, Shelby	63.3%	36.7%	1,038	1.75-mill renewal
Massillon Public Library	56.2%	43.8%	8,902	1.9-mill renewal and an additional 1 mill
MidPointe Library System, Middletown	81.3%	18.7%	5,964	Renewal of a 5-year, 1-mill levy; for a \$100,000 home, about \$22.97 a year
Perry Public Library	51.7%	48.3%	2,794	5-year levy to generate about \$322,501 annually; \$26.25 per year per \$100,000 of property valuation
Piqua Public Library	64.1%	35.9%	5,900	1.3-mill renewal
Preble County District Library	70.8%	29.2%	12,323	1-mill levy; \$2.91 per month per \$100,000 of assessed property value
Reed Memorial Library, Ravenna	66.3%	33.7%	5,390	1.5-mill renewal to generate \$464,000 per year for 5 years
Rodman Public Library, Alliance	83.7%	16.3%	2,174	1.5-mill levy
Washington County Public Library	68.0%	32.0%	16,735	1-mill tax renewal



Library Board  
2/16/15  
Item # 4



# Bellingham Public Library

**Regular Meeting of the Library Board of Trustees**  
**Tuesday, January 19, 2015 – Central Library**  
**Library Board 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:** J. Gordon, Marilyn Mastor, Rachel Myers, Tom Barrett, and Rick Osen.

**Library Staff:** Pamela Kiesner, Bethany Hoglund, Janice Keller and Beth Farley.

**Others Present:** April Barker, City Council Liaison; Faye Hill, Friends of Bellingham Public Library.

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**Call to order and introductions:** Board Chair J. Gordon called the meeting to order at 3:35 p.m. Trustees and staff offered a special welcome to new City Council member April Barker, who was appointed by City Council to serve as liaison to the Library Board of Trustees.

**Approve/modify agenda:** Library Director Pam Kiesner requested a modification to the agenda – adding a 2017-2022 capital plan update to be discussed later after the Facilities Level of Service item (#8). Rick Osen moved to approve the agenda as amended. Rachel Myers seconded. The motion was approved unanimously.

**Public comment:** No public comment.

**Consent agenda:** J. Gordon noted a recent article in the packet about our SkillShare space, and his appreciation for receiving items like this. Rachel Myers moved to approve the consent agenda. Marilyn Mastor seconded. The motion was approved unanimously.

**Board members' reports:** Rick shared library socks he received during the holidays.

**City Council liaison report:** April Barker noted she is excited to be here, and appreciates the opportunity to support the library. Her goal on City Council is to work for the community, fight for equity and inclusion in Bellingham. These were primary goals in her run for elected office.

**Friends of Bellingham Public Library report:** Faye Hill, President, reported that March 1-3 is the next book sale. The Friends promote both buying books at the sales AND donating books. The December sale had more donations than ever before, and very strong sales. The Friends annual meeting is planned for April 23, 2016, with guest speakers from the Whatcom Community Foundation, Mauri Ingram and Rachel Myers.

### **Library Director's report:**

- Pam shared an updated Trustee Roster with April's contact information, updated terms and officers; please let Wendy know if there are any corrections.
- A calendar of 2016 Bellingham Public Library closures was also passed out.
- Pam was interviewed by Bob Pritchett for BellinghamWins.com, produced by Faithlife to promote Bellingham.
- Madeline's position will be posted for recruitment January 22 through February 12: Head of Information and Digital Services; she will work through the end of March.
- The Management Team now has an updated draft of the library's Organization Charts – both Functions and Supervisory – to share with staff at their next meeting; Pam will include on the next board meeting agenda.
- Pam participated in the skills portion of the interviews for our part-time Children's Specialist, and a job offer has been made to our top candidate; we are settling on a start date and it will be announced soon.
- We are happy that Bethany is back fulltime in Youth Services.
- Pam and most of the Management Team members participated in two Labor Management Committee meetings, one each with the librarians (114L) and support staff (114) – primarily regarding Single Point of Service and impacts on their work.
- Janice and Pam provided an orientation to the Library Board and a Central Library tour for April Barker.
- The Friends Board meets quarterly, and Pam attended their first meeting of 2016.
- The State Public Library Directors' Meeting is tomorrow in Federal Way; Pam is leading a discussion on Standards for Public Libraries, apropos to our discussion later in today's meeting.

**Board-Library communications:** J. Gordon requested that when Trustees request work items or reports from the Library Director or staff, they go through him to help with library staff work planning.

### **Performance & activity measures**

- **2015 statistics:** Board members discussed 2015 end-of-year statistics, noting a small decrease in circulation at library facilities, but an increase in all our academic library Connections. Holds remain steady. Visits to the libraries increased over last year and total 837,716; website visits were close to physical visits, at nearly 700,000. Program attendance and number of programs are awesome – nearly 1,000 programs offered to 41,225 attendees. Volunteer hours number 8,139, a 13% increase over last year.
- **Physical and digital circulation, 2014 & 2015:** At Trustee Tom Barrett's request, numbers were presented comparing physical and digital circulation. Beth Farley, Head of Information and Reader Services, participated in the discussion with Library Director Pam Kiesner.
  - Digital circulation in 2015 was approximately 13.6% of total circulation. Beth reported that Library Journal's 2015 Materials Survey indicated that, on average, 7.1% of materials budgets were allocated for ebooks in 2014. It is trending up year over year.

- Beth confers with other Washington public libraries; circulation of digital materials is climbing every year and libraries are increasing budgets for digital materials. There is a constituency of users that are only digital.
- Performance measures may appear that we are paying for individual items. However, there are various licensing models. For example, Hoopla is a "pay per use" model, not per item. Some other electronic materials are individually selected. This is a world in transition which is difficult to keep up with and to accurately budget for.
- Tom noted he believes our core users are print users. Beth responded that this is hard to confirm, many people use both. Most people just want an item, and will put both formats on hold and use whatever format arrives first. It also depends on the age of the patron. We are serving everyone, and purchasing materials in many different formats.
- Tom stated that he wants to be sure we continue to buy books for the majority who want physical materials.
- Beth described the need to define physical materials: for instance, DVDs are our highest circulating items, and they are considered physical materials.
- Rachel Myers noted that she finds our digital materials deficient; people have to wait too long on hold for digital items. Beth described in more detail how digital materials are purchased for use by BPL patrons.
- Rick Osen asked how much of our materials budget is for digital materials? Beth noted that approximately 14% of the 2015 materials budget was for digital. She also noted that it has been extremely challenging to budget for Hoopla during this first trial year; we are currently discussing with WCLS whether together we can sustain this service beyond March.
- Rachel noted that this is an interesting, challenging time. Rick noted that the digital world vs. print is complicated and people don't usually understand all of the nuances.

### **Committee reports**

- **Outreach Committee:**

- Tom Barrett noted his conversation with leaders of the Barkley Company, who shared concerns about area-wide economics and large business layoffs. They are pleased with 2015 & planned 2016 increased hours at Barkley Branch Library, located in their Barkley Village.
- Rachel Myers has increased connections with the Friends, including meeting with Faye Hill, Friends President, and she will be speaking at the April 23 Friends' Annual Meeting.
- Trustees discussed the important contributions being made by the Friends, and the dedication of the Friends members.

- **Facilities Committee:**

- **Proposed Library Level of Service (LOS) Standard for the Facilities Chapter of the 2016**

**Comprehensive Plan update: review, discuss, consider adoption** – Pam Kiesner described the background of why this topic came up, including encouragement from COB Planning and Community Development Director Rick Sepler to consider adopting level of service standards for library facilities. She described the research she conducted among libraries

and library consultants across the state and nation, highlights of which are included in the handout in the Board packet.

Rick Osen noted that if this is to be included in the 2016 Comp Plan Update, it must be adopted soon to meet PCD deadline. The rest of the library submission to the Capital Facilities chapter was provided in November, 2015; this would be an addition. Rick noted that the chart that is presented in the packet as a proposed level of service standard for capital facilities planning is a conservative set of standards. This conservative approach is probably appropriate to where we are now in our facilities conversations. Rick noted it is a planning tool, but also an opportunity to present our picture in relation to libraries nationwide.

Tom Barrett noted he has experience with parks-related level of service standards and also worked on transportation level of service standards. This proposal will be carefully scrutinized by the Planning Commission and City Council. He shared his concerns that the Library Board not move too quickly and have adequate background and research to support it.

April Barker said the Board must make sure standards are equitable, and noted she hopes consideration of future standards will include standards that address time/distance to library services, which will speak to access. Pam stated that in general everyone in our Bellingham community is within a three mile radius and a 15-minute drive from a public library, except for a very small area of Cordata. She says these figures should be updated as needed as new areas are annexed to the City.

Tom asked if the library is considering moving toward more electronic items and services, and thus needing less space. What kind of collections will we have, and how much space is needed for those kinds of services? Pam noted that consultants and other libraries nationwide are finding libraries often need more space, not less, especially for increased technology and "people space."

J. Gordon asked Trustees: do we have a fundamental agreement to try to establish these as our current positions, considering library uses today? Rachel Myers noted that when she thinks of level of service, she thinks of the radius map we've used in the past. She also noted that our current square footage figures include all three libraries. Perhaps we want to add the information about drive time and radius access as a sentence if not a graphic. Pam Kiesner proposed putting together a draft addition to what we already submitted to PCD, based on our discussion today.

*(April Barker excused herself to leave for another meeting)*

Rick proposed including the standard as described, taking out the current square footage and providing a brief explanation of where the standards originated, such as "based on national library industry standards."

Rachel Myers moved to ask the Facilities Committee to revise the document based on the discussion, and submit a final document to the Planning and Community Development Department. Tom Barrett seconded the motion. The motion was approved unanimously.

After the vote, Tom Barrett reiterated his concerns that the level of service standard approved by the Board of Trustees will be highly scrutinized during the upcoming public process for the Comprehensive Plan Update.

**Addition to agenda by vote of Trustees: 2017-2022 Capital Plan Update:** Pam Kiesner provided, for Board review, copies of the instructions and spreadsheet received from the Finance Department. Pam will discuss further with the Facilities Committee before the February 12 deadline.

**Policy review, Use of Video Surveillance System - DRAFT - 2<sup>nd</sup> review and final approval:** Janice Keller, Communications, Community Relations and Programming Manager, described the status of the Video Surveillance System at the library. Tom Barrett moved to approve the policy as written. Marilyn Mastor seconded. The motion was approved unanimously. Rick Osen asked for a review after 6-12 months, considering this is a new operation and a new policy.

**Single Point of Service, project update and progress:** Pam Kiesner described the status of the shelf moving that is taking place in the library to make room for the new "single service desk" on the main floor. The big shelf move is planned for January 27-28, with the new desk scheduled to be installed in mid-February. Cross training is happening in preparation for staff working together from one location. All moves are being accomplished without library closures. Movers and staff are working nights, holidays and/or during open hours.

**New business :** No new business.

**Action items for next meeting:** These items were identified for consideration at the next meeting:

- How to proceed with other level of service standards, possibly as a lead up to strategic planning in 2017;
- A report on 2015 donations and gifts;
- Updated organization charts.

**Meeting adjourned** at 5:40 p.m.

**Next Regular Library Board Meeting: February 16, 2016** – 3:30 p.m. at Central Library, 210 Central Avenue, Bellingham, Washington

ATTEST

Janice Keller, Communications Manager

Chair, Library Board of Trustees

**Bellingham Public Library  
Performance & Activity Measures, 2016**

*Library Board  
2/16/16  
Item #4*

	Year to Date		% of change		
	January-16	January-15	2016	2015	YTD
<b>Holdings - Number of materials in the library's collection</b>					
Physical copies added to the collection	1,465	2,704	1,465	2,704	-45.82%
Electronic copies added to the collections	1,724	148	1,724	148	1064.86%
Physical copies withdrawn from collection	(4,121)	(234)	(4,121)	(234)	1661.11%
Total physical holdings			185,561	195,383	-5.03%
Total electronic holdings			65,103	28,365	129.52%
<b>Total Holdings (Physical and Electronic)</b>			<b>250,664</b>	<b>223,748</b>	<b>12.03%</b>
<b>Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity</b>					
<b>Central Library</b>					
Adult	59,229	66,274	59,229	66,274	-10.63%
Youth	36,814	38,646	36,814	38,646	-4.74%
<b>Sub-Total Central</b>	<b>96,043</b>	<b>104,920</b>	<b>96,043</b>	<b>104,920</b>	<b>-8.46%</b>
<b>Fairhaven Branch</b>					
Adult	6,138	6,253	6,138	6,253	-1.84%
Youth	1,828	1,969	1,828	1,969	-7.16%
<b>Sub-Total Fairhaven</b>	<b>7,966</b>	<b>8,222</b>	<b>7,966</b>	<b>8,222</b>	<b>-3.11%</b>
<b>Barkley Branch</b>					
Adult	4,127	3,839	4,127	3,839	7.50%
Youth	2,402	2,629	2,402	2,629	-8.63%
<b>Sub-Total Barkley</b>	<b>6,529</b>	<b>6,468</b>	<b>6,529</b>	<b>6,468</b>	<b>0.94%</b>
<b>Bellingham Technical College</b>					
Adult	93	90	93	90	3.33%
Youth	7	6	7	6	16.67%
<b>Sub-Total BTC</b>	<b>100</b>	<b>96</b>	<b>100</b>	<b>96</b>	<b>4.17%</b>
<b>Whatcom Community College</b>					
Adult	256	241	256	241	6.22%
Youth	57	44	57	44	29.55%
<b>Sub-Total WCC</b>	<b>313</b>	<b>285</b>	<b>313</b>	<b>285</b>	<b>9.82%</b>
<b>Western Washington University</b>					
Adult	349	469	349	469	-25.59%
Youth	152	90	152	90	68.89%
<b>Sub-Total WWU</b>	<b>501</b>	<b>559</b>	<b>501</b>	<b>559</b>	<b>-10.38%</b>
<b>Online Services</b>					
Hoopla (added March 2015)	3,296	0	3,296	0	
NW Anytime Library Overdrive	11,176	10,015	11,176	10,015	11.59%
Tumblebooks	3,157	5,172	3,157	5,172	-38.96%
Zinio	1,956	2,026	1,956	2,026	-3.46%
<b>Sub-Total Online</b>	<b>19,585</b>	<b>17,213</b>	<b>19,585</b>	<b>17,213</b>	<b>13.78%</b>
<b>Total Circulation</b>	<b>131,037</b>	<b>137,763</b>	<b>131,037</b>	<b>137,763</b>	<b>-4.88%</b>
<b>Holds Activity</b>					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	48,338	48,586	48,338	48,586	-0.51%
Holds Filled - holds checked out at BPL, FH, Barkley and WCC	30,988	31,937	30,988	31,937	-2.97%
<b>Services</b>					
<b>Persons Visiting - Number of persons counted as they enter the libraries or visit remote website</b>					
<b>Central Library</b>					
Adult	44,896	46,511	44,896	46,511	-3.47%
Childrens	12,429	12,263	12,429	12,263	1.35%
Fairhaven Branch	6,508	6,492	6,508	6,492	0.25%
Barkley Branch	4,131	2,926	4,131	2,926	41.18%
<b>Total Persons Visiting</b>	<b>67,964</b>	<b>68,192</b>	<b>67,964</b>	<b>68,192</b>	<b>-0.33%</b>
<b>Website Visits</b>					
Number of visits to www.bellinghampubliclibrary.org	49,726	48,285	49,726	48,285	2.98%
<b>Bibliocommons Visits</b>					
Number of visits to Bibliocommons	13,240	11,389	13,240	11,389	16.25%
<b>Total Website Visits</b>	<b>62,966</b>	<b>59,674</b>	<b>62,966</b>	<b>59,674</b>	<b>5.52%</b>
<b>Computer Usage - Number of sessions</b>					
<b>Central Library</b>					
Adult & Teen (30 terminals)	5,702	6,514	5,702	6,514	-12.47%
Childrens (3 terminals)	241	194	241	194	24.23%
Fairhaven Branch (7 terminals)	598	569	598	569	5.10%
Barkley Branch (4 terminals)	272	237	272	237	14.77%
<b>Total Computer Usage</b>	<b>6,813</b>	<b>7,514</b>	<b>6,813</b>	<b>7,514</b>	<b>-9.33%</b>
<b>New Borrowers Registered</b>					
Central Library	537	590	537	590	-8.98%
Fairhaven Branch	50	21	50	21	138.10%
Barkley Branch	28	23	28	23	21.74%
<b>Total New Borrowers Registered</b>	<b>615</b>	<b>634</b>	<b>615</b>	<b>634</b>	<b>-3.00%</b>
<b>Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs</b>					
Programs	90	98	90	98	-8.16%
Attendees	2,329	2,379	2,329	2,379	-2.10%
<b>Volunteer Hours</b>	<b>455</b>	<b>503</b>	<b>455</b>	<b>503</b>	<b>-9.54%</b>

*Library Board  
2/16/16  
Item #4*

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 FEBRUARY 16, 2016, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
<b>ADMINISTRATION</b>		
Communications/ITSD charges	City of Bellingham (Interfund)	1,935.00
Advertisement listing	Allied Arts of Washington	100.00
Projector; barcode scanner; self-check monitors	Amazon.com	3,530.01
M-team retreat	Avenue Bread	93.70
Printing	Copy Source	735.88
Coffee	Costco	15.59
Water @ Barkley Branch	Crystal Springs	2.69
Advertisements	Entertainment News NW	1,586.00
Mileage reimbursement	Donna Grasdock	189.75
Mileage reimbursement	Stacy James	25.88
Security software maintenance	Ninite.com	20.00
Office supplies; toner	Office Depot	583.83
Barkley operating costs	Talbot Services LLC	533.33
Institution dues	Washington Library Association	1,710.05
	<b>ADMINISTRATION Sub Total</b>	<b>\$11,061.71</b>
<b>PUBLIC SERVICE</b>		
Ergo desk base	Amazon.com	591.04
Power Pole	Blackburn Office Equipment	885.10
Program supplies	Cash N Carry	9.73
Security attendant clothing/logo	Embroidered Effects	97.65
Truck cargo straps	Global Industrial	86.98
Library materials returned	Library Refunds	98.65
Room reservation cancellations	Library Refunds	75.00
Program supplies	Michael's	155.58
Copier paper; program supplies	Office Depot	120.62
Copier costs	Ricoh USA	842.42
Debt collection	Unique Management Services	519.10
Lost ILL book	University of Oregon	95.00
Use tax	WSDO	47.66
	<b>PUBLIC SERVICE Sub Total</b>	<b>\$3,624.53</b>
<b>OUTREACH</b>		
Diesel fuel	Reisner Distributor	124.73
Van maintenance & repair	City of Bellingham (Interfund)	655.00
	<b>OUTREACH SERVICES Sub Total</b>	<b>\$779.73</b>
<b>TECHNICAL SERVICES</b>		
Books processing	Baker & Taylor	452.86
CD & DVD processing	Midwest Tape	520.50
ILL & tech services	OCLC	2,077.80
Labels	Stickybusiness.com	163.54
	<b>TECHNICAL SERVICES Sub Total</b>	<b>\$3,214.70</b>

**LIBRARY ACQUISITIONS**

Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	143.15
Books	Baker & Taylor	4,918.29
Books	Center Point Large Print	91.18
Periodicals, electronic databases	Ebsco Subscription Services	3,187.00
DVDs	Fred Meyer	18.47
Books/eBook hosting	Gale	170.14
Books	Grey House Publishing	113.13
Electronic database	Infogroup Library Division	1,000.00
DVDs, CDs, recorded books, Hoopla	Midwest Tape	9,441.31
Books	National Underwriters	269.58
Periodicals	New Readers Press	49.31
eBooks, audiobooks	Overdrive Inc	855.43
Hoopla, book on cds	Recorded Books Inc	8.22
Books	Risk Management Association	414.63
Overdrive - WA state consortium	Secretary of State	25,276.67
Periodicals	Sound Circulation	113.00
Books	Village Books	104.16
	<b>LIBRARY ACQUISITIONS Sub Total</b>	<b>\$46,173.67</b>

**GIFT FUND**

Early Learning Space supplies; books	Amazon.com	173.81
Books	Baker & Taylor	2,007.83
Early learning space	OPTO International	81.53
	<b>GIFT FUND ACQUISITIONS Sub Total</b>	<b>\$2,263.17</b>

**TOTAL GENERAL FUND \$64,854.34**

**TOTAL CLAIMS \$67,117.51**





# Whatcom Community Foundation

Library Board  
2/16/14  
Item # 4

## GIVING HERE MATTERS

January 28, 2016

Pam Kiesner  
Bellingham Public Library  
210 Central Avenue, CS 9710  
Bellingham, WA 98227-9710

RE: Annual Distribution

### BOARD OF DIRECTORS

Sati Mookherjee  
*Chair*

Steve Swan  
*Vice Chair*

Kira Bravo  
*Secretary / Treasurer*

Mike Bates

Carol Dellecker

Kevin DeYoung

Aaron Brown

Brenda-Lee Karasik

Fred Miller

Chuck Robinson

Dear Pam:

The Whatcom Community Foundation is pleased to inform you that your quarterly fund statements from the Bellingham Public Library Funds can now be obtained online via the Donor Portal on our website. We will be sending you an email in the next few days with instructions and login information.

The enclosed grant check totaling \$14,260.11 is comprised of the following designated distribution(s) to your organization:

\$9,074.26	Bellingham Public Library Agency Endowment Fund
\$1,838.30	Bayview Fund*
\$3,347.55	Bellingham Public Library Designated Endowment Fund (non-agency)

*\*The Bayview Fund is an endowed fund established by Fredericka Bond to benefit eight local organizations. Each year, your organization will receive one eighth of the distributable amount of the fund.*

### STAFF

Mauri Ingram  
*President & CEO*

Pam Muehlhausen  
*Director of Finance*

Pamela Jons  
*Director of Advancement & Programs*

Missy Belles  
*Assistant to the President*

Shannon Elmendorf  
*Scholarships Coordinator*

Rachel Myers  
*Development & Programs Manager*

Kindly acknowledge receipt of these funds, and let us know, in general terms, how you intend to use them. If you would prefer to return all or some of your distribution so that your fund will grow faster, the amount will be considered a new gift and added to the historic value of your Fund. Should these gifts be acknowledged publicly, please acknowledge Whatcom Community Foundation and the names of the Funds, e.g. Bayview Fund of Whatcom Community Foundation.

Thank you for the important work Bellingham Public Library does on behalf of the community. Please feel free to contact me or any of the Foundation staff to explore additional ways in which the Foundation may support your activities.

Sincerely,

Mauri Ingram  
President & CEO

*Please note that we have moved! Our new address is below:*



## 2015 DONATIONS TO LIBRARY GIFT FUND

Date	Donated By:	Amount	In Memory/Honor of:	Purpose:
1/7/2015	Helen & Richard Scholtz	\$1,000.00		Children's materials
1/23/2015	Marion G. Heyn	\$20.00	In memory of Abigail Gulotta	
1/23/2015	Ana Cuevas	\$20.00	In memory of Abigail Gulotta	
1/23/2015	Blessings Salon Spa	\$474.38	In memory of Abigail Gulotta	
1/31/2015	January misc donations	\$12.70		
2/9/2015	Whatcom County Library Foundation	\$1,294.11		Whatcom READS! coasters
2/18/2015	Whatcom Community Foundation	\$1,800.06		Bayview distribution - Planning
2/28/2015	February misc donations	\$12.65		
3/24/2015	Whatcom Community Foundation	\$8,900.00		Endowment distribution - Planning
3/31/2016	Darin MacGillivray	\$40.00		
3/31/2015	March misc donations	\$33.11		
4/28/2015	Matthew Kennedy	\$40.00		
4/30/2015	April misc donations	\$34.70		
5/1/2015	Juanita Serang & Mariam Larson	\$51.00		
5/6/2015	Anderson Family Endowment Fund	\$300.00		Books related to science
5/18/2015	Birchwood Garden Club	\$200.00		Benefit the library system
5/21/2015	Powertek Electric	\$300.00		STEM books for Summer Reading finishers
5/21/2015	Parivash Jamzadeh	\$250.00		
5/30/2015	Circle of Friends book club	\$125.00	In honor of Vicky Marshall	Book club kit
5/31/2015	May misc donations	\$39.64		
6/9/2015	WECU	\$1,000.00		
6/9/2015	Jazzy Ladies book club	\$125.00	In honor of Vicky Marshall	Reach Out and Read
6/15/2015	DUPJ Garden Club	\$25.00	In honor of Martina E. Elenbaas	Book club kit
6/12/2015	Roosevelt Elementary school friends	\$125.00	In honor of Vicky Marshall	Book club kit
6/23/2015	1st Congregational Church	\$125.00	In honor of Vicky Marshall	Book club kit
6/30/2015	June misc donations	\$33.97		
7/21/2015	Wendy Mueller	\$50.00	In memory of Shirley Tetley Leonard	
7/25/2015	Charles & Elizabeth Martindale	\$30.00	In memory of Shirley Tetley Leonard	
7/16/2015	Christine Johnson	\$125.00	In memory of Vicky Marshall	
7/31/2015	July misc donations	\$5.61		
8/7/2015	Inez Thorpe	\$20.00	In memory of Shirley Tetley Leonard	
8/13/2015	WECU	\$345.00		
8/28/2015	Karen & David Hannah	\$125.00	In memory of Vicky Marshall	
8/31/2015	August misc donations	\$13.23		
9/26/2015	Andrew Zanchi	\$1,000.00		
9/28/2015	Gayle Stebbings	\$125.00		
9/28/2015	Rotary Club of Bellingham	\$1,000.00		
9/30/2015	September misc donations	\$51.42		
10/12/2015	Ivan Stoner	\$200.00		
10/16/2015	Willard Ellender	\$100.00	Edith Godfrey LeVasseur	
10/28/2015	Linda Longerich	\$90.00		
10/31/2015	October misc donations	\$13.52		
11/2/2015	1st Christian Church Book Group	\$125.00		
11/4/2015	Robert Layne	\$100.00		
11/30/2015	November misc donations	\$22.43		
12/9/2015	Robert & Ava Brown	\$2,000.00		
12/14/2015	Pam & Kenn Kiesner	\$200.00	In honor of the BPL staff	
12/16/2015	BTC (Melissa Mejia)	\$50.00	In honor of Linda Crawford	
12/31/2015	December misc donations	\$13.25		Parenting books

TOTAL 2015

\$22,185.78

Library board  
2/16/16  
Item #7

# FRIENDS of BELLINGHAM PUBLIC LIBRARY DONATIONS - 2015

Date	Amount	Purpose:
1/8/2015	\$2,500.00	2015 Book Club Kit fund
6/17/2015	\$2,000.00	BiblioCommon's Summer Sites
6/17/2015	\$1,081.94	Promotional mugs & umbrellas
6/17/2015	\$3,666.11	Children's Summer Reading
6/17/2015	\$3,004.00	Staff Development
9/4/2015	\$129.35	Adult Summer Reading prize
12/11/2015	\$23,000.00	Hoopla
12/31/2015	\$186.17	SkillShare materials
Total gift fund donations		
	\$35,567.57	
Various		Children's Summer Reading
	\$1,199.48	Teen Summer Reading
	\$795.34	Adult Summer Reading
	\$100.00	Teen Programming
	\$1,456.62	Hospitality Fund
	\$40.56	SkillShare materials
	\$45.14	Library Staff Education Grants
	\$1,000.00	Raise a Reader/Books for Babies
	\$5,000.00	Halloween Candy
	\$29.98	Timothy Egan event
	\$2,500.00	2015 BA~CON
	\$994.84	Whatcom READS! 2016
	\$5,000.00	Humanities Washington - Frankenstein
	\$102.00	
		Nicola Andrews & Christy Karwoski
10/30/2015		
6/12/2015		
7/8/2015		
1/5/2015		
11/5/2015		
4/24/2015		
6/15/2015		
6/17/2015		
10/21/2015		
Total direct-to-vendor donations		
	\$18,263.96	
Total Friends donations		
	\$53,831.53	
<b>TOTAL COMBINED 2015 DONATIONS</b>		
	<b>\$76,017.31</b>	

GL787

WKD - QUARTERLY REPORT - GF

Report Format 712

Acc.Period 12 ending December 31, 2015

Transaction status 1  
 Rounding to Whole Dollars

		YTD Actual	Adopted Budget	Revised Budget	Variance From Revised	%% Complete
Dpt 0190	LIBRARY					
Grp 191	LIBRARY ADMINISTRATION					
ExO 010	SALARIES & WAGES	249,978	243,074	243,074	6,904-	102.8
ExO 020	PERSONNEL BENEFITS	97,884	98,060	98,060	176	99.8
ExO 030	SUPPLIES	29,822	35,231	35,231	5,409	84.7
ExO 040	SERVICES	189,890	202,366	205,039	15,149	92.6
		-----	-----	-----	-----	-----
Grp 191	LIBRARY ADMINISTRATION	567,574	578,731	581,404	13,830	97.6
Grp 193	LIBRARY SERVICES					
ExO 004	BAD DEBT EXPENSE	60			60-	
ExO 010	SALARIES & WAGES	1,698,153	1,769,176	1,769,176	71,023	96.0
ExO 020	PERSONNEL BENEFITS	693,179	733,937	733,937	40,758	94.5
ExO 030	SUPPLIES	473,317	436,857	438,529	34,788-	107.9
ExO 040	SERVICES	81,921	84,817	84,817	2,896	96.6
ExO 050	INTERGOVT SERVICES PAYMENTS	3,454	6,500	6,500	3,046	53.1
		-----	-----	-----	-----	-----
Grp 193	LIBRARY SERVICES	2,950,083	3,031,287	3,032,959	82,875	97.3
Grp 195	LIBRARY FACILITIES					
ExO 040	SERVICES	661,366	660,766	660,766	600-	100.1
		-----	-----	-----	-----	-----
Report Final Totals		4,179,024	4,270,784	4,275,129	96,105	97.8
		=====	=====	=====	=====	=====

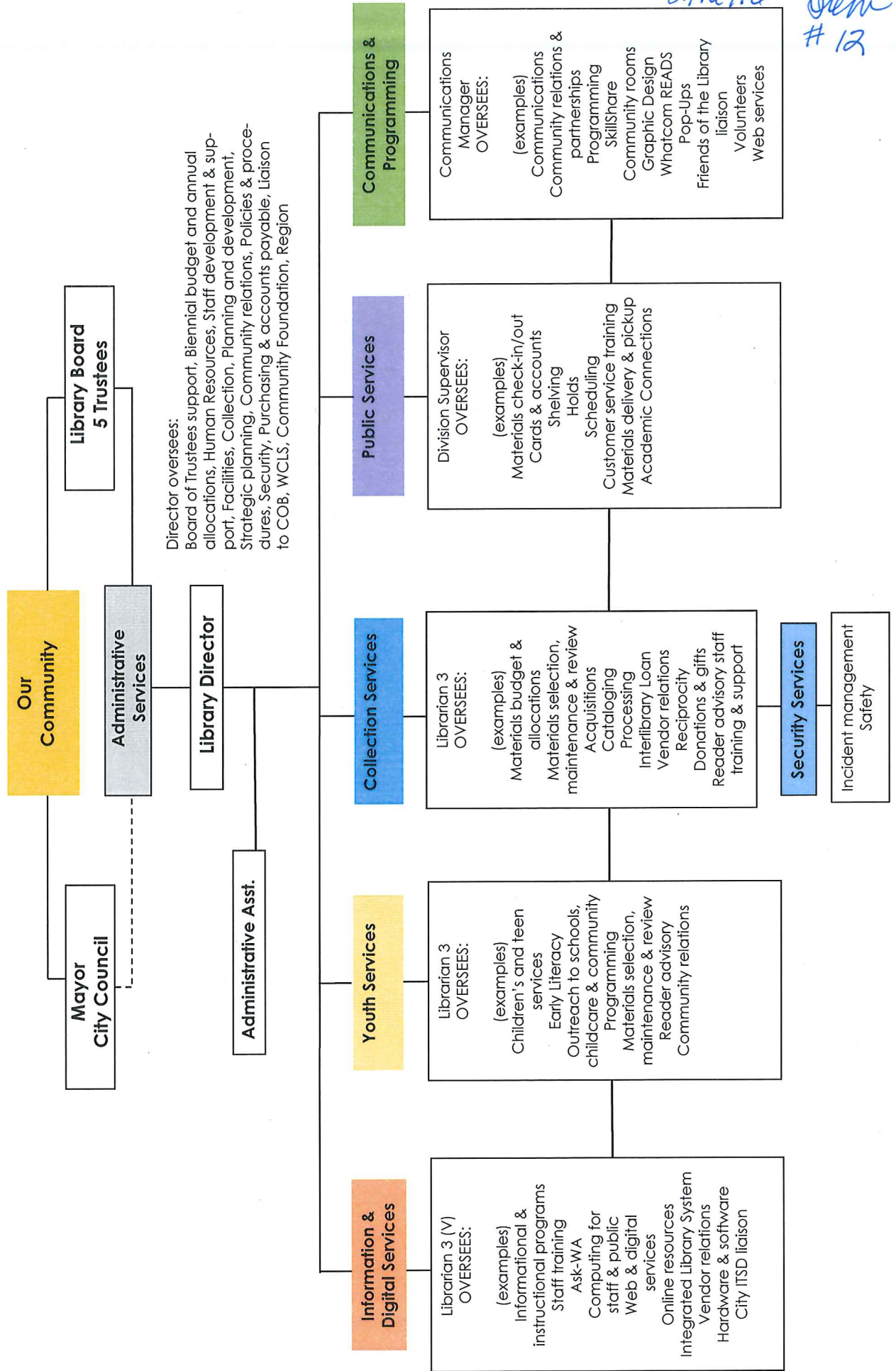
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 Ctrl+Shift+C Collapse rows for entire sheet  
 Ctrl+Shift+B Expand current row Ctrl+Shift+R  
 Collapse current row

Capital Item or Project Name	Department	Brief Description of Capital Item or Project	2017 Estimate	2018 Estimate	2019 Estimate	2020 Estimate	2017 Comments
Central Library Replacement Site Purchase	Library	If city-owned site is not selected funds will be required to purchase a site	5,150,000		5,500,000		
Library (Central & Barkley) Signage	Library	This request covers a lighted exterior sign for Barkley Branch. It also includes way signage throughout each location: directories, hanging directional signs, collection signs.	84,872				
Library (Central) Build Office Space	Library	There are no spaces left where managers can meet on confidential, personnel issues despite creative efforts to rearrange furnishings. Office space is critical to the manager's ability to manage, supervise, communicate openly with, and develop good teamwork with their departmental staff. Will need plans, construction, electrical and data work.	64,800				
Library (Central) Replacement	Library	The Central Library is 65 years old, renovated 33 years ago for a 20-year anticipated life span. Business has increased, population has more than doubled, new technologies have been introduced. Building is no longer suitable to meet needs.			55,000,000		
Library (Fairhaven) Seismic and Historic Upgrades	Library	The 2009 repairs to Fairhaven Library resolved the significant water infiltration issue. Remaining work includes a seismic upgrade for life safety, and historical upgrades for care of a community asset.			1,594,350 1,700,000		
Library Furnishings	Library	Most library tables, chairs, shelving, and other furnishings are between 30-60 years old. All furnishings receive hard use from the many people in our facilities on a daily basis. Funds should be set aside each year to systematically replace worn and damaged furnishings.	44,200	44,200			
	Dept		0	0	62,200,000	0	

0  
 5,337,872  
 5,337,872  
 0  
 41,200  
 41,200  
 0  
 56,591,350  
 56,591,350  
 0  
 0

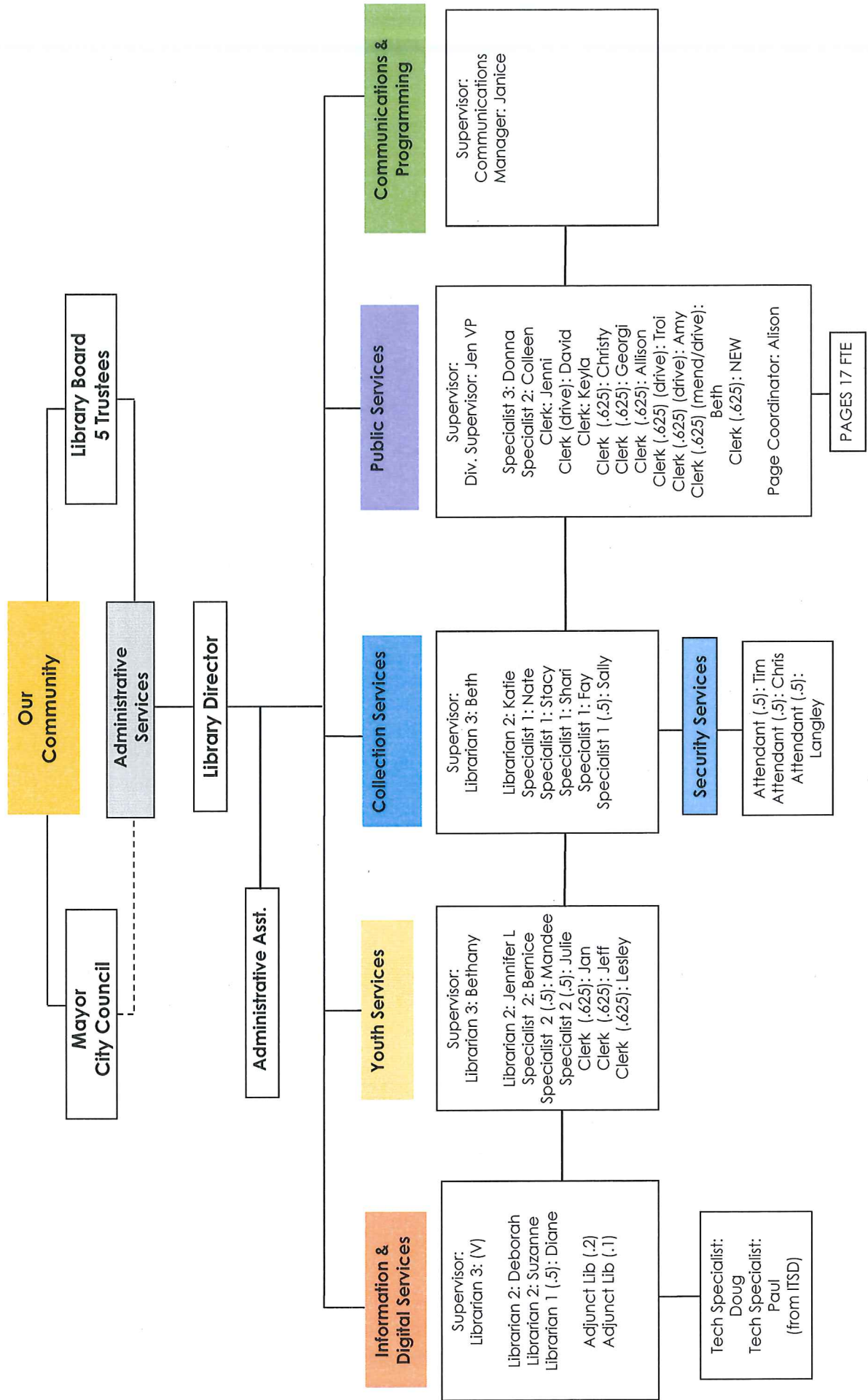
Library Board  
 2/16/16  
 Item #9

**Organization Chart:  
Functions  
DRAFT**



*Leiman Board  
2/16/16  
stem  
#12*

**Organization Chart:  
Supervisory  
DRAFT**



*Library Board  
2/16/16  
Item #13*

# Reciprocal Libraries

## Library District Boundaries

The Upper Skagit Library District, in Eastern Skagit County, includes the area within the Concrete School District, from Lusk Road east to the county line. The Mansford Precinct (near Darrington) is not included in the Junior Taxing District. [View a map](#) of the district boundaries.

## Reciprocal Borrowing Guidelines

To get a reciprocal library card, a resident card holder must be in good standing at the home library. Please follow these steps:

- Get a sticker on the home library card annually.
- Only district residents may get reciprocal cards. This will not include those who have purchased cards.
- When applying for library cards at the other libraries please take adequate proof of residence.
- Books must be returned to the lending library.
- Watch due dates; libraries have different loan periods.
- Some Libraries charge fines. You will be responsible for any fees and charges.

## Reciprocal Libraries

<p style="text-align: center;"><b>Anacortes Public Library</b></p> <p>1220 10th Street Anacortes, WA 98221 <a href="#">Home Page</a></p> <p style="text-align: center;"><b>Library Hours</b></p> <p>Monday 10:00am - 7:00pm Tuesday - Friday 11:00am - 7:00pm Saturday - Sunday 12:00pm - 5:00pm</p>	<p style="text-align: center;"><b>La Conner Regional Library</b></p> <p>614 Morris Street La Conner, WA 98257 <a href="#">Home Page</a></p> <p style="text-align: center;"><b>Library Hours</b></p> <p>Monday 11:00am - 5:00pm Tuesday &amp; Wednesday 11:00am - 7:00pm Thursday - Saturday 11:00am - 5:00pm Sunday Closed</p>
<p style="text-align: center;"><b>Burlington Public Library</b></p> <p>820 E. Washington Avenue Burlington, WA 98233 <a href="#">Home Page</a></p> <p style="text-align: center;"><b>Library Hours</b></p> <p>Monday - Thursday 10:00am - 8:00pm Friday &amp; Saturday 10:00am - 5:00pm Sunday Closed</p>	<p style="text-align: center;"><b>Mount Vernon City Library</b></p> <p>315 Snoqualmie Street Mount Vernon, WA 98273 <a href="#">Home Page</a></p> <p style="text-align: center;"><b>Library Hours</b></p> <p>Monday - Thursday 10:00am - 8:00pm Friday - Saturday 10:00am - 5:00pm Sunday Closed</p>
<p style="text-align: center;"><b>Central Skagit Library District</b></p> <p>100 W State Street</p>	<p style="text-align: center;"><b>Sedro-Woolley Public Library</b></p> <p>802 Ball Avenue</p>



Sedro Woolley, WA 98284	Sedro-Woolley, WA 98284
<a href="#">Home Page</a>	<a href="#">Home Page</a>
<b>Library Hours</b>	<b>Library Hours</b>
Monday - Friday            10:00am - 6:00pm	Monday - Thursday        12:00pm - 8:00pm
Saturday - Sunday        Closed	Friday & Saturday        12:00pm - 4:00pm
	Sunday                        Closed

- [Darrington Library](#)
- [Sno-Isle Libraries](#)
- [Timberland Regional Library](#)

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WCLS (Whatcom County Library System)  
has reciprocal borrowing agreements  
with:

- Fraser Valley Regional Library (Canada)
- Sno-Isle Regional Library System
- Timberland Regional Library System